

Property Inspection Checklist

Date:		
Property:		No. tenants:

Please mark boxes below as Y (Yes), N (No) or N/A (not applicable accordingly)

1. Administration/certification

Item	Property 1
Current Mandatory/Additional/Selective Licence	
Does your current HMO licence have any conditions that require work? (If applicable)	
Are the HMO managers contact details displayed in a prominent place? (If applicable)	
Is there a fire action notice displayed in the HMO? (If applicable)	
Current Gas Safety Certificate (dated within 1 year)	
Current Electrical Installation Condition Report (dated within 5 years)	
Fire alarm/detection system test cert for HMO (dated within 1 year) (If applicable)	
Annual Emergency lighting certificate (If applicable)	
Annual Portable appliance test date (PAT) (If applicable)	
Evidence that deposits have been protected (if deposits are taken)	
Energy performance certificate (ten yearly) with rating above E	
Where is the Consumer unit situated? Is the consumer unit in an easily accessible location, maintained in good condition with any blanks covered in place and no exposed copper plates or wires visible?	
Location of emergency cut off valves for water, gas easy to access?	
Location of gas/electric meters easy to access	
Is there a Carbon monoxide alarm situated near the boiler, gas fire etc	

2. Internal

2.1 Kitchen(s):

Item	Property 1
Fitted with an FD30S fire door with self-closing device?	
Is there a heat detector? If so is this hard wired and interlinked?	
Kitchen fitted with fire blanket (safely sited away from the cooker)?	
Adequate facilities for storage, preparation and cooking of food are sufficient and can be cleaned and kept in a hygienic state?	
Ceilings/walls in good condition structurally and decoratively?	
Windows are in good condition and operate as intended?	
Floor covering in kitchen is water-resistant and can be cleaned with suitable domestic cleaning products?	
Working extractor fan in place (ducted to outside and clean)?	
Adequate electrical sockets fitted above the kitchen worktop?	
300mm worktop space either side of cooker?	
Number of sinks/cookers are suitable for the number of tenants (in accordance with the local authority amenity standards)?	

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2.2 Living/Dining Room(s):

Item	Property 1
Fire door fitted (if required)?	
Mains wired/interlinked smoke detector fitted?	
Ceilings/walls in good condition structurally and decoratively?	
Furniture provide is good, safe repair and clean?	
Flooring/carpets are clean and in a good condition?	
Windows are in good condition and operate as intended?	
Suitable heating installed, with TRVs fitted?	

2.2 Bedroom(s):

Item	Property 1
Bedroom size acceptable in accordance with the local authority amenity standards? National minimum standards, single bedrooms larger than 6.51sqm, all double bedrooms larger than 10.22sqm	
Ceilings/walls in good condition structurally and decoratively?	
Furniture provide is good, safe and clean?	
Flooring/carpets are clean and in a good condition?	
Windows are in good condition and operate as intended?	
Any windows with sills below 1000mm fitted with opening restrictors?	
Minimum of two double sockets fitted?	
Doors and windows (if used as a secondary means of escape, no locks fitted on doors) can be opened from inside without the use of a key?	
Fire door fitted with self-closers (if required)?	
Mains-wired and interlinked smoke detector fitted (if required)?	
Suitable heating installed in every bedroom, with TRVs fitted?	

2.3 Bathroom(s):

Item	Property 1
Meets local authority's minimum amenity standards for WC and bathroom facilities	
Where a WC is located in a separate compartment, a hand basin and heating is provided within the same compartment	
Working/adequate heating provided?	
Any showers are fitted with a waterproof surround, curtain/screen	
The floor covering are water-resistant and can be cleaned with suitable domestic cleaning products	
Working extractor fan to all bath/shower rooms & WC (ducted to outside and clean)	

2.4 Hallways/stairs:

Item	Property 1
External doors are of solid core timber, metal-framed UPVC or are specialist security doors?	
Exit doors/grilles/escape windows can be opened from inside without the use of a key?	
Internal structure is maintained in good repair and good decorative repair?	
Flooring/carpets are clean and in a good condition?	
Handrails fitted to staircases?	
Is there suitable balustrading / guarding to the stairs (i.e. enclosed)	

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Suitable/working lighting along the route of escape?	
Mains-wired and interlinked smoke detectors on every level?	
Are the means of escape clear and free from obstruction (hallways, stairs etc.)	

2.5 Cellars/basements

Item	Property 1
Cellars have interlinked fire detection.	
Suitable fire separation between basement and ground floor including under stairs (30 minute plasterboard is generally best practice)?	
Suitable lighting in place?	
Handrail fitted to cellar/basement stairs?	
Fire door at head of cellar stairs (if opening onto route of escape)?	

5. External

Item	Property 1
Boundary walls/fences are stable and in good repair?	
Paths to/from external doors are in good order and free of waste and litter?	
Any gardens/paved areas are in good order, level and free of waste/litter?	
Drainage system in good condition?	
Guttering free from vegetation and in good condition?	
Any outbuildings in good condition and safe?	
Correct/sufficient number of bins and suitable area to store them?	
Are the roof, chimney, walls and windows in good repair?	
If there are external steps (more than 2) is there a handrail and adequate lighting in place?	
Is the security provision and lighting in place and in good repair?	

6. Fire Safety

6.1 Fire detection - this section is designed for you to record what fire safety measures are in place in each room/part of the building. Note *SD* (smoke detector), *HD* (heat detector) or *N* (no detection):

Item	Property 1	Tested & Working
Kitchen		Y/N
Living Room		Y/N
Dining Room		Y/N
Halls/Landings (detection required on each level)		Y/N
Bedrooms		Y/N
Cellar/Basement		Y/N

6.2 Fire separation - for this section, select Y/N accordingly:

Item	Property 1	Tested & Working
Kitchen fitted with fire door?		Y/N
- Intumescent strips fitted?		Y/N
- Cold smoke seal fitted?		Y/N
- Overhead self-closing device fitted?		Y/N
Living Room fitted with fire door?		Y/N
- Intumescent strips fitted?		Y/N
- Cold smoke seal fitted?		Y/N
- Overhead self-closing device fitted?		Y/N

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Bedrooms fitted with fire door(s)?	Y/N
- Intumescent strips fitted?	Y/N
- Cold smoke seal fitted?	Y/N
- Overhead self-closing device fitted?	Y/N
- Locks on bedroom doors?	Y/N
FD between cellar/basement and ground floor	Y/N
- Intumescent strips fitted?	Y/N
- Cold smoke seal fitted?	Y/N
- Overhead self-closing device fitted?	Y/N
- Fire separation to cellar ceiling and under stairs?	Y/N

6.3 Fire detection system:

Item	
Heat/smoke detectors are mains-wired (with a battery back-up)?	
Heat/smoke detectors are all interlinked?	
Detection linked to a control panel?	
Where is panel located?	
When was the system last tested/certificated?	
Is emergency lighting fitted to the escape route?	
When was the emergency lighting last tested?	
Do you have a fire log book and has this been regularly completed and updated?	

6.4 Electrical Equipment:

Item	
Do you supply any electrical equipment? Microwave, vacuum cleaner, lawn mover etc	
Has a PAT test been completed? If applicable	
Visual inspection completed? No frayed wires or burn scorching marks	
Still under manufactures warranty or less than a year old?	
When was the electrical installation system last tested/certificated?	

6.5 : Action Log

Item	
Repairs	
Decoration	
HHSRS Hazards	

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7. Notes

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