

Harborne Parish Lands Charity

Lettable Standard



Harborne Parish Lands Charity have agreed a lettable standard that empty properties must meet before they are let. This is a guide to give you as a new resident an idea of the expected minimum condition of property that has been allocated to you set out in the specification below:

Harborne Parish Lands Charity's responsibilities:

To provide you (the new resident) with a home:

- That is safe, warm and of the required quality to be compliant with the latest legislation and regulatory standards.
- With all certifications on sign up to confirm that all the relevant work has taken place: Asbestos survey, Gas and Electrical Checks and fire risk assessments, water risk assessments and lift safety checks where appropriate), EPC (energy performance certificate).
- With Smoke Alarms and Carbon Monoxide Alarms fitted and tested.
- That are modern in terms of decent homes standards.
- That any outstanding repairs to the property that could pose a risk to health and safety will be identified and resolved before the property is ready to let.

Your responsibilities:

- We ask all residents to look after their properties and report any faults or repairs to their Building Manager.

• Carpets/flooring:

The kitchen and bathroom will be fitted with standard nonslip flooring. HPLC will not provide carpets or flooring as standard in other rooms. In some instances where carpet or flooring in good condition has been left by the previous resident we can leave it in place. You can keep it or remove it if you wish to provide your own.

• White goods and furniture:

HPLC will provide a fridge/freezer, oven and hob. We will make any repairs or provide any replacements if needed. Any electrical goods will have had the relevant safety tests. Residents may provide their own appliances however please note that we will not be liable for repairing them, but we will replace them if needed with our own appliances.

• Minor repairs & maintenance:

Please contact your Building Manager regarding any repairs.

• Accessibility/Adaptations:

Please contact the Support Officer or Building Manager if you believe any adaptations would make it easier for you to live in your home independently.

Kitchen

Kitchen Units:

- All doors and drawers secure and fully operational.
- All units and worktops should be clean, have tiled splash backs, be sound and sealed. Worktops should be replaced if damaged.

Sink:

- Sinks to be clean and free of rust and stains with no leaks and free flowing waste. Plugs and chains to be secure.
- Taps to be clean, easy to operate, marked hot and cold and drip free.
- Two rows of tiles or similar splash-back to be provided on the walls above the work surface and sink and be in clean condition, secure with no cracks.

Cooker points:

- Gas: clean and capped off with bayonet removed, ready for cooker to be fitted by a Gas Safe engineer.
- Electric: power point supplied and clean, ready for cooker to be installed.

Plumbing:

- Plumbing for washing machine to be provided where possible.

Acceptable Standard



Unacceptable Standard



Bathroom

Toilet pan/seat/cistern:

- To be secure, clean and easy to flush with a new seat.

Wash hand basin:

- Basins to be secure, free from chips and provided with a plug and secure chain. There shall be no leaks and free flowing waste.

Taps:

- To be secure, clean, easy to operate, drip free and marked hot and cold.

Extractor fans and duct cover:

- To be cleaned and free of dirt and dust.

Acceptable Standard



Unacceptable Standard



Windows and Doors

Doors:

- All doors both internal and external will be in good working order with the ability to open and close easily.
- Front doors to flats must be fitted with a fire door compliant with the British Standard, and if a letterbox is provided this must comply with current building regulations i.e. provided with fire resistant seals.

Windows:

- Security locks to be provided to windows on the ground floor.
- Glazing must be intact and secure with any broken windows to be replaced.
- Windows must be easy to open and close and safety catches operational.
- Window restrictors to be fitted to all casements above ground floor level. Keys to be available at the time of letting.

Acceptable Standard



Unacceptable Standard



Flooring

- Nonslip vinyl flooring fitted in kitchen and bathroom - This will be clean, intact, secure, level and free of trip or slip hazards.
- All other floors and skirting boards will be clean, secure, free of rot and loose nails.

Acceptable Standard



Unacceptable Standard



Walls and Ceilings

Walls:

- To be in sound condition, free from damp and mould, graffiti, large cracks, loose plaster, bulges and holes.

Ceilings:

- Any mould growth to wall or ceiling surfaces will be treated with a fungicidal wash, leaving the surface ready for decoration.

Acceptable Standard	Unacceptable Standard
	

Electric

- All electric fittings will be tested to comply with the current safety regulations (NICEIC).
- All wiring, fuse boards, sockets, switches, heaters and light fittings to be in good working order.
- An electrical safety certificate will be provided. Hardwired smoke and heat detectors will be installed.

Acceptable Standard



Unacceptable Standard



Outside Space

Gardens:

- Gardens and outside areas will be tidy and not overgrown and free from waste.
- Footpaths, ramps, and external steps will be checked for trip hazards and repaired as necessary.

Building:

- Guttering and down pipes fixed and connected.
- Drains and gullies free from blockages and gulley grates fixed.
- Roof will be watertight and any damaged/missing slates/tiles replaced.

Acceptable Standard



Unacceptable Standard



Adaptations

- Minor grab rails and the like are not to be removed and are to be left in good working order ensuring they are safe to use.
- All other aids and adaptations shall be left in place and left in full working order and ready to use unless instructed otherwise whilst the property is void.

Acceptable Standard	Unacceptable Standard
	

Cleaning

- Properties will be in a clean and presentable condition.
- Clean kitchen units and worktops.
- Wash down all paintwork.
- Clean windows (internally).
- Clean and disinfect sinks, toilets, and wash hand basins.
- Sweep and clean all floors.

Acceptable Standard



Unacceptable Standard



Please take some time to read the lettable standards above and if there is anything in your new home that does not meet these standards, you can report any issues by:

Email: Carolyn.Arnold@hplc.org.uk or **Telephone:** 0121 426 1600

Please note that works relating to the lettable standard should be reported within the first week of moving in. Later repairs will be dealt with by your Building Manager; their phone number can be found in the welcome pack you received on sign up and they are also available on scheme 5 days a week.

Chargeable repairs

We will charge you for any repairs that are not our responsibility or which have been caused by wilful or accidental damage.

On signing for the above I understand the following:

- It is my responsibly to inform Harborne Parish Lands Charity within the first week of moving in of any works that have not been completed in line with the above lettable standard.
- Harborne Parish Lands Charity reserves the right to carry out some non-Health and Safety works, and non-statutory obligations works after you have moved in.

Resident's Name:

License Agreement Start Date:

Property Address:

Signature: **Date:**.....