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## Leasing Inspection Report

Property Address: \_\_\_\_\_

Date: \_\_\_\_\_

Property Visited by: \_\_\_\_\_ Rent £ \_\_\_\_\_

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Structure	Pass	Comments
The building or dwelling must be in such condition as to be fit for human habitation.		
It shall provide accommodation that meets current statutory fitness standards and Environmental Protection Act 1990 requirements and the requirements of the Defective Premises Act 1972, Landlord and Tenant Act 1985 and all other legislation relating to standard of repair and condition.		
Roof and external walls must be in good repair and structurally sound and weatherproof. The roof structure must be capable of adequately supporting such live and dead loads as may be imposed upon it.		
Properties must be free from damp and there should be an adequate and effective damp proof course and under floor air bricks where necessary to suspended timber ground floors.		
All gutters and down pipes must be in good condition with no leaking joints or rust.		
All joints between structure and door and window frames must be adequately sealed		
All flue terminals to be secured and adequately vented.		
Cold water storage cisterns and tanks etc shall be properly housed, insulated and protected.		
All ceilings, walls and floors to be sound, with no evidence of cracks or serious structural faults or damp penetration. Landlord to be responsible for any defects or outbreaks of infestation or rot, should these occur and to provide guarantees as may be required by the Council		
Ceilings finished in polystyrene tiles are not acceptable and must be replaced with an approved non- combustible decorative finish.		
Staircases of four or more treads up to 900mm wide must be provided with a handrail on at least the open side of the stairwell. Stair coverings to be securely and safely fastened.		
All rooms shall be of usable shape and proportion.		
Habitable room does not include the area of any bathroom, staircase, passageway, landing or access lobby.		
There should be no gap wider than 99mm (4") on any staircase ballustrade. All treads, risers, spindles and handrails to be securely fastened.		

Structure	Pass	Fail
An internal airing cupboard with adequate slatted shelving for clothes should be provided. Alternatively, a 'Tidy-Dry' or similar clothes drier should be installed.		
No bedroom shall be less than 6.5 sq.m (70 sq. ft).		
Adequate space is required for either a single, double, or twin beds as appropriate, a wardrobe, a bedside table and a dressing table/chest of drawers.		
Main bedroom(s) (not more than 2 persons) min. 10.2 sq.m. (110 sq. ft). Additional bedroom(s) (single person) min. 6.5 sq.m (70 sq.ft.). The minimum floor areas shown above are to be used as a general guide only. In some circumstances a lesser standard may be applied.		

Persons	Minimum Area (m <sup>2</sup> )					
	1	2	3	4	5	6
<b>Kitchen</b>	5 (54)	5 (54)	5 (54)	7 (76)	7 (76)	7 (76)
<b>Dining/Kitchen</b>	8(87)	9 (97)	11 (119)	11 (119)	12 (130)	13 (140)
<b>Dining/Living (without dining Kitchen)*</b>	13 (140)	13 (140)	14 (151)	15 (162)	17 (183)	18 (193)
<b>Dining/Living (dining Kitchen)*</b>	11 (119)	12 (130)	13 (140)	14 (151)	15 (162)	16 (173)
<b>Main Bedroom</b>	8 (87)	10.2 (110)	10.2 (110)	10.2 (110)	10.2 (110)	10.2 (110)
<b>Other Double Bedrooms</b>	-	-	-	10.0 (108)	10.0 (108)	10.0 (108)
<b>Single Rooms**</b>	-	6.5 (70)	6.5 (70)	6.5 (70)	6.5 (70)	6.5 (70)
<p>Living rooms width should be a minimum of 3.2M = 10.5 Square Feet  Where provided in the form of a bed-sit, total floor area should be at least 32.5m<sup>2</sup> (350Ft<sup>2</sup>)  All rooms should have a minimum width of 2.1m (6ft.10)  With main room of at least 21m<sup>2</sup> (227Ft<sup>2</sup>)  Conversion Calculation M<sup>2</sup> to Ft<sup>2</sup> 1= 10.76      Conversion Rate from Metre to Feet 1 = 3.28</p>						

Room	Sizes of the Rooms						Pass	Fail
	Width	X	Length	SM <sup>2</sup>	SFt <sup>2</sup>			
Reception 1		X						
Reception 2		X						
Kitchen /Diner		X						
W/c		X						
Main Bedroom		X						
Bed 2		X						
Bed 3		X						
Bed 4		X						
Bathroom		X						

### Natural Lighting, Ventilation and Openings

There must be the provision in every LIVING ROOM and BEDROOM of a window or windows, opening directly to the external air and having a glass area of not less than one tenth of the floor area. The openable area of which shall be equivalent to at least one twentieth of the floor area of the room			
In all instances the rooms mentioned must receive adequate natural light.			
All doors and windows must be in good working order and windows must be openable, where necessary, to provide adequate ventilation.			
Windows more than 1.1m (3.6ft) above floor level are to be fitted with childproof restraints so as to limit the opening to 100mm (4"). In case of double hung sash windows, the bottom sash only needs to be fitted with a restraint.			
Glazing should be free from cracks and any loose or missing putty replaced.			
All windows to be fitted with curtain tracks, runners and heavy curtains.			
Primary entrance to accommodation should incorporate a door viewer night latch and a five lever mortice/dead lock, openable from the inside without the use of a key.			
Non-mechanical ventilation systems e.g. air bricks, grilles or permavents, to be provided for the removal of foul air and condensation build up in bathrooms.			
To internal auxiliary rooms such as kitchen, bath or WC an adequate system of mechanical ventilation such as an automatic extract fan shall be provided and to include for ducting to the external air. The fan unit should have an overrun of at least 20 minutes duration. All permanently closed fireplaces must have adequate ventilation provided.			

Persons	Minimum Units	
	Double Base Unit Including Sink	Double Wall Unit
1 bed 1/2 person	2	1
2 bed 3/4 person	2	1
3 bed 5/6 person	3	2
4 bed 7/8 person	4	3

How many required?

Double Base Units \_\_\_\_\_

Double Wall Units \_\_\_\_\_

Room	Adequate numbers of socket outlets to be provided			
	Min	How many Present	Pass	Fail
Reception 1	3 Doubles			
Reception 2	3 Doubles			
Kitchen /Diner	2 Doubles above worktop plus separate fused 30 amp spur for the cooker			
Double Room	3 Doubles			
Single Room	2 Doubles			

<b>Kitchen and Cooking Areas</b>	<b>Pass</b>	<b>Minor</b>	<b>Fail</b>
All plumbing must comply with current Water By-laws. Stop valves must be accessible especially where situated in common areas and must be appropriately labelled.			
A tap affording an adequate and wholesome direct supply of mains drinking water must be provided within the kitchen over a suitable sink.			
There must be provided and maintained with each unit, adequate facilities for the storage, preparation and cooking of food.			
Appliances for the heating and supply of hot water must be maintained in a satisfactory condition.			
Kitchen base units, wall units, combination sinks, hotplate, oven and fridge units must be clean and must be in a good undamaged and safe working condition.			
Good quality impervious flooring must be provided, properly laid and sealed at the edges.			
No bedrooms to lead directly off the kitchen or kitchen diner.			
<b>The kitchen should contain the following items:-</b>			
Sink with hot and cold water supply.			
A cooker in safe and clean working condition. (4 cooking rings, grill and oven).			
Work surfaces should be clean and free from cracks.			
Wall tiles or other adequate protection should be present over work surfaces and these should be sealed with silicone at the joint with the work surface. Tiles to be in good condition and properly grouted and of a minimum height of 300mm.			

<b>Bathroom</b>	<b>Pass</b>	<b>Minor</b>	<b>Fail</b>
The following fittings should be provided:-			
Bath or shower with constant hot and cold water supply.			
If the shower is present with a bath then an adequate shower rail and curtain or plastic screen should be provided. If the shower is freestanding a suitable fixed enclosure must be provided.			
WC – with external overflow.			
Wash basin with constant hot and cold water supply.			
All fixtures and fittings should be in good condition and free from major chips, cracks, scratches or bad staining, and should be firmly secured to wall or floor and properly sealed with silicone.			
A minimum of one bath/basin/WC must exist within the interior of the premises.			
Wall tiles or other adequate protection to shower area should be at least 2m in height. Wall tiles or other adequate protection should be present above baths and basins and these should be sealed with silicone at the joint with the amenity. Tiles to be in good condition and properly grouted and of a minimum height of 300mm. Good quality vinyl flooring to be provided, properly laid and sealed at the edges.			
<b>Decoration</b>	<b>Pass</b>	<b>Minor</b>	<b>Fail</b>
All room decorations are to be clean and in reasonable condition e.g. no peeling/torn wallpaper.			

<b>Power, Heating and Lighting</b>			
	<b>Pass</b>	<b>Minor</b>	<b>Fail</b>
The minimum heating requirements are as follows:			
A fixed heater, i.e. manually controlled gas or electric fires, or thermostatically controlled fixed electric space heaters or Dimplex radiator type. Gas fires are not allowable in bedrooms.			
Where solid fuel heating appliances, such as coal are existing, a proper fuel store must be provided but generally open fires will be discouraged.			
Preferably, a form of central heating should be provided in each dwelling. The recommended form is a gas boiler system with small bore pipe work and convector radiators.			
An adequate and constant supply of both hot and cold water to kitchens and bathrooms.			
The heating system should be in a safe, serviced and working condition throughout the term of the lease, and may be inspected by a specialist heating engineer approved by the Council if considered necessary at the Landlord's expense.			
All gas installations must be tested by a suitably qualified Corgi registered gas installer and a valid certificate provided and renewed annually. The installation must meet the requirements of the Gas Safety (Installation and Use) Regulations 1994.			
All electrical installations should have a current test certificate stating compliance with NIC EIC Regulations (16 <sup>th</sup> Edition) and should be in a sound, undamaged condition.			
Landlord's electrical supply and metering to be provided for common parts and external lights. Common parts lighting circuits to be separate from those provided within the flat.			

<b>External Boundaries and Fencing, Refuse Disposal, Etc.</b>			
	<b>Pass</b>	<b>Minor</b>	<b>Fail</b>
Access from the rear door if any, to any other areas within the boundaries such as front and rear entrances, dustbin stores, sheds or washing lines etc., must be via a Safe and soundly constructed pedestrian route with adequate external lighting to deck access flats or maisonettes.			
Any access covers over manholes, service ducts etc, must be sound, completely level and free of cracks etc., that may endanger pedestrians.			
Adequate provision for storage of household refuse shall exist. Bin shelters or storage areas to be provided for multiple unit schemes.			
External buildings/sheds are to be free from any stored items.			
Rails to external decking, flat roofs, balconies and staircases to be a minimum of 1.0m in height. No part of any balustrade to have more than 99mm (4") gap between components. All components to be in a sound structural condition.			

<b>Fire Precautions</b>	<b>Pass</b>	<b>Minor</b>	<b>Fail</b>
All flats provided by conversion should comply with fire safety standards contained within the relevant Building Regulations and London Borough standards for Houses in Multiple Occupation.			
Half Hour Fire Check Doors must be fitted to all kitchens to prevent the spread of fire			
Wired British Standards Approved Smoke Detectors displaying the BSA Kite mark must be provided in appropriate locations as recommended by the manufacturer.			

<b>Flat Conversions</b>	<b>Pass</b>	<b>Minor</b>	<b>Fail</b>
<b>Fire Precautions</b>			
All flat accommodation must meet current building regulations standards for new or converted accommodation in relation to means of escape and construction.			

<b>Noise Insulation</b>	<b>Pass</b>	<b>Minor</b>	<b>Fail</b>
Converted or purpose built flatted accommodation with timber intermediate floors must meet current requirements for the reduction of noise transmission as set out in the building regulations and the Environmental Protection Act 1990 – Section 80.			
All rooms to be provided with lamp shades and bulbs to all lighting points.			

Sale