

PROPERTY CHECKLIST

Address: _____

Date of Inspection: _____

Checked by: _____

		YES	NO	N/A
1.	Structural stability <ul style="list-style-type: none"> Is the property in good structural order, fit for use and not likely to cause injury due to collapse or be a health risk due to settlement or weathering? 			
2.	Repair <ul style="list-style-type: none"> Are the fixtures of the building in good repair? 			
3.	Penetrating damp <ul style="list-style-type: none"> Is the property free from any penetrating dampness? 			
4.	Rising damp <ul style="list-style-type: none"> Is the property free from any rising dampness and do the walls and floors incorporate an effective horizontal damp-proof course or membrane where appropriate? 			
5.	Condensation <ul style="list-style-type: none"> Is the property provided with adequate means of heating and ventilation which, when properly utilised, will avoid problems of, and associated with, condensation? 			
6.	Electrical mains supply <ul style="list-style-type: none"> Is the electrical wiring in a safe and operational condition? Is there a valid electrical installation certificate? Fixed mains appliances <ul style="list-style-type: none"> Are the fixed mains appliances installed in accordance with manufacturers instructions and thereafter maintained? Portable electrical appliances <ul style="list-style-type: none"> Have all portable appliances supplied by the Landlord been inspected/checked visually for signs of "wear and tear"? 			
7.	Gas safety <ul style="list-style-type: none"> Is there a valid Landlord Gas Safety Certificate for all gas appliances within the property? Have the tenants been provided with a copy of the certificate? 			

		YES	NO	N/A
8.	Ventilation			
	<ul style="list-style-type: none"> Does the property have suitable ventilation, ie each habitable room has an openable window of adequate size (minimum 1/20th floor area); mechanical extract ventilation is provided in the kitchen/WCs/bathrooms where there is no natural ventilation? 			
9.	Heating			
	<ul style="list-style-type: none"> Are all properties provided with adequate and suitable heating within all principle rooms or bedsits? Do all other rooms have suitable provision for heating? Is oil-fired heating provided? Is the system serviced in accordance with the manufacturer's recommendations? Please provide documentation. 			
10.	Lighting			
	<ul style="list-style-type: none"> Are the habitable rooms provided with adequate natural and artificial lighting, ie the windows to each room have an area 1/10th of the floor area and switches for lighting are suitably and conveniently located? 			
11.	Water supply			
	<ul style="list-style-type: none"> Are both the hot and cold water supplies to the kitchen and bathroom amenities adequate? 			
12.	Facilities for cooking & food preparation			
	<ul style="list-style-type: none"> Is the layout of the kitchen such so as to provide a safe and hygienic place to prepare and cook food with the work surfaces and preparation areas easy to clean? Are the facilities sufficient for the number of persons accommodated within the premises? Does the existing kitchen meet the requirements of the Decent Homes Standards? 			
13.	Bathroom facilities			
	<ul style="list-style-type: none"> Is the accommodation provided with adequate facilities for washing, including a bath or shower and a wash hand basin? Do the existing bathrooms meet the requirements of the Decent Homes Standards? 			
14.	Toilet facilities			
	<ul style="list-style-type: none"> Is there an internal hygienic water closet provided within the accommodation and is it in good working order and repair? Are the toilet walls and floor surfaces in good order and easy to clean? 			

		YES	NO	N/A
15.	Drainage			
	<ul style="list-style-type: none"> Is the drainage provided for foul, waste and surface water in good condition providing an effective and contained system discharging to an appropriate sewer? 			
16.	Fire precautions			
	<ul style="list-style-type: none"> Are smoke alarms provided within hallways and landings, or as appropriate within the living room? Is there a fire blanket and/or 2kg dry powder extinguisher in the kitchen? Does all installed equipment meet the relevant British Standard and be properly maintained in a sound function condition. 			
17.	Fire precautions (HMO's)			
	Have the premises been inspected for fire precautions by North Dorset District Council			
18.	Furnished lettings			
	<ul style="list-style-type: none"> Is the property let furnished? Does the upholstered furniture comply with Furniture and Furnishings (Fire)(Safety) Regulations 1998? 			
19.	Security measures			
	<ul style="list-style-type: none"> Are the external doors and frames in good condition and well fitting and capable of being effectively secured? Is the property fitted with burglar alarm systems? Does the alarm have a 20 minute cut-out and a key holder nominated? Are the police aware of the current key holder? 			
	Are there security lights and are they suitably positioned to provide adequate lighting to steps pathway and yard areas?			
20.	Energy efficiency			
	<ul style="list-style-type: none"> Is the hot water tank lagged to a reasonable standard? Are the exposed pipes lagged to a reasonable standard: If the loft space has not been converted is there loft insulation? If the property possesses cavity wall construction, has the cavity been filled with insulation? 			
21.	Utilities			
	<ul style="list-style-type: none"> Are sub meters provided for the utilities? Do the charges comply with current OFGEM regulations? 			

			YES	NO	N/A
22.	Decoration	<ul style="list-style-type: none"> Is the property to a good standard of decoration? 			
23.	Visual amenity of area	<ul style="list-style-type: none"> Is the visual appearance of properties, outbuildings, gardens and yards and boundaries in a reasonable state so as not to detract from the visual amenity of the area and maintained in a reasonable state? 			
24.	Building insurance	<ul style="list-style-type: none"> Does the property have appropriate building insurance, which covers third party liability? 			
25.	Management plan	<ul style="list-style-type: none"> Do you have in place suitable and sufficient systems to maintain the property in a fit and proper state, which will ensure the safety of tenants and continuing compliance with the requirements of this scheme? 			
26.	Management	<ul style="list-style-type: none"> Is the property managed in accordance with the Code of Practice as issued by the Accreditation Scheme Operators? 			
27.	Emergency contacts	<ul style="list-style-type: none"> Have the tenants all been provided with emergency contact numbers at the beginning of the letting period or displayed in a suitable common area of the property? 			
28.	Membership of Landlord's Association	<ul style="list-style-type: none"> Are you a member of the Dorset Residential Landlord's Association? 			
29.	Statement of rent	Have all tenants been issued with a clear statement of the rent due, including the dates and method of payment?			
30.	Tenancy agreement	Have all tenants been provided with a proper written tenancy agreement?			
31.	Inventory	If a deposit has been taken at the beginning of the tenancy, have you complied a detailed inventory of the property?			