

Property Void Standards

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Purpose and Scope

This document defines the standards to be applied by Housing staff during Void inspections. Operational guidance is also included. Unless otherwise specified this standard applies to all void properties and is to be included in the Tenant Starter Pack.

Livingroom

- Decoration intact and clean.
- Floor coverings removed (Not Temporary Tenancies).
- Doors and Woodwork clean and operational.
- Windows clean and operational.
- Furnishings clean and in position (Temporary Tenancies only)

Kitchen

- Decoration intact and clean.
- Kitchen Fitments clean and operational, white goods clean and acceptable for use and equipment in place per inventory(Temporary Tenancies)
- Doors and Woodwork clean and operational.
- Floors clean.
- Windows clean and operational.

Bathrooms

- All sanitary ware clean and acceptable for use.
- Floors clean. Floor coverings in place (Temporary Tenancies only)
- Doors and Woodwork clean and operational.
- Windows clean and operational.
- Decoration intact and clean.

Bedrooms

- Decoration intact and clean.
- Floor coverings intact and clean (Temporary Tenancies only).
- Windows clean and operational.
- Doors and Woodwork clean and operational.
- Furnishings in place as per inventory (Temporary Tenancies only).

Front/Rear Doors

- Locks Operational/Secure and all keys returned.

Services

- Gas and electric supplier details notified to West Lothian Council and outgoing tenants advised suppliers of leaving date and final meter readings.
- Drain Down of Water supplies information.
- Heating and Water services operational.

External

- Garden Areas maintained and free of Rubbish.
- There should be no personal belongings or rubbish left from previous tenant. Inventory items only in Temporary Tenancies.

General

These conditions will ensure that West Lothian Council new tenants will have accepted a property that is:

- Wind and Water Tight.
- Secure and safe.
- Habitable Condition.

Operational Guidance for Void Inspections

When undertaking a Void inspection CBHO's must ensure all outgoing tenants have complied with the current Void Standard Procedures

Decoration

- Decoration should be intact and clean, where decoration is found to be in poor condition decoration allowance should be issued (mainstream). Decoration work to be undertaken as necessary (Temporary Tenancies).
- Possible reduction in outgoing tenants decoration for new tenancy if Transfer applicant.
- Please note that any polystyrene tiles must be removed prior to re-let.

Internal Fixtures and Fittings.

- All fitments should be clean and operational; this includes pass doors, windows, kitchen fitments, sanitary ware, flooring and woodwork.

Safety Checks

- Gas and electric supplier details should be available and meter readings taken.
- Electrical Safety checks (Statutory obligation),
- Service of gas appliances ensuring copy of Landlord Certificate is left with incoming tenant (Statutory obligation).

Wind & Water Tight/Security

- External Doors should be operational and secure.
- Windows should be operational and secure.
- Property should be clear of any signs of water penetration/dampness.

External.

- Garden area and pathways should be maintained and clear of rubbish.

Furnishings.

- Should only apply to temporary tenancies check inventory and replace as required and recharge for removed items.
- Furnishings in useable condition and correctly positioned in correct position see inventory sheet.

Floor Coverings

In normal circumstances floor coverings will be removed from vacant properties to facilitate inspection of floor surfaces. However where floor coverings are considered to be in good condition they may, with the agreement of the incoming tenant, be left in situ.

New Temporary Tenancy.

- Purchase furnishings in line with Standard Furnished Flat inventory.
- Order redecoration in line with Standard Furnished Flat.
- Contact designated external contractors regarding Furnishings/Decoration.

Deviations

Any deviations from this standard must be agreed with the incoming tenant.