

Housing Customer and Building Services

**Property Void Standard
for
Temporary Tenancies**

Change Record Table

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Purpose and Scope

This document defines the standards to be applied by Housing staff during Void inspections of temporary tenancies. Unless otherwise specified this standard applies to all Temporary Tenancy void properties.

Livingroom

- Decoration satisfactory.
- Floor coverings satisfactory.
- Doors and Woodwork clean and operational.
- Windows clean and operational.
- Furnishings clean and in position

Kitchen

- Decoration satisfactory.
- Kitchen Fitments clean and operational, floors and white goods clean and acceptable for use and equipment in place per inventory
- Doors and Woodwork clean and operational.
- Floors coverings removed
- Windows clean and operational.

Bathrooms

- All sanitary ware clean and acceptable for use.
- Floors clean. Floor coverings in place
- Doors and Woodwork clean and operational.
- Windows clean and operational.
- Decoration satisfactory.

Bedrooms

- Decoration satisfactory.
- Floor coverings satisfactory
- Windows clean and operational.
- Doors and Woodwork clean and operational.
- Furnishings in place as per inventory

Front/Rear Doors

- Locks Operational/Secure and all keys returned.

Services

- All properties will have a gas and electricity supply
- Drain down of Water (seasonal)
- 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 new West Lothian Council tenants will have accepted a property that is:

- Wind and Water Tight.
- Secure and safe.
- In a habitable Condition.