

Welcome

This leaflet is intended let you know the standard of property we let to new tenants.

Safety and Security Checks

We will provide you with:

- a gas safety certificate
- an electrical safety certificate
- an energy performance certificate (EPC)

Before you move in all external door locks will be changed. You will be supplied with keys for all windows with lock and for any meter cupboards.

Heating and Hot Water

- The boiler will be safe and ready to be connected
- There will be hot and cold running water
- Any gas cooker point will be safely capped off

Cleaning

- All rubbish and personal items to be removed from front, rear garden and inside of the property including loft and basement areas, including furniture, carpets and all non-approved fixtures and fittings

The following to be cleaned thoroughly, with all cleaning residue rinsed away, leaving no mark and finish streak-free.

- All cobwebs to be removed
- Drawing pins, Sellotape, blue tack and picture hooks will be removed from all walls
- Electrical sockets, light fittings and switches will be thoroughly cleaned
- Kitchen units, all work surfaces, cupboards, drawers and sinks will be thoroughly cleaned and all cleaning residue to be rinsed away. (All cleaning to be completed inside and out of unit, cupboard and drawers)
- All bathroom fittings, such as toilet, sink and bath will be cleaned. Particular attention will be given to the cleaning of taps so they meet a good standard and limescale will be removed where possible
- Toilets will be cleaned in all areas including back, front and around the U bend and left with a toilet strip to confirm clean
- Internal windows and frames will be cleaned and washed down
- All doors, including the front door, door frames, architraves and side casings will be thoroughly cleaned

- Radiators will be cleaned at the front and as much as possible behind
- All skirting boards will be washed down
- All storage cupboards and floors will be swept and mopped
- Stairways and steps will be swept and cleaned
- All tiled areas will be cleaned
- All floors will be swept and mopped with disinfectant
- Scuff marks and paint splashes will be removed from finished floor surfaces where possible
- All rooms will be deodorised and solid air fresheners will be left in the bathroom and kitchen
- Paper and polythene will be removed from any new sanitary ware
- All sanitary fittings will be chemically cleaned below the waterline

Decoration

- The acceptable standard for decoration is that walls and ceiling shall be in a good state of repair
- Minor indentations and cracks will be considered acceptable. All exposed surfaces to joinery and metal work shall be clean and free from damage
- Minor damage such as chipping may be repaired to make acceptable providing the remainder of the paintwork is in good working order
- If the standard of decoration is unacceptable, CDS will prepare and clean to an acceptable standard to enable the incoming tenant to redecorate (in the case of vulnerable tenants the Housing Services Officer (HSO) decides the appropriate action)
- The number of rooms requiring redecoration and the vouchers payable is decided by the Housing Services Officer (HSO) and the vouchers are paid at the rate agreed with the HSO
- In exceptional circumstances, total redecoration may be considered depending on the condition of the property

Fixtures and Fittings

- New carpets are not supplied. Existing carpets or laminate flooring are removed unless considered to be in good condition and are then 'gifted' to you. Such items are not maintained by CDS
- All free-standing white goods will be removed
- All non standard fixtures or fittings will be removed

Lighting

- There will be a minimum of one ceiling light in each room fitted with a light bulb
- Light fittings and switches are standard PVC design
- All staircases will have lighting, including communal areas for flats

Electricity

- All electrical installations will be working correctly and safely.
- All switches, sockets, fuse boxes and other electrical fittings will be free from cracking, burn marks and properly secured
- Where possible there will be at least 2 double sockets in each room, except the bathroom
- Electric immersion heaters (where fitted) will be separately switched and connected

Other Checks

- All balustrades and handrails on staircases will be safe and secure and the whole length of the staircase
- All floor surfaces will be safe and secure
- The property will be free from damp

Kitchen

All kitchens will have a minimum of the following:

1 bedroom property

- 1x double wall unit
- 1x double sink unit
- 1x double base unit

2 bedroom property

- 1x double wall unit
- 1x double sink unit
- 1x double base unit
- 1x single base unit

3 bedroom property

- 2x double wall unit
- 1x double sink unit
- 2x double base unit
- 1x single base unit
- 1x single wall unit
- All work surfaces will be securely fixed, free from cracks and burns and safe for the preparation of food
- Any gas supply pipe to a cooker will be 'capped off' by the contractor
- There will be space for a cooker and a cooker connection point
- There will be food preparation areas
- There will be 3 double electric sockets, if space allows
- There will be adequate space for a fridge and washing machine, with supply points if space allows

Bathroom

- Sanitary ware will be cleaned and free from severe discolouration, chips, cracks and leaks
- All sanitary ware will have working taps, plugs and chains
- Any showers provided by CDS will be safe and functional
- The shower area will be fully tiled
- There will be one row of splash back tiles around the bath and wash hand basin

Windows and Doors

- All broken or cracked glass will be replaced
- Glass panels within 800mm from floor level will be fitted with safety glass where possible
- External wooden doors and frames will be sturdy and fitted with a 5-lever mortice lock
- All External PVC doors are fitted with a lock suitable to deter forced entry
- All latches, locks, hinges and handles will operate correctly and safely
- External door and windows are water tight

External Areas

- Properties with dedicated gardens will have rubbish removed
- Gardens will be cleared and safe for use with grass / vegetation trimmed and removed from the property
- Fencing and / or gates leading directly onto public areas will be in place
- The roof will be structurally sound and water tight
- All downpipes will be safely secured and free from leaks
- Any permanent outbuilding, such as a shed or garage, will be empty
- Access to the property will be safe and unrestricted

