

Wakefield and District Housing—Lettings Standards Checklist

Item No	Internal	Checked by:		Action Agreed	Post Visit
		WDH	Tenant		
Int1	The property will be structurally sound.				
Int2	All enhanced features will be identified				
Int3	The gas, electric and water supply may be turned off.				
Int4	All internal joinery will be in a sound condition.				
Int5	All sanitary fittings, including wc, wash hand basin, baths and/or showers, will be free from cracks, rust and chips and will be left in a hygienic state.				
Int6	The property will be clean.				
Int7	All hot and cold water pipes will be fully functional and water hygiene checks carried out in compliance with current regulations.				
Int8	The roof and rainwater goods will be in good repair.				
Int9	You will have a wheelie bin for general waste.				
Int10	Boundaries will be clearly defined on request.				
Int11	Any stairs or steps will be fully functional.				
Int12	The property will be free from dust, grease and debris of any kind and provided with an air freshener.				
Int13	Floor tiles to wet areas (concrete floors only) will be in a sound condition.				
Int14	All other flooring will be free from damage.				
Int15	All windows and doors will open and close correctly and be secure.				
Int16	Any damaged woodwork and glazing will be replaced.				
Int17	We will leave any carpets and curtains that are in good condition, at your request.				
Int18	There will be no polystyrene tiles in the kitchen and living room areas.				
Int19	All wall and ceiling finishes will be a suitable surface to receive decoration.				

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Int20	All kitchen units and worktops will be in a hygienic state and in good condition.				
Item No	Health and Safety				
HS1	The property will be safe, and have had an electrical safety check. You will receive a copy of the Electrical Safety Certificate.				
HS2	Any appliances will have been serviced and are safe to use.				
HS3	You will be given a copy of the Landlord's Gas Safety Record.				
HS4	The smoke alarms will be working.				
HS5	The property will be free from damp and timber infestation.				
HS6	Window lock keys will be available.				
HS7	All lockable doors will have at least two keys.				
HS8	A certificate of water regulation compliance will be issued to the incoming tenant.				
HS9	If the property has a Solid Fuel appliance the chimney will have been swept by a registered Chimney Sweep.				
HS10	We will provide you with a copy of the Energy Performance Certificate.				
Item No	External				
Ext1	The property including the garden will be free from rubbish.				
Ext2	All grass will be strimmed and left in a manageable state.				
Ext3	The underground drainage system will function correctly.				
Ext4	Fencing will be provided to current WDH policy once occupied.				

Void checked to comply with the lettable standard?	Supervisors Name: _____ Signature: _____ Date: ____ / ____ / ____
	Tenants Name: _____ Signature: _____ Date: ____ / ____ / ____
	Voids Schedulers Name: _____ Signature: _____ Date: ____ / ____ / ____