Property Address……………………………………………Date of visit…………………………………………

Person completing inspection………………………………………………………………………………………

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| Management Regulations 2007 | Notes |
| **Section 3. Managers Duties:** The managers duty shall only apply in relation to such parts of the HMO over which it would be reasonable to except. |
| **Section 4. Provide information to occupier:** |
| **Name, address and telephone contact number** are clearly displayed in a prominent position in the common parts of the HMO so that they may be seen by all occupiers |  |
| **Section 5. Safety measures:**  |
| All **means of escape** are * free from obstruction
* and maintained in good order
 |  |
| Any fire fighting equipment and fire alarms are maintained in good working orderFire blanketFire extinguishers - testsControl panel – interlinked panelSmoke detectorsEmergency lighting |  |
| All **notices** indicating the location of means of escape from fire are displayed in positions within the common parts of the HMO that enable them to be clearly visible to all the occupiers. |  |
| Take all such measures as are reasonably required to protect the occupiers of the HMO from injury, having regard to(a)the design of the HMO(b)the structural conditions in the HMO(c)the number of flats or occupiers in the HMO |  |
| Particularly the manager should ensure that any accessible roof, balcony or low windows are suitably protected. |  |
| **Section 6. Maintain water supply and drainage:**  |
| The manager must ensure that the water supply and drainage system serving the property are maintained in a good, clean and working condition.  |  |
| More specifically all water fittings should be protected from frost and all water storage tanks should be provided with covers.  |  |
| The manager must not unreasonably cause either the water or drainage provision to be interrupted to any occupant. |  |
| **Section 7. Supply and maintain gas and electricity:**  |
| Latest **gas safety** certificate. Provide within 7 days to The Council. |  |
| The supply of gas and electricity should not be unreasonably interrupted. |  |
| Fixed electrical installation is inspected and **tested at least every 5 years.** Provide within 7 days to The Council. |  |
| **Section 8. Maintain common parts, fixtures, fittings and appliances:**  |
| All common parts of the property are maintained in good and clean decorative repair and safe and working condition and kept reasonably clear from obstruction. (including no damp and mould being present) |  |
| Particularly the manager should ensure that:  |
| o **all handrails and banisters** are at all times kept in good repair  |  |
| o such **additional handrails or banisters** as are necessary for the safety of the occupiers of the HMO are provided  |  |
| o any **stair coverings** are safely fixed and kept in good repair  |  |
| o all **windows and other means of ventilation** within the common parts are kept in good repair  |  |
| o the **common parts are fitted with adequate light fittings** that are always available for use by every occupier of the HMO; and  |  |
| o **fixtures, fittings or appliances** used in common by two or more households within the HMO are maintained in good and safe repair and in clean working order. |  |
| o **outbuildings, yards and forecourts** which are used in common by two or more households living within the HMO are maintained in repair, clean condition and good order;  |  |
| o any **garden** belonging to the HMO is kept in a safe and tidy condition; and  |  |
| **o boundary walls, fences and railings** (including any basement area railings), in so far as they belong to the HMO, are kept and maintained in good and safe repair so as not to constitute a danger to occupiers.  |  |
| If any part of the HMO is not in use, the manager shall ensure that such part, including any passage and staircase directly giving access to it, is kept reasonably clean and free from refuse and litter.  |  |
| **Section 9. Maintain living accommodation:**  |
| The manager must ensure that each unit of living accommodation within the HMO and any furniture supplied with it are in clean condition at the beginning of a person's occupation of it. Also, he/she must ensure, in relation to each part of the HMO that is used as living accommodation, that:  |  |
| o the **internal structure** is maintained in good repair; (including no damp and mould being present) |  |
| o any **fixtures, fittings or appliances** within the part are maintained in good repair and in clean working order; and  |  |
| o every **window and other means of ventilation** are kept in good repair.  |  |
|  |
| These duties do not require the manager to carry out any repair, the need for which arises in consequence of use by the occupier of his living accommodation otherwise than in a tenant-like manner (i.e damage by the tenant) and do not apply in relation to furniture, fixtures, fittings or appliances belonging to the occupier.  | Take notes and pictures (with permission) noting any issues |
| **Section 10. Duty to provide waste disposal facilities:**  |
| The manager must:  |
| o ensure that **sufficient bins** **or other suitable receptacles** are provided for the storage of refuse and litter pending their disposal; and that these are adequate for the requirements of each household occupying the HMO.  |  |
| o make such further arrangements for **the disposal of refuse and litter** from the HMO as may be necessary, having regard to any service for such disposal provided by the local authority.  |  |
| **Section 11. Tenants duties**  |
| Whilst most of the duties are imposed on management, tenants do not escape some specific responsibilities. Every occupier of an HMO must: o conduct himself in a way that will not hinder or frustrate the manager in the performance of his duties; o allow the manager, for any purpose connected with the carrying out of any duty imposed on him by these Regulations, at all reasonable times to enter any living accommodation or other place occupied by that person; o provide the manager, at his request, with any such information as he may reasonably require for the purpose of carrying out any such duty; o take reasonable care to avoid causing damage to anything which the manager is under a duty to supply, maintain or repair under these Regulations; o store and dispose of litter in accordance with the arrangements made by the manager; and o comply with the reasonable instructions of the manager in respect of any means of escape from fire, the prevention of fire and the use of fire equipment.  |  |

Please note, this form should cover all elements you are responsible for as the landlord/ manager of the building. However, is not an exhaustive list and the landlord should use their own knowledge and understanding of their legal duties to ensure they are compliant. If you are not responsible for privately owned flats, that landlord is responsible and still needs to comply with the regulations.