

# Basildon Council – Houses in Multiple Occupation (HMO)

## Management Checklist – May 2018

The following text should not be relied upon as legally complete or correct; it is merely a guide as to what is expected when managing an HMO.

### Documentation/Assessments

- Are the owner/manager contact details on prominent display in the property and a copy provided to all residents?
- Is the HMO licence (if applicable) on clear display?
- Have all residents been provided with a copy of the EPC?
- Do you have a current gas safety certificate from an engineer on the Gas Safe register? (certificate required annually).
- Do you have a current electrical inspection certificate from a suitably qualified electrician (certificate required every 5 years).
- Have portable appliances such as kettles, toasters and microwaves been tested?
- Has a legionella risk assessment been undertaken by a competent person?
- Have you carried out a fire safety risk assessment at the property?

### Fire

- Is there a suitable fire detection and warning system in situ?
- Is the system (including any alarms, emergency lighting, call points) and fire-fighting equipment working correctly?
- How often is the system tested? Who tests it? Is a record kept of these tests?
- Are the means of escape in good repair and free from obstruction?
- Have tenants received instructions on what to do in event of a fire? Are instructions displayed in the property?
- Do the furnishings comply with the Furniture and Furnishings (Fire Safety) Amendment Regulations 1993?

### Structure

- Is the property structurally safe?
- Is the layout of the property and location of facilities such that any risk of injury is minimised?
- Is the internal structure (walls, ceilings and floors) of all of the rooms sound and in good repair?
- Are all boundary fences, walls and railings and gardens in good and safe repair?

## Lighting and Ventilation

- Do all habitable rooms have an openable part of the window(s)?
- Are all windows and extract ventilation in good repair and working order?
- Are there any windows where protection such as bars or restrictors are required? (such as low sills or unsafe balconies).
- Have all common areas got adequate working light fittings?

## Repair/Maintenance

- Are all fixtures, fittings or equipment supplied to rooms in good repair and working order?
- Are common areas in good repair and decoration?
- Are common facilities and equipment in safe working order?
- Are stair coverings securely fixed and in good repair?
- Are all stairs provided with banisters and handrails that are securely fixed and in good condition?
- Are all outbuildings, yards and forecourts in good repair and clean condition?

## Other

- Is there sufficient provision for the disposal and storage of refuse prior to collection?
- Is the water supply – including tanks and cisterns maintained? Ensure any tank has a cover on it.
- Is the drainage system maintained and in good working order?

## The following safety certificates are required for all HMOs

Type of Certificate	Must be renewed or updated...
Fire Alarm Test Certificate	Annually
Emergency Lighting Test Certificate	Annually
Gas Safety Certificate	Annually
Portable Appliance Test Certificate (PAT)	Annually
Electrical Installation Condition Report (EICR)	5 yearly
Energy Performance Certificate (EPC)	10 yearly (or when additional energy efficiency measures are installed)