

Useful Guide:

Standard of houses at allocation

Your Fife Council house will be safe and secure, wind and watertight. All empty properties are inspected by a Housing Maintenance Officer (HMO) and repairs ordered to make sure the property meets our Letting Standard (see over for checklist).

Ready to Let

This means every property meets our move-in condition. Specifically:

- Cleanliness – we know a clean and tidy property is important, so the floors are swept and washed if needed. The woodwork will also be washed to remove any dirt, mould, or grease.
- Bathroom and kitchen surfaces will be cleaned using a non-abrasive detergent and disinfectant. We will also arrange for our contractor to remove any rubbish left in the property or garden area.

Decoration

Internal decoration is your responsibility. However, if the decoration left by the last tenants is poor then we will provide a pack with paint, brushes, etc to help you.

Also, if there are faults with the plaster work that would prevent you from decorating then these will be sorted. Depending on the rooms affected, this may be done after you move in

We will also:

- do a visual check for blocked air bricks or external vents.
- clear any choked drains and repair leaking overflows.
- make sure handrails are secure.
- replace any cracked or broken glass.

If there are additional repairs needed, these will be noted at the viewing. There may be another inspection by the HMO and the work will usually be carried out after you move in

21 Point Checklist

1. Clear and Clean	Property has been cleared of former tenant belongings, including the attic, and cleaned to a letting standard
2. Electric test including shower and smoke alarms	All electric fittings have been tested to be safe and in working condition
3. Gas Test	Gas system to be tested and capped
4. Heating	Gas fires and storage heaters should be in good condition e.g. no dents or painted casings.
5. Shower	If a shower cubicle is fitted, it will have a screen or curtain
6. Bathroom Suite	Items should be free from cracks, chips, staining
7. Water Supply	Between November – March, the water tanks and central heating must be drained to prevent frost damage. To be refilled for tenant moving in and gas safety test
8. Taps & Drains	Taps should turn freely, water to drain away freely and pipes/fittings should not leak
9. Internal Doors	Doors must be present and operating properly. The bathroom door to have a lock. Glazing must be safety glass etc
10. External Doors	Doors must be secure and free from draughts and water ingress
11. Cupboards	Shelves should be in place and level, a clothes rail should be provided where space permits
12. Skirtings, Facings, Stops	All missing or badly damaged items should be replaced
13. Kitchen Units	Doors and drawers function properly. Damaged doors, drawers & worktops should be replaced.
14. Windows	All windows are operational and checked for safety. Window locks should have keys available in the property. All glazing should be free from cracks or broken glass.
15. Floors	All floors should be fit for laying floor coverings. Loose or missing flooring has been resecured or replaced. Laminate flooring/quarry tiles to be uplifted from upper dwellings.
16. Plasterwork	Major plasterwork repairs which would prevent decoration should be attended to
17. Decoration	Wallpaper should be whole and clear from graffiti
18. Bedroom Fireplaces	Should be removed
19. External Items	Paths, fencing, roofs etc, which are safety hazards must be repaired. Clothes poles/rotary dryers should be in place and in good condition. Loose wall brickwork or roughcasting should be repaired.
20. Garden Areas	Garden areas attached to the property should be clear of rubbish and any vegetation should be tidy/cut back.
21. Tenant Alterations	Non-standard items should have permission and should be in good order.