

'safe, secure, dry and hazard-free homes'

TMO's Void Standard



Our aims for voids (empty properties) 2006 - 2007:

- *Treat you with courtesy, respect and give you support and advice where we can.*
- *Re-let empty properties within 22 days or less.*
- *Show you the property at the earliest opportunity.*
- *Meet the TMO's void standard(as enclosed post void completion certificate).*
- *Let you know which officer to contact for any repairs enquires during the first 6 weeks of your tenancy.*
- *Leave void welcome pack and feedback questionnaire.*
- *Give you details of the work ordered to your new home along with the date by which the work should be completed by.*
- *Provide you with further useful information about your new home and local facilities.*

The approx cost for the repairs to your new home £.....Date completed works were post inspected:Inspected by..... (print name)

Please contact Onif you have a query concerning these **repairs**

RBK&C TMO - Repairs Team Void Post Completion Certificate

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Address: _____

| | | | Yes | No | After | | | Yes | No | After |
|-----------------------------------|--|--|--------------------------|--------------------------|--------------------------|-----------------------|---|--------------------------|--------------------------|--------------------------|
| Doors and frames all rooms | Check operation of doors to ensure: | correct opening & closing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bathroom | Run taps/inspect to ensure: no leaks on sanitary fittings ensure panels and boxing secure sealant checked no splits/cracks wastes free-flowing bath and basin in fair condition floor covering hygienic, secure, trip free and without missing flooring/ tiles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | Ironmongery working correctly | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | correct type e.g. kitchen fire check door | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | front/rear doors are secure, locks working (with 3 keys available) minimum one lock fitted (cylinder or lock-set type) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Windows all rooms | Check operation of windows to ensure: | correct opening & closing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Roof/ Dampness | check for signs of water penetration any signs? - list below action taken to resolve visual check slates/other coverings check balcony outlets free flowing/debris free/air vents clear? ventilation working? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | no broken/cracked panes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | restrictor stays fitted | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | remove temporary security as required keys to window locks available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| Kitchen | Check to ensure: | sink waste free from leaks | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | WC | basin and pan free of cracks and secure overflow working correctly cone joint leak free correct flow when flushed Wc seat fitted/ good condition floor covering hygienic, secure, trip free and without missing flooring/tiles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | washing machine outlets capped | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | units hygienic for use | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | splash-back and sealant watertight | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | floor covering hygienic, secure, trip free and without missing flooring/tiles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | units are secure, edging, complete, correct operation of doors and draws | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| General | Attach: | carpets/vinyl/laminated flooring removed (non sheltered) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | General | sweep, mop and clean throughout treat infestation and clean affected areas Gas cert (detailing possible further works) Complete decorations allowance form | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | patch repair or remove floor tiles (except as listed above) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | valid Electrical Cert (detailing possible further works) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Asbestos safety check – provide booklet to Tenant | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> | <input type="checkbox"/> | |

Decorations: remove offensive graffiti remove any surface mould remove & make-good polystyrene tiles remove loose/torn wallpaper repair cracks over 5mm