

#### Doors

- External doors to have a five levered mortice deadlock with an additional Yale type lock, spyhole and safety chain.
- A door bell must be fitted and working unless an intercom is in place.
- All doors should open and close freely and any internal keys must be removed.

#### Staircases

- Gaps between spindles or balustrades to be no greater than 100mm.
- A two way light switch to be fitted in the stairwell.
- Staircases must be free from obstruction and not unreasonably steep.
- All staircases with five or more steps to have a suitable handrail fitted.

### 12. FURNISHING STANDARDS

#### Kitchens

- At least two double sockets at worktop level, one single socket for a washing machine and one single socket for a fridge/freezer (beneath worktops) are required.
- A gas or electric cooker, clean and in good condition, is to be supplied. If free standing it must be chained to the wall behind it so as not to tip forward by more than 15cm.
- Fridge/freezer to be of a suitable size and cubic volume for the accommodation. If the property has a separate fridge and freezer units their combined capacity must comply with the above.
- There must be space and plumbing for a washing machine with an outlet under the sink fitted with a valve.
- Tiled splash back to sink and behind hob must be a minimum of 300mm.
- Sinks and worktops to be sealed around edges with silicone sealant.
- Flooring to be vinyl or ceramic floor tiles and to be free from all defects, all edges of flooring to be sealed with silicone sealant.
- Net curtains or blinds to be fitted to windows.
- Lamp shades to be fitted on any hanging bulbs. All light bulbs to be energy efficient and a minimum of 20 watts. Some Local Authorities may request a sealed light fitting.

#### Bathrooms

- Towel rail, toilet roll holder, cabinet and wall mounted mirror must be fitted. (Mirrored cabinets are acceptable).
- Shower head holder, rail and shower curtain required on all baths fitted with shower attachments.
- All areas around water appliances to be tiled to a satisfactory height for use.
- Sealed light fittings will be required
- If a bathroom (or W.C.) is an internal room a mechanical ventilation system capable of 3 air changes per hour and a 20 minute over-run function will be required.

#### Living Rooms & Bedrooms

- Living rooms and double bedrooms are to be a minimum of 80 sq ft in area, with at least two double sockets.
- Single bedrooms are to be a minimum of 50 sq ft in area, with at least one double socket.
- Carpet or laminate wood flooring to be fitted.
- Nets and side curtains or blinds to be fitted to windows.
- Lamp shades to be fitted on any hanging bulbs. All light bulbs to be energy efficient and a minimum of 20 watts.

Some Local Authorities may require furnished units. In these instances all furniture supplied must comply with the Furniture and Furnishings (Fire Safety) Regulations 1993. All furniture should be clean, in full repair and working order. Mattresses should be new.

### 13. KEYS

- Three complete sets of keys are required for all external doors and windows.
- All keys must be tested and working. If they do not work a £15.00 fee will be charged on top of the cost of the key cutting to replace those not working.
- All keys must be clearly labelled and provided before/on the final inspection.

### 14. FEE

A one off letting and administration fee of £199.00 will be deducted from your first rental payment.

- This includes three visits to the property by the Acquisitions Officer;
- An initial visit where the schedule of works will be prepared.
- If required a second visit to clarify matters further.
- A final inspection to check that all works are completed in accordance with the schedule.

Additional visits, as a result of works not being completed in a satisfactory manner, will be charged at a rate of £50.00 per visit.

Should you have any queries or questions contact:

Acquisitions Team  
**DABORACONWAY**  
9 High Street E11 2AA  
T: 020 8989 5678  
leasing@daboraaconway.com



## CONDITIONS FOR LETTING SAFETY STANDARDS

[www.daboraaconway.com](http://www.daboraaconway.com)

## 1. SMOKE ALARMS

- At least one smoke alarm is required per floor, sited in strategic positions.

• Mains wired alarms or non removable 10 year battery operated smoke alarms are now the only types accepted by the Local Authorities.

- BATTERY ONLY OPERATED SMOKE ALARMS ARE NOT TO BE USED

## 2. FIRE SAFETY

- All internal doors leading from communal hallways must be half an hour fire resistant.

• If the kitchen adjoins a fire escape route a half hour fire resistant door must be fitted with a self closer (some Local Authorities may require an over-head self closer). Where a fire door is impractical a mains wired heat detector is required. The Acquisition Negotiator will advise..

## 3. ELECTRICAL INSTALLATION SAFETY CERTIFICATE

- A safety check is to be carried out by an N.I.C.E.I.C or N.A.P.I.T registered Electrician.

- The original pass certificate (not a copy) must be supplied to us before/on the final inspection.

- All ground floor properties must be fitted with an RCD (Residual Current Device) to the main fuse switch.

- MCB'S (Magnetic Circuit Breakers) should be fitted instead of re-wireable fuses to all properties.

• We can arrange for electrical inspections to be carried out on your behalf. Should you wish for us to arrange this certificate please let us have your request in writing together with payment in advance.

## 4. GAS INSTALLATION & APPLIANCE SAFETY CERTIFICATE

- A gas safety check is to be carried out by a Gas Safe registered Gas Engineer.

- The original pass certificate (not a copy) must be supplied to us before/on the final inspection.

- By law this test must be carried out annually and we will automatically remind you of this close to the anniversary.

• We can arrange for gas inspections to be carried out on your behalf. Should you wish for us to arrange this certificate please let us have your request in writing together with payment in advance.

**\*\*PLEASE NOTE\*\***

*If any remedial work is required following the engineers first visit, we recommend that you use them to carry out this work as they will be able to issue you with a pass certificate. Should you decide to use a different Engineer, they must be a qualified N.I.C.E.I.C/N.A.P.I.T or Gas Safe registered Engineer in order to issue you with a pass certificate. Our Engineer will charge for each certificate if they have to return to a property to check someone else's work, but it cannot be guaranteed that they will pass the work and issue a certificate.*

## 5. ENERGY PERFORMANCE CERTIFICATE

• From 1st October 2008, Landlords are required by law to provide an Energy Performance Certificate (EPC) for all rented properties, to all new Tenants.

• An EPC gives prospective tenants information on the energy performance and carbon emissions of a property. All accommodation offered for letting will require a valid EPC.

- An EPC must be supplied to us before/on the final inspection.

• We can arrange for an EPC to be carried out on your behalf by a qualified and accredited energy assessor. Should you wish for us to arrange this certificate please let us have your request in writing together with payment in advance.

## 6. BUILDINGS INSURANCE

• All properties must have suitable buildings insurance. We will need a copy of the current certificate and schedule stating that your property is covered for DSS council tenants to be in occupation. All leasing scheme tenancy agreements are between the council and their nominated tenant and this information must be disclosed by you to your insurer. This is a different insurance category than a tenancy between an owner and a tenant.

- Your buildings insurance must be renewed annually and we will automatically remind you close to the anniversary.

• DABORACONWAY is happy to recommend that Landlords take out insurance via Fine Gold Insurance. They specialise in providing cover for DSS council tenants and should a claim be necessary, provide advice and guidance if required.

• It will also be necessary at the time of the final inspection for you to sign a declaration to show that you have understood this requirement.

**\*\*PLEASE NOTE\*\***

*Some Local Authorities may require Proof of Ownership. In these instances a Solicitors letter or Land Registry certificate will be requested.*

## 7. UTILITIES

• Ensure that the gas and electrical services are switched on and the details of the service providers are supplied on the final inspection.

• If the electric meter and/or gas meter is a key/card meter, the meters must be left with a minimum credit of £20.00 on each and the key/card supplied to us.

• Whilst in occupation the tenant is responsible for payment of council tax, water rates, gas and electricity and DABORACONWAY will make all the necessary arrangements.

## 8. CENTRAL HEATING SERVICE CARE CONTRACTS

- If you do not have a service contract on your boiler we can arrange for repairs as and when required.

• If you wish to carry out your own repairs on your gas heating system please ensure that your contractor is available to carry out repairs at 24 hours notice.

• If you wish we can arrange for your property to be placed on a British Gas Home Care 2000 service contract at our reduced rate for bulk booking. The cost of this will be deducted from your rent annually.

The present cost of the British Gas Home Care 2000 service contract is £215.00 per year (reviewed annually and excluding the annual gas safety check).

## 9. HEATING STANDARDS

- All living rooms and bedrooms must have heating

• Gas fired central heating (with boilers connected to an electrical fused spur) OR night storage heating operating from an Economy 7 electricity supply with an off peak meter are the only forms of heating acceptable.

- Instruction leaflets for operation of the heating system should be left at the property for the tenant.

• All Local Authorities discourage the fitting of gas fired boilers in bedrooms. If a central heating boiler is located in a bedroom and accepted by the Local Authority you must fit a mains wired carbon monoxide detector close to the appliance.

## 10. EXTERNAL

- Access to the property to be safe, well lit and easily accessible with no obstructions.

- Any access stairways to be secure and not unreasonably steep and have a fixed handrail.

- Communal areas to be clean, tidy, well lit and well maintained.

- Landlords must inform us who is responsible for cleaning the common areas.

- Roofs must be water tight and free from defects, loose or missing tiles.

- Guttering pipes must be secured to walls, free from blockages and in good repair.

- Gardens must be clear of rubbish with vegetation, shrubs and trees cut back.

- Fences must be in good order.

- Gate posts and pillars to be secure and gates operational.

- Sheds and ancillary buildings to be safe and in good order or to be removed.

## 11. INTERNAL

### Windows

- All windows to be free from cracks and in an overall good condition. Louver windows are not acceptable.

• All windows on the first floor or above to be fitted with a key or release opening restrictor which limits the opening to 150mm.

• All glazing which is under 800mm/2.8ft from the floor (and greater than 25cm in any direction) to be re-glazed in toughened glass or have safety film applied to prevent shattering.

- Windows in all bathrooms and toilets must be fitted with obscure glass.