

## Appendix 3- Accommodation Suitability Checklist

In order for the Council to be able to discharge its homelessness duty, we need to satisfy statutory requirements laid down in the Homelessness (Suitability of Accommodation) (England) Order 2012.

To be eligible to join the Care Leaver's Accommodation Dynamic Purchasing System the Council requires confirmation that any property that you source will meet the criteria listed in the checklist below.

**If you answer 'No' to any of the questions below and / or are not able to supply copies of any of the requested documents, we regret that we will not be able to include your organisation in this Dynamic Purchasing System.**

**Please refer to the attached guidance notes for clarification of the questions.**

	Y	N	N/A
Is the property in a reasonable physical condition?			
Is all electrical equipment supplied safe?			
Has a fire risk assessment been carried out?			
Does the property have a working carbon monoxide alarm?			
If the property is a House in Multiple Occupation (HMO), does it have the required licence or has it been inspected within the past 24 months by the Private Sector Housing Team at Southend Borough Council?			
Is the Landlord deemed to be a 'fit and proper person'?			

We also require **copies** of the following documents (do not send original documents);

The current Energy Performance Certificate

The current Gas Safety record

A copy of the proposed tenancy agreement – **Licence to Occupy**


### Declaration

I hereby acknowledge that the information provided is accurate and correct. If the information provided is not correct, I accept that this may result in the property being found to be unsuitable and I would not be able to claim recourse for any lack of rental income if the tenant needs to be moved to alternative accommodation.

Name (print):  <b>Are you a member of SEAL</b> Yes/No	Company Name:
Signed:	Date:

## Guidance Notes

These notes give further explanation of the entries on the Care Leaver's Accommodation DPS Suitability Checklist. These definitions are taken from the 'Homelessness (Suitability of Accommodation) (England) Order 2012', and the 'Supplementary Guidance on the homelessness changes in the Localism Act 2011 and on the Homelessness (Suitability of Accommodation)(England) Order 2012'

### 1. Is the property in a reasonable physical condition?

*In determining whether the property is in reasonable physical condition attention should be paid to signs of damp, mould, indications that the property would be cold, for example cracked windows, and any other physical signs that would indicate the property is not in good physical condition.*

By answering 'Yes' you are confirming that a visual inspection of every property will be carried out, paying particular attention to the points mentioned above.

### 2. Is all electrical equipment supplied safe?

*Landlords are by law required to ensure that all electrical equipment in a property is safe. The local authority are required to satisfy themselves that any electrical equipment provided in the property meets the requirements of regulations 5 and 7 of the Electrical Equipment (Safety) Regulations 1994. Generally speaking, it is likely that a visual inspection of the property, by a person authorised to act on behalf of the local authority, that checks for obvious signs of loose wiring, cracked or broken electrical sockets, light switches that do not work and evidence of Portable Appliance Testing will be indicative that the specific regulations have been applied.*

By answering 'Yes' you are confirming that a visual inspection of the electric fixtures and fittings will be carried out as described above, and any electrical equipment in the property has passed PAT checks.

### 3. Has a fire risk assessment been carried out?

*The Fire Safety Order applies to the common or shared parts of multioccupied residential buildings. As such landlords, owners or managing agents will need to carry out a fire risk assessment of the common parts and implement and maintain appropriate and adequate fire safety measures. As part of their responsibilities, landlords should put in place appropriate management and maintenance systems to ensure any fire safety equipment or equipment which may represent a fire hazard, is maintained in good working order, and in accordance with the manufacturers instructions. Landlords are also required to ensure that furniture and furnishings supplied must comply with the Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended). Local authorities and fire and rescue authorities should work together to ensure the safety of domestic premises including the provision of fire safety advice to households (such as the benefits of a working smoke alarm). Local authorities will need to satisfy themselves that these regulations have been adhered to.*

By answering 'Yes' you are confirming that a fire risk assessment will be carried out if applicable, that fire safety measures (and items representing a fire hazard) are in working order, and any furniture and furnishings conforms to the fire safety regulations as detailed above.

### 4. Does the property have a working carbon monoxide alarm?

*Local authorities are asked to satisfy themselves that the landlord has taken reasonable precautions to prevent the possibility of carbon monoxide poisoning in the accommodation, where such a risk exists. Taken together with a valid gas Safety Record, the installation of a*

*carbon monoxide alarm would constitute reasonable precaution to prevent the possibility of carbon monoxide poisoning, where such a risk exists.*

By answering 'Yes' you are confirming that working carbon monoxide alarm(s) will be present in properties that contain gas appliances / boilers.

**5. If the property is a House in Multiple Occupation (HMO), does it have the required licence?**

*If the accommodation is a house in multiple occupation subject to licensing under section 55 of the Housing Act 2004 it must have the required license*

*If the accommodation is a house in multiple occupation subject to additional licensing under section 56 of the Housing Act 2004 it must have the required license*

By answering 'Yes' you are confirming that the property will have the necessary HMO licence (if applicable)

**6. Is the Landlord deemed to be a 'fit and proper person'?**

*Are you aware whether the landlord has;*

- (i) committed any offence involving fraud or other dishonesty, or violence or illegal drugs, or any offence listed in Schedule 3 to the Sexual Offences Act 2003 (offences attracting notification requirements);*
- (ii) practised unlawful discrimination on grounds of sex, race, age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, sexual orientation, gender identity or gender reassignment in, or in connection with, the carrying on of any business;*
- (iii) contravened any provision of the law relating to housing (including landlord or tenant law); or*
- (iv) acted otherwise than in accordance with any applicable code of practice for the management of a house in multiple occupation, approved under section 233 of the Housing Act 2004*

By answering 'Yes' you are confirming that none of the criteria above apply to the landlord as far as you are aware.

**7. Licence to Occupy**

*Ensure that [the tenancy agreement] sets out, ideally in a clear and comprehensible way, the tenant's obligations, for example a clear statement of the rent and other charges, and the responsibilities of the landlord, but does not contain unfair or unreasonable terms, such as call-out charges for repairs or professional cleaning at the end of the tenancy.*

By answering 'Yes' you are confirming that the licence to occupy clearly sets out the tenant's and landlord's responsibilities and does not contain unfair terms as per the examples above.