

SOUTHAMPTON CITY COUNCIL
Housing Act 2004 (Part 2)

**MANDATORY HMO LICENCE APPLICATION
Property Condition Report**

Section 1

Date of inspection:
Proposed Licence Holder:
Address of property to be licensed:
Type of property: Shared house / purpose built flat / converted flat / bedsits (delete as applicable)
Approximate date property was built:
Maximum occupancy requested by licence Applicant (Persons/Households):
Actual number of occupants in the property (Persons/Households):

Section 2

		Yes	No
1	Are there any HHSRS Category 1 hazards present at the property? (If yes, property condition is unsatisfactory - give full details for each hazard in section 3)		
2	Are there any defects, including disrepair, at the property which do not constitute a category 1 hazard? (If yes, property condition may be unsatisfactory - give full details in section 3)		
3	Do the amenities comply with the current SCC guidance on standards for HMOs for <ul style="list-style-type: none"> • the maximum occupancy requested by the applicant • the actual number of occupants (If no, property condition is unsatisfactory - give full details in section 3) NB: This includes the requirement for wash hand basins (WHBs) in each bedroom. Specify the number of bedrooms with WHBs in Section 3.		
4	Do the room sizes comply with the current SCC guidance on standards for HMOs? (If no, property condition may be unsatisfactory – give full details in section 3)		
5	Brief description and location of fire precautions present. (If none, property condition is unsatisfactory – state ‘lack of fire precautions’ in section 3)		
6	Does the property appear to be well managed? (if no, property condition is likely to be unsatisfactory – give full details in section 3)		

PROPERTY CONDITION REPORT

GUIDANCE NOTES

This guidance should be read prior to carrying out the property inspection and completing the property condition report form.

All sections of the property condition report form should be completed – no sections should be left blank.

Section 1

- Basic information about the property is required in order to assist with the assessment of hazards under the Housing Health & Safety Rating System (HHSRS).
- The number of occupants that the proposed licence holder/applicant wishes to have in the property should be recorded. This will normally be the same number that they have specified on the HMO licence application form. In addition, the actual number of occupants residing at the property at the time of the inspection should be recorded.

Section 2

- Item 1 – In order to complete this box, a full inspection of the whole property, including any gardens, yards or other areas within the curtilage of the building must be carried out. Any defects noted during the inspection should be attributed to one of the 29 hazards. Each hazard should then be assessed using HHSRS to determine whether or not it is worse than the average for that type of property. Where it is significantly worse than average, a decision must be made as to whether it constitutes a category 1 hazard or not. If there are any category 1 hazards present, tick 'yes', then provide details of each hazard and the relevant defects in section 3 of the form. Only tick 'no' if certain that there are no category 1 hazards.
- Item 2 – A full inspection of the property will need to be undertaken prior to completing this part of the form. If any disrepair is present, which does not constitute a category 1 hazard, tick 'yes' then provide details in section 3 of the form. Include major and minor disrepair, both internal and external.
- Item 3 – Familiarity with SCC 'Guidance on standards for HMOs' is necessary in order to complete this part of the form. The number of kitchen and bathroom amenities available need to be suitable for the number of occupants in the property. If amenities are insufficient for either of the two points, tick 'no' and provide details in section 3 of the form. Please note, there should also be a wash hand basin in each bedroom, in shared houses and other HMO properties which do not have kitchen sinks provided in the individual letting rooms. Tick 'no' if there are bedrooms without wash hand basins. The number of bedrooms with wash hand basins must be specified in Section 3.
- Item 4 – Familiarity with SCC 'Guidance on standards for HMOs' is necessary in order to complete this part of the form. The size of rooms used for sleeping accommodation must be suitable for the number of occupants, including rooms occupied by only one person. If rooms do not meet the relevant room sizes, tick 'no' and provide details/measurements in section 3 of the form.
- Item 5 – It is acceptable to confirm that the property complies with the principles of the LACORS fire safety guidance and has sufficient protection, as long as all items provided are in good working order. However, it may be helpful to describe the provision of fire protection measures in the property, E.g. battery or mains powered smoke and/or heat detectors; type of alarm system (i.e. Grade D LD2, etc, if applicable); fire doors; emergency lighting; fire blankets. It may also be helpful to confirm the location of these measures for clarity. If there are no fire precautions in the property,

state this in section 3 of the form. NB - the property condition may also be unsatisfactory where very limited fire precautions are provided.

- Item 6 – In order to determine whether the property is likely to be well managed or not, it will be necessary to form a view based on the conditions found during inspection. E.g the number of category 1 hazards; amount of disrepair; overcrowding or lack of sufficient amenities; lack of suitable fire precautions or disrepair of existing fire precautions; cleanliness of the common areas of bedsit type properties; condition and appearance of the exterior of the property; state of any gardens or yards. Properties which are well managed will generally have very few of the above issues. If several of the issues above are noted at the property it may be an indication of poor or insufficient management.

Section 3

Delete either 'satisfactory' or 'unsatisfactory' depending on what has been recorded in section 2 of the form.

Provide full details of any issues arising, as follows:

- Category 1 hazards - state which of the 29 hazards is present and briefly describe the defects which contribute to each of the hazards present.
- Disrepair – describe the disrepair present, together with the location and extent, where applicable.
- Amenities – state which amenities are below the standard for the number of occupants and explain how many of each amenity is present. The number of bedrooms with wash hand basins must be specified. Bedrooms without wash hand basins will be required, by licence condition, have them installed unless it is not considered reasonably practicable to do so. If this is the case, please provide an explanation for each bedroom without a wash hand basin. (See 'Guidance on HMO Standards', page 4).
- Room sizes – state the number and location of rooms used for sleeping accommodation which are below the specified size for the number of occupants. For each of these rooms, state how many occupants are currently sleeping there and provide room dimensions or floor area measurements.
- Fire precautions – if there are no fire precautions, state that in this section. If any of the fire precautions provided do not work or are significantly damaged, explain which ones and provide location details.
- Management – explain any indications of poor or insufficient management.

Please use additional sheets as necessary in order to record all of the information.

Declaration

Please complete the declaration section fully. The licence applicant must also sign the report, as the person who is ultimately responsible for confirming that the accommodation is suitable for the number of occupiers proposed, is free from significant housing hazards, and is in good condition.

Related documents

- "Housing Health & Safety Rating System Operating Guidance"
- LACoRS "Housing – Fire Safety guidance on fire safety provisions for certain types of existing housing"

- Southampton City Council “Guidance on standards for HMOs”