NEWARK & SHERWOOD DISTRICT COUNCIL

Document Name	Empty Homes Lettable Standard
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Approved by	April 2021 – Policy & Performance Improvement Committee October 2025 – Tenant Engagement Board and Portfolio Holder – Housing
Responsible Business Manager	Business Manager Housing Repairs & Empty Homes

Revisions		Changes
	October 2025	Simplification of document, inclusion of tenant feedback and to reflect Awaabs Law

LETTABLE STANDARD
(Includes property, outbuildings including outside toilet and garage)

Reviewed October 2025
Effective 20/10/2025

1. Health & Safety & Utilities		
1.1	Electrical system including smoke detectors conforms to current standards and an electrical installation condition report (EICR) supplied.	**ELECTRICAL**
1.2	All electrical sockets, light fittings and switches are clean and undamaged.	
1.3	Immersion heaters are in good working order and the thermostat has a manual reset with a safety cut-out.	
1.4	All lights are standard fittings with LED bulbs provided throughout.	
1.5	One working hard-wired smoke detector in place per floor.	
1.6	All gas installations conform to current gas safe regulations, gas test completed, with gas certification supplied.	**GAS**
1.7	Carbon monoxide detectors installed within 1-3 meters away from source, preferably fixed.	
1.8	Plastic mains cold water tanks will have a close fitted lid, mounted on a suitable base.	**WATER**
1.9	Drainage systems will be free flowing and functional.	
1.10	The plumbing system is free from leaks and all stop cocks are in good working order with an unneeded pipework removed.	
1.11	All fire doors and fire prevention mechanisms are in good working order, free from damage and comply with current Fire Safety Regulations	**HEALTH & SAFETY**
1.12	Firestopping meets current Fire Safety Regulations.	
1.13	Property is free of rising or penetrating damp and no signs of mould growth.	
1.14	Handrails are present on all stairwells between the ground and upper floors.	
1.15	There are no damaged/broken/loose floor tiles containing asbestos.	
1.16	Sources of heating have been tested and are ready for use once tenants set up their billing arrangements.	**OTHER**
1.17	Radiators or heaters of any type are free from rust and in good operational and decorative order.	
1.18	Instructions on how to use any solar panels and battery will fully explained at sign up	
2. Inside property		
2.1	All internal doors are free from damage and door furniture is correctly fitted and serviceable. Safety glazing is in place where required.	**DOOR**

2.2	All floors are level.	
2.3	Carpets in good condition are left in the property and will be removed if the incoming tenant does not wish to keep them.	
2.4	All internal floorboards, fixed floor coverings, stair treads, are free of tripping hazards and any significant stains.	
2.5	There will be no laminate floor fitted in upper floor flats.	
2.6	Adaptation handrails from bathroom/WC and the living space will be left in place.	**WALLS & CEILINGS**
2.7	Ceilings will not contain polystyrene ceiling tiles.	
2.8	Architraves, skirting boards, picture rails and dado rails are complete, with any holes or gaps filled and sanded.	
2.9	Heavily stained doors, architraves or skirting have been sanded down and painted with gloss.	
2.10	All walls and ceilings are free from excessive cracks or holes and the plasterwork checked for soundness wherever possible.	
2.11	Damaged or peeling wallpaper has been stripped in the affected area with surfaces repaired and ready for decoration.	
2.12	Non-mechanical vents are unobstructed allowing for the free flow of air.	
2.13	All sinks, basins, WC pan/cistern and baths are free from damage or cracks.	**BATHROOM**
2.14	Mastic sealant or sound grouting is in place at the joint between sanitary units, work top and wall tiles and free from mould, discoloration or dirt.	
2.15	Where possible enamel chips in baths will be repaired, rather than replaced.	
2.16	All toilet seats meet British Standards.	
2.17	All bath, sink, and washing hand basins have a plug.	
2.18	Shower heads and hoses are clean and in good working order.	
2.19	Shower curtains will be fitted in wet rooms.	
2.20	Shower seats will be retained in supported accommodation and homes for over 55s.	
2.21	Kitchen fittings and fixtures will be safe and functional.	**KITCHEN**
2.22	Every kitchen contains an electric cooker point and a gas cooker point where gas supply is present.	
2.23	Where possible, kitchens will allow space for 3 key appliances. Minor layout changes can be made, even if this reduces storage.	
2.24	There is adequate ventilation in each room, either through windows or extractor fans. A mechanical extractor fan will be installed where possible, if absent.	
2.25	There will be as a minimum: · Stainless steel sink top with single drawer.	

	· A 1000x600mm sink unit or a 1000x500mm where insufficient space. · Double base unit with draw-line and complete with rolled worktop. · A 1000x300x600 wall unit securely fixed to the wall.	
2.26	All newly plastered surfaces have a thin coat of emulsion paint.	FINISHES
2.27	All drawing pins, blue tack, nails, screws, picture hooks and the like from walls have been removed safely and holes filled. There are no carpet tacks or gripper rods present.	
2.28	There will be no graffiti on walls and ceilings, with stain block used followed by coat of emulsion in severe cases.	
2.29	Two rows of tiles are fitted around baths, splashbacks, and kitchen worktops fitted wherever possible. These will match existing ones or replace with white tiles.	
2.30	Cooker spaces is tiled from skirting level.	
2.31	Shower area is tiled around its immediate area.	
2.32	Curtains, curtain poles and blinds may be in place for security reasons but can be removed on request of tenant at the beginning of the tenancy.	
3. External Fabric of the Building		
3.1	Roof will be watertight, and any broken or missing tiles replaced and missing pointing to eaves or ridge tiles filled.	HEALTH & SAFETY
3.2	Gutters and rainwater goods will be functional and leak free.	
3.3	All external footpaths, ramps, steps and handrails to main door entrances are safe and free of tripping hazards.	
3.4	All windows and external doors operate properly and meet safety and security standards.	
3.5	There is no cracked or broken glass. Where glass is intact but the pane is blown, it will be replaced as a priority 2 repair.	
3.6	Each room has at least one working window key.	
3.7	Casement opening windows at first floor level and above are fitted with opening restrictors to reduce risk of falling from a height.	
3.8	All outbuildings and attached canopies / garages have been inspected to ensure that they are safe and watertight.	
3.9	Roof/loft space is clear and existing firebreaks are intact.	
3.10	The property has been fumigated or other appropriate treatment if the property showed signs of vermin or insect infestation.	
3.11	All entry doors are in good working order, and free from damage.	
3.12	Front fire doors have the agreed Primary Test euro lock barrel fitted, with two sets of keys provided. Suited lock systems must be retained.	SECURITY
3.13	Non-fire front doors have either a replacement euro lock (for multi-lock systems) or a dual latch and mortice lock (for timber doors).	

3.14	Two working keys are provided for all relevant doors, including front, back, side, communal, garage, or external storage.	
3.15	There will be no burglar alarms systems and/or CCTV equipment fitted at letting.	
4. Cleaning		
4.1	The property is clear and free from smells.	**INTERNAL CLEANING**
4.2	All floors and stairs are swept and mopped.	
4.3	All scuffs and paint splashes have been removed (where possible).	
4.4	All doors, doorframes, including architraves, windows, window frames, windowsills, skirting boards, radiators and pipework has been washed down and wiped cleaned.	
4.5	There are no old cobwebs.	
4.6	All kitchen areas including surfaces, storage units, and sinks, with any cleaning residue removed and streak free.	
4.7	All bathroom fixtures are cleaned to a good standard, with visible limescale and mould removed.	
4.8	Electrical sockets, light fittings, light pulls and switches are clean.	
5. Garden & Outbuildings		
5.1	Gardens, garages and outbuildings are free of rubbish, animal waste, and litter, found in gardens, garages, and outbuildings will be removed.	**EXTERNAL**
5.2	Dustbins are empty.	
5.3	Outside the bird nesting season (March to September), hedges, bushes, and shrubs in gardens are less than 4 feet to front and 6 feet to rear.	
5.4	At point of letting, all grass areas are trimmed and cuttings removed.	
5.5	Rockeries or sheds may be left in place as a gift, where they are safe and will be removed if the incoming tenant does not wish to keep them.	
5.6	If asbestos is present the shed will be removed within 5 days of letting the property (subject to tenant's approval).	
5.7	Any existing boundary fences, walls and gates are safe. Repair or renewal of damaged boundary fencing or walls bordering onto a public footpath has been considered in line with the tenancy agreement.	
5.8	Pathways are free from debris and slip/trip/fall hazards.	
5.9	All outhouses have a working lock or padlock fitted and keys supplied.	