

Tenancy Services

Schedule of Works



SOUTH
KESTEVEN
DISTRICT
COUNCIL

Mutual Exchange - Property Standard (Guidance)

A key part of the Mutual Exchange process is to ensure that our properties are a safe environment for our tenants, and in particular that all services including gas and electric supplies are safe.

For the exchange to be approved, the property must meet a certain standard of repairs and cleanliness, and the garden maintained. If repairs are identified, they will be put in two categories:

1. Repairs that the outgoing tenant is responsible for, which must be put right before the exchange can take place.
2. Repairs that we will put right (and possibly recharge you for) prior to the exchange.

You will be advised of your responsibilities by the visiting Officer.

Please note that any improvements or alterations to the property require permission. If this was not obtained, a further inspection will be carried out by a repairs inspector who will recommend whether the alteration requires restoring back to standard or whether it can be disclaimed and inherited by the incoming party.

As above, any outstanding works will need to be completed and approved prior to the date of exchange.

Address					
Tenant				Tenure	
Date & time				Tenant present?	Yes / No
Officer Inspecting					
Reason for Inspection					
Property Type		Floor Level		No of Bedrooms	
Heating Type	Gas / Solid fuel / electric / oil / warm air Full or partial?				
Gas Cooker Point	Yes / No	Cooker control	Yes / No	Immersion heater	Yes / No
Washing Machine Point	Yes / No	Telephone point	Yes / No	Driveway	Yes / No
Gates	Yes / No	Garage	Yes / No	Shed	Yes / No
Outhouse	Yes / No	External toilet	Yes / No	Wheelie bin(s) x3	Yes / No
Consider	slips, trips, falls, dangers from height, obstructions to exits, broken or damaged Council property (gates, fencing, wiring), people, places, tasks				

1. Gardens and External Areas	Comments
<input type="checkbox"/> Lawns are cut and tidy and free from hazards	
<input type="checkbox"/> Hedges and shrubs are cut back	
<input type="checkbox"/> Existing fencing and gates are complete and in reasonable condition	
<input type="checkbox"/> Existing gutters, downpipes, drains, and gully's are in good condition and not blocked	
<input type="checkbox"/> Any additional structure (i.e. sheds/summerhouse) installed will be in good condition – gifted if left behind	
<input type="checkbox"/> All rubbish, litter, discarded furniture, and cuttings to be removed from the property	
2. Doors and Windows	
<input type="checkbox"/> Windows, front and back doors are in good condition and secure	
<input type="checkbox"/> Full set of keys available	
<input type="checkbox"/> Internal doors are all present and in general good condition (reasonable wear & tear) non- standard doors to be gifted	
<input type="checkbox"/> Door frames and skirting are all present and securely fixed to the wall	
<input type="checkbox"/> Any cat/dog-flap left will be in good condition and gifted . Incoming tenant will be responsible for replacing the door at the end of their tenancy	
3. Floors	
<input type="checkbox"/> All visible floorboards are present	
<input type="checkbox"/> Any carpet or laminate flooring left behind is in good condition - gifted if left behind <ul style="list-style-type: none"> <input type="checkbox"/> Kitchen <input type="checkbox"/> Living Room <input type="checkbox"/> Hallway <input type="checkbox"/> Stairs <input type="checkbox"/> Dining Room <input type="checkbox"/> Bedroom 1 <input type="checkbox"/> Bedroom 2 <input type="checkbox"/> Bedroom 3 	Acceptable?

<input type="checkbox"/> Bedroom 4	
<input type="checkbox"/> Bathroom/Wet room	
<input type="checkbox"/> Separate W/C	
4. Walls and Ceilings	Comments
<input type="checkbox"/> Free from damp / black mould	
<input type="checkbox"/> Free from damage like bulging, crumbling plaster, or major cracks	
<input type="checkbox"/> Decorations in reasonable condition (i.e. no graffiti)	
5. Kitchen	
<input type="checkbox"/> Units and worktops are in good condition, clean and with only superficial damage	
<input type="checkbox"/> Unit doors are aligned ; doors/drawers open & close, handles secure and present	
<input type="checkbox"/> Tiling in good/acceptable condition	
<input type="checkbox"/> Taps – if tenants own to be disclaimed and gifted Plug and chain present	
<input type="checkbox"/> Standard cooker spacing (600mm) (If tenant has removed a kitchen unit to house a larger cooker without permissions, original unit to be restored)	
6. Bathroom and W/C	
<input type="checkbox"/> Sanitary ware clean and free from cracks and stains and in good working order	
<input type="checkbox"/> Shower (tenants own installation to be gifted)	
<input type="checkbox"/> Tiling in good/acceptable condition	
<input type="checkbox"/> Taps - if tenants own to be disclaimed and gifted Plugs and chains present	
7. Hallway, Stairs & Landing	
<input type="checkbox"/> Staircases, banisters and handrails are securely fixed, with no parts missing	
<input type="checkbox"/> Floorboards / treads are all present and free from protruding nails	

<input type="checkbox"/> Décor good/acceptable condition	
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8. Roof and Storage Spaces	Comments
<input type="checkbox"/> No visible signs of damage (i.e. missing roof tiles) that would cause a leak	
<input type="checkbox"/> Tenant advised of responsibilities to remove all rubbish and personal effects from storage spaces throughout the property	
9. Gas, Electricity and other Energies	
<input type="checkbox"/> Switches, sockets and pendants are securely fixed to walls / ceilings with no bare wire	
<input type="checkbox"/> Switches, sockets and pendants are standard plastic white – if non-standard, the electric safety test will reveal if they are safe – to be gifted if left behind	
<input type="checkbox"/> Electric installation is safe – only determined with the EICR test carried out	
<input type="checkbox"/> Copy of full Landlord Gas Certificate – to be no older than 12 months	
<input type="checkbox"/> One smoke detector present on each floor	
<input type="checkbox"/> Carbon Monoxide detector present (where applicable)	
<input type="checkbox"/> Full Safety Check on Heating System	
<input type="checkbox"/> Are there solar panels at the property?	Yes / No
Meter Readings & Supplier – Gas:	
Meter Readings & Supplier – Electricity:	
Meter Readings & Supplier – Water:	Anglian Water
10. General Cleanliness	
<input type="checkbox"/> The property is generally clean and tidy to an acceptable standard	
11. Layout change resulting of major DIY – Please refer to improvements/repairs inspector for revisit	Referred to: (where applicable)
<input type="checkbox"/> No sign of missing wall / partition in the layout of the property	
<input type="checkbox"/> No 'divided' room (one made into two)	
<input type="checkbox"/> No DIY loft "conversion"	
<input type="checkbox"/> No single brick extension	

<input type="checkbox"/> No front garden parking without a dropped kerb or LCC written permission	
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Comments:

I/we understand taking all the above in to account it is my/our choice to enter into this agreement. I/we understand that SKDC cannot resume responsibility for any defects/damages that are concealed by appliances, flooring or personal belongings, but satisfied that a thorough visual inspection will be completed by employees of SKDC.

Address:

Exchangee Signature:

Exchangee Full Name:	Date:
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Joint Exchangee Signature:

Joint Exchangee Full Name:	Date:
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Witnessed By:	Position:
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Date:
