

**Housing Act 2004 – Part 2, Licensing of Houses in Multiple Occupation  
Self Assessment Checklist**

The following checklist is designed to ensure that you are fulfilling your duties as manager of a HMO. The checklist will be used to enable us to decide when inspection of your property is required. Inspections will be prioritised to those properties which are high risk or have not been inspected previously.

		<b>YES</b>	<b>NO</b>
		✓	✓
<b>1</b>	Have you displayed a notice with you name, address and telephone number in a prominent position in the dwelling?	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	Is the means of escape free from obstruction and maintained in order and repair?	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	Are all water pipes and tanks sufficiently protected from frost?	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Have all gas appliances, if applicable, been tested for safety by a qualified gas engineer?	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Has the electrical installation been tested by a qualified electrical contractor within the past 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Are all common parts of the property (hallway, landing, kitchen, bathroom, living room) in good and clean decorative repair?	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b>	Are all appliances (fridge, freezer, cooker, washing machine, etc) provided by you for the tenants use in a safe and working condition?	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	Are all handrails and banisters in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
<b>9</b>	Are all stair coverings safely fixed and in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
<b>10</b>	Are all windows and other means of ventilation (extractor fans, cooker hoods) in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Is all furniture provided by you for the tenants in a clean and good state of repair?	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Are all outbuildings, yards and forecourts in a good and safe state of repair?	<input type="checkbox"/>	<input type="checkbox"/>
<b>13</b>	Are any gardens in a safe and tidy condition?	<input type="checkbox"/>	<input type="checkbox"/>
<b>14</b>	Are all boundary walls, fencing and railings in a good and safe state of repair?	<input type="checkbox"/>	<input type="checkbox"/>
<b>15</b>	Is the furniture supplied in each bedroom in a good and clean condition at the start of each tenancy?	<input type="checkbox"/>	<input type="checkbox"/>
<b>16</b>	Are all fixtures, fittings and appliances in each bedroom in a good and working order and the start of each tenancy?	<input type="checkbox"/>	<input type="checkbox"/>
<b>17</b>	Are the windows and means of ventilation in each bedroom in a good and working order at the start of each tenancy?	<input type="checkbox"/>	<input type="checkbox"/>
<b>18</b>	Are there sufficient bins provided for the size of the household?	<input type="checkbox"/>	<input type="checkbox"/>
<b>19</b>	Are the arrangements for waste disposal working?	<input type="checkbox"/>	<input type="checkbox"/>
<b>20</b>	Are the external elements of the property (roof, windows, rain water goods, soffits, chimney etc) in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
<b>21</b>	Does the property have sufficient insulation?	<input type="checkbox"/>	<input type="checkbox"/>
<b>22</b>	Is the heating system in good working order?	<input type="checkbox"/>	<input type="checkbox"/>
<b>23</b>	Is the property free from significant items of disrepair?	<input type="checkbox"/>	<input type="checkbox"/>
<b>24</b>	Is the fire fighting equipment still present and in working order?	<input type="checkbox"/>	<input type="checkbox"/>
<b>25</b>	Is the automatic fire detection system in working order?	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

