



# Empty Properties

Ensuring vacant properties  
meet our lettable standard

## Empty Properties

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### **Why do we have a lettable standard for vacant properties?**

The association works hard to ensure that when an empty property is let to a new tenant it meets Aragon's lettable standard.

We have a comprehensive list of standards that must be met and which relate to various parts of these properties, or to specified components within the property. These standards apply to all properties with the exception of shared ownership, intermediate and market rented units:

- exterior of the vacant property
- security of doors and windows
- the quantity of kitchen units and work surfaces
- sanitary fittings in bathrooms
- electrical lighting and sockets
- safety of gas appliances where installed
- correct operation of doors and windows
- condition of floor coverings  
(where these are provided by the association)
- condition of walls and ceiling plaster
- condition of staircases
- provision of hot and cold water
- cleanliness of property
- management of hazardous materials.

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# Empty Properties

## The exterior of the vacant property

### Footpaths and drives

- to be free of obstructions
- to be level and free of tripping hazards.

### Boundary walls, fences and gates (not party boundaries)

- to be free of major defects and be structurally sound.

### Sheds and outbuildings

- to be sound and free of major defects.

## The security of doors and windows

### Doors

- front doors to have minimum of one lock (night cylinder or thumbturn mortice of similar type)
- rear doors to have minimum of three-lever mortice
- three keys must be available to all external door locks (not suited locks)
- in sheltered blocks individual flat doors to be free of chains, bolts etc.
- new locks to be fitted whilst void.

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## The security of doors and windows (continued)

### Windows

- where locks are fitted key(s) must be available
- where fitted, window locks must be operable
- window restrictors, where fitted, must be operable.

## The dimensions of kitchen units

### Bed-sit and one bedroom dwellings

- to be fitted with minimum of one double sink unit and one double unit (wall or base) or combination thereof
- minimum of 500mm food preparation surface.

### Two bedroom and three bedroom dwellings

- to be fitted with minimum of one double sink unit and two double units (wall or base) or combination thereof
- minimum of 1000mm food preparation surface.

### Kitchen

- allowance to be made to create opening for washing machine outlet including hot and cold water supply, only where room size permits us to include this facility.

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## Sanitary fittings in bathrooms

- all properties to have minimum of wc, wash hand basin and bath or shower for sole use of occupants of dwelling (sheltered schemes excepted)
- separate wc cubicles must have their own hand basin or adjacent to a room containing a wash hand basin (not external wc).

## Electrical lighting and sockets

### Lighting

- minimum of one light fitting per habitable room
- lighting to staircase to have two-way switches.

### Power (minimum socket outlets)

#### Kitchen

- one cooker point
- two double socket outlets (one in bedsits)
- allowance to be made to install single spur socket outlet for washing machine (where room size permits us to include this facility).

**NB: Discount any sockets located below worktops.**

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## Electrical lighting and sockets (continued)

### Bedroom

- two double socket outlets in double bedrooms
- one double socket in single bedrooms.

### Lounge

- three double socket outlets.

### Check

- installation to be checked to ensure safety 'as designed'
- appliances within sheltered blocks to be checked for safety
- hard wired smoke detectors to be checked for correct operation or
- battery operated smoke detectors to be installed and tested.

## Gas appliances and safety

### Appliances and pipe-work

- all fixed appliances and pipe-work to be checked in compliance with Gas Safety (Installation and Use) Regulations 1998
- appliances within sheltered blocks to be checked for safety
- provision of a gas cooker connection to properties with a gas supply, where possible
- battery operated carbon monoxide detectors, where installed, to be checked and tested.

# Empty Properties

## Joinery of windows and doors

### Windows

- all windows to be reasonably draught free
- glass to be free of cracks and breaks
- catches, cords, general furniture etc. to function correctly
- all windows to be easily opened
- window restrictors to be fitted to windows above ground floor level
- trickle ventilators, where fitted, to be operational.

### Doors

- all missing doors to be replaced
- fire doors, where appropriate, to be in place
- doors to open and close freely
- furniture, locks, levers, latches etc. to function correctly.

## Condition of floors and coverings

### General

- floor to be level and even enough to receive coverings
- floor coverings must be removed if not of good standard.

### Kitchens and bathrooms

- floors to be hygienic, easy to clean and generally moisture resistant.

# Empty Properties

## Conditions of walls and ceilings

- all walls and ceilings to be free of major defects and in suitable condition for preparation and redecoration (polystyrene tiles to be removed)
- walls adjacent to sink units, food preparation areas, bath and basins to be fitted with minimum 300mm ceramic tile splashback
- decorative condition to be assessed and a decoration allowance offered where required
- sheltered properties to be in good decorative order.

## Staircases and joinery

- all staircases to be fitted with balustrading or handrail at a minimum height of 840mm
- in all cases handrails, where removed, are to be reinstated (health and safety).

## Provision of hot and cold water

### Heating and hot water

- all properties to have at least one primary source of fitted space heating (solid fuel fire, gas fire, storage heater etc)
- all properties to have adequate means of heating water.

# Empty Properties

## Rubbish clearance and cleaning

- all former tenant's belongings and any rubbish to be removed from the whole property including the loft space, gardens and shed
- all properties to be swept and cleaned throughout at completion of the works prior to handover.

## Gardens and garden buildings

- gardens to be cleared of rubbish and left in a manageable condition
- previous tenant's old sheds, garages and greenhouses etc. to be dismantled and removed
- tall hedges, including Leylandii, to be reduced or removed.

**Note:** some garden maintenance may be undertaken once the new tenant moves into the property.

## Management of hazardous materials

### Asbestos

- properties must be visually inspected for the presence of asbestos. Any suspect material should be analysed and then managed in accordance with the current HSE guidance and the Approved Code of Practice (ACOP).

**Note:** repairs and maintenance which are not likely to create inconvenience or breach health and safety regulations may be carried out once a new tenant moves in. This work would normally be undertaken within three weeks of a new tenancy starting. Tenants will be notified of this possibility whenever it is relevant.



## Equality and Diversity

Aragon Housing Association has a responsibility to ensure that equal opportunity and effective management of diversity are at the core of its business. The association sets targets to deliver services that are responsive to the needs of communities and individuals, and promote social inclusion. Further details of this policy and our action plan are available on request.

### Do you need this in a different format?



Do you need the information in this document in a different format? Please contact us on **01525 840505** to discuss your specific requirements.



Housing Association



Give respect Get respect

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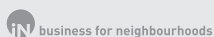
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