



## HMO Checklist

14/01/2026 10:58:39



123 Sample Street, Sample Town YO1 5DE, Sample Town, YO1 5DE

**Report Completed On:** 14/01/2026 11:03

**Report Completed By:** Customer Care / XYZ Sales & Lettings Ltd (Demo)

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## General Information

**Is the HMO Licence on display in the property?** Yes

**Have the manager's contact details been provided to all residents and displayed in a prominent place in the property?** Yes

## Fire Safety

**Are means of escape from fire inc stairways, landings and hallways unobstructed?** Yes

**Is the fire fighting equipment (fire blankets, extinguishers) working correctly?** Yes

**How often is the fire equipment tested?** Every 6 months

**Who tests this fire equipment?** Fire Safety Services

**Is a record kept of the tests?** Yes

**Has the fire alarm been serviced and the sound level tested in accordance with BS 5839-1:2002 within the last 6 months?** Yes

**Is the fire alarm servicing certificate available?** Yes

**Has emergency lighting has been tested in accordance with BS 5266-1:1999?** Yes

**When was the emergency lighting tested?** Within the last 12 months

**Is an emergency lighting servicing certificate available?** Yes

**Have tenants received instructions on what to do in the event of a fire?** Yes

**Are these instructions displayed in the property?** Yes

**If 'no' answered to any of the above, please provide details**

## Property Structure

**Is the internal structure (walls, ceilings and floors) of all the rooms, fixtures, fittings or equipment supplied to rooms in good repair/working order?** Yes

**If there is a window with a sill at or near floor level, has it adequate protection - e.g. bars?** Yes

**If 'no' answered to any of the above, please provide details**

## Water Supply

**Is the drainage system maintained and in good working order?** Yes

**Are all drainage pipes, access chambers and gullies, from toilets baths and kitchens, free from blockages or leaks?** Yes

**Is the water supply including tanks and cisterns maintained?** Yes

**Is the water tank covered?** Yes

**If 'no' answered to any of the above, please provide details**

## Gas and Electric

**Have all gas appliances been inspected within the last 12 months?** Yes

**Has a copy of the most recent gas safety certificate been supplied to the tenants?** Yes

**Do you have an inspection report on the electrical installation carried out within the last 5 years?** Yes

**Have portable appliances such as kettles, microwaves etc been tested?** No

**If 'no' answered to any of the above, please provide details** PAT test due to be carried out in early May 2026

## Common Areas

**Are common areas in good repair and decoration?** Yes

**Are common facilities and equipment in a safe and working condition?** Yes

**Are all stairs provided with banisters and handrails that are securely fixed and in good condition?** Yes

**Are all stair coverings securely fixed and in good repair?** No

**Are all windows and extract ventilation in good repair and working order?** Yes

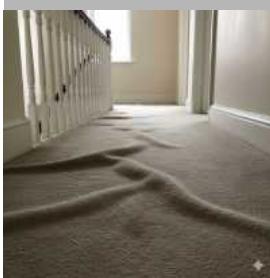
**Have all the common areas got adequate working light fittings?** Yes

**If 'no' answered to any of the above, please provide details** Carpet wrinkled on 1st floor landing - requires urgent repair as possible trip hazard

## Common Areas - Continued

### Photos

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## Property Exterior

**Are all outbuildings, yards and forecourts in good repair and a clean condition?** Yes

**Is the garden in a safe and tidy condition?** Yes

**Are all boundary fences, walls and railings in good and safe repair?** No

**Is there a sufficient number of bins to store refuse before collection?** Yes

**If 'no' answered to any of the above, please provide details** 2 damaged/fallen fence panels to side of property - urgent repair required

### Photos

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