

## House in multiple occupation (HMO) – Management Plan

13 Kingsmead Close, Sidcup, Da15 7LA

### 1.0 Site and surroundings:

1.1 The subject property is a three-story mid-terrace building currently used as a house in multiple occupation HMO. The property currently consists of 5 bedrooms with two full bathrooms, a fully supplied kitchen, a communal living room and separate laundry room. The house also benefits from two parking spaces, 5 Sheffield bike spics to the rear and a large communal garden to the rear.

1.2 The close is residential with terraced houses. A high-rise overlooks the gardens. This building is half hotel and half student accommodation.

1.3 The house is located within walking distance to food shops, bus stop, train station and multiple restaurants.

### 2.0 HMO Management:

2.1 The property meets the relevant HMO layout standards in terms of shared amenity spaces, full kitchen, multiple bathrooms and shared outside spaces. Additionally, bike storage has been added to encourage sustainable transport, along with a compost heap for garden waste.

2.2 The Property Manager will supply a tenancy agreement to the tenants at the start of their occupation and shall retain copies of all tenancy and licence agreements. This is a shorthold tenancy agreement, where each person signs for themselves agreeing to the terms and conditions.

2.3 The property manager will ensure that the property is managed and complies to a high standard in accordance with the HMO regulations at all times:

- The Licence holder/ property manager will inspect the property bi-monthly.
- The boundary fence/ wall will be maintained and be of safe and secure condition.
- Licence holder/ House manager's contact details will be displayed on the shared notice board in case of any faults or maintenance issues.
- Fire assembly point and escape routes diagram will be displayed on the shared board.
- The Property manager will undertake checks on all escape routes for obstructions.
- The property manager will have any remedial work undertaken by competent contractors.
- Regular checks for or gas safety, fixed electrical testing and portable appliance testing (PAT) will be carried out according to landlord and tenant legislation. The licence holder shall supply relevant certificates when requested by the local authority.
- Fire alarms and smoke/ heat detectors will be checked on a regular basis (bi-monthly) and checks recorded in a logbook. Smoke alarms installed are to be tamper resistant.
- Instruction manuals will be provided to enable tenants to safely operate all appliances
- Neighbours will be provided with contact details for use in an event of emergencies or matters of concern.
- If a pest problem or infestation occurs at the property within 3 months of any new tenancy, the licence holder must take steps to ensure that an appropriate treatment programme has been carried out to eradicate the pest/ infestation. Records of any treatment programme must be kept for 12 months and provided to the local authority when requested. The tenancy agreement holds the right to give out warnings or terminate tenancy agreements if the issues persist.

### Refuse and waste

- The landlord will ensure that suitable bins are provided according to the Bexley Council collection system.
- Instructions on how to use the correct bins for different wastes, collection dates and how to present waste for collection will be provided.
- A schedule of waste collection and website address to check dates <https://www.bexley.gov.uk/services/rubbish-and-recycling> will be posted on the communal notice board.
- The tenants are responsible for maintaining the front and back gardens in a reasonable state and free of rubbish, and this will be included within the terms and conditions of the tenancy agreements.

### Noise disturbances

- There is to be no audible noise from inside of the house between 11pm and 7am, or excessive or lengthy noise at other times, and this will be included as a clause within the tenancy agreements.
- Other noise outside such as noisy comings and goings, slamming car doors and noise from takeaway deliveries between the hours of 11pm and 7am is to be minimised as far as possible.
- The house manager will take practical steps preventing and dealing with anti-social behaviour and effective steps to deal with any complaints that have been made directly to them by the local authority regarding tenants.
- Copies of complaints relating to noise or anti-social behaviour that have been established as having foundation, will be retained, and referred to in the event of a request for a subsequent reference by any other landlord or lettings agency. Conversely, tenants that have displayed good behaviour would receive a good reference.