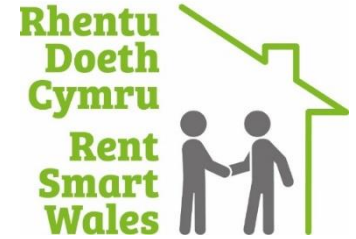


Licensee Guidance and Resources

Routine Inspection Checklist



This checklist can be used to assist Rent Smart Wales licensees comply with the licence condition that requires the completion of routine visits at managed properties during a rental period.

The licence condition requires the licensee to ensure that the rental property(s) for which they have management responsibilities are visited at appropriate intervals determined by the licensee, taking into account property condition and tenant risks, while protecting the tenant's right to quiet enjoyment, but in any event the minimum routine visit intervals must be:

- Annually for dwellings let on single contracts, and shared houses on a single contract, with the first routine visit taking place within the first 2-6 months of the contract.
- Every 6 months for a House in Multiple Occupation (HMO), and shared houses on separate contracts, with the first routine visit taking place within the first 2-6 months of the contract.

For more information on the licence conditions added to licences, please see the type of licence and conditions document [here](#).

A routine visit is a check of all areas of a rental property and provides an ideal opportunity to check that a property continues to be free from hazards in accordance with The Renting Homes (Fitness for Human Habitation) (Wales) Regulations 2022.

Routine visits should be carried out in addition to any reported repair or maintenance issues the tenant may already have raised previously.

It is best practice to conduct routine visits with the tenant (contract-holder) present.

This checklist has been designed to assist you to:

- ✓ Check the condition of the property,
- ✓ Identify any maintenance issue which is a hazard or, if left, may become a hazard,
- ✓ Check that the occupation contract terms are being adhered to by the landlord/agent and tenant,
- ✓ Record your findings.

If you do not have your own checklist to use, this checklist will guide you through the minimum checks that you should complete during your routine visit but please ensure that you adapt the checklist to suit the property being visited.

ROUTINE VISIT CHECKLIST

General Details

Name of Licensee/Staff Member completing the visit:	Date of routine visit:
Address of property:	Number of occupiers: Overcrowding concerns Yes <input type="checkbox"/> No <input type="checkbox"/> <i>refer to Part 10 of Housing Act 1985</i> Notes:
Tenant (contract-holder) present? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, name of tenant:	Any pet(s) living in the property? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, provide details:

Access

Has 24 hours' notice been provided to the tenant? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, give reason:	Method of notice: Has confirmation of consent to access property been received? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, provide details:
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Certificates and Risk Assessments

Current Gas Safety Record date: Satisfactory? Yes <input type="checkbox"/> No <input type="checkbox"/>	Current Electrical Installation Condition Report date: Satisfactory? Yes <input type="checkbox"/> No <input type="checkbox"/>
Fire Risk Assessment date (if applicable):	Asbestos Risk Assessment date:
Radon database checked date:	Current EPC rating: Under E rating? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, has a valid exemption been registered?
Radon concerns:	Legionnaires risk assessment date:
Other details:	

Property Areas Checked

<input type="checkbox"/> Hall	<input type="checkbox"/> Lounge	<input type="checkbox"/> Dining Room	<input type="checkbox"/> Utility
<input type="checkbox"/> Kitchen / Diner	<input type="checkbox"/> WC	<input type="checkbox"/> Bathroom	<input type="checkbox"/> Bedroom
<input type="checkbox"/> Bedroom	<input type="checkbox"/> Bedroom	<input type="checkbox"/> External and Garden	

Other:

Notes (any previous concerns, repairs or maintenance to check, concerns from tenants, advice provided to tenant)

EXTERNAL - PATHS, YARDS AND GARDENS, ETC.

Item	Standard required	Result	Notes, if appropriate
Garden fences, hedges and walls	Secure, intact and maintained.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Paths and drives	Maintained and even, no broken paving.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Manhole covers	Secure, not cracked or damaged.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Drains	No obvious blockages or recent overflows, no open drains.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Pests and infestations	No evidence of any pests or infestations, no accumulations for harbourage of pests, no holes around service ducts, pipes, no missing air bricks.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Rubbish or hazardous waste	Correct bins provided, suitable, safe and hygienic storage area, rubbish and hazardous waste being disposed of properly.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Garage or carport	Free from combustible materials and fire risks.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	
Tenant Comments / Action required:			

BUILDING (EXTERIOR)

Item	Standard required	Result	Notes, if appropriate
Overall appearance	As inventory, free from disrepair.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Condition of pointing, render and paintwork	Free from cracks and no evidence of damp.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Soffits and fascia	Secure, clean, intact (rot free), no disrepair.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Roof	Tiles and lead flashing secure, intact, no holes to allow ingress of pests.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Walls	Good condition, free from cracks, no loose pointing, structurally sound, no missing air bricks, ventilation grilles.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Gutters and downpipes	Secure, clear, intact, working correctly.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Chimney stack	Secure stack and pots, good order, no loose pointing, swept.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	
Windows	Secure, openable, no disrepair, clean.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Porch or front door canopy	Good condition, secure, no leaks.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
External lighting	Good working order, no disrepair.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	<i>Sufficient to reduce the risk against unauthorised entry and maintaining safety</i>
Outbuildings and external structures	Safe and in good order.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	

Tenant Comments / Action required:

DOOR AND WINDOWS (EXTERNAL AND INTERNAL)

Item	Standard required	Result	Notes, if appropriate
External doors	Properly installed, secure, openable, lockable, good working order, well lit, working spy holes and chains, where applicable, working entry phone system.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	<i>In addition, ensure other potential risks are not increased e.g. locked doors and windows and the means of escape in the case of fire</i>
Doors	Good working order, closing properly, handles working, door closures operational, no risk of trapping body parts such as fingers.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Burglar alarm	Functioning correctly.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	<i>Alarm codes</i>
Windows	Good working order.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Window trickle vents	Good working order.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Window locks	Keys available.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	
Window blind cords	Secured safely.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	

Tenant Comments / Action required:

BUILDING (FIRE SAFETY)

Please note: for HMO's the standard required is likely to be much higher.

Item	Standard required	Result	Notes, if appropriate
Smoke alarms	One (at minimum) on each storey, proper working order, without obstruction, connected to the electrical supply and interlinked with all other smoke alarms, tested.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	Location and test result of each alarm.
Heat alarm	Working and without obstruction, tested.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	
Fire blankets	Secured to the wall, intact.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Fire alarm system	Visual check for any concerns.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	
Means of escape exit route	Free from obstruction and all escape routes such as doors and windows to be in good working order.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Fire doors	Good working order, closing properly, handles working, intumescent strips in place, door closures operational.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	

Tenant Comments / Action required

BUILDING (INTERNAL)

Item	Standard required	Result	Notes, if appropriate
Overall appearance	As inventory, no concerns for lack of space for the tenants.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Lighting – natural lighting	Sufficient natural lighting during daylight hours to enable normal domestic and recreational activities to be completed without eye strain.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Lighting – artificial lighting	Correctly positioned and providing sufficient light to enable domestic and recreational activities to be completed without eye strain and without creating glare and shadows.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Heating thermostats	Good working order, controllable by tenant.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Heating	Good working order, appropriate to heat the property, properly installed and maintained, controllable by the tenant.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	<i>Heating systems should operate in a way that makes sure occupants are not exposed to cold indoor temperatures. Occupants should be allowed to control temperature within their dwelling. Full control.</i>
Condition of decorative order throughout	As inventory, no disrepair, no lead paint.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Ceilings, walls and floors	No disrepair, no evidence of damp, no cracks, scuffs and marks.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Flooring and carpets	Good condition, secured safely and level, no loose floorboards, ripped / torn carpets.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Windows	Good working order including handles and trickle vents, clean, sufficient size and position for natural lighting, fit for purpose where excessive outside noise levels, no risk of falls between levels, no risk of trapping body parts such as fingers.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	

Internal woodwork	As inventory, no disrepair.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Stairs including handrail and spindles on stairs	Secure, safe and in good repair with handrail / banister, consistent and sufficient stair width, no loose stairs / risers, no ripped / torn carpet, adequate lighting at top and foot of stairs, no doors opening onto the top of the stairs, adequate heating throughout dwelling to avoid impairment of movement and sensation. Openings in stairs or banisters should be less than 100mm.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	
Damp and mould	Free from damp, mould and fungal growth. Checks to include all areas but in particular windows, seals, cold spots, etc.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	<i>If present, consider any remedial works required and provide leaflet. Any remedial work using biocides, should be completed safely and in accordance with product manufacturers guidelines.</i>
Condensation	Free from condensation.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	<i>If present, consider any remedial works required and also provide leaflet.</i>
Ventilation	Sufficient to allow adequate exchange of air.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	<i>Sufficient to ensure ventilation does not contribute to damp and mould growth, excessively high indoor air temperatures, build-up of un-combusted fuel gas, build-up of volatile organic compounds.</i>
Furniture & furnishings (landlord supplied)	Match and cigarette safe label attached.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	
Asbestos	All materials containing asbestos identified and in good condition free from damage and free from risk of damage.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	<i>Is tenant aware of locations of asbestos? Yes <input type="checkbox"/> No <input type="checkbox"/> List location and condition of material containing asbestos:</i>
Blocked up fireplaces	No obstruction to vents.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	
Pests and infestations	No evidence of pests or infestations e.g: droppings, gnaw mark, holes.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Tenant Comments / Action required			

KITCHEN

Item	Standard required	Result	Notes, if appropriate
Supply of water	Good working order, adequate supply of hot and cold water, correct temperature of hot water, no lead pipes and no lead solder, storage tanks covered, stored private drinking water supplies regularly sampled and analysed.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Kitchen sink	Properly installed, no chips, crack, properly sealed, watertight between sink and worktop and drainage for waste water effective (ideally hot water should be no more than 60°C in kitchens to avoid scalds).	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Kitchen lighting – natural lighting	Sufficient natural lighting during daylight hours to enable normal domestic tasks to be completed without eye strain.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Kitchen lighting – artificial lighting	Correctly positioned and providing sufficient light to enable domestic tasks to be completed without eye strain and without creating glare and shadows, especially over facilities.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Kitchen worktops	Secure, smooth, impervious, sufficient, cleanable, no disrepair, sealed.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Kitchen layout	<p>Properly designed room or area to cater for safe and hygienic preparation and cooking of food.</p> <p>Layout/relationship of facilities should ease the stages of preparation, cooking and serving and prevent burns and scalds.</p>	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Kitchen cupboards / Storage facilities	Secure, good working order, cleanable, no disrepair, adequate for the number of tenants.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	

Electrical supply for kitchen appliances	Sufficient plug sockets for essential kitchen appliances such as fridge, freezer. At least 4 appropriate power sockets associated with the worktops as well as 2 for general use.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Landlord supplied appliances	Good working order, cleanable, user manual available, PAT tested.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	
Extractor fan	Good working order and free from obstruction, e.g: grease.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Oven	Good working order, cleanable, adequate for the number of occupants, safely sited away from flammable materials.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Waste disposal facilities	Adequate, clean and free from disrepair.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Kitchen walls	Smooth or with an impervious finish, easily cleaned.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Kitchen floor	Reasonably smooth and impervious for easy cleaning, corners and junctions should be sealed.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Facilities for the washing and drying of clothes	Appropriate facilities for washing and drying clothes with adjacent power sockets and vent outlets, and any points in walls penetrated by waste, drain or other pipes to be effectively sealed.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Tenant Comments / Action required:			

BATHROOMS AND EN-SUITES

Item	Standard required	Result	Notes, if appropriate
Bathroom facilities	Good, safe working condition, adequate for the number of occupiers, private (lockable but openable in emergency), adequate lighting, heating and ventilation and any points in walls penetrated by waste, drain or other pipes to be effectively sealed.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Wash hand basin and taps	Secure, good working order, adequate supply of hot and cold water, correct temperature of hot water, free from disrepair, drainage for wastewater effective (ideally hot water should be no more than 41°C for hand basins to avoid scalds).	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
WC	Secure, connected to a properly working flushing system and drainage system, good working order, free from disrepair, effective watertight seal.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Bath	Secure, good working order, adequate supply of hot and cold water, correct temperature of hot water, free from disrepair, drainage for wastewater effective (ideally hot water should be no more than 46°C for baths).	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	
Shower	Secure, good working order, adequate supply of hot and cold water, correct temperature of hot water, free from disrepair, drainage for wastewater effective.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	
Extractor fan	Good working, free from disrepair, dust, effectively sealed.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	

Tenant Comments / Action required:

ELECTRICAL SAFETY

Item	Standard required	Result	Notes, if appropriate
Wiring	Visual check, no damage / disrepair, no loose or exposed wiring.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Plug sockets	Visual check, good working order, adequate for the number of tenants, no damage / disrepair, no loose / exposed wiring. No evidence of cracks, burn marks, damage. No socket overload.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Extension leads	Not overloaded / no daisy chaining.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	
Lighting switches	Good working order, reachable location, no evidence of disrepair/damage.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Pendant and light fittings	Good working order. No evidence of disrepair / damage or cracks.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	
Appliances supplied by the landlord	Visual check and / or a PAT test. Good working order, no damage / disrepair, no loose / exposed wiring. No evidence of cracks, burn marks, damage.	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	<i>List all appliances supplied and checked:</i>

Tenant Comments / Action required:

CARBON MONOXIDE AND FUEL COMBUSTION PRODUCTS

Item	Standard required	Result	Notes, if appropriate
Boiler	<p>Visual check, good working order, no leaks, no obstructions to flue(s), properly ventilated, no evidence of incomplete combustion, pressure level within permitted range.</p> <p>Annual Gas Safety Record complete and satisfactory.</p>	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory <input type="checkbox"/> Not applicable	<i>Location:</i>
Any gas/fuel combustion appliances	<p>Visual check, good working order, no leaks, no obstructions to flues and extractor fans, no evidence of incomplete combustion, properly ventilated (specific requirements for LPG including low level ventilation), adequately guarded.</p> <p>Annual Gas Safety Record complete and satisfactory.</p>	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	<i>Location:</i>
Carbon monoxide detectors	<p>Installed in all rooms with gas, oil or solid fuel burning appliances. Properly sited, tested and in date.</p>	<input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Satisfactory	<i>Location and expiry date of each carbon monoxide alarm.</i>

Tenant Comments / Action required:

Use of the Property Checks

<p>Evidence of Smoking Yes <input type="checkbox"/> No <input type="checkbox"/> Notes:</p>	<p>Evidence of excessive number of visitors Yes <input type="checkbox"/> No <input type="checkbox"/> Notes:</p>
<p>Evidence of subletting or unauthorised occupation, <i>(e.g: excessive belongings or mail addressed to anyone other than current or previous tenants)</i> Yes <input type="checkbox"/> No <input type="checkbox"/> Notes:</p>	<p>Evidence of unauthorised pets, <i>(e.g: animal hair, paraphernalia and smells)</i> Yes <input type="checkbox"/> No <input type="checkbox"/> Notes:</p>
<p>Evidence of illegal substance use Yes <input type="checkbox"/> No <input type="checkbox"/> Notes:</p>	<p>Evidence of unauthorised decoration Yes <input type="checkbox"/> No <input type="checkbox"/> Notes:</p>
<p>Evidence of Anti-social behaviour Yes <input type="checkbox"/> No <input type="checkbox"/> Notes:</p>	<p>Evidence of the removal of Landlord's goods Yes <input type="checkbox"/> No <input type="checkbox"/> Notes:</p>
<p>Evidence of poor cleanliness Yes <input type="checkbox"/> No <input type="checkbox"/> Notes:</p>	<p>Confirmation that the tenants are aware of refuse/ recycling collection days? Yes <input type="checkbox"/> No <input type="checkbox"/> Notes:</p>
<p>If property is not serviced by mains utilities. e.g., gas, water, sewerage etc? If property is not on mains sewage, does the tenant know when cesspits need to be emptied? Yes <input type="checkbox"/> No <input type="checkbox"/> Notes: If property is not on mains gas/electric, does the tenant store gas/oil correctly & know when it needs to be re-filled, e.g., LPG. Yes <input type="checkbox"/> No <input type="checkbox"/> Notes:</p>	<p>Other potential hazards as described in occupation contract:</p>

Summary of concerns raised including recommendations given to tenant / actions for agent / landlord

Photographs taken (ensuring no personal effects shown, without necessary consent) Yes No

Signed

Tenant (contract-holder):

Date:

Licensee/Licensee Representative:

Date: