

Quality Assurance Housing Checklist

<u>Local Authority:</u>		
<u>Officer Name</u>		<u>Date</u>
Case Reference Number:		
Address (inc Postcode) of the Accommodation being offered for use:		
Does the sponsor own this property or have permission to offer its use:	Yes/No* (* -If no, please provide evidence of owner's consent)	
Sponsor's name, contact phone number and email address:	Name:	
	Telephone number:	
	Email:	
Sponsors Main Home Address (inc Postcode):		
<u>Part 1: Property Match Information</u>		
Maximum age for children sharing rooms:	Different Sex:	
	Same Sex:	
Can the <u>area</u> cater for people:		<u>Y/N</u>
	requiring serious medical treatment?	
	requiring regular medical treatment?	
	requiring any psychological treatment?	
	with special education needs?	
Please state the languages of families the sponsors are able to support:		
Is there other information about the local area or property that may help to make a good match? For example: ethnic make-up of the area, locations of specialist food shops, places of worship,		

availability of public transport, employment opportunities, etc.	
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Property Details

<p>What type of accommodation is the Sponsor offering to the refugees:</p> <p>e.g. a room within the sponsors home/separate flat or house etc</p>	<ul style="list-style-type: none"> • Type of Accommodation • Furnished or Unfurnished
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Property Type:

		<u>Notes</u>
Tenure	eg owner/occupied; private rented housing/HMO etc	
Tenement/ Detached etc?		
Property capacity		
Number of stairs leading up to the property		
Suitable for people with mobility needs?		
Can adaptations be made?		
Wheelchair accessible? (including kitchen space and sanitary facilities)		
Earliest occupancy date		
Route property is being made available e.g. SSS host/SSS Single Use Property/Private Rental		

		<u>Y/N</u>	<u>Notes</u>
Property features:	<p><u>Accessible housing features</u></p> <ul style="list-style-type: none"> • Level access/ramped access • Ground floor living • Wheelchair accessible/liveable 		
	<p><u>Washing facilities</u></p>		

	<ul style="list-style-type: none"> • Private or shared bathroom? Shower and or bath? • Accessible shower? 		
	<u>Any accessible equipment?</u> <ul style="list-style-type: none"> • grab rails, • bath lift, • moving/handling equipment, etc 		
	<u>Garden</u> <ul style="list-style-type: none"> • Private/shared? • Enclosed? • Any steps to garden? 		

Total Number of Rooms available and how many are on the ground floor (Include rooms available to OR shared with refugees and host) (please state shared if the facility is shared with the host):		<u>Number</u>	<u>Shared with the host</u> <u>Y/N</u>	<u>On the Ground Floor- Y/N</u>
	Single			
	Double			
	Toilet (no bath/shower)			
	Bathroom (includes shower or bath and toilet)			
	Shower rooms			
	Living rooms			
	Kitchens			
	Other rooms available?			
	Could any rooms take extra beds?			

Part 2: Property Inspection Information gathering for prioritisation

<u>Officer:</u>		<u>Date:</u>	
Are there any existing LA records relating to the property being offered for rehoming refugees? Such as in relation to:			<u>Notes</u>
	Tolerable/Repairing Standards issues:		
	General Disrepair issues:		
	Other complaints: Eg. Noise/Antisocial behaviour etc		
External/Google street view to confirm location and any visual concerns identified:			
Has any supplementary information been provided by the owner to assess the property eg if holiday let, check online for internal images and reviews, if a home report available consider content, etc			
Is the property served by Scottish water mains		Yes/No* (*- If a Private Water Supply- has recent sampling of the water been carried out?)	
Are current Gas Safe Certificates/or Gas Service Record available for properties with gas appliances :		Yes/No* (*- A Current Gas Safe Certificate for Landlords or a Service Record, for owner/occupied properties, must be made available)	
Electrical Safety- EICR cert available:		Yes/No* (*- the officer should consider the tenure/age of the property and consider whether further investigations would be appropriate)	
Are there any issues noted within Part 2 of the form which would give officers grounds for concern?:			

Part 3 – Physical Housing Inspection

Officer:

Date and Time of Inspection:

Details of person interviewed at the property (where appropriate):

OVERCROWDING: Room Standard

The number of rooms already currently occupied within the property:

Number of Refugees who will reside within this accommodation (if known):

Room standard:

Rooms	Persons allowed
1	2
2	3
3	5
4	7.5
5+	2 per room

Details

Number of Adults (M/F):

Number of Children aged 10 years and over and sex:

Number of Children aged (1 to 9 years) and sex:

Number of Children under 1 year:

Related Y/N (if no, how many families?)

Space Standard (please see guidance notes on the Space standard below)

Please note the room(s) to be used below:

Please note the room sizing below:

Satisfactory Y/N

1.

2.

3.

4.

5.

Will the property meet the Room and/or Space Standard?

Y/N

Notes

Additional Information:

REPAIRING STANDARD (applicable for Private Rented Properties (standards duplicated within the Tolerable Standard have been removed))

Repairing Standard	Yes/No	Notes
Are installations for supplying water, gas and electricity and for sanitation, space heating and heating water in a reasonable state of repair and in proper working order.		
Are any fixtures, fittings and appliances that the landlord provides under the tenancy in a reasonable state of repair and in proper working order.		
Are any furnishings that the landlord provides under the tenancy capable of being used safely for the purpose for which they are designed.		
Additional information:		

TOLERABLE STANDARDS (Applicable to all House types)

Tolerable Standard	Yes/No	Notes
Is structurally stable		
Is substantially free from rising or penetrating damp		
Has satisfactory provision for natural and artificial lighting, for ventilation and for heating		
Has satisfactory thermal insulation		
Has one smoke alarm installed in the room most frequently used for general daytime living (normally the living room/lounge)		
Has one smoke alarm in every circulation space on each storey, such as hallways and landings		
Has one heat alarm installed in every kitchen		
All smoke and heat alarms are ceiling mounted		

All smoke and heat alarms are interlinked		
Has one CO detector fitted in all rooms where there is a fixed combustion appliance (excluding an appliance used solely for cooking) or a flue		
Has an adequate piped supply of wholesome water available within the house		
Has a sink provided with a satisfactory supply of both hot and cold water within the house		
Has a water closet or waterless closet available for the exclusive use of the occupants of the house and suitably located within the house		
Has a fixed bath or shower and a wash-hand basin, each provided with a satisfactory supply of both hot and cold water and suitably located within the house		
Has an effective system for the drainage and disposal of foul and surface water		
Is the electrical installation in the property adequate and safe		
Has satisfactory facilities for the cooking of food within the house		
Has satisfactory access to all external doors and outbuildings		
Additional Information:		
Photo/ Video Reference. NB – Take photographs of ALL failures		

Outcome

Does the property meet the Tolerable Standard, Repairing Standard (where applicable) and overcrowding legislation	Yes/No
If not, please justify your decision:	

Notes:

Definition of Overcrowding

Overcrowding falls within the provisions of Part VII of the Housing (Scotland) Act 1987, which relates to overcrowding in all housing tenures. Part VII provides the legal definition of overcrowding (Section 135 to 137). A house is regarded as being overcrowded if it fails either of two tests – the room standard and/or the space standard.

The room standard (Section 136) is contravened when two people of opposite sexes, who are not living husband and wife, have to sleep in the same room. This does not apply to children under 10. The rooms regarded as sleeping accommodation are defined as being 'of a type normally used in the locality either as a bedroom or as a living room'.

The space standard (section 137) sets limits on the number of people who can occupy a house, relative to both the number and floor area of the rooms available as sleeping accommodation.

The space standard is contravened when the number of persons sleeping in a house is in excess of the permitted number, having regard to the number and floor area of the rooms of the house available as sleeping accommodation.

For this purpose—

1. (a) no account shall be taken of a child under the age of one and a child aged one or over but under 10 shall be reckoned as one-half of a unit, and

(b) a room is available as sleeping accommodation if it is of a type normally used in the locality either as a living room or as a bedroom.
2. The permitted number of persons in relation to a house is whichever is the less of—

(a) the number specified in Table I in relation to the number of rooms in the house available as sleeping accommodation, and

(b) the aggregate for all such rooms in the house of the numbers specified in column 2 of Table II in relation to each room of the floor area specified in column 1.
3. No account shall be taken for the purposes of either Table of a room having a floor area of less than 50 square feet.

Table 1

Number of Rooms	Number of Persons allowed
1	2
2	3
3	5
4	7½
5 or more	2 for each room

Table II

Floor area of room	Number of persons
110 sq. ft. or more	2
90 sq. ft. or more but less than 110 sq. ft.	1½
70 sq. ft. or more but less than 90 sq. ft.	1
50 sq. ft. or more but less than 70 sq. ft.	½

For both the above assessments:

- children under one year old are not counted
- children under ten years old but not under one count as a half
- rooms under 50 square feet are not included
- a room is counted if it is available as sleeping accommodation.