

HMO Management Checklist

This summary shall not be relied on as legally complete or correct, but is merely provided as a guide to what is expected when managing a HMO.

Duty	Yes/No
1. Is the HMO Licence on display in the property?	
2. Have the managers contact details been provided to all residents and displayed in a prominent place in the property?	
3. Are the means of escape free from obstruction and in good repair? Is the fire fighting equipment (fire blankets, extinguishers), emergency lighting and fire alarm working correctly?	
4. How often is it tested, annually, monthly, weekly? And who tests it? Is a record kept of these tests?	
5. Have tenants received instructions on what to do in the event of a fire? Is this written down? Are instructions displayed in the property?	
6. Do you hold regular fire drills? It is good practice to record the results of your findings.	
7. Have you carried out a fire safety risk assessment at the property?	
8. Is the property structurally safe? Is the layout of the property and the location of facilities such that risk of injury is minimised?	
9. If there is a window with a cill at or near floor level, has it adequate protection - e.g. bars?	
10. Is the water supply including tanks and cisterns maintained? Ensure any tank has a cover on it.	
11. Is the drainage system maintained and in good working order?	
12. Do you have a current gas safety certificate from an engineer on the Gas Safety Register? (annual certificate)	
13. Do you have a current electrical inspection certificate from a suitably qualified electrician? (5 years)	
Have portable appliances such as kettles, microwaves etc been tested?	
14. Are common areas in good repair and decoration?	
15. Are common facilities and equipment in a safe and working condition?	
16. Are all stairs provided with banisters and handrails that are securely fixed and in good condition?	
17. Are all stair coverings securely fixed and in good repair?	
18. Are all windows and extract ventilation in good repair and working order?	
19. Have all the common areas got adequate working light fittings?	
20. Are all outbuildings, yards and forecourts in good repair and a clean condition?	
21. Is the garden in a safe and tidy condition?	
22. Are all boundary fences, walls and railings in good and safe repair?	
23. Is the internal structure (walls, ceilings and floors) of all the rooms, fixtures, fittings or equipment supplied to rooms in good repair/ working order?	
24. Is there a sufficient number of bins to store refuse before collection?	

