

Property Condition Checklist for Houses in Multiple Occupation (HMO)

This checklist is designed for landlords, agents, and licence holders to help them understand their responsibilities in maintaining rental homes and maximise their chances of qualifying for a compliance discount. Compliance discounts will be awarded to properties that pass their initial compliance inspection—those that meet and maintain the required basic standards and are generally free from hazards that could pose risks to health.

Applicants will be disqualified from receiving compliance awards if any of the following apply:

- The property has unauthorised alterations without planning or building regulation approval.
- The property remained unlicensed for more than three months after the scheme came into effect or after it became occupied.
- Fit and proper checks raise concerns.
- Required certifications are non-compliant.

Please note that this is not an exhaustive list but rather general advice to help you operate your property safely and professionally in line with statutory guidance and the current HMO standards for the London Borough of Barking and Dagenham. This guidance may be updated in the future to reflect changes in legislation or local standards. If you need more detail on any of the areas above, please refer to our HMO standard, which provide more in-depth information and explanations.

ITEM	REQUIREMENTS & EXPLANATION	✓
Heating	Fixed heating with adequate control for the occupant shall be provided in every bedroom, lounge and hallway (Gas or Electrical radiators fixed to a wall. Portable heaters are not acceptable.) Where reasonably practical fixed heating shall also be provided in kitchens and bathrooms.	
Damp and Mould	The property should be largely free of damp and mould. Bathrooms and kitchen must have adequate ventilation and should usually have mechanically extraction fans. There should be no mould in bedrooms and minimal in the rest of the property. Some spots of mould in bathroom/kitchen sealant, around windows etc would be minor for each point, anything more likely to be moderate to severe.	
Minimum Energy Performance Requirements	Properties with an EPC of “F” or below must not be rented out, or the property has a registered exemption. Where possible, every property should have cavity wall insulation and loft insulation installed to current standards. At the time of review the minimum depth of mineral wool loft insulation is 270mm.	
Carbon Monoxide Alarm	Install a working carbon monoxide alarm in any room used as living accommodation which contains a ‘fixed combustion appliance’ (excluding	

	gas cookers). A fixed combustion appliances are machines like gas boilers, oil powered boilers, or log-burning stoves.	
Shared Bathroom Facilities	Where a room does not have exclusive use of its own bathroom, there must be one bathroom with wash hand basin and bath or shower, constructed of materials appropriate for a bathroom, properly ventilated and of an adequate size and layout for each 5 persons sharing. (i.e. if there are 6 persons you will need 2 bathrooms.)	
Shared W.C (Toilet) Facilities	Where a room does not have use of its own toilet for each 5 people sharing, you must have one toilet with wash hand basin, constructed of materials appropriate and of an adequate size and layout.	
Exclusive- Use Bathroom and or W.C (Toilet) Facilities	Where a room has exclusive use of a bath or shower it must have a wash hand basin and bath or shower, constructed of materials appropriate for a bathroom, properly ventilated and of an adequate size and layout for the occupants of that room.	
Shared Kitchen Facilities	<p>Where a room does not have use of its own kitchen facilities there must be for every 5 persons, a kitchen constructed of materials appropriate for a kitchen and of an adequate size and layout and contain,</p> <ul style="list-style-type: none"> • 1 full sized cooker (comprising a minimum of 4 ring burners, a standard sized oven and a grill). • 1 sink (min 500 x 600mm) with drainer unit and a hot and cold-water supply. • 1 fridge freezer. • At least six (6) electrical sockets at worktop height • A fixed worktop minimum 600 mm depth x 500mm length, per person • A storage cupboard or base unit (minimum 400mm x 400mm) is required per person. • An appropriate bin and recycling facilities, which the landlord must arrange disposal of. • Adequate ventilation, this usually means an extraction fan venting to external air. <p>If there are 6 persons there must also have (if there is adequate space)</p> <ul style="list-style-type: none"> • 1 combination microwave oven. • 1 full size dishwasher or double bowled sink <p>If there are 7-10 persons sharing a kitchen, there must also have (if there is adequate space)</p> <ul style="list-style-type: none"> • 2 full sized cookers positioned away from each other (each comprising a minimum of 4 ring burners, as standard sized oven and a grill) • 2 separate sinks with drainer units • 2 fridge/freezers or 2 fridges and 2 freezers <p>If there is inadequate space, then you must provide a separate set of kitchen facilities in another room.</p>	
Exclusive- Use Kitchen Facilities.	<p>Where a room does not have use of its own kitchen facilities there must be for every 5 persons, a kitchen constructed of materials appropriate for a kitchen and of an adequate size and layout and contain,</p> <ul style="list-style-type: none"> • 1 cooker (comprising a minimum of 4 ring burners, a minimum 28 litre sized oven and a grill). • 1 sink (min 500 x 600mm) with drainer unit and a hot and cold-water supply (not a wash hand basin). • 1 fridge. • At least four (4) electrical sockets in a suitable location to operate small kitchen appliances. 	

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Fire Safety	<p>FIRE RISK ASSESSMENT- The landlord/ licence holder should carry out a Fire Risk Assessment (FRA). If you are unsure, consult a competent Fire Risk Assessor. The Council can NOT do your fire risk assessment, neither can the Fire Brigade. See- www.london-fire.gov.uk/safety/property-management/landlord-s-responsibilities/</p> <p>FIRE DETECTION- All rented properties are required to have a battery-operated smoke alarm on each floor. However, HMOs are required to have a higher standard of fire detection. Usually with smoke alarms that are interlinked, i.e when one sounds, they all sound. This should comply with the British Standard BS5839.</p> <p>FIRE SEPARATION AND OTHER REQUIREMENTS- There are special requirements for fire doors (internal and external), fire separation and compartmentalisation (30min residential, 60 minute commercial), fire blankets, fire extinguishers, balconies, depended on risk. You may also need to assess if your tenants need a personal emergency evacuation plan (PEEP).</p> <p>The FRA should show you what you need to do. To assist you please read the LACORS Guidance on fire safety provisions for certain types of existing housing- www.cieh.org/media/1244/guidance-on-fire-safety-provisions-for-certain-types-of-existing-housing.pdf . If you are in anyway unsure you should speak to a competent Fire Risk Assessor.</p>	
Natural and Artificial Lighting.	<p>All bedrooms and living rooms shall have an adequate level of natural lighting i.e window to the external. The glazed area is to be equivalent to at least 1/10th (10%) of the floor area and to extend normally to a point 1.75m above floor level.</p> <p>All bedrooms and living rooms shall be ventilated directly to the external air by a window that has an openable area not less than 1/20th (5%) of the floor area of that room.</p> <p>For ground floor windows, please ensure there is adequate security to prevent entry by intruders.</p> <p>All rooms (inc. bathrooms, kitchens and toilets), passages, hallways and landings shall have adequate electric lighting i.e bulb and pendant or equivalent.</p> <p>Windows where there is a risk of collision should be adequate safety type. Windows from the first floor and above should have window restrictors installed, with override function.</p>	
Drainage	<p>All existing provision for foul, waste and surface water drainage must operate satisfactory and properly connected to the appropriate sewer / rainwater sewer system, this includes any drain, soil pipe, rain-water pipe, cesspool, private sewer, spout, sink or other necessary drainage appliance provided for the building.</p>	

Refuse and recycling bins	Refuse and recycling bins shall be provided. They should be of a size and number adequate for the number of occupants. You should inform the occupants of when the collection days are and what to do with bulky items. Landlords of HMOs have extra responsibilities and must ensuring that waste from their property is disposed of correctly.														
Electrical Safety	Landlords must have the electrical installations in their properties inspected and tested by a person who is qualified and competent, at least every 5 years. The installation must be rated "satisfactory". Landlords must provide a copy of the Electrical Installation Condition Report (EICR) to their tenants, and to their local authority if requested. There must be an adequate number of electrical sockets for each room in the property. Any appliances or white good supplied by the landlord must be safe and tested regularly (PAT Testing).														
Gas Safety	Landlords must ensure gas appliances, fittings and flues provided for tenants' use are safe and an annual gas safety check, carried out by a Gas Safe Engineer, must be carried out. Copied of the Gas Safety certificate must be given to the tenants.														
Furniture Safety	All furniture and furnishings supplied by the landlord must comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended).														
Safety and Security	Sufficient measures must be in place to provide a secure environment for the occupiers, including appropriate locks to external doors and bedrooms to prevent unauthorised access but permit safe egress/exit in case of fire.														
Asbestos	Landlords have a duty to identify and manage any asbestos containing materials in their property. Management of asbestos containing material involves identifying its location and condition, ensuring it is effectively sealed or making it inaccessible to prevent damage, labelling it and keeping a record of its location in the building.														
Space Standards and Minimum Room sizes	<p>Rooms used for sleeping are not suitable for occupation by more than two people.</p> <p>No persons should share a room unless:</p> <ul style="list-style-type: none"> • They are married or living together as if married. • They are a parent or close relative and child (as long as the child is the same sex as the parent, or the child is under 10 years of age if opposite sex). • They are related children of the same family and are both of the same sex, e.g. two brothers (if under 10 years of age, opposite sexes can share a room) • The room meets the minimum size as given below <table border="1"> <thead> <tr> <th colspan="3">Legal Minimum Bedroom Size</th> </tr> <tr> <th>1 Adult</th> <th>2 Adults</th> <th>1 Child under 10 years</th> </tr> </thead> <tbody> <tr> <td>6.51m²</td> <td>10.22m²</td> <td>4.64m²</td> </tr> </tbody> </table> <p>Where rooms have own kitchen facilities</p> <table border="1"> <tbody> <tr> <td>For a one-person room unit that include kitchen facilities</td> <td>12m²</td> </tr> <tr> <td>For a two-person room unit that include kitchen facilities</td> <td>16m²</td> </tr> </tbody> </table>	Legal Minimum Bedroom Size			1 Adult	2 Adults	1 Child under 10 years	6.51m²	10.22m²	4.64m²	For a one-person room unit that include kitchen facilities	12m²	For a two-person room unit that include kitchen facilities	16m²	
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Deposits	Deposits, if taken, must be placed in a government backed tenancy deposit scheme. The tenants must be provided with information where their deposit is held and how to get it back at the end of the tenancy.														

<p>HMO Management Regulations</p>	<p>There are specific regulations that apply to the manager/landlords of HMOs. Below is brief explanation of the requirements.</p> <p>Water supply and drainage These must be maintained in proper working order, good repair and clean (potable) condition.</p> <p>Supply of gas and electricity The gas and electricity supplies should not be "unreasonably" interrupted.</p> <p>Common parts of the house, fixtures, fittings and appliances These must be kept in good repair, safe and clean. Parts in common use such as staircases, corridors, passageways, halls, lobbies and balconies must be kept free from obstruction because these may be a fire hazard or block a means of escape. Shared fixtures and fittings such as power supplies, lighting, baths, wash hand basins, fridges and cookers should be kept in good working order, safe and clean.</p> <p>Living accommodation Each room should be in a clean condition at the beginning of the resident's occupation and kept in good repair and clean working order.</p> <p>Means of escape from fire All means of escape from fire and equipment in the HMO, must be kept in good working order and free from obstruction.</p> <p>Outbuildings in common use Yards, outbuildings, boundary fences, etc, which are part of the HMO should be maintained in good repair and kept clean.</p> <p>Disposal of refuse and litter No litter should be allowed to accumulate and there should be sufficient bins provided for each householder's requirements. Any accumulated rubbish is the responsibility of the landlord to remove.</p> <p>General safety of residents Adequate precautions must be taken to make sure that premises are safe by design and construction.</p> <p>Duty to display notices There must be a notice displayed at all times in a suitable position in the house readily visible to all tenants indicating the name, address and phone number of the manager of the house.</p>	
<p>Housing Health and Safety Rating System (HHSRS)</p>	<p>The property should be free from significant, serious or dangerous HHSRS hazard defects. If not, then the compliance inspection will be classed as severe and a full HHSRS inspection will take place. The HHSRS is an evaluation of the potential risks to health and safety from any deficiencies identified in dwellings set out in law. The HHSRS is assessment of one or more of 29 specific hazards and based on the condition of the whole dwelling. This means a thorough inspection of the dwelling must be carried out to collect the evidence of the conditions. The HHSRS concentrates on threats to health and safety and not concerned with matters of quality, comfort and convenience. However, in some cases, such matters could also have an impact on a person's physical or mental health or safety and so can be considered.</p> <p style="text-align: center;">List of HHSRS hazards</p>	

	<ul style="list-style-type: none"> 1 Damp and mould growth 2 Excess cold 3 Excess heat 4 Asbestos (and MMF) 5 Biocides 6 Carbon Monoxide and fuel combustion products 7 Lead 8 Radiation 9 Uncombusted fuel gas 10 Volatile Organic Compounds 11 Crowding and space 12 Entry by intruders 13 Lighting 14 Noise 15 Domestic hygiene, Pests and Refuse 	<ul style="list-style-type: none"> 16 Food safety 17 Personal hygiene, Sanitation and Drainage 18 Water supply 19 Falls associated with baths etc 20 Falling on level surfaces etc 21 Falling on stairs etc 22 Falling between levels 23 Electrical hazards 24 Fire 25 Flames, hot surfaces etc 26 Collision and entrapment 27 Explosions 28 Position and operability of amenities etc 29 Structural collapse and falling elements 		
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