

## CHECK LIST

Use this list to help check that the property meets our standard

### Cleaning

- The property is clean and free from rubbish and litter
- The kitchen units, worktops and sinks are clean
- The bathroom fittings are clean
- The floor coverings are clean

### Inside the Property

- Doors and windows are in working order
- Kitchen units are all in working order
- Other fixtures and fittings are in working order

### Outside the Property

- Gardens are tidy and free from rubbish and litter
- Overgrown bushes & lawns are neat and tidy
- Paths and driveways are clean and cleared

### Electrical / Gas and Appliances

- Switches and sockets are free from damage
- Gas or Electrical fittings in working order

### Smoke Detectors

- Smoke detector has been fitted and working

### Decoration

- All walls and ceilings are clean and free from marks
- All window fittings are free from dust and are clean

### Keys

- You have all keys in order to be secure in the property.

## Maintaining your Home

Hume has detailed plans in place to ensure that all our homes meet a standard suitable to achieving a successful tenancy.

When a property is vacant, we will at this time consider if this is an appropriate time to replace major components to that home such as Kitchens, Bathrooms or any other major upgrade work. We would like to minimise the disruption to our tenants so we feel that at the time of vacancy is always the best option to undertake these larger upgrading works in order to minimise the disruption that could be caused to you as a valued tenant.



Hume Community Housing Association  
Level 1 / 119 The Crescent  
Fairfield NSW 2165

Hume Community Housing Association  
Company Limited

## LETTABLE STANDARDS LEAFLET

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STRENGTHENING COMMUNITIES  
WITH OUR HOUSING SERVICES

## **A GUIDE TO THE STANDARDS YOU CAN EXPECT IN YOUR NEW HOME**

Before you move into your Hume Community Housing property, we would like to make sure that it meets a set standard that has been developed in consultation with you our customer.

The standards that we would like to achieve will involve the following:

- A Clean Property – Inside
- A Clean Property – Outside
- Basics Repairs of the Property
- Electrical & Gas Installation
- Smoke Detectors
- Decoration
- Keys & Security

### **A Clean Property – Inside**

We will ensure that the inside of the property is cleaned thoroughly and left free from any building materials or dust. This includes all Bathroom fittings, kitchen units' appliances and sinks. All floor coverings will be provided clean and free from dirt. Unless the carpets are in poor condition they will endeavor to be as clean as possible. All Vinyl or ceramic floor areas must be free from grease and grime. Windows, frames and sills, doors, skirting boards and walls should appear very clean either washed or painted as part of this standard.

All windows should be cleaned on the inside and outside any window cracks should be replaced.

Holes in walls, hooks and nails that are unsightly and not practical should be removed. Holes must be patched and repaired to be presentable.

### **A Clean Property – Outside**

Ensure all gardens and lawns are in a tidy manner. There must be no rubbish left in the yards including under the house or behind any sheds or on the pavement area of the property.

There should be no oil in the drive way or garage area, this should be removed with de-greaser or a suitable product.

### **Basics Repairs of the Property**

All tiled surfaces should be clean and free from dirt. Kitchen splash back, shower walls and floor should have a thorough clean at the beginning of each tenancy. Toilet seats must be unstained or replaced if stain cannot be removed. We ensure that a pest spray is completed at the beginning of each tenancy.

### **Electrical / Gas Installation & Appliances**

To provide safe and secure electrical and gas installation according to statutory regulations. Any unsafe wiring or appliances will be repaired or removed. All light fittings should be clean and represent the condition as per the condition report of the property. All Bathroom exhaust and fan covers should be clean and free from any dust or grease. Range Hoods and Stove appliances should be very clean and must not have any crumbs or sticky grease residue. Oven doors should close properly drip trays should be clean of rust including seals and trays within the appliance.

### **Smoke Detectors**

Using national standards all properties should be fitted with hard wired smoke alarms if possible. These should be fixed so that tenants will be woken at night in case of an emergency situation. The smoke detector will be inspected each year or at regular times of inspections.

### **Decoration**

Walls and ceilings should be of a neutral colour and free from marks and dents. Any blinds or curtains within the property should be clean and free from any dust.

### **Keys & Security**

All external doors must have dead locks including internal garage access doors. All ground floor external glass doors should have locking security doors available; all ground floor windows should have keyed locks. If there is any reasonable external access to a window (e.g. access from a porch or roof) these windows should have keyed locks.

Tenant Declaration:

I \_\_\_\_\_  
the under signed

Date : \_\_\_\_\_