

## Overview

This standard is about inspecting the condition of rented or tenanted property. This includes inspections made as part of an ongoing monitoring programme, at the end of occupancy, or in response to customer requests for repairs.

## Performance criteria

*You must be able to:*

1. identify the purpose of your planned inspections
2. produce briefs for the inspection of the condition of rented and tenanted property using your organisational processes and procedures
3. assess the risks to your personal safety and security associated with the inspection and take the required steps to mitigate these
4. confirm the date and time of your inspections with customers and specialists where relevant
5. collate relevant documentation required for your inspections
6. inspect the property in accordance with the inspection brief and your organisational procedures
7. identify and record identified problems with the condition of property
8. identify the need for a specialist inspection when this is outside your area of responsibility
9. assess the results of the inspection, including accessing expert advice where required
10. determine who has responsibility for rectifying the identified problems under relevant agreements and take relevant action to rectify the problems
11. keep records of inspections in accordance with your organisational procedures

## Knowledge and understanding

*You need to know and understand:*

1. the reasons for undertaking inspections of the condition of rented and tenanted property
2. the procedures which your organisation has in place for undertaking and recording the results of inspections
3. the relevant legal or organisational constraints on inspection
4. how to communicate with customers and specialists
5. when it is relevant to carry out inspections without prior notice to customers
6. your responsibility regarding the inspection of property and when to bring in specialist advice
7. the types of risk assessment procedures involved in inspections
8. the common types of problems with the condition of properties and how to identify them
9. how to assess the results of the inspection
10. the correct actions to take in response to identified problems
11. your organisation's priorities and timescales for repairs to properties
12. the types of responsibilities of customers and specialists regarding the condition of property

Inspect the condition of rented or tenanted property

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<b>Status</b>	Original
<b>Originating Organisation</b>	Instructus
<b>Original URN</b>	ASTH305
<b>Relevant Occupations</b>	Resident Involvement Assistant; Housing Assistant; Housing Administrator; Housing Officer; Housing Manager; Neighbourhood Assistant; Lettings Assistant; Lettings Negotiator; Assistant Portfolio Manager (without portfolio); Rental and Leasing Technical Service Advisor (Automotive); Repairs Assistant; Revenue Officer/Assistant
<b>Suite</b>	Housing
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