

# House in Multiple Occupation (HMO) Management Plan

for  
6 Erroll Road RM1 3DJ



The Eastbrook  
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## *1.0 Site and Surroundings*

*1.1 This statement has been prepared in support of a full planning application for change of use - a single dwelling house (C3) into a small HMO (C4) for 5 bed – 6 persons. The proposal has been designed to convert the existing dwelling into a small HMO for 6 people.*

*1.2 The surrounding area is residential property. The site is not located within a Conservation Area and there are no listed buildings within the vicinity.*

## *2.0 HMO Management*

*2.1 The property meets the relevant HMO layout standards in terms of shared amenity spaces, and provision of bathrooms. As indicated on the plans, the HMO is finished to a very high standard and currently provides quality residential accommodation.*

*2.2 The licence holder/ property manager must supply a tenancy agreement to the tenants at the start of their occupation and shall retain copies of all tenancy/ licence agreements for the duration of the licence and provide necessary copies if requested by the local authority.*

*2.3 The licence holder/ property manager must ensure the property continues to be properly managed at all times and comply with legal HMO regulations. The duties include the following;*

- Licence holder/ property manager's contact details must be provided to all tenants.*
- Licence holder/ property manager must ensure all tenants are aware of the procedures in the event of an emergency with the relevant contact details.*
- Licence holder/ property manager to perform checks/ inspections to communal areas regularly to ensure they are always kept clean and tidy. The boundary fence/ wall to be maintained and be of safe and secure condition.*
- In addition to regular inspections an annual inspection will be undertaken. Bin stores, external areas and fencing will be regularly inspected and any remedial work to be undertaken by competent contractors.*
- There will be health and safety assessments and regular checks for gas safety, emergency lighting testing, fixed electrical testing and portable appliance testing (PAT). The licence holder shall supply relevant certificates when requested by the local authority.*
- smoke/ heat detectors, fire extinguishers, etc. by a person with adequate knowledge and a log kept recording test details. Smoke alarms installed throughout the property are to be always tamper resistant and in proper working order.*

- Licence holder/ property manager to undertake checks on all escape routes for obstructions, and any obstructions will be removed, and warnings will be issued to any offending tenants.
- Licence holder/ property manager to provide tenants with contact details for reporting faults or any maintenance issues as well as emergency services.
- Licence holder/ property manager to keep electrical appliances in a safe and good condition. Provide copies of any instruction manual to all tenants to enable them to operate cookers, boilers, and any other similar appliance.
- Licence holder/property manager to provide immediate neighbours with contact details (telephone number and email) for use in the event of emergencies or matters of concern.
- If a pest problem or infestation occurs at the property within 6 months of any new tenancy, the licence holder must take steps to ensure that an appropriate treatment programme has been carried out to eradicate the pest/ infestation. Records of any treatment programme must be kept for 12 months and provided to the local authority when requested.
- Licence holder/ property manager must ensure that the use of outbuilding is prevented from sleeping accommodation and will not be rented to individuals. Periodic checks will be done for inspecting the same.
- Licence holder/ property manager will advise to their tenants on regular basis that donot park the vehicles outside any dropped kerb on the road.

*Refuse and waste;*

- The landlord/ property manager is to provide a suitable bin store to house the wheeled bins and recycle containers. Tenants will be issued with details of the refuse store arrangements, including the collection date for refuse, recycling, and green waste and how to present their waste for collection.
- A schedule of waste/recycling collection days to be posted on the noticeboard and tenants made aware of their responsibility for proper disposal.
- Attention of tenants to maintain front and back gardens in a reasonable state and free of rubbish or other unsightly objects.

*Noise and disturbances;*

- The conduct of the tenants will be monitored throughout the property including the communal areas.
- Attention of tenants relating to excessive noise (particularly between 11 pm and 8 am) and other antisocial or unreasonable behaviour.

*The landlord is expected to take all reasonable and practical steps for preventing and dealing with anti-social behaviour and effective steps to deal with any*

- *complaints that have been made directly to them by the local authority regarding their tenants.*
- *The Licence holder/ property manager shall keep copies of any complaints/ correspondence relating to anti-social behaviour at the property for a period of three years and provide necessary copies if requested by the local authority.*
- *Licence holder/ property manager shall arrange monthly checks on fire alarms.*

