1 Right Plan

62 Prospect St, Reading, RG4 8JN

Proposed change of use of the building to a 6 bedrooms HMO and proposed erection of a single storey rear extension.

HMO Management Statement

Author:

Dariusz Kusyk BA BEng MSc - 1 Right Plan

1. Introduction

1.1. Preface

This HMO Management Statement has been prepared in support of a Full application for the proposed change of use of the dwelling to 6 bedrooms HMO with proposed erection of a single storey rear extension at 62 Prospect Street in Reading.

The following statement covers the subject and information required for submission as set National Planning Policy Framework and Reading Borough Local Plan documents. This document will outline the application site history and the design strategy for the proposed development. It should be read in conjunction with the submitted drawings.

1.2. Management of the HMO

The property is fully licensed as an HMO, and therefore subject to all associated regulations. This includes the appointment of a license holder and manager, who will apply strict controls to the letting and management of the property.

There are a number of processes, documents and checklists that will be used by the management company, to ensure that the house is run in a safe and appropriate way for the well-being and safety of all tenants, neighbours and the wider community, alter alia:

Document	Description
Quarterly Inspections	Details the process for carrying out inspections of the property every three months.
Quarterly Inspections Checksheet	A checklist detailing all of the items that form part of the quarterly inspection.
In House Notice Board System	Details the items that are put on display for all tenants in the entrance hallway to the property.
The Assured Shorthold Tenancy	The Assured Shorthold Tenancy Agreement which will be used for all tenants.

It is of particular importance to both the landlord and the management company to ensure that tenants are respectful of the house, other tenants and the community. Rooms will only be rented to tenants who will be vetted and interviewed before being accepted.

Noise

The AST Agreement makes specific provision for dealing with noise. Under the Unacceptable Behaviour section there is a clause which states:

'You must not cause a nuisance to or annoy any person living in, visiting or working in the area around the property. This includes loud music or other noise which can be heard outside the property between 11pm and 9am, or which will annoy anyone at any other time.'

Repeated failure to observe the conditions of the tenancy will result in initiation of the process to terminate the tenancy.

It is hoped and anticipated that the tenant selection process described above will ensure that all tenants living at the property will be respectful of the property and the neighbours.

Refuse

Information regarding council refuse collection is displayed on the notice board in the property. The tenants are informed about correct usage of the bins (recycling and general). The landlord will ensure that this is being adhered to during its quarterly inspections and will address any concerns by meeting with tenants directly. The landlord will ensure that the number of bins at the property is adequate, and will liaise with the Council refuse team to request more, should they be required.

External areas

Repairs and general maintenance of the property will be including all external areas and boundaries. All tenants can inform the landlord of any maintenance issues by email or phone. Urgent matters will be addressed immediately; non-urgent matters will be added to a list to be actioned on next Maintenance Day (when all important but non-urgent matters will be investigated and corrected). The landlord has considerable experience of letting and managing property, and has a team of tradespeople on call to deal with maintenance issues.

Inspections

The carrying out of regular inspections would be provided by the landlord. The landlord will carry out complete inspections of the property every three months.

Use of the parking areas, amenity space and bin and cycle storage

Tenants will be advised that any visitors in vehicles should ensure they do not block the entrance or exit of other vehicles. If space is not available, they will have to make alternative arrangements.

Tenants will be advised that cycles are to be stored within the storage at the property, each will be given a key to the bike/bin storage door, and will be advised to keep their cycles locked at all times.

Tenants will be advised of their responsibility to keep shared spaces clean and tidy, which includes outside amenity space.

Responsibilities

Responsibilities of tenants in terms of refuse disposal, accommodation to be kept in an acceptable manner and take reasonable care so as not to damage the property and behave in a reasonable and social manner so as not to cause a nuisance to other tenants and neighbouring properties.

Tenant responsibilities have largely been dealt with above. In addition, the AST contains clauses regarding Unacceptable Behaviour.

Repeated failure to observe the conditions of the tenancy agreement will result in initiation of the process to terminate the tenancy.

Other Conditions

- It will be made clear to all tenants that overnight guests are allowed in exceptional circumstances only (and for no more than two nights). The landlord take this condition very seriously, and will be particularly vigilant in this regard.
- During the management work the landlord will ensure that their trades team do not start noisy work prior to 8am on a weekday (or 9am on a Saturday) and finish by 6pm on a weekday (or 1pm on a Saturday). No work will take place on a Sunday.
- Nothing will be burned on site as a result of the management works.

Cycle storage:

Brand	LIFELOOK	Material	Metal, Steel, 0.26mm thickness zinc steel, colorbond
Frame Material	Metal	Roof Material	Metal
Roof Shape	Apex	Features	Corrosion Resistant, Durable, Heavy Duty, Lockable, Rust Resistant, UV Treated, Waterproof
Colour	Grey	Base Included	No
Item Width	270cm	Item Depth	144cm
Item Height	202cm	Assembly Required	Yes
MPN	Does Not Apply	Number of Doors	2
Door Type	Double	Style	Contemporary
Fixings Supplied	Yes	Size	L144*W270*H202cm

202CM
270CM
144CM

Waste storage:

4x 140 Litre Wheelie Bins

Dimensions:

- Width: 480 (mm)
- Height: 1060 (mm)
- Depth: 550 (mm)

2x 240 Litre Wheelie Bins

Dimensions:

- Width: 575 (mm)
- Height: 1060 (mm)
- Depth: 760 (mm)

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