

## **BLOCHAIRN HOUSING ASSOCIATION LTD**

### **Void Property Policy**

#### **1. Introduction**

An empty house means lost rental income; a possible estate management problem and a delay in providing a house to someone who needs it. When a tenancy ends the Association will let the house as quickly as possible.

#### **2. Procedures**

When a tenant gives notice to end their tenancy the house will be inspected to check for rechargeable repairs and planned maintenance items. When keys are received the house will be inspected again. The Housing Services Officer and/or the Housing Services Assistant will instruct repairs within 2 working days. The repairs will normally be carried out within 5 working days.

#### **3. Allocation**

When the house is available for let it will be offered within 2 working days.

#### **4. Decoration**

The Association will not normally deal with internal decoration. However, if a house is difficult to let because of poor decoration the Association may consider delaying the entry date or offering a decoration allowance.

#### **5. Monitoring and Review**

Performance will be monitored by the Management Committee or delegated to an appropriate Sub Committee.

The Void Property Policy will be reviewed every 3 years.

**October 2016**