

HMO Inspection

An HMO inspection against the HMO management regulations: licence details, the house pinned by GPS, fire safety and escape with the defects counted, gas and electrical safety dates, each room as a space with its floor area against the licence room sizes, and actions.

1. Property

Project

Client

Site *

Site address

Property location

Mark it at the front door. On a street with several HMOs it shows which house was inspected. Tap Mark current location on site. It saves the coordinates, a grid reference and the accuracy.

Inspection date *

Time

Inspected by *

Is the HMO licensed?

☐ Yes ☐ No

Licence number (if applicable)

Licence expiry (if applicable)

Occupiers

Households

Storeys

If applicable: The licence expiry date is before the inspection date.

Are the manager's name, address and phone number clearly displayed?

☐ Yes ☐ No

If applicable: Regulation 3: the manager's name, address and any telephone number must be given to each household and clearly displayed in a prominent position in the HMO.

The Management of Houses in Multiple Occupation (England) Regulations 2006 set the manager's duties: information to occupiers, safety measures, water and drainage, gas and electricity, common parts, living accommodation and waste.

2. Fire, gas and electrical safety

Escape routes clear and in good repair (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

Fire doors close fully and latch (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

Fire alarms and smoke alarms tested and working (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

Fire-fighting equipment in good order (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

Fire escape notices clearly visible (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

Common parts clean, lit and in good repair (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

Stairs, handrails and banisters safe (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

Water supply and drainage working (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

Bins and waste storage adequate (choose one)

☐ OK ☐ Defect ☐ Not applicable

What is wrong? (if applicable)

Photo of the defect (if applicable; photos: attach, or note the file names)

Checks OK (worked out automatically in the app)

Checks with a defect (worked out automatically in the app)

If applicable: At least one fire safety or common parts check has a defect. Record what is wrong and add an action with who will put it right and by when.

Regulation 4: escape routes must be kept free from obstruction and in good repair, and fire-fighting equipment and alarms in good working order. Escape notices are required unless the HMO has four or fewer occupiers.

Date of the last gas safety check

Days since the gas check (if applicable; worked out automatically in the app)

If applicable: More than 12 months since the gas safety check. A landlord must have each gas appliance and flue checked for safety at intervals of not more than 12 months.

Date of the last EICR

Days since the EICR (if applicable; worked out automatically in the app)

If applicable: More than 5 years since the EICR. The Electrical Safety Standards regulations require landlords to have the installation inspected and tested at least every 5 years.

Regulation 6: the manager must give the council the latest gas appliance test certificate within 7 days of a written request.

3. Rooms

Rooms (copy this block for each one)

Room *

Use (choose one)

☐ Letting room ☐ Shared kitchen ☐ Shared bathroom or WC ☐ Other

People over 10 sleeping here (if applicable)

Children under 10 sleeping here (if applicable)

Room length (m) (if applicable)

Tape or laser, or measure from a photo of the wall square on with the door in it. Measuring from a photo gives an estimate.

Room width (m) (if applicable)

Floor area under a ceiling lower than 1.5 m (m²) (if applicable)

For example under a sloping attic ceiling. It does not count towards the room size. Leave blank if none.

Floor area counted (m²) (if applicable; worked out automatically in the app)

Minimum floor area for the people sleeping here (m²) (if applicable; worked out automatically in the app)

Room size (if applicable; worked out automatically in the app)

Below the minimum (1 = yes) (worked out automatically in the app)

Smoke alarm or detector working?

☐ Yes ☐ No

Fire door closes and latches?

☐ Yes ☐ No

Condition (choose one)

☐ Good ☐ Fair ☐ Poor

Issues

Photos (photos: attach, or note the file names)

Rooms inspected (worked out automatically in the app)

Letting rooms (worked out automatically in the app)

Rooms in poor condition (worked out automatically in the app)

Letting rooms below the minimum size (worked out automatically in the app)

Rooms where the smoke alarm or detector failed (worked out automatically in the app)

Rooms where the fire door did not close and latch (worked out automatically in the app)

Room sizes. Licences for HMOs that need a mandatory licence in England must include conditions on the floor area of rooms used for sleeping (Housing Act 2004, Schedule 4, paragraph 1A): at least 6.51 m² for one person over 10, 10.22 m² for two people over 10 and 4.64 m² for one child under 10, and no room under 4.64 m² used for sleeping. Floor area under a ceiling lower than 1.5 m does not count. The council's licence can set the number of people for each room and may have its own standards, so check the licence too.

If applicable: A letting room is below the minimum size for the people sleeping in it. Check the measurements with a tape, then check the licence conditions and tell the licence holder.

Walk Cam: HMO walk-round

Walk Cam video walk-through: available in the SiteSurvey app only.

4. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Next inspection due

Set by the licence conditions and the manager's own schedule.

Days to next due (if applicable; worked out automatically in the app)

If applicable: The next inspection due date is before the inspection date. Check the date.

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.