
4 THORNTON AVN UB7 9JT

HMO MANAGEMENT PLAN

PROPOSAL: Change of use from Class C4 (Dwellinghouse) to Class C3 (HMO for up to 6 persons)

Issue date: 02-06-2026 / issue no: P1

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1.0 – Tenancy and Resident Management

Vetting Process: The management agent of the property will set out the tenant selection requirements. Those include Right to Rent, affordability and credit checks. Successful candidates will have to pass all those requirements in order to be considered.

House Rules & Tenancy Agreements: In the tenancy agreement, the following rules are included:

- Guests' visiting time is limited to socialable hours only. No staying overnight for visiting guests.
- No loudspeaker within the premises and the external area.
- No anti-social behaviour within the premises and external area.

Anti-Social Behaviour (ASB) Policy: Each tenant is to sign tenancy agreement to have a clear, zero-tolerance protocol for handling tenant disputes or ASB

Safety and Compliance

Fire Safety: A licensed contractor to survey and carry out checks on fire doors, alarm testing, and evacuation routes on a monthly basis.

Statutory Compliance: A licensed contractor is to carry out mandatory annual Gas Safety checks and 5-yearly Electrical Installation Condition Reports (EICR)

3. Maintenance and Cleaning

Communal Cleaning: All communal areas, such as shared kitchens, bathrooms, and hallways, are cleaned by a licensed contractor on a weekly basis.

Repairs and Upkeep: The timeline for handling routine repairs is 5 working days. The management agent's contact details are displayed on the communal hallway for the tenants to report issues.

4. Waste and Refuse

Bin Management: Detail the number of bins provided, recycling guidance, and the schedule for taking bins out.

Litter Control: The property is inspected on a weekly basis. The management agent is displayed next to the front door to enable direct communication should the external area fall below an acceptable standard.

5. Landlord and Neighbour Contact

Contact Details: The managing agent's contact information is clearly displayed within the property; their details are as follows.

Neighbour Communication: An agent's contact details are clearly displayed on the side of the front door. This information will provide a direct line of communication for local residents to report any noise or disturbance issues related to the property

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