



**Housing Officer Team - Tenancy Terminations**

- Termination Notice (those received and those not)
- Property Inspection
- Recharges etc.
- Meter Readings - Debt and Activations
- Pictures & Video etc. - Evidence
- Handover to Housing Assets
- Offer of Allocation to proposed tenant

**Voids Team - Inspection/ Refurbishment & Investment Works/ Handover**

- Notice from Housing Officer Team
- Inspection of full property (internally and externally)
- Arrange internal clean and possible fumigation.
- Arrange Asbestos Survey and Asbestos Removal
- Arrange various other surveys (Kitchen Design/ DPC Survey).
- Schedule of works - Standards
- Refurbishment & Investment Works - DLO/Contractor
- Post Inspection
- Pictures (Evidence)
- Handover

**Allocations Team - Joint Handover & Allocation**

- Joint Handover
- Pictures & Video etc. - Advertisement (YouTube)
- Allocation

**Capital Works Team - Tenant Induction**

- Asset Maintenance
- Guidance & Supporting Documentation /Advice
- Central Heating Controls & Ventilation
- Controlling Mould & Condensation in your home
- Loft Access and Storage
- Reporting of Repairs and Request for Service
- Tenant Improvement works - Permissions
- Recharges