SITE survey. APP

SITE SURVEY REPORT

HMO Inspection

Prepared for	Albert Street Properties Ltd
Date	7 Oct 2026
Site	41 Albert Street HMO
Prepared by	F. Marsh

FORM

HMO Inspection

1. Property

Project	41 Albert Street HMO: six-monthly inspection (completed example)
Client	Albert Street Properties Ltd
Site	41 Albert Street
Site address	41 Albert Street, Nottingham
Property location	Front door, 41 Albert Street · 52.954120, -1.160230 (SK 56515 39967, ±5 m)
Inspection date	7 Oct 2026
Inspected by	F. Marsh, property manager
Is the HMO licensed?	Yes
Licence number	HMO/2023/0871
Licence expiry	30 Apr 2028
Occupiers	7
Households	6
Storeys	3
Are the manager's name, address and phone number clearly displayed?	Yes

> 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	OK
Fire doors close fully and latch	Defect
What is wrong?	Room 4 door does not latch; closer needs adjusting.
Fire alarms and smoke alarms tested and working	OK
Fire-fighting equipment in good order	OK

Fire escape notices clearly visible	OK
Common parts clean, lit and in good repair	OK
Stairs, handrails and banisters safe	OK
Water supply and drainage working	OK
Bins and waste storage adequate	Defect
What is wrong?	Recycling bin overflowing with cardboard; extra bin requested from the council.
Checks OK	7
Checks with a defect	2

> 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	2 Mar 2026
Days since the gas check	219
Date of the last EICR	14 Jun 2021
Days since the EICR	1941

> 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 1: Room 1

Room	Room 1
Use	Letting room
People over 10 sleeping here	1
Room length (m)	4.10
Room width (m)	3.20
Floor area counted (m²)	13.12

Minimum floor area for the people sleeping here (m²)	6.51
Room size	Meets the minimum
Smoke alarm or detector working?	Yes
Fire door closes and latches?	Yes
Condition	Good

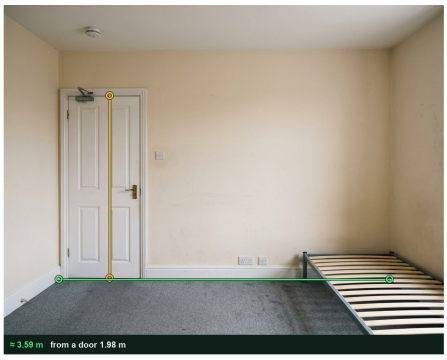
Rooms 2: Room 2

Room	Room 2
Use	Letting room
People over 10 sleeping here	2
Room length (m)	3.60
Room width (m)	2.90
Floor area counted (m²)	10.44
Minimum floor area for the people sleeping here (m²)	10.22
Room size	Meets the minimum
Smoke alarm or detector working?	Yes
Fire door closes and latches?	Yes
Condition	Good
Issues	Couple. The licence allows two people in this room.

Rooms 3: Room 3

Room	Room 3
Use	Letting room
People over 10 sleeping here	1
Room length (m)	2.60
Room width (m)	3.59

Room width (m): measuring photo



Floor area counted (m²)	9.33
Minimum floor area for the people sleeping here (m²)	6.51
Room size	Meets the minimum
Smoke alarm or detector working?	Yes
Fire door closes and latches?	Yes
Condition	Good
Issues	Empty between tenants. Width measured from the photo against the door; length by tape.

Photos



Rooms 4: Room 4

Room	Room 4
Use	Letting room
People over 10 sleeping here	1
Room length (m)	3.05
Room width (m)	2.41
Floor area under a ceiling lower than 1.5 m (m²)	0.90

Floor area counted (m²)	6.45
Minimum floor area for the people sleeping here (m²)	6.51
Room size	Below the minimum
Smoke alarm or detector working?	Yes
Fire door closes and latches?	No
Condition	Fair
Issues	Door closer needs adjusting. Second floor room under the roof slope: about 0.9 m² of the floor is under a ceiling lower than 1.5 m, which leaves the room just under the licence size for one person.

Photos



Rooms 5: Shared kitchen

Room	Shared kitchen
Use	Shared kitchen
Smoke alarm or detector working?	Yes
Fire door closes and latches?	Yes
Condition	Poor
Issues	Worktop damaged by the hob; heat detector dusty.

Rooms 6: First floor landing

Room	First floor landing
Use	Other

Smoke alarm or detector working?	Yes
Fire door closes and latches?	Yes
Condition	Good
Issues	Smoke alarm tested and working.

Photos



Rooms 7: Front yard and bins

Room	Front yard and bins
Use	Other
Condition	Fair
Issues	Recycling bin overflowing; cardboard stacked beside it.

Photos



Rooms inspected	7
Letting rooms	4
Rooms in poor condition	1
Letting rooms below the minimum size	1
Rooms where the smoke alarm or detector failed	0
Rooms where the fire door did not close and latch	1

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.

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.

4. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Adjust the room 4 fire door closer.

What needs doing?	Adjust the room 4 fire door closer.
Who will do it?	Maintenance
Due date	9 Oct 2026
Status	Completed

Further actions 2: Book the EICR (last done June 2021).

What needs doing?	Book the EICR (last done June 2021).
Who will do it?	F. Marsh
Due date	31 Oct 2026
Status	Open

Further actions 3: Replace the kitchen worktop section by the hob.

What needs doing?	Replace the kitchen worktop section by the hob.
Who will do it?	Maintenance

Due date	14 Nov 2026
Status	Open

Further actions 4: Room 4: re-measure with a tape and check the licence conditions. If confirmed under 6.51 m², tell the licence holder and stop letting it as a bedroom at the end of the tenancy.

What needs doing?	Room 4: re-measure with a tape and check the licence conditions. If confirmed under 6.51 m², tell the licence holder and stop letting it as a bedroom at the end of the tenancy.
Who will do it?	F. Marsh
Due date	14 Oct 2026
Status	Open

Further actions 5: Collect the extra recycling bin and clear the cardboard from the front yard.

What needs doing?	Collect the extra recycling bin and clear the cardboard from the front yard.
Who will do it?	Maintenance
Due date	10 Oct 2026
Status	Open
Inspector name	F. Marsh, property manager
Position or company	Property manager
Inspector signature	

Signing records what was found on the day. It does not replace a specialist survey, test or repair by a competent person.