

Policy Guidance Note 2

Floor Coverings in Void Properties

Responsible Officer	Service Manager – Housing and Property						
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Amendment and Authorisation Record
PGN2 – Floor Coverings in Void Properties

Date	Author	Paragraph ref:	Nature of change	Authorised by
07/04/06		N/a	First dated revision	-
02/02/09	MH	N/a	Change to Responsible Officer Job Title	AJ

PGN 2 – FLOOR COVERINGS IN VOID PROPERTIES

- 1.0 When carpets are left in a void property, and are considered by the Housing Officer as in useable condition, the incoming tenant(s) will be asked if they want them at the time of the allocation.
- 2.0 If the incoming tenant(s) does not want them, or if they are not useable, the outgoing tenant will be recharged for their removal in accordance with OP5 Recharges.
- 3.0 The outgoing tenant will be advised at the pre inspection, that leaving carpets without the agreement of the incoming tenant may result in a recharge.