

FIRE DAMAGED PROPERTIES POLICY

1.0 Introduction

The Purpose of this policy is:

- To ensure that the aftermath of a fire within Imani Housing Cooperative's property is dealt with speedily and in an efficient manner.
- To ensure that procedures are followed for claiming on the insurance policy and for avoiding litigation from tenants.

2.0 Legal Framework

2.1 The Housing Corporation regulates and monitors Registered Social Landlords practices to ensure that the governing rules and regulations are adhered to at all times. The Housing Corporation Regulation Circular number: 94-33 issued in December 1994 and revised in August 2002.

2.2 Imani Housing Cooperative and Officers have a key responsibility to ensure our properties are kept and managed to a high standard, which will be monitored routinely as and when possible.

3.0 Policy Statement

3.1 Imani will act promptly in the event of a fire to ensure that the property is safeguarded against further damage and that the tenant is temporarily re-housed if necessary.

3.2 The property will be returned to a habitable standard as quickly as possible.

3.3 Imani Housing Cooperative will press charges if arson is suspected.

4.0 Implication

4.1 If the procedure for dealing with the tenant and fire damaged properties is not followed closely Imani Housing Cooperative is put at risk in

terms of tenants making claims against IMANI for damage to their belongings, neglect in dealing with inhabitable homes etc.

4.2 Insurance claims could be made void if the policy is not adhered to.

5.0 Responsibility

5.1 It is the responsibility of the Finance Officer to ensure that Imani has a current and valid insurance that covers fire damage to Imani properties.

5.2 It is the responsibility of all staff members of Imani to inform the Chair of the Management Committee of any fire incidence to any Imani property

5.3 It is the responsibility of the Coop Development Worker to assess any damage as a result of a fire and provide all necessary information for the Finance Officer to process any claims with the insurance company

5.4 It is the responsibility of the Coop Development Worker to ensure that the property is reinstated and habitable.

5.5 It is the responsibility of the Finance Officer to supervise the Coop Development Worker in implementation of this policy.

5.6 It is the responsibility of the Coop Development Worker of behalf of the Management Committee, to temporarily or permanently re-house a tenant whose house becomes inhabitable due to fire damage to property.

6.0 Consultation

6.1 This policy will be reviewed in consultation with residents at least every two years.

7.0 Review and Board Approval

7.1 This policy will be reviewed every two years taking account of any changes to terms of insurance policy and legislation that may occur.

Person Responsible for the review of this policy:	Finance Officer
Date of this review:	November 2009
Date of Board approval:	January 2010
Date the next review is due:	November 2011