

REPAIRS POLICY

1.0 Introduction

Imani Housing Co-op as a landlord has a responsibility;

- To ensure that the Association's stock is maintained to a high standard.
- To provide a day to day repairs service that enables repairs requested by tenants to be completed within target times, to customer satisfaction and at a value for money price.

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 This policy gives due regards to;

2.2.1 Landlord and Tenant Act 1985

2.2.2 Defective premises Act 1972

2.2.3 Environmental Protection Act 1990

2.2.4 Commonhold and Leasehold Reform Act 2002

2.2.5 Health and Safety and related legislations

2.2.6 Housing Act 2004

2.2.7 Home Energy Conservation Act 1995

2.2.8 Disability Legislation

3.0 Policy Statement

3.1 Imani aims to provide a responsive repairs service to its tenants and keep the stock in a good lettable condition.

4.0 Implication

4.1 Tenants will be informed of how to get their repairs done and a priority system is in operation to ensure that repairs are dealt with in an effective and efficient way.

4.2 A 24 hour emergency service is provided 365 days of the year.

4.3 Imani will only use approved contractors that are contracted to carry out repairs and maintenance works to Imani properties.

4.4 Imani will recharge tenants for any costs incurred as a result of tenant neglect, damage, accident, and missed appointments or arising from a member of their household or their visitors.

5.0 Responsibility

5.1 It is the responsibility of the customer care administrators to process any request for repairs received by the association.

5.2 It is the responsibility of the building surveyors to carry out pre and post inspections and process any repairs required.

5.3 It is the responsibility of the Co-op Development Worker to ensure that repairs are processed and completed within the time limits allocated in accordance with priority.

5.4 It is the responsibility of the Finance Officer to ensure that this policy is adhered to and executed within the allocated budget.

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 legislation that may occur.

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