

DECORATION ALLOWANCE POLICY

1.0 Introduction

1.1 The association has developed the decorations allowance mainly as an incentive for potential tenants to take up tenancy of a void property. Without the added incentive the potential tenant may be deterred from taking occupancy of void property, thus resulting in a negative effect on voids and loss of income to the association.

1.2 The association also recognises that there are circumstances when decoration allowance can be paid to existing tenants.

2.0 Definition

2.1 A decoration allowance is described in this policy as the payment in vouchers given to assist both new and existing tenants where:

- A property has been allocated and it does not meet a reasonable standard of decoration. For the purpose of this policy, a property is said to be in an unreasonable standard of decoration when there is extensive damage to wallpaper, smoke stained walls, and so on; or
- Work that has been carried out by a contractor working on behalf of Imani, has caused excessive damage to the interior decoration of the property.

3.0 Legal Framework

3.1 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.

3.2 This policy gives due regards to Landlord and Tenant Act 1985

3.3 The Association and Officers have a key responsibility to ensure our properties are kept and managed to a high standard, which will be monitored routinely.

4.0 Policy Statement

4.1 Imani recognises that there are a number of residents whose income is wholly derived from welfare benefit, and therefore may not have the financial means to purchase decorating materials upon moving into a property or have recently had major works carried out within their

flat/house. Whilst the association will seek to ensure all of its properties are kept in a clean and habitable manner, there will be occasions where incoming tenants will need to decorate certain rooms or areas of the property, or existing tenants will need to redecorate their property as a result of works carried out by Imani contractor(s). In these circumstances, tenants will be entitled to a decoration allowance.

5.0 Implication

5.1 The risk of not providing a decoration allowance, may deter residents from taking occupancy, thus have a negative effect on voids and loss of income to the association.

6.0 Responsibility

6.1 It is the responsibility of the Coop Development Worker and the Finance Officer to ensure that this policy is implemented.

6.2 It is the responsibility of the Finance Officer to process the voucher request once a decision is reached to issue such voucher.

6.3 It is the responsibility of the Finance Officer to ensure that this policy is followed when situation arises that requires decoration allowance to be made available to new tenant or existing tenant.

7.0 Consultation

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

8.0 Review and Board Approval

8.1 This policy will be reviewed every two years taking account of inflation that may occur.

Person Responsible for the review of this policy:	Finance Officer
Date of this review:	November 2009
Date of Board approval:	December 2010
Date the next review is due:	November 2012