



Purpose and Scope

This document defines the standards to be applied by West Lothian Council Housing and Building Services in agreement of a lease of a property to be used as a temporary tenancy.

The property shall comply with the Scottish Housing Quality Standard (SHQS)

- Properties should be wind and watertight. Issues such as dampness should be rectified before inclusion in the scheme. Failure to do so will result in rejection of the property. The property must be clean, safe and weatherproof
- Properties should be in good decorative order, including floor coverings (in good condition) and blinds. Due to possible noise WLC prefers that laminate / wooden flooring in flats is removed or covered with a more suitable form of flooring, i.e. carpets
- The property must have a bath or shower, a toilet, a hand basin and a kitchen sink, and these must all work. There must be hot and cold running water
- There must be cupboards in the kitchen for storing food
- There must be a connection for a gas or electric cooker
- The heating system or heaters must be in good working order. A Central Heating Maintenance Contract should be in place with a Corgi -registered firm. If gas central heating this should include the annual Gas Safety Certificate
- All doors and windows within the property must be in good condition with operational fixtures and free from damage

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Private Sector Let Acceptance Standards

- Glass doors inside the property and mirrored wardrobes are not acceptable and should be replaced with flush panelled doors (fire doors where appropriate)
- All ceilings and walls must be in a good condition without cracks or other faults in the plaster
- Landlords must ensure that they remove any polystyrene tiles and repair the original surfaces
- As safety of our clients is of paramount importance, Smoke alarms and carbon monoxide detectors must be installed in all private sector properties prior to acceptance (these must be operational at all times)
- Garden Areas should be well maintained and free of rubbish and cleared of any belongings left from previous tenants
- West Lothian Council would need to carry out a full periodic inspection by a NICEIC registered electrician and provide the required Electrical Safety Certificate for a set fee. Any remedial work identified in the property would need to be carried out by the landlord in order for the property to be accepted. (please see the attached guidance on Electrical Testing for more information)
- The appropriate Safety Certificates must be produced prior to acceptance of the property into the scheme

Please Note - There is no compulsion placed upon West Lothian Council to accept a property into the private sector lease scheme.

If a property does not meet the criteria or if it is not deemed to be an appropriate addition to the accommodation portfolio it will be rejected.

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