

HOUSING SERVICES
Head of Housing : Karen Dragovic

Our Ref: SCS K&B
Your Ref: Kitchen/Bathroom
Please ask for: Liz Robertson
Direct Dial: 01727 819491
Date:

Dear Resident,

STOCK CONDITION INFORMATION

We are currently gathering information about the condition of the Kitchens & Bathrooms within our properties to help us programme our improvement programmes over the next 30 Years.

It would help us greatly if you could complete the attached form with your estimate of the age and condition of your kitchen & bathroom and return the form in the enclosed pre-paid envelope as soon as possible. Additionally we apologise if you have already received this letter previously, or have recently had your kitchen replaced.

When filling in the age band please tick the band that you feel most accurately reflects the age of the majority of the units rather than any individual units.

As a guide to condition we would suggest the following criteria as a guide:

- Good** – No major defects i.e. broken kitchen units, cracked / broken sanitary ware. No more than 2 minor defects i.e. Chips to worktops, loose doors in units, chips on sanitary ware
- Moderate** – no more than one major defect as described above and no more than 5 minor defects as described above.
- Poor** – 2 or more major defects as described above and 6 or more minor defects.

Please remember that decorations are not to be considered when establishing condition as these are your responsibility under your tenancy agreement.

If you believe either your kitchen or bathroom to be in a poor condition then it would be helpful if you can include **photographs** to help us with a more accurate assessment. Also condition relates to the actual units and does not relate to any decorations, tiling or flooring.

PLEASE TAKE INTO ACCOUNT THAT FILLING IN THIS SURVEY DOES NOT AUTOMATICALLY MEAN THAT YOUR KITCHEN OR BATHROOM WILL BE REPLACED IN THE NEAR FUTURE, AND CURRENTLY WE WILL BE UNABLE TO GIVE ANY INDICATIONS AS TO WHEN YOUR KITCHEN OR BATHROOM WILL BE REPLACED.

1. Is your kitchen / bathroom council installed or have you replaced it yourself?

	<i>Council Installed</i>	<i>Self Installed</i>
Kitchen		
Bathroom		

2. Approximate age of majority of fittings (where known)

	<i>0-5 Yrs</i>	<i>5-10 Yrs</i>	<i>10-15 Yrs</i>	<i>15-20 Yrs</i>	<i>Over 20 Yrs</i>	<i>Not Known</i>
Kitchen						
Bathroom						

How long have you lived at the property ?

3. Overall condition of the majority of fittings.

	<i>Good</i>	<i>Moderate</i>	<i>Poor</i>
Kitchen			
Bathroom			

4. Name.....

Signed..... Date.....

Address

.....

Contact Telephone No.

We thank you for your help in this matter.

Yours sincerely

Elizabeth Robertson
Building Surveyor

Return address:
 Civic Centre,
 St Peters Street
 St Albans
 AL1 3JE

IF YOU DO NOT RETURN THIS FORM WE WILL ASSUME BOTH YOUR KITCHEN AND BATHROOM ARE IN GOOD ORDER, AND RECENT.