

# Unipol Code and Code Supporters Compliance Report

CONFIDENTIAL

INSPECTOR

CONTACT DETAILS OF INSPECTOR

DATE OF INSPECTION

/ /

PROPERTY INSPECTED

NUMBER OF OCCUPANTS

NUMBER OF STOREYS

OWNER

AGENT (IF MANAGED BY AN AGENT)

## PURPOSE OF VISIT

### THIS PROPERTY IS BEING INSPECTED UNDER

- the Unipol Code  the Unipol Code Supporter Scheme
- Visit to new applicant  Visit to this property managed by existing full member
- Visit to this property managed by existing Supporter
- Re-visit to this property to check action points have been addressed
- Visit to the property since change of operational management

Was Owner Present? Yes  No

## PURPOSE OF THIS REPORT

The purpose of this compliance report is to inform members and potential members:

- that their property meets the standards of the Unipol Code
- any work that must be undertaken to ensure compliance with the Code and the timescale that work must be undertaken within
- whether a re-inspection is required and when this will take place.

At the conclusion of the report the inspector makes a recommendation giving a clear view of how membership is proceeding. The recommendation goes to the Unipol Codes Administrator for confirmation and any decision on suspension or refusal of membership is taken at that stage. In the event of significant non compliance for new applicants (and this can include individual properties being accredited under the Supporter's Code) membership is normally not given until the relevant standard is met.

In the case of existing members, the Codes Administrator can immediately suspend membership whilst they refer the matter to the independent Tribunal that makes a recommendation to Unipol in these matters. In this event the owner will be notified of a hearing date and will have the right to make representations at the hearing. See [www.unipol.leeds.ac.uk/leeds/COS/Tribunal](http://www.unipol.leeds.ac.uk/leeds/COS/Tribunal).

If possible, the inspector will talk to the tenants currently occupying the property and the report may include comments on tenant satisfaction. Where any concerns are raised the verifier will sometimes make more general comments about their visit that they think will be helpful to the member.

In the event that the owner or agent disagrees with any aspect of this report then comments are welcomed to ensure corrections in any areas where inaccuracy has occurred. In the event that an inspector and the member or potential member disagree then a dispute resolution process exists and details of this are available at [www.unipol.org.uk/Leeds/COS/Making\\_a\\_complaint/](http://www.unipol.org.uk/Leeds/COS/Making_a_complaint/)

*The verification process does not directly test compliance with any statutory or contractual obligations and in no way absolves the providing organisation from their responsibilities to comply with such requirements.*

**DOCUMENTATION REQUIRED AND EVALUATED**

When a property is inspected the inspector needs to see:

A current (not less than one year old) satisfactory GasSafe report for any gas appliances within the property  
Not needed  Received and Satisfactory  Received and Unsatisfactory  Not Received

A current (not less than five years old) satisfactory electrical inspection or installation report for the fixed wiring installation within the property  
Received and Satisfactory  Received and Unsatisfactory  Not Received

If the property has a fire alarm panel, a certificate showing the annual check on the system has been undertaken by a competent electrician  
Not needed  Received and Satisfactory  Received and Unsatisfactory  Not Received

If the property is subject to Mandatory Licensing under Part II of the Housing Act 2004, a current licence with occupancy in line with those conditions.  
Not needed  Received and Satisfactory  Received and Unsatisfactory  Not Received

Evidence of tenancy deposits being protected  
Yes  No  N/A (see summary)

If these are not present at the inspection they must be submitted to Unipol not less than 14 working days after the inspection.

**SUMMARY OF VISIT**

Empty box for the summary of the visit.



**3. CUSTOMER SATISFACTION**

*(where any concerns are raised the verifier will sometimes make more general comments about their visit that they think will be helpful to the member)*

**4. GENERAL ADVISORY MATTERS**

*(these are for note only and no further action will be taken by Unipol. It should also be noted that some of these matters may relate to disrepair, where a failure to undertake those repairs would, if a complaint was made, be in breach of Section 3.06 - 3.12 of the Code. This section may also include mention of any perceived poor performance on behalf of the tenants)*

**5. RECOMMENDATION IN RESPECT OF MEMBERSHIP OF THE CODE:**

- membership or continued membership confirmed
- membership/on-going membership confirmed subject to a satisfactory visit to check that required works have been completed by the deadline
- consideration of membership to be delayed until works have been completed
- membership suspended subject to completion of works
- membership still under consideration pending a further visit
- membership declined

**in the case of the Supporters' Scheme**

- the property inspected is accredited under the Unipol Code
- the property inspected is accredited subject to a satisfactory visit to check that required works have been completed by the deadline
- consideration of accrediting the property to be delayed until works have been completed
- accreditation of the property declined

*The Inspector may add further explanation here for why they have chosen to make the recommendation they have although this may be clear from previous sections of the Report*

**OFFICE USE ONLY**