

DECORATION ALLOWANCES POLICY

1.0 INTRODUCTION

- 1.1 This policy describes our arrangements for paying an allowance to a tenant to assist with internal decoration of their property.
- 1.2 This policy is supported by detailed procedures covering:
 - allowances to new tenants under the Voids & Lettings policy (Section 2 below);
 - payments as a result of major works or non-routine repairs (Section 3 below);
- 1.3 This policy complies with Performance Standards AS1.5 and AS2.2.

2.0 VOID PROPERTIES

- 2.1 While internal decoration is the tenant's responsibility, we also have a responsibility to provide incoming tenants with an acceptable standard of property. We will therefore consider the granting of a decoration allowance as an alternative to redecorating the property where the condition of the property is poor and is likely to make it difficult to re-let.
- 2.2 The aim of a decoration allowance is to minimise any delays in re-letting, minimise any resulting rent loss and increase the lettable of the property. The allowance will be a contribution to bringing the standard of the property up to the minimum acceptable for re-letting (see Appendix 1 for the current allowances).
- 2.3 Normally 75% of the agreed allowance will be paid prior to decoration being carried out with the balance being paid following satisfactory completion of the work.
- 2.4 For details of the arrangements for offering an allowance and how payments are monitored, see the procedure entitled: 'Decoration Allowance – Void Properties' Ref: HSG/03/49.

3.0 MAJOR WORKS CONTRACTS & NON-ROUTINE REPAIRS

Major Works

- 3.1 There will be a small number of instances where it is necessary to carry out an emergency or other 'one-off' type of contract and where it is not possible to give reasonable advance warning to the tenant about the impending work, e.g. discovery of asbestos.
- 3.2 Where this occurs and where as a result there is damage or disturbance to the tenant's decoration, we will make a payment towards the reinstatement of internal decoration to a reasonable standard.

- 3.3 The amount of the payment will be the current voids allowance for each room or area affected plus 50% to reflect the fact that the tenant is having to redecorate as a result of unplanned work that we have carried out (see Appendix 1). The allowance will not be split but will be paid in full before redecoration starts.

Non-routine repairs

- 3.4 Where substantial, non-routine repair work is carried out and this results in significant damage or disturbance to the tenant's decoration we will make a payment towards the reinstatement of internal decoration to a reasonable standard.
- 3.5 The amount of the payment will be the current voids allowance for each room or area plus 50% to reflect the fact that the tenant is having to redecorate as a result of work that we have carried out (see Appendix 1). The allowance will not be split but will be paid in full before redecoration starts.

Arrears of rent

- 3.6 Where a tenant has rent arrears greater than 1 month's rent and either no satisfactory arrangement to pay the arrears has been made, or an agreed arrangement is not being maintained, any decoration allowance awarded will be offset against the arrears.

Tenant incapable of redecorating

- 3.7 Where a tenant is not able to carry out the redecoration, either because of a medical condition or due to age, and there is no other able-bodied member of the household or no other assistance available to the tenant, we will offer to redecorate to a standard acceptable to us.

Assessing & making payments etc.

- 3.8 For details of how the payments will be assessed etc. see the procedure entitled 'Decoration Allowance – Major Works & Non-Routine Repairs' Ref: MNT/05/26.

4.0 MONITORING AND REVIEW

- 4.1 The Head of Housing Management is responsible for ensuring that this policy is implemented by the relevant staff.
- 4.2 The Head of Housing Management will ensure that this policy is reviewed by the Management Committee at least every five years.

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| FIRST APPROVED | APRIL 2003 |
| VERSION 1.0 | APRIL 2003 |
| NEXT REVIEW | APRIL 2008 |
| COMPLIES WITH | Performance Standards AS1.5 & 2.2 |

DECORATION ALLOWANCE for VOIDS

| LOCATION | PAPER | PAINT |
|-----------------|--------------|--------------|
| Kitchen | £60 | £45 |
| Hall | £33 | £26 |
| Living room | £80 | £55 |
| WC | £40 | £30 |
| Landing | £80 | £55 |
| Bathroom | £40 | £30 |
| Bedroom | £50 | £38 |

DECORATION ALLOWANCE for MAJOR WORKS etc.

| LOCATION | PAPER | PAINT |
|-----------------|--------------|--------------|
| Kitchen | £90 | £68 |
| Hall | £50 | £39 |
| Living room | £120 | £83 |
| WC | £60 | £45 |
| Landing | £120 | £83 |
| Bathroom | £60 | £45 |
| Bedroom | £75 | £57 |