

GAS SAFETY PROCEDURE

Gas safety regulations state that landlords must carry out annual inspections and have a clear statutory obligation to ensure that a current gas safety certificate is available for every relevant property and that this is renewed before or on the relevant anniversary date.

The process outlined below details what will happen if there is a failure on the tenant's part to make arrangements for the gas safety inspection to be carried out.

- James Frew send confirmation to the Association that they have had 2 failed attempts at access
- A letter will be posted to the tenant giving a new appointment 7-days later.
- If there is a second no-access or no response after 7 days, a second letter will be sent asking the tenant to respond within 7-days.
- If the tenant is no response to this, a Housing Officer will visit the tenant at home and a card will be left advising tenant to contact the Association within 3 days or action will be sought to gain access
- If the inspection is not arranged within the 3 days, a 7 day letter will be sent Recorded Delivery and hand delivered to the tenant advising that forced access will take place on a specific date
- On this date a member of Housing Services will be present along with a Joiner and Gas Engineer
- If the tenant is not at home the Joiner will be instructed to force entry to the property and the Gas Engineer will carry out the gas safety inspection. If necessary the locks will be changed and a notice pinned to the door advising the tenant to contact the Association for access to the property
- Once the gas safety inspection is completed a recharge invoice will be sent to the tenant to cover the costs of this action`