

HMO Management Plan

Introduction

This HMO Management Plan sets out how the property at 18 Darby Road, Folkestone, Kent, CT20 1EN will be managed to ensure a safe, well-maintained, and responsibly operated House in Multiple Occupation.

Occupancy

- Maximum occupancy: 5 persons
- All occupants will be unrelated individuals occupying the property as their sole and main residence
- Each bedroom will be occupied by a single person only Property Management The property will be managed by the owner or a professional managing agent experienced in HMO management.

Property Management

The property will be managed by the owner or a professional managing agent experienced in HMO management.

Management responsibilities include: Regular inspections of communal areas, Prompt response to maintenance issues, Ensuring compliance with HMO licensing and housing standards.

Maintenance and Repairs

- Routine inspections will be carried out at regular intervals.
- Any reported repairs will be addressed promptly.
- Gas, electrical, and fire safety certificates will be maintained and renewed as required.

Refuse and Recycling Management

- Tenants will be provided with clear guidance on waste separation and collection days.
- Sufficient refuse and recycling bins will be provided.
- Management will monitor waste storage to prevent overflow or misuse.

Noise and Anti-Social Behaviour

- Tenants will be issued with a house rules document.
- Quiet hours will be enforced, particularly during evening and night-time periods..
- Any complaints from neighbours will be investigated and addressed promptly.

Fire Safety and Security

- The property will be fitted with appropriate fire detection and alarm systems.
- Fire doors and emergency lighting will be installed and maintained where required.
- Fire risk assessments will be undertaken and reviewed regularly.
- Secure locks will be provided to all external doors and individual bedrooms.

Cycle Storage Management

- Three secure cycle storage spaces will be provided on site.
- Additional internal storage may be considered subject to demand.

Tenancy Management

- All tenants will be provided with written tenancy agreements.
- Contact details for the manager will be clearly displayed within the property.
- Tenants will be made aware of their responsibilities relating to behaviour, waste, and safety.

Conclusion

This Management Plan demonstrates that the proposed HMO will be responsibly managed to a high standard, ensuring a safe and comfortable living environment for occupants while minimising impacts on neighbouring properties