



LETTINGS STANDARD

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INTRODUCTION

The Church of England Pensions Board (CEPB) is the registered charity responsible for the management and operation of the Church's Housing Assistance for Retired Ministers Scheme. (CHARM).

To ensure we provide safe and good quality housing we will;

- Make a significant upfront investment into the homes while they are empty to reduce the likelihood of the need to carry out major disruptive works while you are living in your home.
- As far as is reasonably possible futureproof your home to suit possible changing needs.

Homes made available may have either been in the ownership of Pension Board for some years and will have previously been occupied by Retired Clergy or may have been recently purchased. The Church owns a wide range of different styles of home located throughout England and Wales. The lettable standard will be applied to homes as far as is possible.

On some occasions, it may be necessary for these to be varied to suit specific properties. When existing components are in good condition but do not meet all the current lettings standard, the existing components may be retained. Examples may include a new build property that has been purchased recently. The property may have been sold with a different brand of boiler then we would typically fit. We would not replace the boiler to provide standardisation of components.

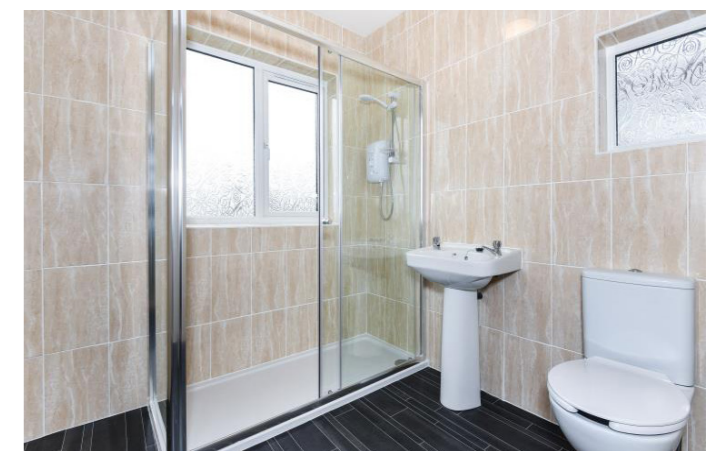
BATHROOMS AND ENSUITE BATHROOMS

- Bathrooms will have a remaining service life of at least ten years and not be older than 20 years.
- Bathrooms will typically be fully tiled.
- A bathroom may contain either a bath, a shower tray, or be a wet room.
- When a bathroom gets replaced, we would typically fit a shower tray rather than a bath
- When a property has two or more bathrooms, we may provide a tub in one bathroom and a shower in the other.
- If the bathroom requires replacement, we will give you a choice of tile colour and floor colour.
- Bathrooms will have a securely fitted, clean and fully functional toilet, wash hand basin and bath or shower tray (or be a wet room).
- We will install a new toilet seat.
- We will normally provide a shaver point.
- Bathrooms will normally have new taps.



CLOAKROOMS/WC's

- A WC on any floor other than the level on which the principle bathroom is will contain a WC in good working order with a new toilet seat. We will provide a hand wash basin with hot and cold water. Suitable flooring (usually vinyl flooring) will be fitted.
- If the WC is in a separate room to the bathroom but on the same floor, then the WC may not contain a wash hand basin.



KITCHENS AND BEDROOMS

KITCHENS

- Kitchens will have at least ten years of remaining service life, and not be older than 20 years.
- If the kitchen requires replacement, we will provide a choice of units, worktops, wall tiles, and vinyl flooring, and if you advise us of what appliances you have, we will try and incorporate space for these within the design.

Kitchens will include;

- A working cooker hood** or extractor fan.
- A gas** or electric hob** if this is being newly fitted, you will be provided with a choice of either gas or electric. In some instances, if the kitchen is not being replaced and does not already have integrated appliances, space for a freestanding cooker will be provided together with suitable connection points for gas/electric as applicable.
- An electric oven**.
- Space for a fridge freezer.
- Space for a washing machine and plumbing connections for the machine.
- If space allows, space and plumbing connections for a dishwasher.
- A suitable vinyl floor covering.
- Splashback tiles to all worktops.

** Items marked will be gifted to you. You will need to take responsibility for these and their ongoing maintenance, replacement, and repair. If you prefer we can include a space for a freestanding cooker.



BEDROOMS

- Built-in wardrobes and cupboards will typically be retained if these are in good and safe working order.
- Showers and wash hand basins within bedrooms will be removed, unless they are part of an ensuite bathroom.

AIDS AND ADAPTIONS

If you require specific adjustments for medical reasons, we will include these within the works. To allow this to take place, we may need an occupational therapist to visit you in your current home or meet you at your new home.



WINDOWS AND DOORS

CURTAINS, BLINDS AND SIMILAR

Any existing curtains, blinds, and alike will be removed together with any curtain tracks, poles, and the like. Doing this will enable the property to be fully decorated and for you to install your curtains/blinds and suitable supports.

WINDOWS AND EXTERNAL DOORS

- All windows and doors will be in good working order, and we will provide you with two keys for these. Windows will comply with the requirements of the building regulations if these form part of the escape route from home.
- If your home has timber windows and these are likely to have less than seven years remaining life, we will typically replace these with double glazed uPVC unless other materials are required to comply with planning obligations.
- We will fit external doors with either a five-lever deadlock and a mortice latch or a multi-point locking device.



ELECTRICAL

ELECTRICAL INSTALLATION

We will test the electrical wiring in your home and ensure this is in good and safe working order. We will carry out any repairs or a full rewire before you move in. We will ensure that;

- All circuits are protected by an RCD to provide a high level of safety.
- That all habitable rooms have at least two double plug sockets in them.
- Rooms have suitable light fittings. We will typically provide LED light bulbs within fittings.
- As far as is possible, we will ensure the consumer unit is in an accessible location between 0.75m and 1.2m above the floor.
- We will provide a movement-activated light by the front and rear doorway of the home.

We will provide you with a certificate showing the electrical installation is in a safe condition.

TV SOCKETS

We will provide you with a working Freeview TV aerial and socket outlet in the living room (although please be aware that Freeview TV signal strength varies due to factors outside of our control).

TELEPHONE SOCKETS

If there is an existing master Telephone socket, we will leave it in position. You will need to arrange for the line to be made active with the phone provider of your choice. If there is no phone line present then we will not install this, you will need to make arrangements with the phone provider of your choice for this to be installed.

PLUMBING

HEATING AND HOT WATER

We provide your home with a working heating and hot water system. We will also provide all habitable rooms and main circulation spaces and bathrooms with heating (conservatories and porches are not classed as habitable rooms).

When possible, we will provide a gas boiler and radiator system. The boiler will be no older than ten years old. The heating system will be controllable via a timeclock. Hot water will either be provided instantaneously through a combination boiler or a hot water cylinder heated by the boiler.

Your radiators will come fitted with thermostatic radiator valves. If your home does not have a mains gas supply, we will supply a suitable form of heating, which may be a controllable form of electric heating, and LPG (bottled gas) boiler or an oil-powered boiler.

If your home has a stored hot water provision, we will ensure that a timeclock is fitted to enable you to set what times you would like the water to be heated to best suit your lifestyle.

If your home has a gas supply, we will provide you with a landlord's gas safety certificate for your home before your tenancy commences.

If you have an oil supply, we will provide you with certification to confirm the system is in a safe working order.

SECONDARY FORMS OF HEATING

Depending upon the style of the property, we might provide a decorative electric fire and fireplace within the living room. If this needs changing as part of the voids works, we will give you a choice of fires.

We do not leave gas fires, log burners, or open fireplaces in operation within homes.

INTERNAL PLUMBING

- We will ensure that all internal and external plumbing is in good working order and that the stopcock to the home works.
- Any lead pipework will be removed and replaced with copper or plastic pipework
- Any cold water tanks will be of plastic or glass-reinforced fibre construction, good working order, clean and with a fitted lid, and insulated.
- All pipework within loft spaces or unheated voids at risk of freezing will be insulated.
- If your home has a rear garden, we will provide an external tap.

INTERNAL

INTERNAL WALLS AND CEILINGS

- We will remove all items such as picture hooks, shelving, mirrors and the like from the walls.
- We will fill any cracks.
- We will remove all polystyrene ceiling tiles and polystyrene coving.
- We will paint all the walls and ceilings. Usually, ceilings are painted white and walls in magnolia.

INTERNAL DOORS AND WOODWORK

- All interior doors will be in good condition and, as far as possible, will match on each level of the home.
- Ironmongery (handles/latches) will match on each level of the home, and bathroom/WC doors with privacy locks that have an emergency external release facilities included.
- Doors which have glass panels will have safety glass fitted, or the doors replaced with a solid timber door.

STAIRCASES AND BALUSTRADES

- Will be in good order.
- Stairs will have at least one handrail.
- Balustrades to stairwells and other openings will comply with the building regulations

FLOORING

- We will securely fit Floorboards with either screws or nails and ready for you to install carpet or other floor covering of your choice**.
- Bathrooms, kitchens and WC's will have a vinyl flooring installed.
- We will remove all existing carpets from the dwelling before you move in. If you would like us to retain the current carpets, please notify us of this. However, the decision as to if these can be kept shall rest with our surveyor. Carpets may need to be removed to allow for works such as heating and electrical installations. If you request that existing carpets are retained and we can retain the carpets, then these will be gifted to you, and you will be responsible for the ongoing maintenance, repair, and replacement of these.

** Please note that if you are moving into a flat, the managing agent/freeholder may impose restrictions on what type of flooring can be installed. If you wish to install flooring or any type other than carpet in a flat, you should discuss this with us first.

GARDEN

CONSERVATORIES

Existing conservatories that are in good condition will usually be retained and maintained by the CEPB.

Conservatories will be;

- On a suitable concrete base with a brick plinth as required.
- Of uPVC/aluminium construction.
- Separated from the living space of the home by an appropriate door/window.
- Unheated.
- Provided with basic lighting and power.

Conservatories that are in a poor state of repair or are of wood construction will be removed and not replaced. If you wish to install a conservatory, you will need to apply to the CEPB for consent, and you will be responsible for repairing and maintaining it.

FENCES AND GATES

All fences and boundaries in the ownership of the CEPB will be in a reasonable and safe condition. You should be aware that some boundary fences may not be in our ownership, and therefore, the CEPB can not undertake works to these. We will work with (as far as possible) adjacent property owners to resolve issues with boundaries, not in our ownership.

GARDENS

- Gardens will be left clear from any rubbish.
- We will ensure the bushes and grass cut. This may be done a few weeks before you move in.
- Footpaths and patios will be in a safe and reasonable condition
- We will normally remove timber or plastic decking.
- Brick built outbuildings will be in a fair condition and have means to secure them. We will provide buildings connected to the dwelling with electric light.
- We will leave wooden/metal garden sheds that are in good condition and these will be gifted to you. You will then be responsible for the ongoing repair and maintenance of these. If you do not want these, please notify us and we can arrange for their disposal.
- Garages will be in a fair and safe condition.
- Freestanding garages that are not in a good state of repair will be removed and not replaced.
- We will provide garages which connect to the dwelling with lighting and a double plug socket. Garages that are not connected will be equipped with lighting and a double plug socket when it is reasonably practicable to do so. Generally, this means we will provide power to garages that are up to 10 metres from the dwelling provided we can install an overhead or below ground cable. We are not able to provide power to garages when the cable would need to pass through shared driveways or public spaces.
- We will provide an external tap in the rear garden, which we will fit to the wall of the dwelling.






ROOFS AND LOFT SPACES

INSULATION

We will provide you with an energy performance certificate (EPC) for your home. Legally your home must have an EPC rating of E or better. We will ensure that loft insulation to your home (if applicable) meets the current building regulations.

Example of EPC Certificate:

Energy Performance Certificate (EPC) 

Dwelling type: Detached house **Reference number:** RdSAP - existing dwelling
Date of assessment: 15 August 2011 **Type of assessment:** RdSAP - existing dwelling
Date of certificate: 13 March 2012 **Total floor area:** 165 m²

Use this document to:

- Compare current ratings of properties to see which properties are more energy efficient
- Find out how you can save energy and money by installing improvement measures

Estimated energy costs of dwelling for 3 years	£5,367
Over 3 years you could save	£2,865

Estimated energy costs of this home			
	Current costs	Potential costs	Potential future savings
Lighting	£375 over 3 years	£207 over 3 years	<div style="background-color: #00728f; color: white; padding: 5px; width: fit-content; margin: 0 auto;"> You could save £2,865 over 3 years </div>
Heating	£4,443 over 3 years	£2,073 over 3 years	
Hot water	£549 over 3 years	£222 over 3 years	
Totals:	£5,367	£2,502	

These figures show how much the average household would spend in this property for heating, lighting and hot water. This excludes energy use for running appliances like TVs, computers and cookers, and any electricity generated by microgeneration.

Energy Efficiency Rating

Very energy efficient - lower running costs

Rating	Current	Potential
A (92 plus)		
B (81-91)		
C (69-80)		
D (55-68)	49	76
E (39-54)		
F (21-38)		
G (1-20)		

Not energy efficient - higher running costs

The graph shows the current energy efficiency of your home.
The higher the rating the lower your fuel bills are likely to be.
The potential rating shows the effect of undertaking the recommendations on page 3.
The average energy efficiency rating for a dwelling in England and Wales is band D (rating 60).

Top actions you can take to save money and make your home more efficient

Recommended measures	Indicative cost	Typical savings over 3 years	Available with Green Deal
1 Increase loft insulation to 270 mm	£100 - £350	£141	✔
2 Cavity wall insulation	£500 - £1,500	£537	✔
3 Draught proofing	£80 - £120	£78	✔

See page 3 for a full list of recommendations for this property.

To find out more about the recommended measures and other actions you could take today to save money, visit www.direct.gov.uk/savingenergy or call 0300 423 1234 (standard national rate). When the Green Deal launches, it may allow you to make your home warmer and cheaper to run at no up-front cost.

ASBESTOS

Products containing asbestos have historically been used within the construction of homes for many years until the early 1990s. We will survey your home to identify any asbestos-containing materials. If these are in poor condition and may pose a hazard, we will remove these. Otherwise, we will notify you of the location(s) of these, so you are aware not to disturb them.

ROOF AND LOFT SPACES

We generally do not provide access to these areas unless access is required to service and maintain equipment within this space.

ROOF, GUTTERS, DOWNPIPES & DRAINAGE

Will be in good condition and free from water leaks.

ALARMS

BURGLAR ALARMS

Any existing burglar alarms will be removed. If you would like any current alarm system retained, you will be required to take full responsibility for the system. We will not (as part of the voids works) undertake any testing of the alarm system to determine its condition or repairs that may be required.

FIRE DETECTION ALARMS

We will provide your home with fire detection systems that have at least five years of service life remaining. We will provide detectors in;

- A smoke detector in each circulation space on each level (e.g., hallway and landing)
- A heat detector within the kitchen
- A smoke detector in the living room and any dining room

All detectors will be linked together, so if one sounds, they all activate. We will normally provide a wall-mounted control unit to enable easy testing of the alarm system and the ability to silence any false alarms.

CARBON MONOXIDE DETECTORS

If your home has gas or oil heating, we will provide CO alarms. These will have a remaining service life of at least five years

FLATS

Generally, The Church has a leasehold interest only in flats. This means that communal areas and external fabric of the building are maintained by the freeholder or a managing agent appointed on their behalf.

If works are required to these areas, we will liaise with the freeholder or managing agent as applicable.

Works to these areas would then be carried out to the freeholders/ managing agents' standards.



CONTACT US

By telephone:

You can call us on our helpline number:

020 7898 1824

Monday to Friday 9.00am to 5.00pm.

By writing:

If you wish to write to us, then please send all correspondence to our PO Box address:

The Church of England Pensions Board
Housing Department
PO Box 2026
Pershore
WR10 9BW

By email:

You can contact our Housing Services team:

housingservices@churchofengland.org

