HMO MANAGEMENT PLAN

10 Belle Vue Crescent, South Shields, NE33 4RD
6-Bedroom, 6-Person House in Multiple Occupation

1. Purpose of This Document

This Management Plan sets out the operational framework for the ongoing management of 10 Belle Vue Crescent as a 6-bedroom House in Multiple Occupation.

The document establishes:

- The management structure for the property
- Tenant selection and conduct standards
- Property maintenance and inspection regimes
- Waste and environmental management procedures
- Neighbour liaison arrangements
- Compliance with all relevant housing and licensing legislation

This plan forms part of the property's long-term operational procedures and will remain in place for the lifetime of the HMO use. It will be reviewed periodically to ensure continued compliance with evolving legislation and local authority standards.

2. Property Overview

The property has been converted to provide:

- Six single-occupancy bedrooms
- En-suite facilities to each bedroom
- A compliant communal kitchen (11.8m²)
- Circulation space and internal layout designed to meet South Tyneside HMO Standards
- Secure rear yard providing bin storage and cycle storage

The accommodation has been designed to provide high-quality, self-contained living arrangements within a managed shared environment.

3. Ownership and Management Structure

3.1 Responsible Party

The property is owned by a single landlord entity and will be managed either:

- Directly by the landlord (where appropriately licensed), or
- By a professional HMO management agent acting on the landlord's behalf.

Management will at all times comply with:

- Housing Act 2004
- The Management of Houses in Multiple Occupation (England) Regulations 2006
- All applicable HMO licensing conditions
- South Tyneside Council's HMO Standards

3.2 Local Management Contact

A designated management contact will be available to:

- Tenants
- The Local Authority
- Immediate neighbouring residents (upon request)

Emergency issues will be responded to without delay, and non-urgent issues will be addressed within appropriate timescales depending on severity.

A management contact number will be displayed within the property.

4. Tenant Selection and Lettings Policy

The long-term success of a well-managed HMO relies heavily on responsible tenant selection.

4.1 Target Occupancy

The property will typically be marketed toward:

- Working professionals
- Key workers
- Individuals in full-time employment

The property is not intended for large group tenancies or short-term party-style occupation.

4.2 Referencing and Checks

All tenants will undergo:

- Employment and income verification
- Previous landlord referencing (where applicable)
- Credit referencing
- Right to Rent checks

Only applicants who meet the referencing criteria will be offered tenancies.

4.3 Tenancy Agreements

Each occupier will enter into an Assured Shorthold Tenancy agreement.

In addition to the tenancy agreement, tenants will receive a written House Information Pack setting out:

- Expectations regarding behaviour
- Waste disposal arrangements
- Noise management

- Visitor guidance
- Fire safety procedures
- Maintenance reporting processes

5. Tenant Conduct and Community Consideration

The property will operate under clear behavioural expectations to ensure compatibility with the surrounding residential area.

5.1 House Rules

Occupiers will be required to adhere to house rules including:

- Respect for neighbouring properties
- Responsible use of communal areas
- No excessive noise, particularly during late evening and early morning hours
- No parties or disruptive gatherings
- Appropriate management of visitors

Persistent breach of tenancy conditions will be addressed formally and may result in enforcement action in accordance with housing legislation.

5.2 Ongoing Monitoring

The property will be subject to:

- Regular management inspections
- Periodic property condition reviews
- Ongoing communication with tenants

This proactive approach ensures issues are addressed early and standards are maintained consistently.

6. Waste and Environmental Management

Effective waste management is essential to maintaining standards and protecting visual amenity.

6.1 Bin Provision

The property is provided with:

- 240L general waste bin
- 240L recycling bin
- Garden/food waste provision (where applicable)

Bins are stored within the rear yard and not within the front curtilage.

6.2 Waste Procedures

Tenants will receive clear written guidance on:

- Waste segregation
- Collection days
- Storage expectations

Management will monitor compliance during inspections and intervene where necessary to maintain standards.

Bins will be returned promptly following collection to avoid obstruction or visual clutter.

7. Maintenance and Property Standards

The property will be maintained to a high standard throughout its operation as an HMO.

7.1 Repairs and Maintenance

Tenants will be provided with clear reporting procedures for maintenance issues.

Response times will reflect the severity of the issue:

- Emergency issues: Immediate response
- Urgent repairs: As soon as practicable
- Routine maintenance: Scheduled appropriately

7.2 Safety Compliance

The property will maintain compliance with all statutory safety requirements including:

- Annual Gas Safety Certification
- Electrical Installation Condition Reports (EICR)
- Emergency lighting (where required)
- Fire alarm and detection systems
- Portable Appliance Testing (where applicable)
- Fire risk assessments

Records will be maintained and available for inspection by the Local Authority.

8. Fire Safety and Risk Management

A suitable and sufficient Fire Risk Assessment will be undertaken and reviewed periodically.

Fire safety measures will include:

- Interlinked smoke detection
- Fire doors (where required)
- Emergency lighting (where required)
- Protected escape routes
- Clear signage where necessary

Tenants will receive fire safety information at the start of their tenancy.

9. Parking and Sustainable Travel

The property is located in a highly sustainable area with excellent access to:

- Bus routes
- Tyne Dock Metro Station
- Local shops and amenities

Tenants will be encouraged to utilise public transport and cycling infrastructure.

Secure cycle storage is provided within the rear yard.

10. Neighbour Liaison

The management recognises the importance of maintaining positive relationships with neighbouring residents.

Where concerns arise:

- They will be acknowledged promptly
- Investigated appropriately
- Addressed proportionately

A record of complaints and actions taken will be maintained as part of the management log.

11. Review and Continuous Improvement

This Management Plan is a live operational document and will be reviewed periodically to:

- Reflect legislative updates
- Incorporate best practice guidance
- Respond to operational experience

The aim is to ensure that 10 Belle Vue Crescent continues to operate as a professionally managed, well-maintained small HMO that integrates appropriately within its residential context