

**Penge Churches Housing Association**  
**'providing good quality homes and housing services in the**  
**local community'**

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**Void Management Policy**

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When a home becomes empty we will re-let it as quickly as possible. Each year the Board will agree a target timescale for re-letting homes. We will report on our performance quarterly to the Operations Committee and the Board.

In managing our empty homes we will:

- Expect tenants to give us 4 weeks notice of ending their tenancy
- Carry out all work that is required, including decent homes work, while the property is empty
- Carry out a gas and electrical check prior to the new tenant moves in
- Expect the new tenant to carry out any decoration, although we may give a decorations allowance. In exceptional circumstances we will decorate one or more rooms.
- Ensure that the local authority gets nominations to all of the properties it is entitled to
- Monitor lettings by source and ethnicity and report this to the Operations Committee quarterly.

This policy was approved by the Board on 26<sup>th</sup> February 2009.