

HMO Compliance Clarke

Working Hours: Monday-Friday 9:00am – 5:00pm.

Driving licence - could be advantageous

Location: This is an office based role

We are a company specialising in Houses in Multiple Occupation (HMO) for tenants in London seeking a highly motivated and knowledgeable HMO Compliance Clerk to join our team and play a crucial role in upholding housing standards and tenant safety.

Job Description: As an HMO Compliance Clerk you will be responsible for inspecting and assessing HMO properties to ensure they comply with the government and councils housing laws, regulations and safety standards. You will work to ensure all properties are checked regularly, reporting any outstanding issues to the relevant Property or Tenancy Manager.

Key Skills:

- **Documentation:** Accurately record inspection findings, create reports and maintain detailed records of each property's condition and compliance status.
- **Communication:** To communicate inspection results and compliance issues clearly and professional to Tenancy/Property Managers – offering guidance on required improvements
- **Follow-up Inspections:** Schedule and conduct follow-up inspections to verify that identified issues have been addressed and full compliance has been achieved
- **Tenant Safety:** Verify that HMO properties provide safe and suitable living for tenants in accordance with the Housing Health and Safety Rating System.
- **Fire Safety:** Ensure that each property is compliant as per the LACORS fire safety guide.
- Conduct comprehensive inspections to assess compliance with local and national housing standards, fire safety regulations and all other relevant legislation
- To be able to identify indicators of overcrowding in residencies
- Any additional requirements in line with any government, licencing and market changes leading.

Qualifications:

- Previous experience in conducting inspections is preferred
- Knowledge of housing laws, regulations and health and safety related to HMO's
- Excellent written and verbal skills
- Strong attention to detail
- Proficiency using inspection software
- Valid driver's license may be required.

We offer the following benefits to our staff

- Government Pension scheme
- Fresh fruit available each day
- Regular paid for eye sight test
- Staff Benefits-Discounts scheme
- Additional leave and SSP top up pay accrual with length of service
- 1 day off on your birthday and 1 wellness day off per year*
- Company closure for Christmas to New Year