

Common Repairs - Checklist



Falkirk Council

Corporate & Neighbourhood Services

Have you...

- 1 Checked the title deeds to see who is responsible for repairs & maintenance of the part in question
- 2 Checked whether the Tenements Management Scheme applies (i.e. if title deeds are silent or conflicting, the Tenements (Scotland) Act 2004 says that a set of rules called the 'Tenements Management Scheme' should be followed. For details, see the booklet 'Common Repair, Common Sense').
- 3 Checked whether the work needs a majority of co-owners to agree or 100% to agree
- 4 Notified co-owners of the need for work
- 5 Given co-owners a copy of 'Common Repair Common Sense'
- 6 Checked the private landlord register for the address of any non resident landlords
- 7 Checked the Registers of Scotland for the address recorded when the property was purchased, for any owners who cannot be found
- 8 Obtained competitive quotations for the work from reputable contractors
- 9 Obtained information about hiring reputable contractors
- 10 Obtained, if necessary a structural survey
- 11 Held a meeting with co-owners or asked in writing for votes to be cast to make a "Scheme decision" on the proposed maintenance / contractor / survey etc.
- 12 Considered with your co-owners, setting up a "maintenance account"
- 13 Considered with your co-owners, appointing a factor or property manager
- 14 Considered with your co-owners, agreeing a maintenance plan
- 15 Considered with your co-owners, setting up an "owners association"
- 16 Notified co-owners of the result of the vote (i.e. stated in writing what the "scheme decision" or decision in accordance with title deeds, was)
- 17 For "scheme decisions", waited a minimum of 28 days after notifying everyone of the decision, before starting any work, to give owners not in favour the chance to ask the Sherrif Court to cancel the decision.
- 18 Obtained relevant guarantees from contractor

If you would like a copy of this document in another format (e.g. Braille, large print or audio-tape), or in another language, please contact: 01324 590797.

For further information and assistance with Common Repairs, please contact:
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*Falkirk Council
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