

Empty Property Prioritisation Sheet

Address	Description of property

Date of assessment		Visited	Yes / No	Flat over shop	
Officer		Listed	Yes / No	Flat	
				Residential	

Property condition	tick	0	Description – factors to consider
Good condition/no disrepair		0	No visible signs of disrepair or neglect
Visibly neglected/minor disrepair		10	Overgrown garden/damaged fencing, blocked guttering, internal damp or condensation due to it being unheated & vacant. (i.e. individual empty flat)
Poor condition/major disrepair		20	Significant disrepair affecting neighbouring property, major refurbishment needed before habitable to amenities and/or structure
Very poor condition/derelect		40	Uninhabitable, major structural repairs required, demolition a possible option. No services (gas, water, electricity) connected. Devalued and removed from council tax register

Social impact on immediate neighbours and local neighbourhoods			
Factors to consider	tick		tick
Front and/or gardens overgrown	10	Incidents of fire/arson at property	10
Evidence/likelihood of vandalism	10	Reports of vermin (check uniform)	10
Evidence/likelihood of squatting	10	Complaints received (check uniform)	15
Rubbish or Fly tipping occurring	10	Other;	
Property Terraced/Semi-Detached	10		
Located on main road/ housing estate	10	Total	

To be completed in office – check council records

No. Years Empty

Check CT records	Over 1 yr -	5	Over 3 yrs -	20	Over 5 yrs -	35	10 + yrs	50
tick	Under 3 yrs		Under 5 yrs		Under 10 yrs			

Empty Property Priority										Priority score				
P1		100 +	P2		80 - 99	P3		60 - 79	P4		40 - 59	P5		0 - 39
HIGH			MEDIUM					LOW						