Vacant MRA Guidelines

Use of the 'Site not occupied' Site Visit Check Code

The 'site not occupied' code should only be used where there is clear evidence that the premise is vacant.

Evidence for a site being vacant should include at least one of the following:
Property derelict
Site boarded up
No furniture / fittings
Uncollected Post
New property that is empty

Where possible, the additional information field should be used to give more details such as Estate Agent phone number.

The 'site not occupied' code should **not** be used if there is evidence of the following;
Energy being consumed on the site (including meter advances on a gas meter that is accessible),
Site has been demolished
Site is suspected to be demolished
Site appears to be habited
Site is an unmanned premise e.g. mobile phone mast
Site is a Holiday let
Site is undergoing building works and is uninhabited

Use of the 'no access' Site Visit Check Code

The 'No Access' code should be used when the site appears to be occupied but:
There is no answer when calling
Site is a Holiday let and nobody is in
Site is undergoing building works and is uninhabited

Where possible the additional information field should be used to give more details.