

Property Inventory Manual

How **YOU** can quickly produce a
High Quality, Low-Cost, Inventory.

Edition 2



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1. What is a Property Inventory and Schedule of Condition?

A Property Inventory (and schedule of condition) is a document that records the condition of a Property and all the items within the property, including its full description, furnishings, fittings and decorations. It should be made prior to a new tenancy agreement commencing and it should then be agreed between all of the parties concerned with the tenancy agreement.

2. Why is an Inventory required?

The need for the parties to be able to accurately record the condition of the Property is fundamental should there be any issue with regard to condition and damage, at the end of the tenancy.

In April 2007, the government introduced the Tenancy Deposit Protection Scheme which “protects” a tenant’s rent deposit. This means that, if the landlord wishes to make a claim against the tenant’s deposit, either for damage caused to the property or for rent loss and the tenant disputes this, the landlord is obliged to process a formal claim, either via the Deposit Protection’s Dispute Service (which carries out an objective assessment on evidence presented) or via the Courts.

In either case, the landlord will be obliged to clearly evidence that the tenant has caused the damage and this is where the Inventory and Check-Out Report are very necessary, basically acting as the ‘Before’ and ‘After’ evidence.

3. How is an Inventory made up?

In order for it to be a reliable document, all areas of the Property need to be detailed and described fully within the Inventory, so that there can be no confusion between the landlord and the tenant (and, potentially, the Courts or the Dispute Service, if there is a claim) as to the condition of the Property at the start of the tenancy.

It is not sufficient simply to prepare a list of items that are inside the property. You must fully describe the items, detailing the condition and cleanliness of them.

For example, if describing a set of curtains, you will need to detail:

1. The material they are made from
2. The colour and pattern
3. If they are lined
4. The condition of them (using our standard Legend of Terms)
5. The cleanliness of them (using our standard Legend of Terms)
6. Any defects that are visible

If you don’t clearly explain these points and simply say “A Set of Curtains”, then the tenant could change the curtains, possibly substituting an inferior set and the landlord might have no case to hold them responsible.

This same rule applies for all items you are describing.

A property Inventory should take into account all of the aspects of the Property, room by room, including:

| | |
|-----------------------------------|---|
| Walls | how they are decorated and in what condition |
| Ceiling | ditto |
| Doors & door furniture | ditto |
| Skirting | ditto |
| Windows | what type, how decorated and in what condition |
| Floor coverings | type, quality, colour and condition, any wear marks/stains |
| Lights | type, colour and condition |
| Switches | type (i.e. brass, plastic etc.) colour and condition |
| Furniture | detail each piece, type, colour, material, condition, marks |

An Inventory will also record other points, such as the utilities readings, number of sets of keys to be provided with the Property etc.

4. What is so unique about InventoriesRus™?

The InventoriesRus™ facility is unique because it allows anyone, even someone with limited or no experience, to prepare a robust and quality Inventory in the shortest possible time.

The InventoriesRus™ Inventory document has been designed incorporating advice from a Senior Lawyer who is an Adjudicator for The Dispute Service, in order to ensure it is as robust as possible.

Following the simple steps detailed in this manual, or on the website, it is possible for you to prepare a quality Inventory for a 2-bed furnished property in less than 2-hours. This will not only save you a great deal of time but it also means that you can save a considerable amount of money, if you normally outsource your inventories to an outside agency.

Your InventoriesRus™ Inventory will be very robust and a big additional Plus is that, when the tenancy finishes, using your Private Library section of the InventoriesRus™ website, you can produce a Check-Out report reflecting all of the Inventory comments and allowing space for you to note any variances in condition.

This “Private Library” section (which is available only to you) of the InventoriesRus™ website means that you can store all of your Inventories and then update them at the end of each tenancy (using the information detailed on the Check-Out report) in anticipation of the next tenancy.

Finally, one of the most important features of InventoriesRus™ is our Guarantee which states that, provided...

1. you have produced a full and detailed Inventory following the steps set down in this manual and on our website, and
2. you attended a Check-In with your Tenant and that the Inventory forms (including any Tenant comments) were duly signed by all parties, and
3. you provided the Tenant with a copy of the Guidance Notes for the Tenant at the end of the Tenancy (and obtain a proof of posting for same) and made a suitable appointment to conduct the Check-Out, and
4. you conduct a Check-Out report, even if the Tenant does not attend, marking up the report objectively and taking supporting dated photographs where required.

...yet, despite this, a valid and reasonable claim you have made against your Tenant has been rejected by the Dispute Service or the Courts, due to the fact that Inventory was deemed insufficient or invalid, then we will cover the reasonable costs of your claim.

The terms of this Discretionary Guarantee are detailed on our website and the Guarantee is given strictly in accordance with those terms.

NOTE: *there is a lot of misleading and inaccurate information circulating about the need for you to employ an independent inventory clerk to carry out your Inventory.*

Q Isn't it a requirement of the Dispute Service or the Courts that I must use an independent inventory clerk for my inventories?

A *No, this is a total misconception. Neither the Courts nor the Dispute Service can require you to use an 'independent' inventory service. Please see the copy correspondence from the DPS below:*



Deposit Protection Service (DPS).

Thank you for your recent email to The DPS.

I am concerned to hear that you have been previously advised that The DPS would not accept an inventory unless it was completed by an independent clerk. I can advise that The DPS ADR team will never refuse the submission of any evidence.

I can confirm that you are not required to employ an external contractor to complete an inventory for you. **The DPS best practice guidance is always that inventories or check-in/check-out reports should ideally be signed by both parties and be as detailed as possible to enable the independent adjudicator to make an informed decision.**

I hope that this assists you, however if The DPS can be of any further assistance please do not hesitate to contact this office.

Yours sincerely,
Christina Jacobs

Dispute Resolution Manager
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enquiries@depositprotection.com
T +44 (0)870 707 1707
The Pavilions,
Bridgwater Road,
Bristol
BS99 6AA,
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5. How to use InventoriesRus™ to produce a robust Inventory

The InventoriesRus™ facility has been designed to be very simple and easy to use so that, with minimal training, you can produce a high quality, robust, Inventory that you or your landlord clients can rely upon.

First, once Registered, Log-On to InventoriesRus™.co.uk and follow these simple steps →→→→→→→→

Step 1

Print out and photocopy the blank “Inventory Notes” form (including a Cover Sheet) and use these to list all of the details when you carry out your on-site inspection of the Property. Alternatively, you can take your Notes using a Dictaphone (as many Agents prefer to do), which will speed up the Notes taking process massively. Remember to be consistent in your use of the Condition and Cleanliness descriptions.

Start with the exterior (if it is a house), making sure that you detail every aspect of the Property, including the garden (if applicable), as well as everything inside.

Remember, if describing décor in the Living Room, detail the colour of the walls as well as the condition of them.

NOTE: *It has previously been the case that a landlord's Inventory said that the walls were “freshly painted” but it didn't say that they were coloured Magnolia. During the AST, the tenant painted the walls purple and the landlord complained. But a Judge ruled that, since they were still “freshly-painted”, the landlord had no claim against the tenant, even though the new colour was not to the landlord's liking!*

So, for example, based on this, a proper description of the carpet in a Living Room might be:

| | |
|------------------------|--|
| Condition: | Reasonable Condition |
| Cleanliness: | Good clean condition and suitable for occupation |
| Other comments: | Beige wool-mix carpet of medium quality, which appears to be 1 or 2 years old. Very light wear marks on main walkways. No visible stains or marks. Has been thoroughly vacuumed. |

With a description like this, enhanced by a photograph, there could be no dispute if, at the end of the tenancy, there were lots of stains and marks, who it was that was responsible for them.

Step 1 (continued)

When taking your Notes for each room, work methodically, following a standard order. A good order to follow might be:

1. Doors
2. Walls
3. Ceiling
4. Skirting
5. Windows
6. Floor covering
7. Radiators
8. Light fittings
9. Curtains/blinds
10. Sockets/switches
11. Smoke alarms
12. Fixed furniture (shelves etc.)
13. Loose furniture (including pictures)

NOTE: When describing Kitchen fittings, be careful to detail the condition of the units, cooker and hob because these are often bones-of-contention for landlords, when tenants do not clean them properly or regularly. So, if the landlord feels that a 'Deep Clean' of the cooker is necessary at the end of the tenancy, it is vitally important that the Inventory shows that the cooker was very clean and tidy at the start of the tenancy.

Take a photograph of the front of the property and up to 5 photographs of each Room internally (you can take more photos of each room, but our facility will only let you upload five).

Remember, photographs are intended to be an enhancement to a written description, not instead of a written description. Photos won't always clearly show areas of wear and tear in, say, a carpet and they might not highlight marks on a painted wall.

When detailing the garden (if applicable), try to use layman's terms, rather than specific botanical terminology which a tenant (or Adjudicator/Judge) may not understand. Nevertheless, gardens are an area often neglected by tenants but can be expensive to bring back into good order, if they have been untended. Therefore, be clear and precise with regard to the layout of the garden, lawn, beds, shrubs etc., and take supporting photographs.

See examples 1/2 illustrating an extract from a completed Notes form.

Step 2

Once all of your on-site Notes are made, Log-In again and access your Private Inventories section. Then following the on-screen instructions, click on the 'Add New Property' link and follow the simple instructions to 'Set Up your Property'. You can also upload one photo of the exterior of the Property.

Then, once the Property has been saved, proceed to set up the different Rooms and sub-sections (including the exterior and garden, if appropriate), by following the on-line instructions. These are prompted by the drop-down boxes but, if a room or an item you wish to describe isn't detailed in our default list, our system allows you to use your own description.

In each case, using the data you have written on your Inventory Notes, list-down all of the features that make up the property. The facility has separate sections for Features (i.e. walls, floor coverings) and Furniture (i.e. sofas, chairs etc.).

Then, once you have finished the written description of all the facets making up the Room, you can upload your chosen photographs (maximum 5 per room) using the browse facility at the bottom of the Room page.

Once this has been done, click the 'Continue and Add Another Room' button and repeat the process for all of the other rooms of the property. Any Inventory that you part-finish will be saved as a Draft so you can finish it at another time and you will not lose your working data.

Step 3

When you have finished listing and detailing all of the aspects (rooms, features etc.) that make up the Property, click the button headed 'Download Inventory' and your Inventory PDF will be produced.

Remember to print out one copy of the Inventory for you and one for the tenants which, ideally, you will give to them at Check-In, when you get them to sign and agree it.

If required, save the PDF on your computer.

See examples 3/4/5 illustrating an extract from a completed Inventory.

Step 4

The Inventory will be saved within your own Private Library section of InventoriesRus™ system, so it can be amended at any time. This means that you can upload and amend the property details within your library to reflect any Tenant comments at Check-In (see Chapter following regarding Check-In).

NOTE: *if amending the Inventory in the Private Library section to reflect tenant's comments at Check-In, DO NOT dispose of the original signed inventory, with the tenant's handwritten notes as you may need this in the event of a later dispute.*

Step 5

At the end of the tenancy, you can produce a Check-Out Report from within your Private Library section (see para.9 following, regarding Check-Out). If you have amended your Inventory after the tenant made Check-In comments, then these amendments will automatically be reflected in the Check-Out report.

This Check-Out Report can then be used to compare the current condition of the Property with the agreed condition at the start of the Tenancy.

Finally, another big plus with InventoriesRus™ is that, when a new tenant moves into the Property, you can produce a new Inventory for them very quickly, simply by editing the existing inventory and amending it in accordance with the Notes you make at Check-Out and using photographs taken at Check-Out.

6. Conducting a Check-In

At a Check-In the tenants should be met at the property and allowed to view it whilst looking at the Inventory. This way, they can compare the notes on the Inventory with the facts on the ground.

This usually takes about 1 – 1½ hours to complete and you should consider the following points and processes:

NOTE: *It is always preferable for a Check-In to be conducted with the tenant, at the property, before they start moving their furniture in. The reason for this is simple - it allows for the Inventory to be signed by the tenants and any comments they might wish to make noted on it, before they receive the keys to the property and before they might cause damage when moving furniture/belongings in.*

From a legal perspective, conducting a Check-In, where the tenant signs the Inventory there and then, is the best way to ensure that the tenant cannot later dispute anything within the Inventory. We recommend following a standard procedure, along the lines of:

Produce 2 copies of the Inventory. Give the tenant(s) one copy of it and walk around the Property with them and read out, in order, from the Inventory, the points raised with regard to each feature.

If they have any valid issues to raise, with regard to the condition stated in the Inventory and provided you agree them, make sure that they are noted in the appropriate (right hand side) column on both copies of the inventory. If you cannot agree the tenant's comments then you need to reach a compromise which you are both satisfied with. It is better to resolve such disagreements at the start of the tenancy rather than at the end, when it may become a dispute. Remember, the law will expect you to be objective so, if your paintwork is only in "Good Condition" but you have noted it as being in "New Condition" on the Inventory, then you need to be realistic.

Agree the meter readings with the tenants.

6. Conducting a Check-In (continued)

If, for any reason, it isn't possible for either you or the tenant to attend a Check-In then the only solution is to get the tenant to sign the Inventory when you give him/her/ them the keys and they sign the AST. You should then give them 7-days in which to return to you, with any hand-written comments on their copy of the Inventory, asking you to sign it agreeing to those comments. If they do this, then take a copy of their Notes for your records.

The problem with doing this, however, is that damage can occur when the tenant moves furniture into the Property and he/she/they could then argue that "it was like that when we moved in".

Also, if the tenant fails to return to you within the required 7-days, in order to log any comments, they may later say that you were not available and, in this way, they may argue that they were prejudiced. And, 6 or 12-months later on, it will be very difficult for you to prove that you were available to meet with them. Very often, the Courts or the Dispute Service will accept a tenant's word on this, which means that any claim you have might be thrown-out.

REMINDER: The unique InventoriesRus™ facility allows that, if amendments are made by the Tenant (and agreed by you), either at Check-In or within 7-days, or, if there are agreed changes during the Tenancy, then you can amend the on-line copy of your Inventory within your own Private Library section of our website. This means that, when you produce a Check-Out report, it will reflect these amendments. You must, however, retain the original printed and signed copy of the Inventory, including the handwritten comments because this is what you will need to rely upon if there is ever a dispute.

There is no additional cost to you if you amend the property information, within your Private Library.

Our Discretionary Guarantee (that, if a damage claim by a landlord or agent, which relies upon an Inventory prepared using InventoriesRus™ procedures and system, fails either in Court or with the Dispute Service, we will pay the cost of that damage) will only apply if you have carried out the Inventory, Check-In and Check-Out.

See example 6 illustrating an extract from a completed Inventory with Tenant's comments at Check-In added.

7. Guidance Notes for Tenants at the end of a Tenancy Term

It is important, once a Tenant has given Notice that they are leaving or, alternatively, you have given them Notice that the tenancy is to finish on a certain date, that you send them a set of Guidance Notes, explaining what you will require of them before you attend to carry out a Check-Out report.

NOTE: When you send this Notice, obtain a Proof of Posting (which is Free of Charge) from the post office. This provides good dated evidence that you posted the but, unlike a Registered Letter, it will be delivered normally so cannot be refused by the recipient. The fact that you can thereafter prove that you sent this Notice will be useful should you need to make a claim and your Tenant failed to attend the Check-Out appointment.

A Notice along the lines of the one following should suffice.

You should keep a copy of the Notice letter you send. Then, at the Check-Out appointment, the Tenant should be given the opportunity to review with you the condition of the Property, whilst looking at the Inventory form, in order that you both can compare the notes on the Inventory with the facts on the ground.

Example Notice letter on following page



Date:

Dear Tenant,

Now that a date for the termination of your tenancy has been agreed, I/we will need to attend to complete a Check-Out report. I/we will attend the property on xx/xx/2xxx at xx:xx hrs in order to carry out the Check-Out report.

If the above-mentioned appointment date or time is not practical for you, please contact me/us immediately, offering an alternative which I/we will do my/our best to comply with. Please contact me/us on (01XXX) XXXXXX or email XXXX@xxxxx.com

The Inventory that you signed and agreed at the start of the tenancy will be checked at the Check-Out and any variances, discrepancies or damages will be noted. You will be held responsible for any damaged or missing items, over and above reasonable Fair Wear and Tear and, for the avoidance of doubt, this includes the cost of proper cleaning of the property, if you have not done so.

The following notes are intended to assist you in preparing the property for the Check-Out. To avoid unnecessary costs being lodged against you, it is advisable that you read these notes and take the appropriate action:

- *Ensure that you remove all your items and that you clean the property thoroughly, so that it is in a good clean condition at Check-Out*
- *All woodwork, skirting, dado and picture rails, shelves, cabinets etc., should be wiped-down and/or polished*
- *All walls and ceilings should be dusted and wiped over where necessary*
- *Carpets should be vacuumed and, if required in your AST agreement, professionally shampooed*
- *All kitchen equipment, including cookers, hobs, microwaves, ovens, toasters etc., should be thoroughly cleaned and should be free of grease and residue*
- *All kitchen cupboards and worktops should be emptied and wiped down*
- *Bathrooms and toilets should be thoroughly cleaned and wiped down*
- *All light bulbs should be in working order*
- *Any picture hooks, nails etc., installed by you should be removed and the walls made good, including filling and repainting*
- *Gardens should be left in a well-maintained condition, lawns cut, beds weeded etc.*
- *You should leave us a note of your forwarding address*

Yours sincerely XXXXXXXXX

8. What is “Fair Wear & Tear”?

Fair wear and tear is damage or deterioration that occurs through normal use or is the normal change that takes place due to the ageing of the property. If the only damage or deterioration is through normal everyday use, you cannot reasonably charge a Tenant for the cost of refurbishing the Property or an Item within the Property.

If, for example, the carpet in the living room is a cheap, contract-quality, corduroy, which was new at the start of the tenancy, but 18-months later, at the tenancy end, there are visible wear marks along the most-used sections of the carpet, you could not reasonably consider this to be the tenant's responsibility because such wear is very typical in cheap carpet.

Also, if a Tenant spills a glass of red wine over a 3-year old medium-quality carpet, you could not charge them for providing a brand new carpet, especially if the reasonable lifespan of the carpet was only ever 5-years. You could, however, reasonably charge them 2/5ths of the new carpet price.

NOTE: *Many landlords either don't understand or become frustrated by this point and, to some degree, they would be right. After all, why should a landlord be forced to pay 3/5ths of the cost of buying a new carpet now, when he or she might reasonably have expected to get a further two years life out of the old one?*

It does seem very unfair and yet, unfortunately, it is the law.

Examples of general “Fair Wear and Tear” include:

- cracked window panes due to old warped frames
- woodwork paint that becomes scratched or chipped
- wall and ceiling paint that fades or discolours over time
- plaster or brickwork cracks that appear as the building settles
- cracked floor or wall tiles resulting from structural movement
- carpets worn from day-to-day use

Examples of general "Fair Wear and Tear"(continued)

- kitchen counters marked or scratched by kitchen implements
- walls accidentally marked by random contact or sunlight
- wear to white goods that is the result of normal usage, rather than the Tenant's misuse.

If damage is caused by Fair Wear and Tear, a landlord cannot reasonably charge this to the tenant.

Of course, Fair Wear and Tear does not include intentional or careless damage caused by the exiting tenant or their guests at any time during the tenancy.

Examples of damage that may not be covered by fair wear and tear include:

- door or window glass or frame cracked from being carelessly slammed
- paint discoloring through regular candle or cigarette smoke
- linings or trim damaged by hammer, screwdriver or rough use
- minor damage that worsened over time because it was not reported for repair.

Assuming you have a well prepared Inventory, the job of assessing whether damage noted at Check-Out is Fair Wear & Tear or Tenant Damage should be made simpler.

9. Conducting a Check-Out

When the tenancy is due to expire, first send the Tenant the Check-Out Guidance Notes as detailed in para.7.

Then, download a Check-Out report in duplicate (one for you and another for the Tenant) from your private library section of our website. This document will be virtually identical to the original Inventory, with the exception that the photographs are not included and the column headed "Tenants Comments at Check-In" has been substituted for "Check-Out Comments".

The Condition and Cleanliness comments as they were on the Inventory are reflected in the Check-Out report by means of a tick alongside the appropriate description, in the 'In' column. This allows you to easily compare the original Condition situation with the Condition situation now (please see sample Check-Out Report). You should note the current Condition/ Cleanliness by way of a cross in the 'Out' column.

NOTE: If any tenant's comments were made (and agreed by you) at either Check-In or within 7-days of the AST starting (see chapter on Conducting a Check-In), it is possible that you may have updated the Inventory to reflect these within your Private Library. If you have done so then your Check-Out report will show these comments. Otherwise, you will need to take along your original hard copy of the Inventory, including any hand-written tenant comments, so that it can be considered when comparing to the Check-Out condition.

Arrange the Check-Out appointment for no later than 24-hours after the final day of the tenancy. The timing of this is important so that the Tenant cannot later say that variances in condition occurred after he/she/they had left the property.

Try, wherever possible, to conduct the Check-Out during daylight hours, simply because this means that you can see as much of the property in natural light as possible.

See example 7 illustrating an extract from a Check-Out Report with handwritten comments made.

9. Conducting a Check-Out (continued)

Follow a set pattern of procedures for the Check-Out, for example:

1. Take back the keys
2. Read the meters
3. Obtain the Tenant's forwarding address (if you have not already got this)
4. Go through the Check-Out report, room by room and item by item, reviewing the current condition and comparing it to the Inventory condition. Where you discover something that is either missing or damaged, use the relevant comments box to detail this. You should write up any comments, even if they are genuine Wear and Tear, although in such case, you should make a FW&T (fair wear & tear) note alongside. If the damage is more than FW&T, discuss this with the Tenant and make accurate notes.
5. Provided your Tenant attends the Check-Out, make sure that both his/her/their copy of the Check-Out report are marked up
6. Provided your Tenant attends the Check-Out, make sure that they sign both copies of the document

NOTE: If your Tenant fails to attend the Check-Out appointment, you should complete the Check-Out report as detailed above and then send the Tenant a copy of it as soon as possible, provided that he/she has left you a forwarding address.

Take dated photographs of any damage and save these because they may be needed later in the event of a dispute.

You can use your Check-Out notes to update the Inventory in your own Private Library of InventoriesRus™, meaning that you can then more quickly prepare the Inventory for the next Tenant who will move into the property.

10. Amendments to Inventory during the lifetime of a Tenancy

From time to time, during a tenancy, it becomes necessary to make amendments to the Property, perhaps redecorating a room or rooms or fitting a new carpet. In such case, you need to be able to reflect these changes as an amendment to the Inventory. In order to do so, you should follow the following Steps:

Step 1

Print off a copy of the 'Amendment to Inventory Form' from our website (in duplicate, one for you and one for the tenant). Write the property address onto the forms, along with the date of the original Inventory and the date the amendments are being recorded (i.e. today's date)

Step 2

In each row, write which Room within the Property each change applies to (i.e. Living Room) and also the original Inventory Item Number (i.e. if in the original Inventory, the Walls in the Living Room were item 10, then this is the number you should note down). If, however, the 'Addition' is a new item, which was not recorded in the Inventory (i.e. you are adding a gas fire where one did not previously exist) then give this item the next sequential number (i.e. if the last item number in the Inventory was 72, then this gas fire should be item 73). You should complete the form in duplicate, one for the tenant and one for you.

Step 3

Tick which of the Condition and Cleanliness references adequately refers to the Amendment and make written Notes, in exactly the same way you did when originally making your Inventory Notes. Make sure that you accurately record the conditions and details because you need to get the tenant to sign that he/she/they agree to your description. Take dated photographs to support your written comments.

Step 4

Both you and the tenant(s) need to sign the Amendment forms and you each retain a copy to be kept with the original Inventory.

REMINDER: A unique feature of the InventoriesRus™ facility is that, once you have agreed the Amendments with your tenant you can amend the property information within your library (i.e. they have signed the Amendment Form), you can amend your Inventory within your own Private Library to reflect the amendments. This means that, when you produce the Check-Out Report, the amendments will already be reflected in this. However, if amending the Inventory within your Private Library, DO NOT lose the original signed Inventory or Amendment forms as you may need to rely on them if there is ever a Dispute.

Blank Inventories Notes Form (cover sheet)

(to be used when taking inspection notes of your property, prior to transposing to the on-line Inventory facility)



Property..... **FLAT 6, 20 EAST STREET, LEEDS LS12 1LS**

Date Notes Taken..... **16/7/09**

Property Type..... **2 BED FURNISHED FLAT**

Notes Taken By..... **S.C.**

| Summary Status of Property (further details may be provided in Inventory comments regarding item) | | YES/NO or N/A |
|--|--|------------------|
| Fridge/Freezer Clean | | YES |
| Freezer defrosted | | YES |
| Cooker and Oven clean | | YES |
| Property clear of all garbage | | YES |
| Telephone connected | | NO |
| Heating system left ON | | YES |
| All Doors & Windows working | | YES |
| Which Keys provided (i.e front door, back door etc) | Yale/Mo/Chubb/Other (if applicable) | Number |
| ENTRANCE HALL | YALE | 2 |
| FRONT DOOR | YALE | 2 |
| FRONT DOOR | CHUBB | 2 |
| | | |
| Parking permit | YES | 1 |
| Manuals provided with Property | | |
| HEATING SYSTEM, COOKER, HOB, FRIDGE. | | |

| Utilities | |
|--------------------------------|--------------------------|
| Gas supplier: | N/A |
| Gas reading: | N/A |
| Location of gas meter: | N/A |
| Electric supplier: | N-POWER |
| Electric reading: | 123456 |
| Location of electric meter: | INSIDE CUPBOARDS IN HALL |
| Water supplier: | YORKSHIRE WATER |
| Water reading (if applicable): | 7891011 |
| Location of water meter: | IN HALL CUPBOARDS |
| Location of water stop-cock: | UNDER KITCHEN SINK. |

LEGEND OF TERMS TO BE USED REGARDING PROPERTY CONDITION WITHIN THIS INVENTORY

PROPERTY CONDITION (abbreviations in brackets)

NEW CONDITION (New): Items/Walls/Floor Coverings/Fixtures which are new/redecorated/without any visible fault

GOOD CONDITION (Good): Items/Walls/Floor Coverings/Fixtures which are in good condition but with minor signs of wear, paint chips, or marks which are consistent with average usage of not more than 2 or 3 years fair wear and tear

REASONABLE CONDITION (Reasonable): Items/Walls/Floor Coverings/Fixtures which are functional and sound but show signs of wear through usage, such as walls having a number of paint chips or marks throughout

POOR CONDITION (Poor): Items/Walls/Floor Coverings/Fixtures which are heavily marked or worn and where their function may be questionable

CLEANING CONDITION (abbreviations in brackets)

PROFESSIONALLY CLEANED (Prof. Clean): Where a room and/or the items in the room have been cleaned professionally and correctly prior to the new tenancy

GOOD CLEAN CONDITION & SUITABLE FOR OCCUPATION (Good Clean): Where a room and/or the items in the room have been cleaned before the tenancy commenced but, unlike a professional clean, certain items, such as skirting boards, may not have been washed and/or wiped down and carpets may not have been shampooed. Nevertheless, the room and the items in it should be considered clean and tidy.

HAS NOT BEEN CLEANED PRIOR TO NEW OCCUPATION (Not Cleaned): Where a room and/or the items in the room have not been cleaned prior to a new tenancy. In such cases, any marks showing on carpets, curtains or other items should be detailed in the comments section

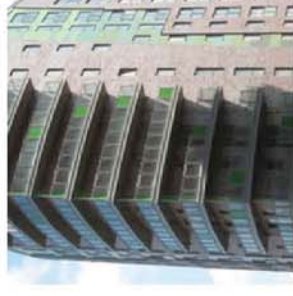
Blank Inventories Notes Form (to be used when taking inspection Notes of Property)

(Photocopy more copies of this page, as required)

Property: FLAT 6, 20 EAST ST., LEEDS Room: HALL / LANDING Date: 17/7/09

| FEATURE | CONDITION | CLEANLINESS | COMMENTS |
|------------------|--|--|--|
| DOORS | <input checked="" type="checkbox"/> New Condition <input type="checkbox"/> Good Condition <input type="checkbox"/> Reasonable Condition <input type="checkbox"/> Poor Condition | <input checked="" type="checkbox"/> Professionally Cleaned <input type="checkbox"/> Good Clean Condition <input type="checkbox"/> Has not been Cleaned | DOORS IN TIMBER - STAINED, LIGHT OAK. NO MARKS OR DAMAGE |
| WALLS | <input checked="" type="checkbox"/> New Condition <input type="checkbox"/> Good Condition <input type="checkbox"/> Reasonable Condition <input type="checkbox"/> Poor Condition | <input checked="" type="checkbox"/> Professionally Cleaned <input type="checkbox"/> Good Clean Condition <input type="checkbox"/> Has not been Cleaned | WALLS ALL FRESHLY PAINTED WHITE NO MARKS OR DAMAGE |
| CEILING | <input checked="" type="checkbox"/> New Condition <input type="checkbox"/> Good Condition <input type="checkbox"/> Reasonable Condition <input type="checkbox"/> Poor Condition | <input checked="" type="checkbox"/> Professionally Cleaned <input type="checkbox"/> Good Clean Condition <input type="checkbox"/> Has not been Cleaned | CEILING FRESHLY PAINTED WHITE NO MARKS OR DAMAGE |
| SKIRTINGS | <input checked="" type="checkbox"/> New Condition <input type="checkbox"/> Good Condition <input type="checkbox"/> Reasonable Condition <input type="checkbox"/> Poor Condition | <input checked="" type="checkbox"/> Professionally Cleaned <input type="checkbox"/> Good Clean Condition <input type="checkbox"/> Has not been Cleaned | TIMBER PAINTED WHITE. OF FRONT SMALL CHIP TO R.H.S. OF FRONT DOOR - OTHERWISE, NO MARKS OR DAMAGE. |
| FLOORING | <input checked="" type="checkbox"/> New Condition <input type="checkbox"/> Good Condition <input type="checkbox"/> Reasonable Condition <input type="checkbox"/> Poor Condition | <input checked="" type="checkbox"/> Professionally Cleaned <input type="checkbox"/> Good Clean Condition <input type="checkbox"/> Has not been Cleaned | BEECH LAMINATE NO MARKS OR DAMAGE |
| RADIATOR | <input checked="" type="checkbox"/> New Condition <input type="checkbox"/> Good Condition <input type="checkbox"/> Reasonable Condition <input type="checkbox"/> Poor Condition | <input checked="" type="checkbox"/> Professionally Cleaned <input type="checkbox"/> Good Clean Condition <input type="checkbox"/> Has not been Cleaned | NEW SHUMLINE ELECTRIC HEATER - WALL MOUNTED - TIMER AND THERMOSTAT BUILT IN. NO DAMAGE. |
| LIGHT FITTING | <input checked="" type="checkbox"/> New Condition <input type="checkbox"/> Good Condition <input type="checkbox"/> Reasonable Condition <input type="checkbox"/> Poor Condition | <input checked="" type="checkbox"/> Professionally Cleaned <input type="checkbox"/> Good Clean Condition <input type="checkbox"/> Has not been Cleaned | 2. PLASTIC SWITCHES. R.H.S. OF FRONT DOOR + R.H.S. OF LIVING ROOM DOOR - 1 PLASTIC SOCKET ADJACENT TO RADIATOR - ALL PASTINE. |

| | | | |
|-----------------------|---|--------------------|----------|
| Property | Flat 6, 20 East Street, Leeds, West Yorkshire, LS12 1LS | | |
| Agent/Landlord | Simon Cutting, YO43 3JD | | |
| Date | 17/07/2009 | Term of AST | 6 Months |
| Tenant Names | Mr Eroll Flynn | | |



Throughout the Report where there is no reference to cleanliness and no additional comments added by either party, there is an assumption that there are no cleanliness issues.

Unless damage is noted by either party, there is no issue with damage at all or the working condition of items.

Where lights or light fittings or any electrical item are mentioned, there is an assumption that they are working unless otherwise noted by either party.

If smoke alarms are fitted, they are mentioned in the specifications of the pertinent rooms.

LEGEND OF TERMS TO BE USED REGARDING PROPERTY CONDITION WITHIN THIS INVENTORY

PROPERTY CONDITION

NEW CONDITION (abbreviated to 'New'): Items/Walls/Floor Coverings/Fixtures which are new / redecorated / without any visible fault

GOOD CONDITION (abbreviated to 'Good'): Items/Walls/Floor Coverings/Fixtures which are in good condition, but with minor signs of wear, paint chips, or marks which are consistent with average usage of not more than 2 or 3 years fair wear and tear.

REASONABLE CONDITION (abbreviated to 'Reasonable'): Items/Walls/Floor Coverings/Fixtures which are functional and sound, but show signs of wear through age or usage, such as walls having a number of paint chips or marks throughout.

POOR CONDITION (abbreviated to 'Poor'): Items/Walls/Floor Coverings/Fixtures which are heavily marked or worn and where their function may be questionable.

CLEANING CONDITION

PROFESSIONALLY CLEANED (abbreviated to 'Prof Clean'): Where a room and/or the items in the room have been cleaned professionally and correctly prior to the new tenancy.

GOOD CLEAN CONDITION & SUITABLE FOR OCCUPATION (abbreviated to 'Good Clean'): Where a room and/or the items in the room have been cleaned before the tenancy commenced but, unlike a professional clean, certain items, such as skirting boards, might not have been washed and/or wiped down and carpets may not have been shampooed. Nevertheless, the room and the items in it should be considered clean and tidy.

HAS NOT BEEN CLEANED PRIOR TO NEW OCCUPATION (abbreviated to 'Not Cleaned'): Where a room and/or the items in the room have not been cleaned prior to a new tenancy. In such cases, any marks showing on carpets, curtains or other items should be detailed in the comments section.

Basic information regarding Property

| Summary Status of Property (Further Details May Be Provided in Inventory Comments Regarding Item) | Yes/No |
|---|--------|
| Fridge/Freezer clean | Yes |
| Freezer defrosted | Yes |
| Cooker and Oven clean | Yes |
| Property clear of all garbage | Yes |
| Telephone connected | No |
| Heating system left ON | Yes |
| All Doors & Windows working | Yes |

| Keys Provided With Property | Lock Vendor | Number |
|-----------------------------|---------------------|--------|
| Front door | Yale | 2 |
| Back door | N/A | |
| Side door | N/A | |
| Garage | N/A | |
| Other (bin store etc) | Front entrance/Yale | 2 |
| Parking permit | Parking Permit | 1 |

| Manuals provided with Property |
|---|
| Electric heating system, cooker, hob, fridge, freezer |

| UTILITY | |
|-------------------------------|-----------------------|
| Gas Supplier | N/A |
| Gas Reading | N/A |
| Location of gas meter | N/A |
| Electric Supplier | N-Power |
| Electric Reading | 123456 |
| Location of electric meter | In hall cupboard |
| Water Supplier | Yorkshire Water |
| Water reading (if applicable) | 7891011 |
| Location of water meter | Under sink in kitchen |
| Location of water stock-cock | Under sink in kitchen |

Living Room 1

| Feature | Condition | Cleanliness | Other Comments | Tenants Comments (BLOCK) at Check-in or within 7-days of Check-in |
|--------------------|-----------|-------------|--|---|
| 12) Doors | New | Prof Clean | Door from hallway is timber stained in light oak finish. No chips or marks. French windows are grey metal double glazed. Slight scratch, 12" long, on bottom left hand door. No other marks. | |
| 13) Walls | New | Prof Clean | Walls freshly painted white. No visible marks. | |
| 14) Ceiling | New | Prof Clean | Ceiling freshly painted white. No visible marks. | |
| 15) Skirtings | New | Prof Clean | Skirting boards are in timber, painted white. No visible marks. | |
| 16) Floor Covering | New | Prof Clean | Floor is laminate in Beech effect. No marks or defects, except for black scratch/mark 8" long on right hand side of sofa. | |



TENANT 1 ✖

TENANT 2 ✖

TENANT 3 ✖

TENANT 4 ✖

TENANT 5 ✖

TENANT 6 ✖

LANDLORD ✖

Tenant(s) and Landlord to initial above. NOTE:- If Tenant has made comments at Check-in or within 7-days of it (and landlord agrees), Landlord should sign and NOT initial this page.

Sample of extract from Inventory, with Tenant's comments at Check-In

Property: Flat 6, 20 East Street, Leeds, West Yorkshire, LS12 1LS (17/7/2009)

Landlord/Agent: Simon Cutting, YO43 3JD

Living Room 1

| Feature | Condition | Cleanliness | Other Comments | Tenants Comments (BLOCK) at Check-in or within 7-days of Check-in |
|--------------------|-----------|-------------|--|---|
| 12) Doors | New | Prof Clean | Door from hallway is timber stained in light oak finish. No chips or marks. French windows are grey metal double glazed. Slight scratch, 12" long, on bottom left hand door. No other marks. | |
| 13) Walls | New | Prof Clean | Walls freshly painted white. No visible marks. | TENANT NOTED SCUFF MARK ON WALL BEHIND SOFA. |
| 14) Ceiling | New | Prof Clean | Ceiling freshly painted white. No visible marks. | |
| 15) Skirtings | New | Prof Clean | Skirting boards are in timber, painted white. No visible marks. | |
| 16) Floor Covering | New | Prof Clean | Floor is laminate in Beech effect. No marks or defects, except for black scratch/mark 8" long on right hand side of sofa. | TENANT NOTED EDGING TRIM MISSING UNDER FRENCH WINDOWS. |



TENANT 1 ☒

TENANT 2 ☒

TENANT 3 ☒

TENANT 4 ☒

TENANT 5 ☒

TENANT 6 ☒

LANDLORD ☒

[Signature]

Tenant(s) and Landlord to initial above. NOTE:- If Tenant has made comments at Check-in or within 7-days of it (and landlord agrees), Landlord should sign and NOT initial this page.

Hall/Landing

Please tick appropriate condition/cleanliness in right hand box. Check-in condition/cleanliness is indicated with an 'x'

| Feature | Condition | In | Out | Cleanliness | In | Out | Inventory Comments | Check Out Comments |
|-------------------|-----------------------------------|----|-------------------------------------|---|----|-------------------------------------|---|--|
| 1) Doors | New Good Reasonable Poor | x | <input checked="" type="checkbox"/> | Prof Clean Good Clean Not Cleaned | x | <input checked="" type="checkbox"/> | Front door and doors to rooms off hallway all in timber, stained in a light oak finish. No visible marks or damage. | OK |
| 2) Walls | New Good Reasonable Poor | x | <input checked="" type="checkbox"/> | Prof Clean Good Clean Not Cleaned | x | <input checked="" type="checkbox"/> | Walls have been freshly painted white. There are no marks. | COUPLE OF MARKS ON LHS PAINT - CONSISTENT WITH LATE WORK |
| 3) Ceiling | New Good Reasonable Poor | x | <input checked="" type="checkbox"/> | Prof Clean Good Clean Not Cleaned | x | <input checked="" type="checkbox"/> | Ceiling has been freshly painted white. There are no marks. | OK |
| 4) Skirtings | New Good Reasonable Poor | x | <input checked="" type="checkbox"/> | Prof Clean Good Clean Not Cleaned | x | <input checked="" type="checkbox"/> | Skirting boards are timber, painted white. No visible marks, except for one small chip to right hand side of front door. | AUSTIN SKIRTINGS PAINT SAME NEW WITH BIRCH FINISH |
| 5) Floor Covering | New Good Reasonable Poor | x | <input checked="" type="checkbox"/> | Prof Clean Good Clean Not Cleaned | x | <input checked="" type="checkbox"/> | New laminate flooring in Beech effect. No visible marks. | OK |
| 6) Radiators | New Good Reasonable Poor | x | <input checked="" type="checkbox"/> | Prof Clean Good Clean Not Cleaned | x | <input checked="" type="checkbox"/> | New slimline electric heater, wall mounted, with timer and thermostat. No marks or damages. | OK |
| 7) Light fittings | New Good Reasonable Poor | x | <input checked="" type="checkbox"/> | Prof Clean Good Clean Not Cleaned | x | <input checked="" type="checkbox"/> | 6 - low voltage ceiling lights. The one adjacent to the Living Room is not working. Otherwise, all in good working order. | OK |

NOTE - Where there are issues of Cleanliness, Damage or Condition - Ensure you take dated photographs.

TENANT 1 

TENANT 2 ☒

TENANT 3 ☒

TENANT 4 ☒

TENANT 5 ☒

TENANT 6 ☒

LANDLORD 

Tenant(s) (if present) and Landlord or Landlord's agent should initial above.

Amendments to Inventory condition during the lifetime of a Tenancy

(photocopy more copies of this page, as required)

Property **FLAT 6, 20 EAST ST, LEAS** Date of original Inventory **17/7/09** Date amendments made **11/08/09**

| FEATURE | | CONDITION | CLEANLINESS | COMMENTS REGARDING AMENDMENTS MADE | |
|---|------------------|----------------------|-------------------------------------|-------------------------------------|---|
| Room | HALL | New Condition | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | LANDLORD HAS AGREED TO TENANT PAINTING WALLS IN BUTTERMILK EMULSION. |
| Inventory item No. (give a new sequential item no. if additional to original inventory) | 2. | Good Condition | <input type="checkbox"/> | <input type="checkbox"/> | |
| Item | WALLS | Reasonable Condition | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Poor Condition | <input type="checkbox"/> | <input type="checkbox"/> | |
| Room | LIVING ROOM. | New Condition | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | LANDLORD HAS AGREED TO TENANT PAINTING WALLS IN BUTTERMILK EMULSION. |
| Inventory item No. (give a new sequential item no. if additional to original inventory) | 13. | Good Condition | <input type="checkbox"/> | <input type="checkbox"/> | |
| Item | WALLS | Reasonable Condition | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Poor Condition | <input type="checkbox"/> | <input type="checkbox"/> | |
| Room | BEDROOM | New Condition | <input type="checkbox"/> | <input type="checkbox"/> | CHEST OF DRAWERS PROVIDED AT TENANT'S REQUEST - IN TIMBER DARK STAIN - SLIGHT 6" SCRATCH TO TOP SURFACE. NO OTHER MARKS |
| Inventory item No. (give a new sequential item no. if additional to original inventory) | 86 | Good Condition | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Item | CHEST OF DRAWERS | Reasonable Condition | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Poor Condition | <input type="checkbox"/> | <input type="checkbox"/> | |
| Room | | New Condition | <input type="checkbox"/> | <input type="checkbox"/> | Note: this is a new item, not detailed in the original Inventory, so it has been given the next sequential number (i.e. the last number in the Inventory list was 85) |
| Inventory item No. (give a new sequential item no. if additional to original inventory) | | Good Condition | <input type="checkbox"/> | <input type="checkbox"/> | |
| Item | | Reasonable Condition | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | Poor Condition | <input type="checkbox"/> | <input type="checkbox"/> | |

NOTE - Take dated photographs to support information detailed above

Tenant 1 ☒ Tenant 2 ☒ Tenant 3 ☒ Tenant 4 ☒ Tenant 5 ☒ Tenant 6 ☒ Landlord ☒

Tenant(s) and Landlord (or Landlord's agent) should sign above

