



GENERAL NOTES

Lets Inventory request you take the time to read through the following 'Notes & Conditions' on the following pages as these are intended to be a helpful and informative guide to Landlord, Managing Agent and Tenant.

The Inventory and the Check In report are essentially binding legal documents that provide an accurate written record of the condition of the décor and the contents of a property at commencement of tenancy. These are the documents against which the subsequent Check Out report is made at the end of tenancy.

Lets Inventory act as an independent body and will avoid unnecessary criticism or derogatory comment when compiling or checking an Inventory and can only report on matters 'as seen' rather than those reported by hearsay. Each report is produced by Lets Inventory following our independent impartial inspection of a property at a given time.

Please see the following Notes in respect of our Terms and Conditions.

NOTES & CONDITIONS FOR COMPILING THE 'INVENTORY'

- This Inventory covers the premises and its contents. It is a record of furniture, fixtures and fittings. It is not intended as a report for valuation purposes concerning the premises and its contents. In a case of dispute in respect of items of antique value, expert advice should be sought. Lets Inventory are not specialists in gardens, plants, home furnishings, pictures, light and electrical appliances, machinery and other similar items. Comments made are done so in layperson terms only.
- This Inventory only extends to parts of the premises readily accessible. Attics and cupboards full of items that are not relevant to this Inventory are specifically excluded. Nor will the compiler undertake the following:
 - to search in inaccessible places
 - to search through overcrowded drawers or cupboards
 - undertake to move heavy items of furniture including mattresses, bed frames, large sofas/chairs and electrical appliances such as washing machines, dishwashers, ovens, fridges etc.
 - ascending any ladders, stools etc to gain height
- Unless the Inventory has been carried out during daylight hours, the garden and exterior of the premises have not been inspected.
- This Inventory has been prepared on the basis that unless otherwise stated an item is free from obvious soiling, defects or damage.
- This Inventory assumes that all furnishings & fabrics within the premises accord with current legislation; it is the responsibility of the Landlord to provide any certification on demand.
- This Inventory assumes that any smoke alarms or carbon monoxide detectors have been correctly fitted in accordance with any regulations in force at the time of the Inventory being prepared or at Check In.
- Unless specifically agreed before the compilation of this Inventory, collections of books, records, compact discs, video tapes and other similar items have not been individually itemised.
- Towels, bed linen and other similar items will only be inspected if, in our opinion, they have been laundered and have been left in neat and tidy order. Miscellaneous or non-matching items of linen will not be individually itemised.
- All electrical items are to be considered complete with plugs, bulbs and flexes etc, unless specified otherwise. Lighting, electrical appliances, machinery and other items have only been tested where practical and in any event for power only. All electrical items will be assumed to be in working order unless otherwise stated.
- Any relevant Energy Performance Certificate (EPC), Gas Care or safety certificates will be provided by the Landlord or the Managing Agent to the Tenant(s) in accordance with current legislation.

NOTES & CONDITIONS FOR COMMENCEMENT OF TENANCY - THE 'CHECK IN'

- As with the Inventory, the Check In report will be prepared on the basis that unless otherwise stated an item is free from obvious soiling, defects or damage; lighting, electrical appliances, machinery and other items have only been tested where practical and in any event for power only. The Check In report may be incorporated within the Inventory or may be a separate document.
- The Check In report will be based on the working copy of the original inventory provided at Check In. The report will cover the premises and its contents previously recorded on the Inventory only.
- Please note that for Check In, a property is considered NOT ready for inspection if it has been left in an unclean, unkempt and/or untidy condition. The property is also considered NOT ready for Check In inspection if any packers, removal and cleaning operatives are still on site or if the Landlord or previous Tenants are still in occupation. Therefore, under these circumstances, it is deemed Lets Inventory's right to levy a full fee at cost to Landlord/Managing Agent with a new Check In inspection appointment to be made at a time convenient to Lets Inventory.
- Lets Inventory shall take the utility meter readings at Check In, **if easily accessible**. However, the Tenant will need to arrange for the utilities to be put into his/her name. Responsibility for the reading of the meters ultimately rests with the Landlord. Lets Inventory are not responsible for any discrepancies in meter readings.
- Lets Inventory can accept no liability for any errors or omissions from an Inventory not compiled by themselves; nor will they undertake to re-type an Inventory not compiled by themselves.
- It is the responsibility of the Landlord to comply with the requirements of Health and Safety and such other legislation that may relate to the letting of the property; to provide an annual Gas Safe certificate and an Energy Performance Certificate (EPC); to ensure furniture and furnishings are fire safe; to ensure that the electrical system and appliances are in safe working order; and also to ensure that all smoke and carbon monoxide detectors are compliant in respect of location and type.
- All smoke and carbon monoxide detectors will be deemed to have been tested and in full working order at the time of letting and/or marketing of the property. Lets Inventory will conduct push button testing of items at the time of the Check In inspection, where possible, and for power supply (green light) and/or sound emitted; this should not be interpreted to mean that these items are in fully working order as Lets Inventory are not qualified to comment on whether the detectors are in fully working order or not. Please refer to current Government legislation and recommendations.
- **Please note that the Tenant has 10 days from commencement of tenancy to notify the Landlord and/or Managing Agent if there are any disagreements with any of the contents and comments contained within the Inventory and/or Check In report otherwise the documentation will be deemed accurate. The timescales allowed will be clarified within the Tenancy Agreement.**

List of common abbreviations used by Inventory providers:

AN	As new	MCA	Marks commensurate with age
BOG	Burnt on grease	NCI	Not closely inspected
DUP	Defects under paintwork	NFC	Not freshly cleaned
FWT	Fair wear and tear	NS	Not seen
GCUO	Good clean used order	NT	Not tested
IWO – NW	In working order - not working	NUSM	Normal usage scratch marks
LHS – RHS	Left hand side – right hand side	PO	Poor order
LL – ML – HL	Low level – mid level – high level	STA	See Tenancy Agreement

NOTES & CONDITIONS FOR TERMINATION OF TENANCY – THE ‘CHECK OUT’

- On termination of tenancy, legally, you are obliged to leave the Fixtures, Furniture and Chattels at the end of the term and to return possession of the Premises to the Landlord, leaving the Premises in the state in which the Tenancy Agreement requires. You are requested to leave the property as it was found at the beginning of the tenancy so as to reduce the cost of any dilapidations claim and the associated delays involved with returning the property to its original state.
- The Inventory and Check In are re-checked on the termination of tenancy and our findings will be reported to the Instructing Principal.
- Please note that for Check Out, a property is considered NOT ready inspection if it has been left in an unclean, unkempt and/or untidy condition. The property is also considered NOT ready for final inspection if any packers, removal and cleaning operatives are still on site or if the Tenants are still in occupation or if there are complications in access, outside Lets Inventory’s control. Therefore, under these circumstances, it is deemed Lets Inventory’s right to levy a full fee at cost to Tenant with a new Check Out inspection appointment to be made at a time convenient to Lets Inventory.
- The property should be professionally cleaned (including carpets and curtains) BEFORE the Check Out as, and if the property requires cleaning or items need replacing, this will delay deposit monies being returned. Depending on the terms and conditions of the Tenant’s contract the Tenant may be obliged to clean the carpets, curtains, upholstery, windows & have the chimneys swept regardless of what has been stated in the Check Out report. This will be clarified within the Tenancy Agreement.
- The contents should be re-instated to their original places as listed within the original Inventory for Check Out otherwise an additional search fee will be applied. Every effort will be made to locate missing items but if these are not found, the responsibility rests solely with the outgoing Tenant. Similarly, any items packed up or stored during tenancy, should be returned in clean, neat order as listed within the Inventory. Lets Inventory will NOT undertake to unpack or search through stored items or to move heavy items of furniture or appliances; any necessary re-visit cost will be charged to the Tenant.
- Please ensure all keys are handed over at or prior to Check Out and that all window locks/keys and security grill locks/keys are left in the property, otherwise the Landlord/Managing Agent will be obliged to bill you for change of locks.
- Lets Inventory shall take the utility meter readings at Check Out, **if easily accessible**. However, the Tenant will need to arrange for their names to be removed from each utility company’s records in respect of the let property and the residual bills to be forwarded to their new address. If the Tenant has changed suppliers during tenancy, please notify the Landlord immediately. The responsibility for the taking of meter readings lies ultimately with the Landlord. Lets Inventory are not responsible for any discrepancies in meter readings.
- The additional use of picture hooks, nails, BluTack etc is NOT permitted unless expressly allowed by the Landlord within the Tenancy Agreement otherwise a contribution will be expected in respect of any redecoration and making good any damage caused by the Tenant.
- During tenancy, any defects to the décor or to appliances should be reported immediately to the Landlord/Agent as any unreported instance could lead to a compensation claim to be made against the Tenant.
- Following Check Out, the Landlord or Managing Agent will price up the cost of dilapidations and compile a balance deposit statement, which will be forwarded to the Tenant. Any costing of this nature in respect of damage and replacement value is outside the remit of Lets Inventory.