

Check-out Inventory Report



2 Brighton Street, Brighton, East
Sussex, England, BN1 1AB

TENANT NAME

TENANCY TYPE

Single

REPORT CONFIRMED BY
Inger Sanders

TENANCY END DATE
11/03/2020

PROPERTY VISIT DATE
11/03/2020

PREPARED ON BEHALF OF
Lemon Lettings

Telephone: 01237
978208

This report contains



Check-out Inventory details: Record of appliance manuals (if any present); Record of key handover; Record of meter readings (where accessible).



Detailed descriptions and schedule of condition and cleanliness for all fixtures and fittings.



Disclaimer and check-out guidance details.

Maintenance Action Required

Name	Status
Entrance and Living room	
Windows and Sills	! Tenant responsibility 🔄 Clean
Walls	🔧 Landlord responsibility 🔄 Repair
Radiator	! Tenant responsibility 🔄 Clean
Bedroom	

Name	Status
Walls	! Tenant responsibility 🛠️ Repair 🧹 Clean
Floor	! Tenant responsibility 🧹 Clean
Skirting Board	! Tenant responsibility 🧹 Clean
Radiator	! Tenant responsibility 🧹 Clean
Fireplace	! Tenant responsibility 🧹 Clean
Kitchen	
Door (Internal)	! Tenant responsibility 🧹 Clean
Patio Doors	! Tenant responsibility 🧹 Clean
Windows and Sills	! Tenant responsibility 🛠️ Repair 🧹 Clean
Walls	! Tenant responsibility 🛠️ Repair 🧹 Clean
Floor	! Tenant responsibility 🛠️ Repair 🧹 Clean
Radiator	! Tenant responsibility 🧹 Clean
Kitchen Sink	! Tenant responsibility 🧹 Clean
Kitchen Worksurfaces	! Tenant responsibility 🛠️ Repair
Kitchen Cupboards/Units	! Tenant responsibility 🛠️ Repair 🧹 Clean
Lower ground Study	
Windows and Sills	👤 Landlord responsibility 🛠️ Repair
Wall	👤 Landlord responsibility 🛠️ Repair
Floor	! Tenant responsibility 🧹 Clean
Skirting Board	! Tenant responsibility 🧹 Clean
Light Fittings	! Tenant responsibility 🧹 Clean
Bathroom	
Door (Internal)	! Tenant responsibility 🛠️ Repair 🧹 Clean
Windows and Sills	! Tenant responsibility 🧹 Clean
Walls	👤 Landlord responsibility 🛠️ Repair
Floor	! Tenant responsibility 🧹 Clean
Skirting Board	! Tenant responsibility 🧹 Clean
Light Fittings	! Tenant responsibility 🧹 Clean
Bath	! Tenant responsibility 🧹 Clean
Toilet	! Tenant responsibility 🧹 Clean
Items	! Tenant responsibility 🧹 Clean
Patio at back	
Overview (External)	! Tenant responsibility 🧹 Clean

Report Information

There are 2 smoke alarms and 1 Carbon monoxide alarm in the property. All heard working at check-Out.

Glossary of Terms

For guidance, please find a glossary of terms used within this report:

Condition

Very Poor: Extensively damaged/faulty. Examples: large stains; upholstery torn; very dirty.

Poor: Extensive signs of wear and tear. Examples: stains/marks/tears/chips.

Fair: Signs of age. Examples: frayed; small light stains/marks; discolouration.

Good: Signs of slight wear. Examples: generally lightly worn.

New Item: Still in wrapper or with new tags/labels attached. Recently purchased, installed or decorated.

Cleanliness

Very Poor: Not cleaned. Requires cleaning to a good or excellent standard.

Poor: Item dusty or dirty. Requires further cleaning to either good or excellent standard.

Fair: Evidence of some cleaning, but signs of dust or marks.

Good: Item cleaned and free of loose dirt.

Excellent: Item immaculate, sparkling and dust free.

Photo Terms

Captured (external device)

The date provided by the image file itself, usually set by the device that captured it.

Captured (via App)

The date a photo was taken within the platform mobile App. This is a more reliable source than the above.







Captured (certified by inspector)

The date a photo was taken according to the inspector (defaulting to the inspection date).

Added

The date on which the photo was added to the platform.

Status Icons

-  Changed since the last report.
-  Disagreed by tenant
-  Repair
-  Beyond fair wear and tear
-  Replace
-  Missing



Schedule of Cleanliness and Condition

General Overview

Room/Space	Description	Condition	Cleanliness	Photos
Entrance and Living room	Consistent with age Grubby window frame, dusty radiator. Bubbling paint to 1 corner-needs investigating.	● Fair	● Fair	📷 4 photos
Bedroom	Worn/Tired Stains to carpet. Dusty skirting, mantel piece and radiator. Otherwise as inventory.	● Fair	● Fair	📷 4 photos
Kitchen	Worn/Tired Dusty and grubby to wood work, units and floor. Floor heavily chipped in places, Skirting damaged by rot by bathroom entrance.	● Fair	● Poor	📷 4 photos
Lower ground Study	Mould/mildew stain to front wall. Paint bubbling and flaking to recess by window. Carpet stained and dusty/debris. Skirting dusty. Otherwise as inventory.	● Fair	● Poor	📷 5 photos
Bathroom	Worn/Tired Toilet and bathtub stained and grubby. Floor slightly grubby/dusty. Stains to door exterior. Otherwise as inventory.	● Fair	● Fair	📷 7 photos
Patio at back		● Poor	● Poor	📷 5 photos
	Information provided by inspector: Weed growth in between tiles and at edges. Rubbish left.			
⚠ Tenant responsibility		🧹 Clean		



Check-out Inventory Details

Check-out Inventory Procedures

Keys photographed, tested & handed over

NO

Appliance manuals photographed & handed over

NO

All tenant items, rubbish & food removed

NO

Doors and windows locked before exit

YES

Action Required by Tenant

N/A

Action Required by Landlord

N/A



Utility Details

Gas Check

Meter Serial	Meter Supplier	Meter Location
L1656974945M	N/A	Other – see 'Utility Notes'

Electricity Check

Meter Serial	Meter Supplier	Meter Location
S9353535	N/A	Other – see 'Utility Notes'

Water Check

Meter Serial	Meter Supplier	Meter Location
N/A	N/A	N/A

Utility Readings

	Gas	Electricity	Water
11/03/2020	£6.87	£6.16	N/A

Utility Notes

Meters located in builtin cupboards in basement/study area.










Utility Photos



Provided by	Inspector
Captured (via App):	11/03/2020 11:01 AM
Added	11/03/2020

Room Details

The small thumbnail images in this section can be used as a reference point. **Larger copies** of these images can be found in the **'Room Image Library'** section towards the end of this report.

Entrance and Living room				
Item	Description	Condition	Cleanliness	Photos
Windows and Sills 1.1		● Fair	● Poor	 2 photos
	Information provided by inspector: Frame is slightly grubby and dusty. Venetian blind clean and working.			
	! Tenant responsibility  Clean			
Walls 1.2		● Fair	● Good	 2 photos
	Information provided by inspector: Paint bubbling RHS of window. Water ingress damage? Needs investigating. Slightly scuffed by entrance-consistent with normal wear and tear.			
	🔧 Landlord responsibility  Repair			
Light Fittings 1.3	Bulb seen working	● Good	● Good	 N/A
Radiator 1.4		● Good	● Poor	 2 photos
	Information provided by inspector: Dusty to top and front.			
	! Tenant responsibility  Clean			
Safety 1.5	Smoke alarm heard working	● Good	● Good	 N/A
General Overview 1.6	Consistent with age Grubby window frame, dusty radiator. Bubbling paint to 1 corner-needs investigating.	● Fair	● Fair	 4 photos

Entrance and Living room Photos

Windows and Sills



Provided by	Inspector
Captured (via App):	11/03/2020 11:14 AM
Added	11/03/2020



Provided by	Inspector
Captured (via App):	11/03/2020 11:14 AM
Added	11/03/2020

Walls

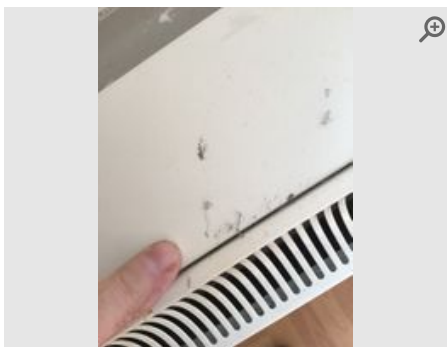


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Added	11/03/2020

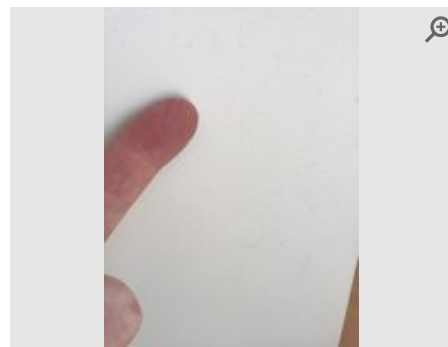


Provided by	Inspector
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Radiator

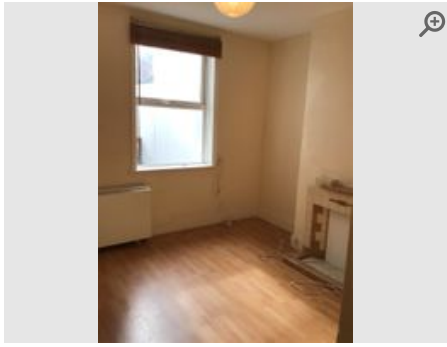


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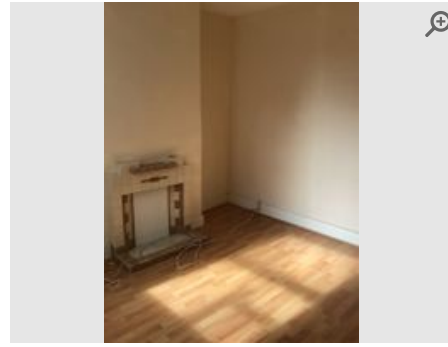


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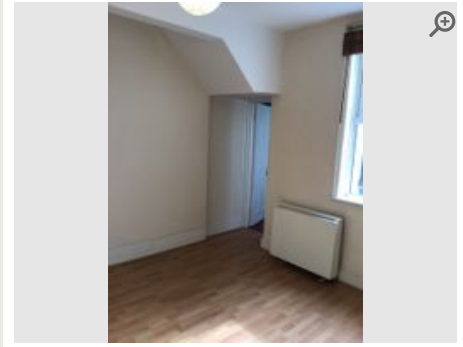
General Overview



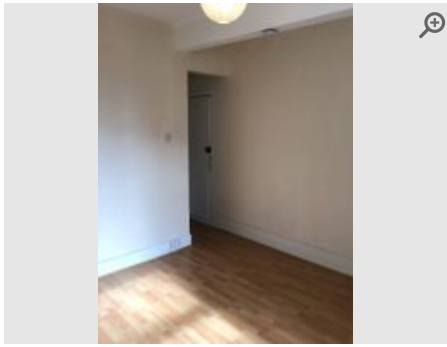
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Provided by	Inspector
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Added	11/03/2020



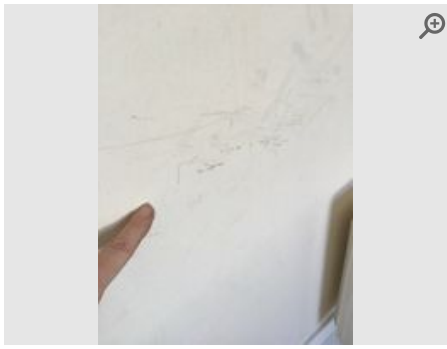
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Added	11/03/2020

Bedroom

Item	Description	Condition	Cleanliness	Photos
Walls 2.1		● Fair	● Fair	📷 3 photos
	Information provided by inspector: Dark marks to lower level and above radiator to LHS wall upon entrance. Needs cleaning off/ painting over. Otherwise as inventory.			
	🚨 Tenant responsibility 🔧 Repair 🧼 Clean			
Floor 2.2		● Good	● Poor	📷 5 photos
	Information provided by inspector: Additional spot staining to centre and LHS in front of window.			
	🚨 Tenant responsibility 🧼 Clean			
Skirting Board 2.3		● Good	● Good	📷 N/A
	Information provided by inspector: Dusty.			
	🚨 Tenant responsibility 🧼 Clean			
Light Fittings 2.4		● Good	● Good	📷 N/A
	Information provided by inspector: Bulb seen working.			
Radiator 2.5		● Good	● Poor	📷 2 photos
	Information provided by inspector: Dusty			
	🚨 Tenant responsibility 🧼 Clean			
Fireplace 2.6		● Good	● Fair	📷 2 photos
	Information provided by inspector: Slightly dusty throughout. Marks to mantel piece.			
	🚨 Tenant responsibility 🧼 Clean			
General Overview 2.7	Worn/Tired Stains to carpet. Dusty skirting, mantel piece and radiator. Otherwise as inventory.	● Fair	● Fair	📷 4 photos

📷 Bedroom Photos

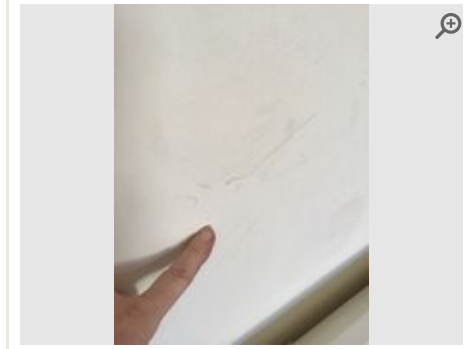
Walls



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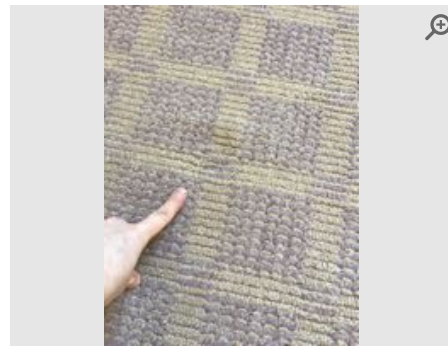


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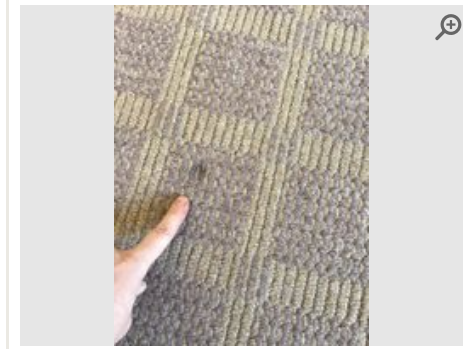
Floor



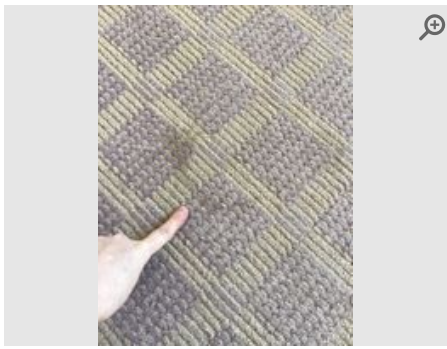
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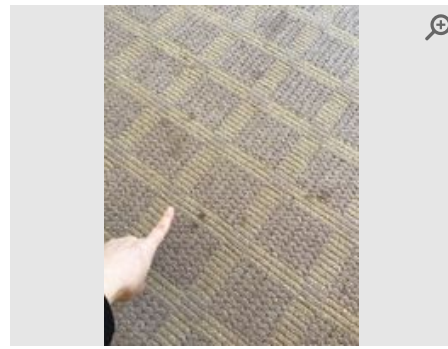
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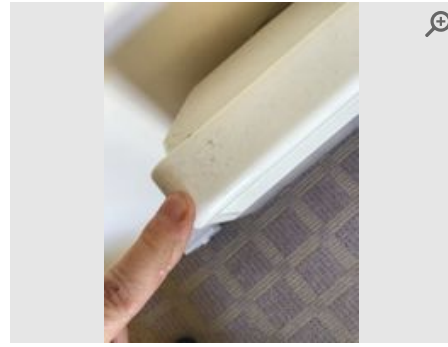


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Radiator



Provided by	Inspector
Captured (via App):	11/03/2020 11:31 AM
Added	11/03/2020



Provided by	Inspector
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Added	11/03/2020

Fireplace

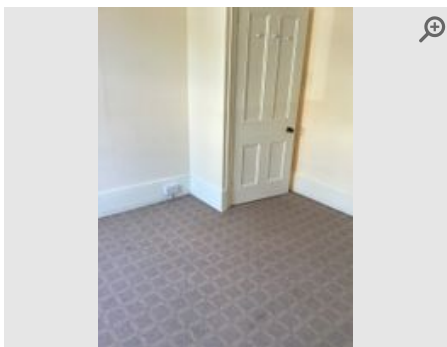


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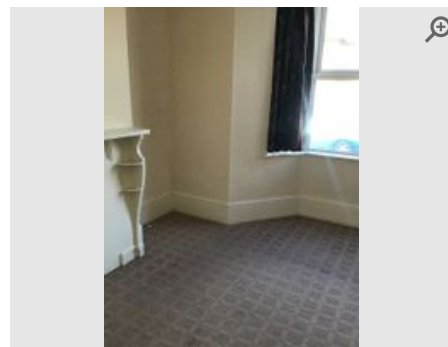


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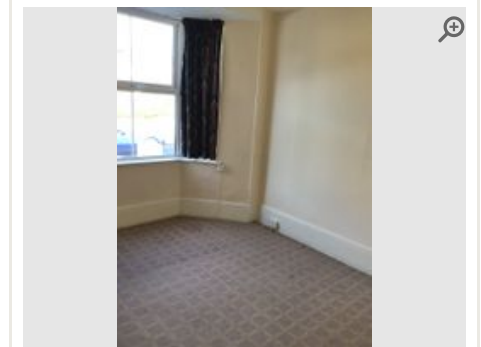
General Overview



Provided by	Inspector
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Provided by	Inspector
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Added	11/03/2020



Provided by	Inspector
Captured (via App):	11/03/2020 11:35 AM
Added	11/03/2020

Kitchen

Item	Description	Condition	Cleanliness	Photos
Door (Internal) 3.1		● Fair	● Fair	1 photo
	Information provided by inspector: Dusty to panels.			
	! Tenant responsibility Clean			
Patio Doors 3.2		● Good	● Poor	4 photos
	Information provided by inspector: Frame l'd grubby throughout.			
	! Tenant responsibility Clean			
Windows and Sills 3.3		● Fair	● Fair	3 photos
	Information provided by inspector: Tile cracked to sill. Frame slightly grubby.			
	! Tenant responsibility Repair Clean			
Walls 3.4		● Fair	● Poor	4 photos
	Information provided by inspector: Paint flaking against bathroom wall. Needs investigating and repainting. 3 nails. Piece of tile missing in recess area. Wall here very grubby and stained. Tile needs replacing/fixing. Area needs a clean.			
	! Tenant responsibility Repair Clean			
Floor 3.5		● Poor	● Poor	4 photos
	Information provided by inspector: Grubby marks. Heavily chipped by patio door and to front wall.			
	! Tenant responsibility Repair Clean			
Skirting Board 3.6		● Poor	● Poor	3 photos
	Information provided by inspector: Dusty and grubby throughout. Wood by bathroom entrance is starting to rot. Needs investigating by owner.			
	! Tenant responsibility Repair Clean			
Light Fittings 3.7	Bulb seen working	● Good	● Good	N/A
Radiator 3.8		● Good	● Poor	3 photos
	Information provided by inspector: Grubby marks and discolouration to front cover.			
	! Tenant responsibility Clean			
Kitchen Sink 3.9		● Fair	● Fair	2 photos
	Information provided by inspector: Slight limescale build up to drainer and base of taps. Needs cleaning off.			
	! Tenant responsibility Clean			
Kitchen Worksurfaces 3.10		● Fair	● Fair	1 photo
	Information provided by inspector: Heavy ring mark, otherwise as inventory			
	! Tenant responsibility Repair			
		● Fair	● Poor	6 photos

Kitchen Item	Description	Condition	Cleanliness	Photos
3.11 Cupboards/Units	<p>Information provided by inspector: Scratch marks (cat?) to base units by entrance door. Slight grease marks in places, exterior. Debris and stains to drawers, and base units interior.</p> <p>! Tenant responsibility</p>		<p> Repair</p> <p> Clean</p>	
3.12 General Overview	<p>Worn/Tired Dusty and grubby to wood work, units and floor. Floor heavily chipped in places, Skirting damaged by rot by bathroom entrance.</p>	<p> Fair</p>	<p> Poor</p>	<p> 4 photos</p>

**Door
(Internal)**

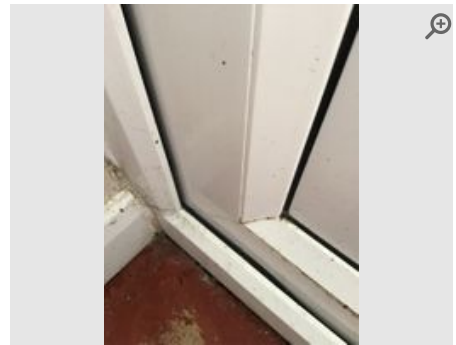


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Added	11/03/2020

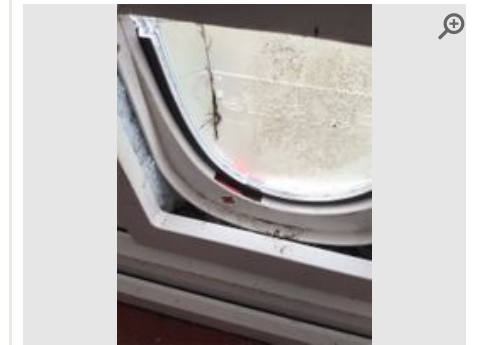
**Patio
Doors**



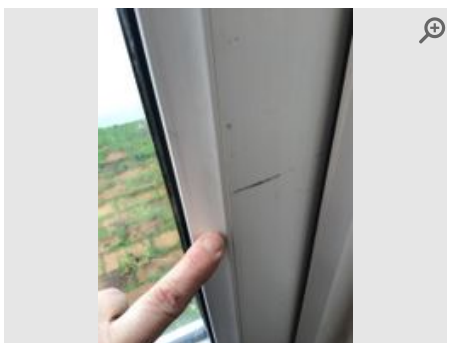
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**Windows and
Sills**



Provided by	Inspector
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Added	11/03/2020



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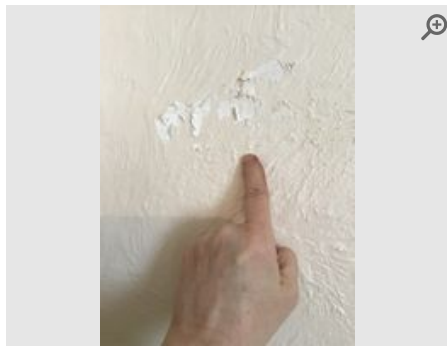


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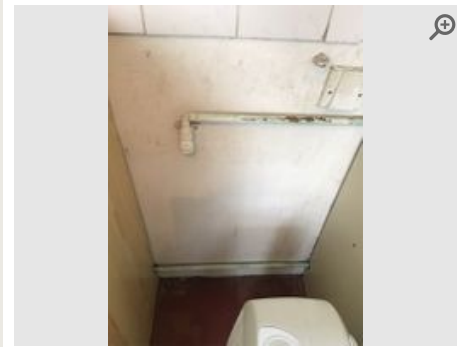
Walls



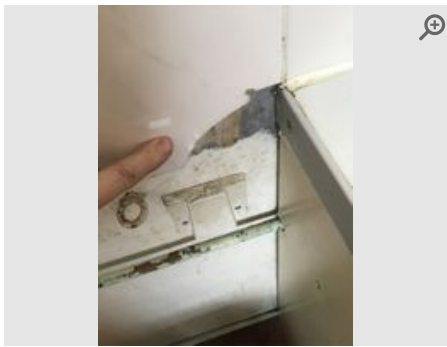
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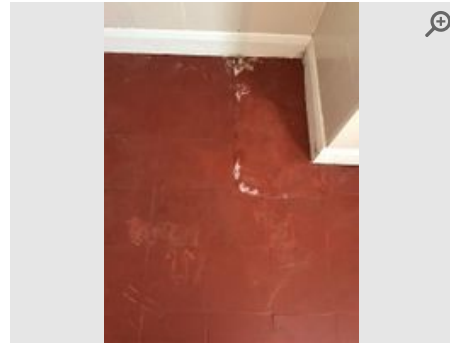


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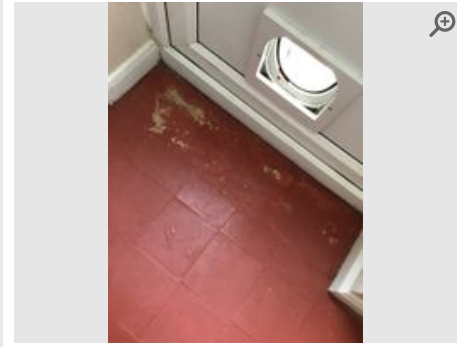
Floor



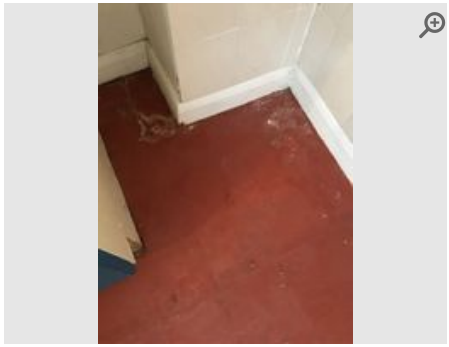
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Added **11/03/2020**



Provided by **Inspector**
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Added **11/03/2020**

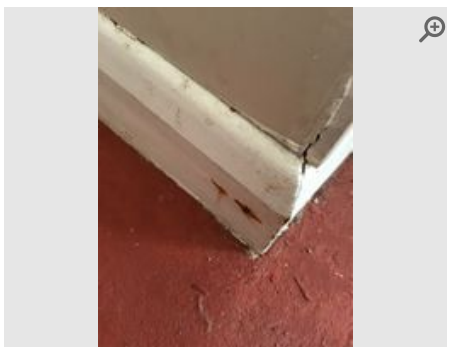


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Added **11/03/2020**

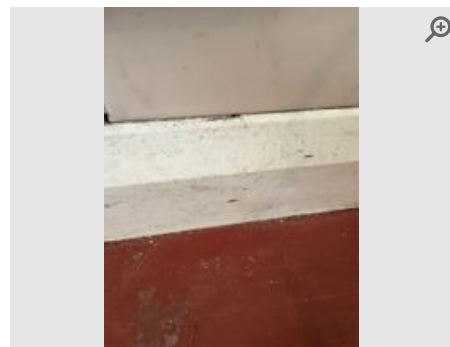


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Added **11/03/2020**

Skirting Board



Provided by **Inspector**
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Added **11/03/2020**



Provided by **Inspector**
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Added **11/03/2020**

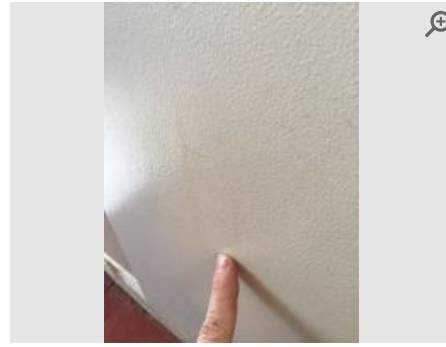


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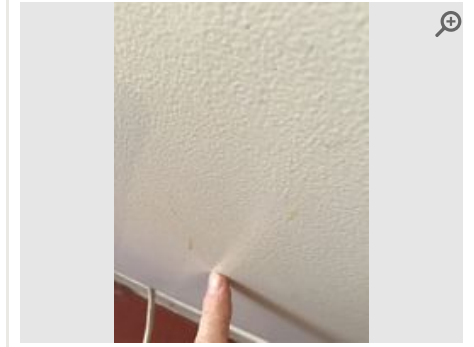
Radiator



Provided by	Inspector
Captured (via App):	11/03/2020 11:56 AM
Added	11/03/2020



Provided by	Inspector
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Added	11/03/2020

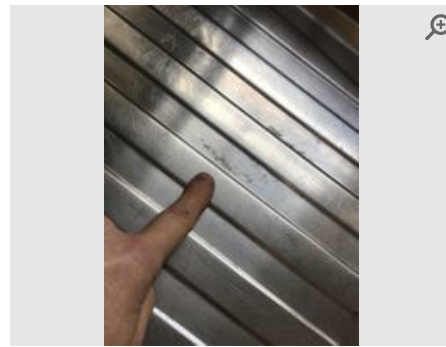


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Captured (via App):	11/03/2020 11:56 AM
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Kitchen Sink

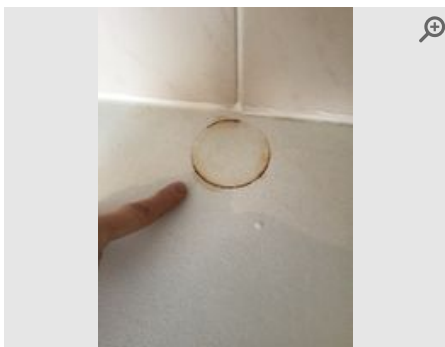


Provided by	Inspector
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Added	11/03/2020



Provided by	Inspector
Captured (via App):	11/03/2020 12:02 PM
Added	11/03/2020

Kitchen Worksurfaces

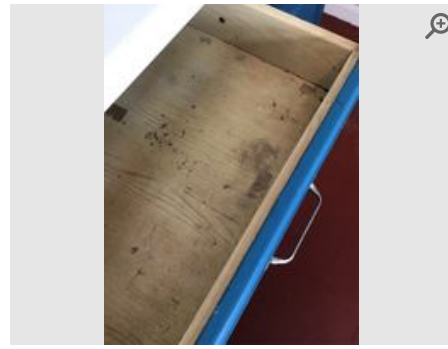


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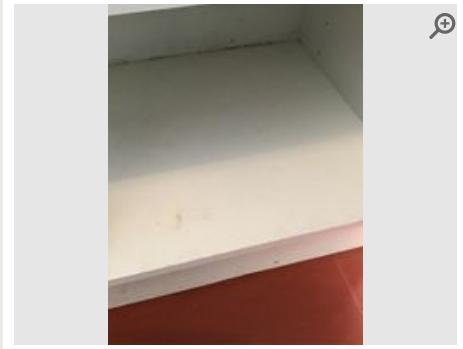
Kitchen Cupboards/Units



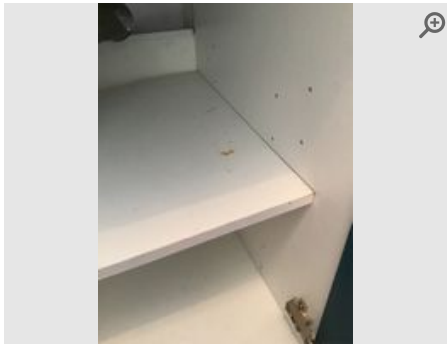
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 Added **11/03/2020**



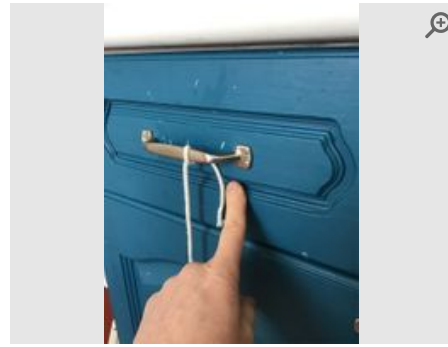
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 Captured (via App): **11/03/2020 11:59 AM**
 Added **11/03/2020**



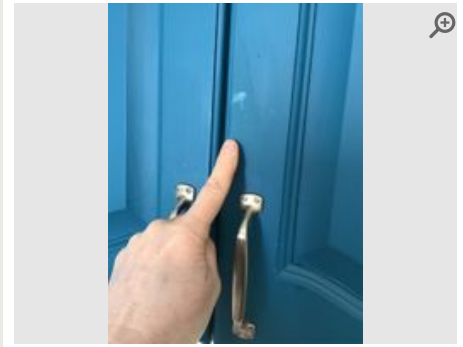
Provided by **Inspector**
 Captured (via App): **11/03/2020 11:59 AM**
 Added **11/03/2020**



Provided by **Inspector**
 Captured (via App): **11/03/2020 11:59 AM**
 Added **11/03/2020**

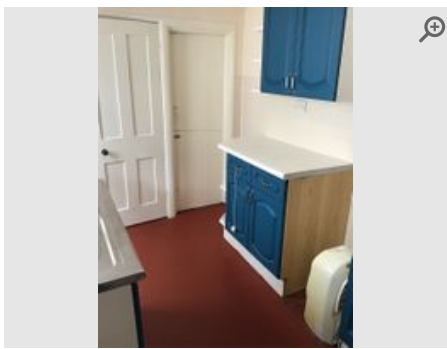


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 Captured (via App): **11/03/2020 11:59 AM**
 Added **11/03/2020**

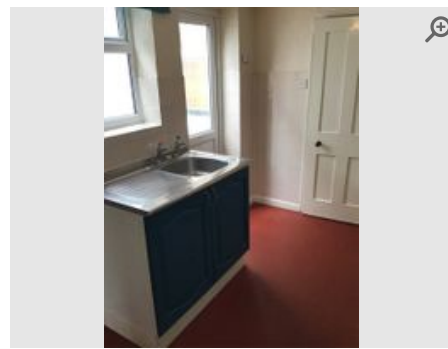


Provided by **Inspector**
 Captured (via App): **11/03/2020 11:59 AM**
 Added **11/03/2020**

General Overview



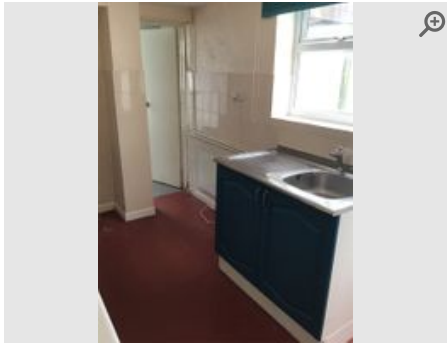
Provided by **Inspector**
 Captured (via App): **11/03/2020 12:09 PM**
 Added **11/03/2020**



Provided by **Inspector**
 Captured (via App): **11/03/2020 12:09 PM**
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Provided by **Inspector**
 Captured (via App): **11/03/2020 12:09 PM**
 Added **11/03/2020**



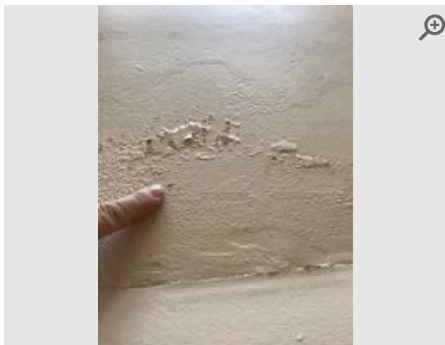
Provided by	Inspector
Captured (via App):	11/03/2020 12:09 PM
Added	11/03/2020

Lower ground Study

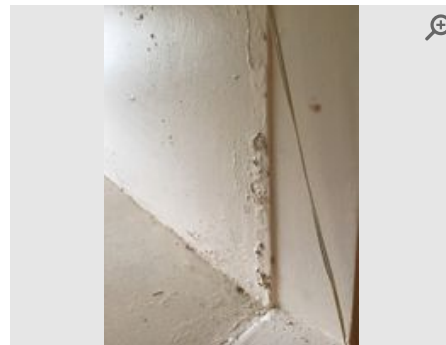
Item	Description	Condition	Cleanliness	Photos
Windows and Sills 4.1		● Poor	● Fair	📷 4 photos
	Information provided by inspector: Paint in window recess in bubbling and flaking.			
👉 Landlord responsibility		🔧 Repair		
Wall 4.2		● Fair	● Good	📷 1 photo
	Information provided by inspector: Dark mould/mildew patch under window. Needs investigating.			
👉 Landlord responsibility		🔧 Repair		
Floor 4.3		● Fair	● Poor	📷 2 photos
	Information provided by inspector: Debris/dusty throughout. Black square stain tomRHS corner.			
❗ Tenant responsibility		🧹 Clean		
Skirting Board 4.4		● Good	● Poor	📷 N/A
	Information provided by inspector: Dusty			
❗ Tenant responsibility		🧹 Clean		
Light Fittings 4.5		● Good	● Fair	📷 N/A
	Information provided by inspector: All bulbs seen working. Light shades dusty.			
❗ Tenant responsibility		🧹 Clean		
Safety 4.6	Smoke alarm heard working	● Good	● Good	📷 N/A
General Overview 4.7	Mould/mildew stain to front wall. Paint bubbling and flaking to recess by window. Carpet stained and dusty/debris. Skirting dusty. Otherwise as inventory.	● Fair	● Poor	📷 5 photos

📷 Lower ground Study Photos

Windows and Sills



Provided by	Inspector
Captured (via App):	11/03/2020 12:23 PM
Added	11/03/2020



Provided by	Inspector
Captured (via App):	11/03/2020 12:23 PM
Added	11/03/2020

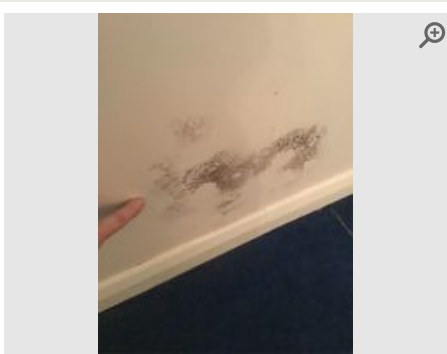


Provided by	Inspector
Captured (via App):	11/03/2020 12:23 PM
Added	11/03/2020



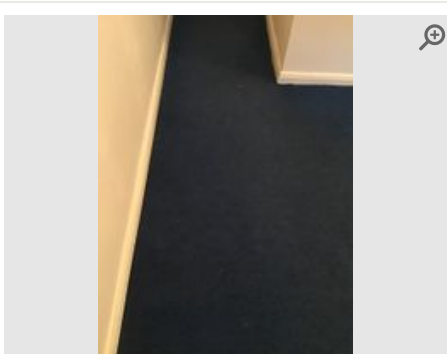
Provided by	Inspector
Captured (via App):	11/03/2020 12:23 PM
Added	11/03/2020

Wall

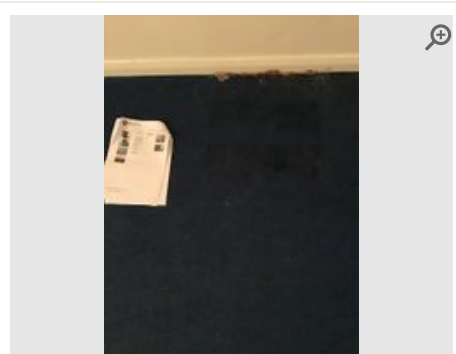


Provided by	Inspector
Captured (via App):	11/03/2020 12:17 PM
Added	11/03/2020

Floor



Provided by	Inspector
Captured (via App):	11/03/2020 12:21 PM
Added	11/03/2020

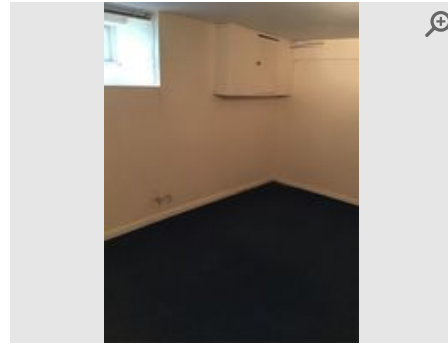


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Added	11/03/2020

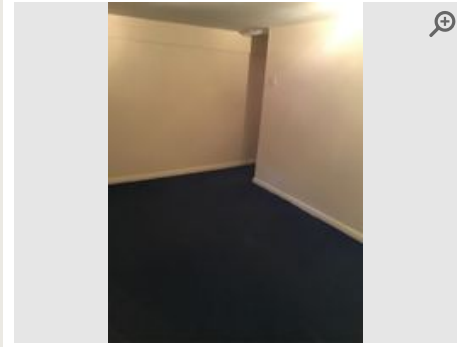
General Overview



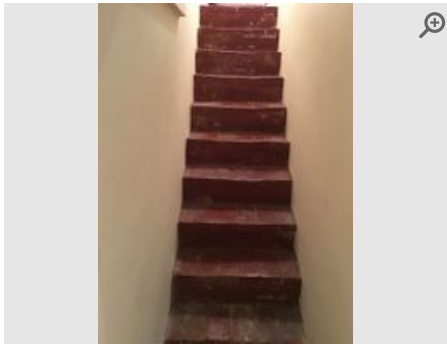
Provided by	Inspector
Captured (via App):	11/03/2020 12:27 PM
Added	11/03/2020



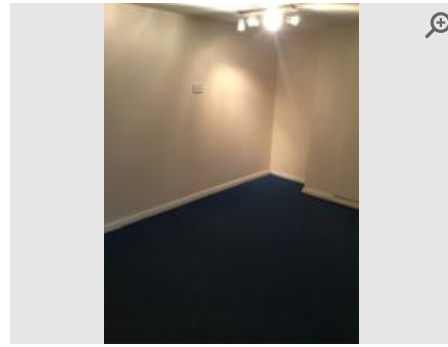
Provided by	Inspector
Captured (via App):	11/03/2020 12:27 PM
Added	11/03/2020



Provided by	Inspector
Captured (via App):	11/03/2020 12:27 PM
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Provided by	Inspector
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Provided by	Inspector
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Added	11/03/2020

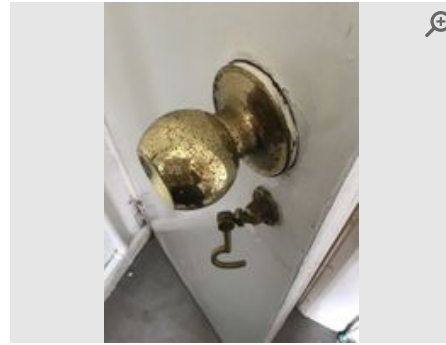
Bathroom

Item	Description	Condition	Cleanliness	Photos
Door (Internal) 5.1		● Fair	● Fair	3 photos
	Information provided by inspector: Dark grubby marks to bottom at exterior. Handles are scratched and tarnished.			
	! Tenant responsibility		Repair Clean	
Windows and Sills 5.2		● Good	● Fair	1 photo
	Information provided by inspector: Slightly grubby to frame in places.			
	! Tenant responsibility		Clean	
Walls 5.3		● Fair	● Fair	1 photo
	Information provided by inspector: Mildew marks to wall above toilet. era needs investigating. Paint bubbling in same area, as mentioned on inventory.			
	! Landlord responsibility		Repair	
Floor 5.4		● Fair	● Poor	2 photos
	Information provided by inspector: Slightly grubby and dusty.			
	! Tenant responsibility		Clean	
Skirting Board 5.5		● Fair	● Poor	1 photo
	Information provided by inspector: Grubby and dusty			
	! Tenant responsibility		Clean	
Light Fittings 5.6		● Good	● Fair	N/A
	Information provided by inspector: Bulbs seen working. Dusty by batten fix.			
	! Tenant responsibility		Clean	
Bath 5.7		● Poor	● Poor	4 photos
	Information provided by inspector: Debris and marks throughout the bottom of bathtub.			
	! Tenant responsibility		Clean	
Toilet 5.8		● Fair	● Poor	3 photos
	Information provided by inspector: Dark staining under waterline. Grubby throughout.			
	! Tenant responsibility		Clean	
Items 5.9		● Good	● Good	N/A
	Information provided by inspector: Wall mounted mirror is dusty. Boiler-clean to front face.			
	! Tenant responsibility		Clean	
General Overview 5.10	Worn/Tired Toilet and bathtub stained and grubby. Floor slightly grubby/dusty. Stains to door exterior. Otherwise as inventory.	● Fair	● Fair	7 photos

Door (Internal)



Provided by	Inspector
Captured (via App):	11/03/2020 12:33 PM
Added	11/03/2020

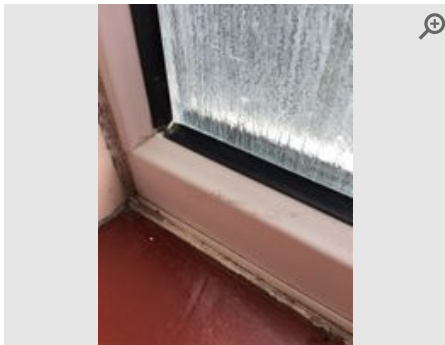


Provided by	Inspector
Captured (via App):	11/03/2020 12:33 PM
Added	11/03/2020



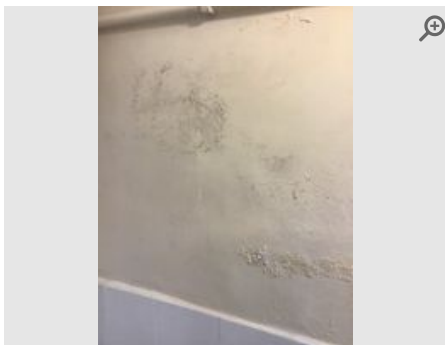
Provided by	Inspector
Captured (via App):	11/03/2020 12:33 PM
Added	11/03/2020

Windows and Sills



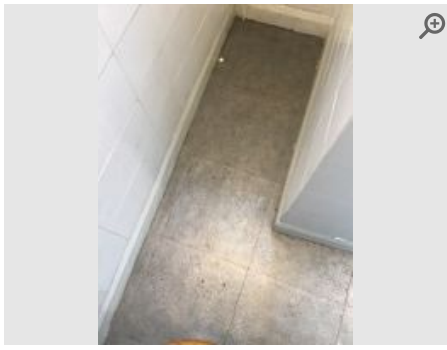
Provided by	Inspector
Captured (via App):	11/03/2020 12:40 PM
Added	11/03/2020

Walls

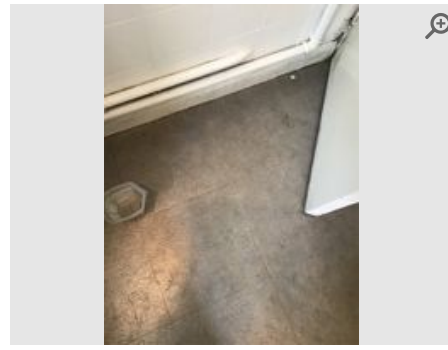


Provided by	Inspector
Captured (via App):	11/03/2020 12:37 PM
Added	11/03/2020

Floor

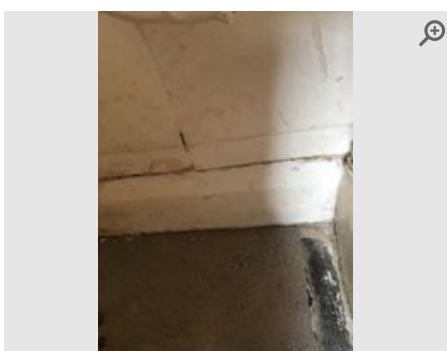


Provided by	Inspector
Captured (via App):	11/03/2020 12:39 PM
Added	11/03/2020



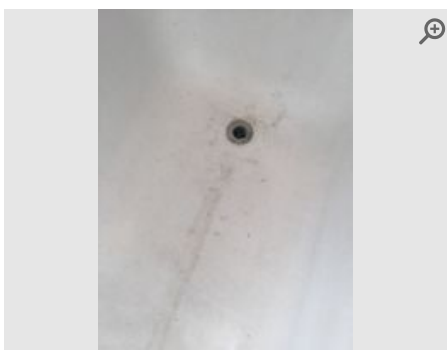
Provided by	Inspector
Captured (via App):	11/03/2020 12:39 PM
Added	11/03/2020

Skirting Board

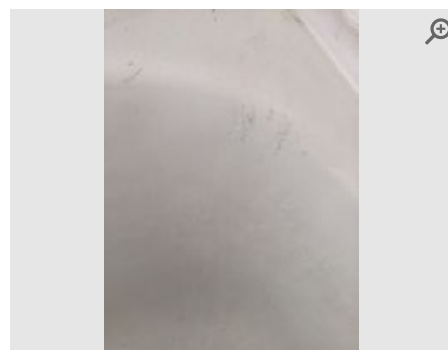


Provided by	Inspector
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Added	11/03/2020

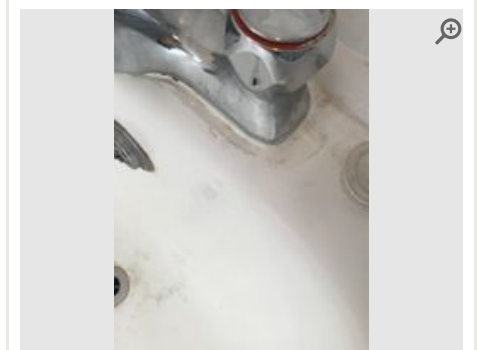
Bath



Provided by	Inspector
Captured (via App):	11/03/2020 12:48 PM
Added	11/03/2020



Provided by	Inspector
Captured (via App):	11/03/2020 12:48 PM
Added	11/03/2020



Provided by	Inspector
Captured (via App):	11/03/2020 12:48 PM
Added	11/03/2020

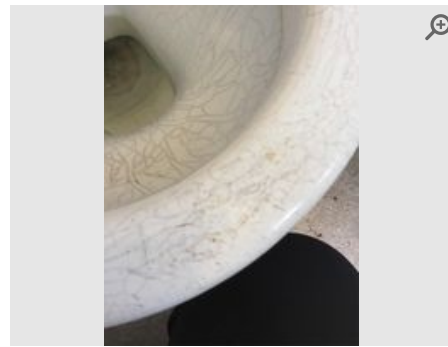


Provided by	Inspector
Captured (via App):	11/03/2020 12:48 PM
Added	11/03/2020

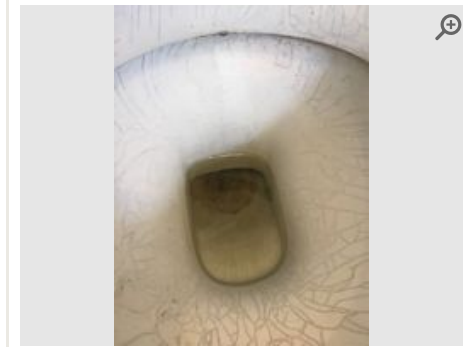
Toilet



Provided by	Inspector
Captured (Certified by inspector)	11/03/2020
Added	11/03/2020

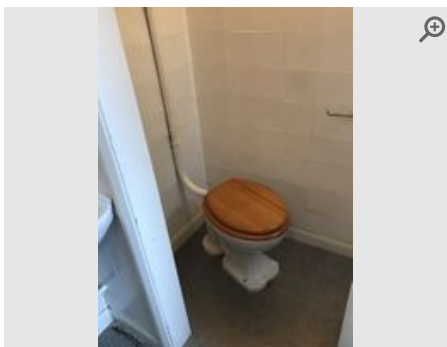


Provided by	Inspector
Captured (Certified by inspector)	11/03/2020
Added	11/03/2020

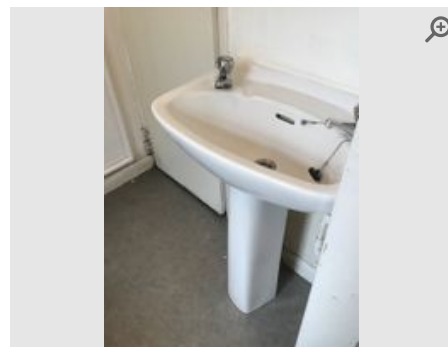


Provided by	Inspector
Captured (Certified by inspector)	11/03/2020
Added	11/03/2020

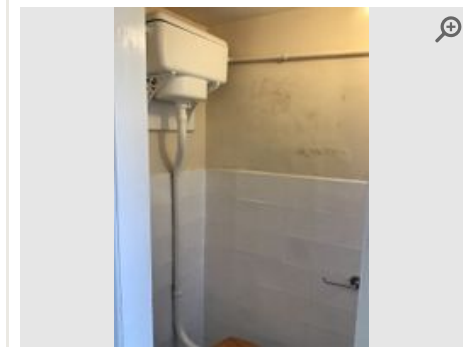
General Overview



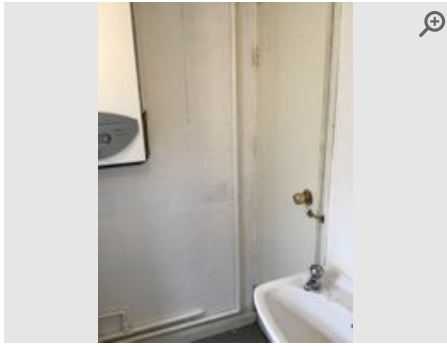
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Captured (via App):	11/03/2020 12:51 PM
Added	11/03/2020



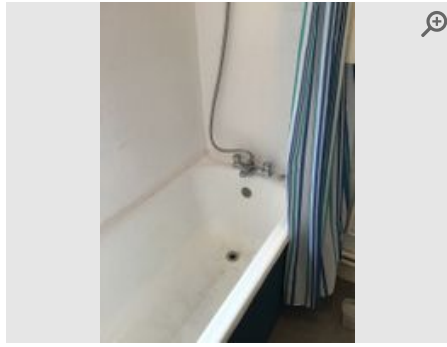
Provided by	Inspector
Captured (via App):	11/03/2020 12:51 PM
Added	11/03/2020



Provided by	Inspector
Captured (via App):	11/03/2020 12:51 PM
Added	11/03/2020



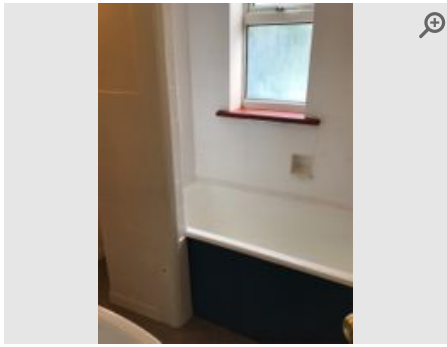
Provided by	Inspector
Captured (via App):	11/03/2020 12:51 PM
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Provided by	Inspector
Captured (via App):	11/03/2020 12:51 PM
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Provided by	Inspector
Captured (via App):	11/03/2020 12:51 PM
Added	11/03/2020



Provided by	Inspector
Captured (via App):	11/03/2020 12:51 PM
Added	11/03/2020

Patio at back

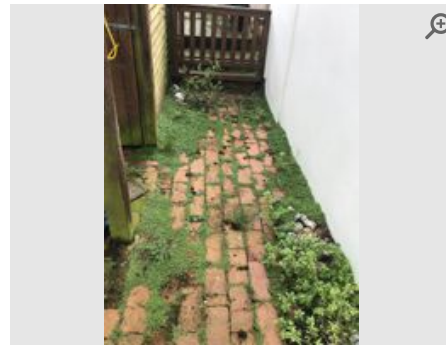
Item	Description	Condition	Cleanliness	Photos
Overview (External) 6.1		● Poor	● Poor	📷 5 photos
	Information provided by inspector: Weed growth in between tiles and at edges. Rubbish left.			
	! Tenant responsibility			🧹 Clean

📷 Patio at back Photos

Overview (External)



Provided by **Inspector**
 Captured (via App): **11/03/2020 12:11 PM**
 Added **11/03/2020**



Provided by **Inspector**
 Captured (via App): **11/03/2020 12:11 PM**
 Added **11/03/2020**



Provided by **Inspector**
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 Added **11/03/2020**



Provided by **Inspector**
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 Added **11/03/2020**



Provided by **Inspector**
 Captured (via App): **11/03/2020 12:11 PM**
 Added **11/03/2020**

Declaration

Was the tenant present during the inspection

NO

Inspector Signature



Name:

Inger Sanders

Date:

13/03/2020 at 5:04pm

The term 'Inspector' is used hereafter to define the Inventory Hive software user that is responsible for completing this property report. It is the duty and ultimate responsibility of the Inspector and Tenant to agree upon the accuracy of this report.

This report has been prepared by an inspector who is not an expert in buildings, furnishings, decorations, woods, antiques or a qualified surveyor.

This report relates only to the furniture and all the landlord's equipment and contents in the property. It is no guarantee, or report on, the adequacy of, or safety of, any such equipment or contents, merely a record that such items exist in the property at the date of preparing the report and the superficial condition of same.

The inspector will not take water readings unless the meter is clearly visible within the property or attached to an exterior wall at low accessible level.

Windows throughout the property have not been tested for function or operation. Descriptions are purely based on the superficial appearance of windows, frames and locks. The inspector can accept no liability arising from any failure of the windows or parts thereof to function properly at all.

Inspectors do not check gas or electrical appliances and give no guarantee with regard to the safety or reliability of such items. It should be noted that inspectors are not required to inspect smoke or carbon monoxide alarms, testing such alarm 'test functions' may occur. However, this is no guarantee, or report on, the adequacy of these alarms. It is merely a record that batteries were present (if tested) upon completion of this report.

The inspector cannot undertake to move heavy items of furniture or to make searches in inaccessible locations such as loft spaces, cellars, locked rooms and high level cupboards, or to unpack items. Inspectors reserve the right not to handle or move items deemed to be fragile or valuable. In addition, the inspectors reserve the right not to handle items that may be of a health hazard and to generalise/summarise on such items deemed to be unsuitable for further inspection.

Furniture and furnishings (Fire) Safety Regulations 1988 – (1993)

The fire and safety regulation regarding furnishings, gas, electrical and similar services are ultimately the responsibility of the instructing principle. Where the report notes "Fire Label Present", this should not be interpreted to mean the item complies with the "furniture and furnishings (fire) (safety) (amendments) 1993". It is a record that the item had a label as described or similar to that detailed in the "guide" published by the Department of Trade and Industry January 1997 (or subsequent date). It is not a statement that the item can be considered to comply with the regulations.

Safety Certificate and Legislation Compliance

The safety certificate and legislation compliance checklists in this report are no guarantee, or report on, the adequacy of, or safety of, any such liability contents, merely a record that such steps have been offered by the Inventory Hive software to highlight issues that may exist at the property at the date of preparing this report. Inventory Hive accepts no responsibility for the contents of these steps. It is the responsibility of the Inspector and Tenant to agree upon the accuracy of these steps.

Health & Safety / Insurance Risk-Avoidance Steps

The safety certificate and legislation compliance checklists in this report are no guarantee, or report on, the adequacy of, or safety of, any such liability contents, merely a record that such steps have been offered by the Inventory Hive software to highlight issues that may exist at the property at the date of preparing this

report. Inventory Hive accepts no responsibility for the contents of these steps. It is the responsibility of the Inspector and Tenant to agree upon the accuracy of these steps.

Guidance Notes to Tenants

What should I know about the check-out process?

At the beginning of the tenancy it is important to note any specific discrepancies on the report that you do not agree with i.e marks on walls, carpets, etc. If no such additional notes are made via the electronic process at the start of the tenancy, the report will be deemed as accepted as read.

The condition of the property at the start of the tenancy, as described in the report will be compared to the condition of the property at the end of tenancy. Details of any alterations to the property after the report has been agreed upon will be recorded by an inspector (Inventory Hive user).

A 'Check-Out' report will be conducted to determine any changes to the report. The tenant should gain permission from the managing agent/landlord if they wish to remove or store any items during the tenancy and this should be confirmed in writing by the managing agent/landlord.

The inspector cannot undertake to move heavy items of furniture or to make searches in inaccessible locations such as loft spaces, cellars, locked rooms and high level cupboards, or to unpack items. Inspectors reserve the right not to handle or move items deemed to be fragile or valuable. In addition, the inspector reserves the right not to handle items that may be of a health hazard and to generalise/summarise on such items deemed to be unsuitable for further inspection.

What should I know before the check-out report is created?

All items should be returned to their original position (as detailed on the report); this includes stored or boxed items not used during the tenancy. Any items listed as 'Item Missing' can often result in a replacement cost or a charge being made. Managing agents/landlords may also charge for the removal of unapproved items left by a tenant at the end of the tenancy that were not included in the original report.

At the time of the property 'Check-Out' all personal items (including consumable items) should have been removed and cleaning of the property completed. Generally, no further cleaning is permitted once the 'Check-Out' inspection has commenced. Tenants should be advised of the date and time of the 'Check-Out' and provide access, or let the appointed inspector know the details of their departure of the property. Additional costs are sometimes charged by managing agents/landlords if the inspector is not able to complete the 'Check-Out' inspection due to the tenant not being ready to vacate or if they are delayed.

The 'Check-Out' report is advisory and is based on information available to the inspector at the time of the 'Check-Out'. It must not be treated as a final statement of tenant responsibility. It remains the responsibility of the agent/landlord and tenant to fully agree any issues and/or deductions (if any) from the deposit.

Issues to look out for during the tenancy...

Cleaning

Soiling is not considered to be 'Fair wear & Tear', (as defined by the House of Lords as 'reasonable use of the premises by the tenant and the ordinary operation of natural forces, i.e; the passage of time). Generally speaking, tenants are liable for the property to be cleaned to the same standard as detailed in the report at the start of the tenancy.

Soft Furnishings

Excessive discolouring which cannot be attributed to sun bleaching and/or the passage of time, soiling or damage may result in repair or cleaning costs being charged to tenants. Discolouration due to smoke, staining, burns or tears to curtains may also incur costs.

Flooring

Carpets should either be professionally cleaned or vacuumed including edges and corners depending on the level of soiling and/or the terms of tenancy agreement. Receipts for professional cleaning should be given to the inspector at the time of the 'Check-Out' inspection. Hard floors require sweeping and mopping where necessary (in accordance with any specialist cleaning materials/advice provided by the managing agent/landlord). Tenants are often charged by the managing agent/landlord for repairs or replacement costs due to soiling, staining or damage such as cigarette or iron burns.

Decoration

As specified in the majority of tenancy agreements, tenants should gain signed, written permission (keep a copy) from the managing agent/landlord prior to putting nails, pins and other fixtures into walls and ceilings and should avoid the use of tac or tape. Additional marks/fittings are often noted at the 'Check-Out' and any damage or repair work required is often charged to tenants by managing agents/landlords.

Beds & Linen

Mattresses, divan bases, pillows, and duvets are often inspected for soiling where practically possible. Costs may be incurred by tenants for clearing, compensation or a percentage of the replacement charge by the managing agent/landlord in the event that any such items are soiled beyond that noted to the report. Beds should not be made up at the time of the 'Check-Out' inspection and any linen should be left clean, pressed and folded.

Kitchen Surfaces and Sinks

Kitchen surfaces and sinks are often inspected for knife cuts, cup marks, scorch and burn damage. Using appropriate items such as chopping boards and heat pads will help prevent damage.

Crockery, Chinaware, Kitchen Utensils

These items are often checked for soiling, chips and damage. If damage has occurred that is not considered as consistent with 'fair wear and tear', compensation or replacement costs may be incurred by the tenant.

Keys

All keys listed in the report should be kept safe and handed back at the 'Check-Out'. When keys get lost or are not returned to the managing agent, landlord or inspector, tenants are often charged for replacement keys or possibly for the changing of locks. Any additional keys cut during the tenancy should also be returned to the agent.

Gardens & Exterior Areas

Most tenancy agreements state that the tenant is responsible for the maintenance of gardens and exterior areas such as driveways unless agreed in writing otherwise. This includes the cutting of lawns, weeding and maintaining the garden, paths, driveways, flowerbeds etc according to the season. If the standard is found to be below the condition as detailed to the report, (with consideration given for a change in season) tenants are often charged for necessary work to bring the affected area back the required level.