



CHECK IN INSPECTION

25 Park Way, Caversham, Reading, Berkshire, RG1 2KY



Inspected by:

EZ Property Reports

Prepared by:

Carly Thompson

Date of inspection:

31/01/2019

Prepared for:

Prospect Lettings

Refers to:

2 Bedrooms Unfurnished Property

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Schedule of Condition

General Cleanliness	Property has been cleaned to a professional standard
Flooring	Cleaned to a professional standard. Any defects noted within report
Windows	Condensation can be seen to windows within reception room. Windows have been cleaned within and all tested and working.
Bathroom Cleanliness	Bathroom has been cleaned to a professional standard
Kitchen Cleanliness	Kitchen has been cleaned to a professional standard
General Décor	In use marks visible throughout all walls

Health & Safety

Smoke Detector	One smoke detector to entrance hall, tested and working.
Carbon Monoxide Detector	Not applicable
Fire Labels	Not applicable
Blinds	4 x roller blinds fitted within property, no snap clasps have been fitted to chains. Maintenance required.
Stopcock	Beneath basin within kitchen

Meters

31/01/2019 10:45:21



Meter type: Electric Meter Reading

Reading: 0002284.6

Serial No.: 18P02188

Location: communal entrance

Utility Co.:

Keys

31/01/2019 10:43:51



3 x Communal Door keys
3 x Apartment Door keys
1 x Post Box Key
1 x Window Key
1 x Rear Entrance Key

Maintenance Required

Bedroom

Name	No.	Description	Condition
Window & Fittings		Cream roller blind	Fraying visible to edges and discolouration can be seen. No snap cord fitted to chain

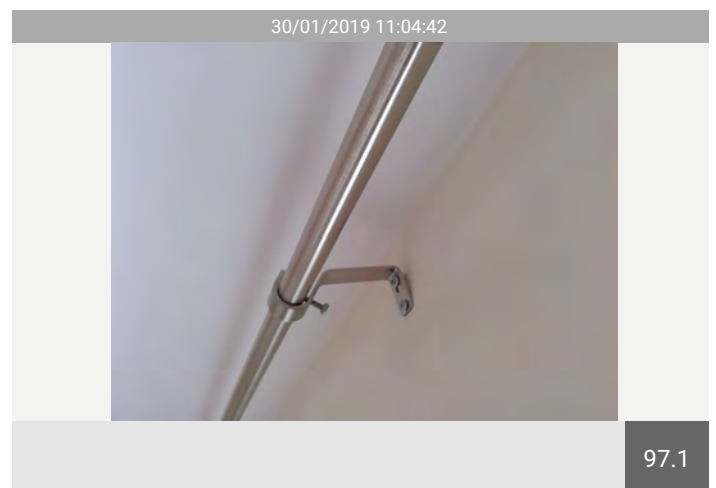
Bedroom 2

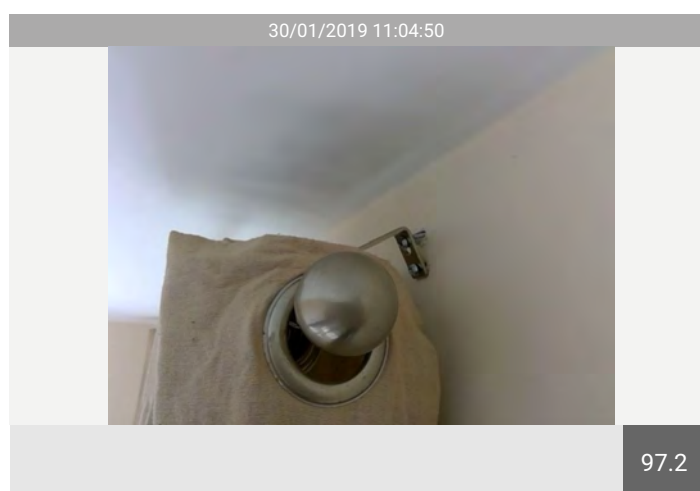
Name	No.	Description	Condition
Window & Fittings		Cream roller blind	Fraying visible to edges and in use marks can be seen. No snap cord fitted to chain

Reception Room

Name	No.	Description	Condition
Window & Fittings	95	Cream roller blind	Fraying visible to edges and in use marks can be seen. No snap cord fitted to chain
	97	Chrome fitted curtain rail with long length cream curtains	In a used condition, Some discolouration can be seen. Curtain rail coming away to centre finial and to right side

Reception Room - Window & Fittings





Kitchen

Window & Fittings

Name	No.	Description	Condition
Window & Fittings		One cream fitted roller blind	Watermarks can be seen along base. No snap cord has been fitted to chain

Health & Safety Signature

Name: Jordan Montlake

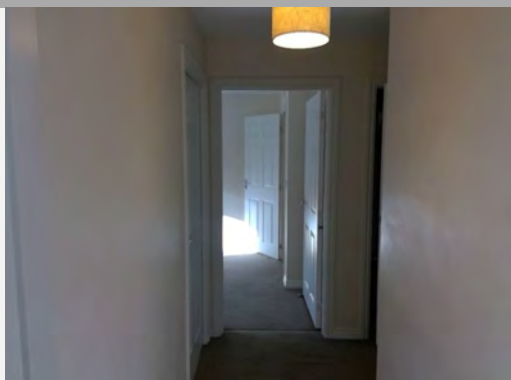
Position:

Signed:

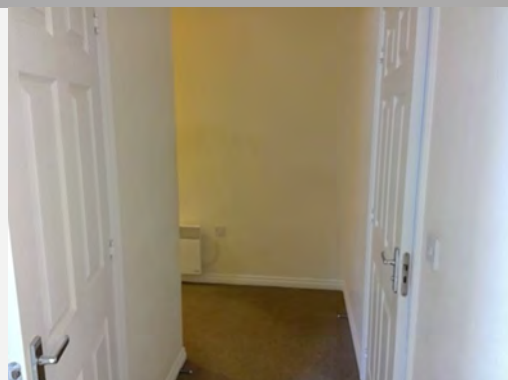


Entrance Hall

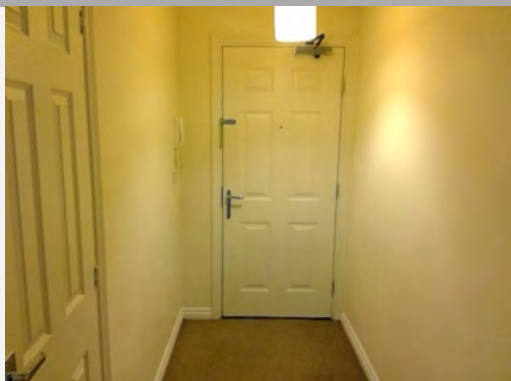
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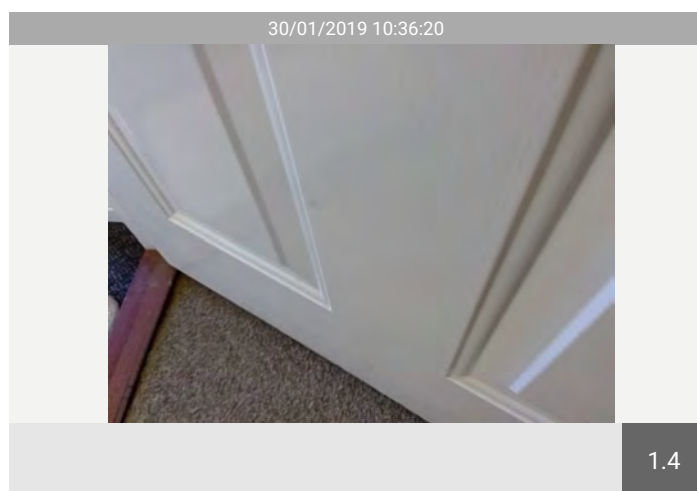
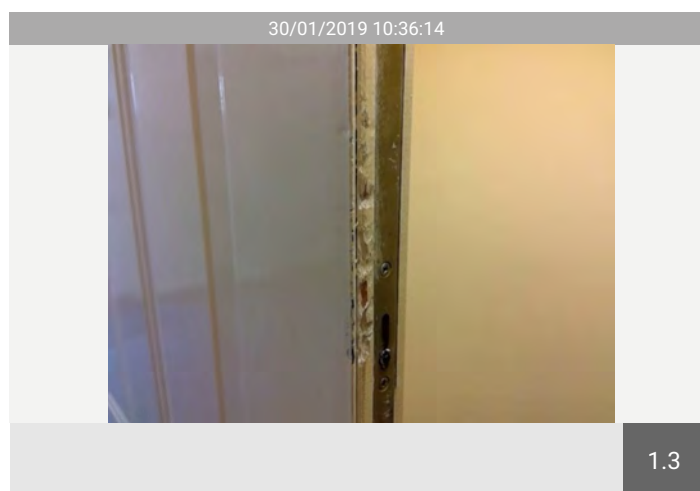
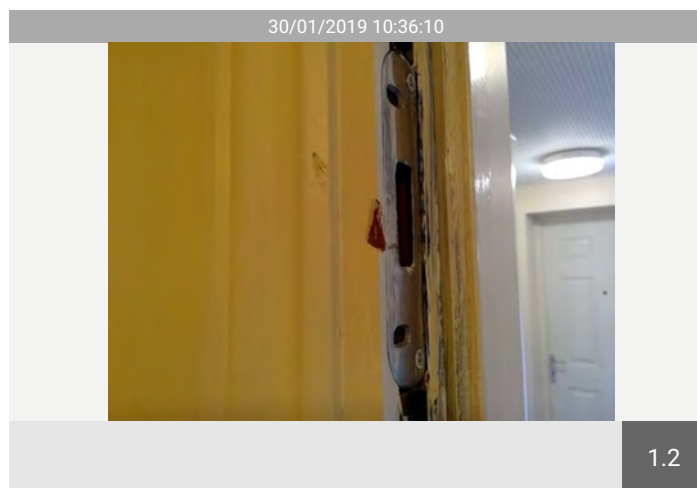
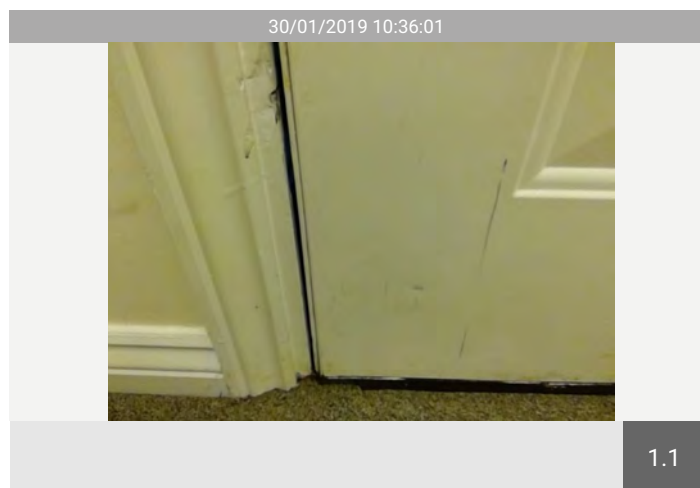
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Name	No.	Description	Condition
Doors & Woodwork	1		
	2	White painted wooden door and white painted wooden door frame with chrome lever handle	Heavy chipping can be seen to protruding edge of door. In use marks can be seen to low-level.
	3	Chrome peephole visible to eye level	
	4	Reverse of door	Security chain intact. Chip can be seen on protruding corner to left of frame. In use marks can be seen to low level
	5	White painted wooden skirting boards	4 coil doorstops fitted, one with white tip missing. Light in use marks can be seen
Ceiling	6	White painted smooth plaster ceiling	Good condition
Walls	7	Cream painted smooth plaster walls	
	8	Left wall	Indentation visible to mid level. In use marks and scuff marks visible from mid to low level with various finger prints marks visible
	9	Facing wall	Fingerprint marks and dirt marks visible to mid level. Patchy paintwork and touchup paint section can be seen to left side of bathroom door. Scuff marks from mid to low level throughout.
	10	Right wall	Scuff marks to low-level and finger print marks on protruding corner
	11	Back wall	Dirt marks and fingerprint marks visible on protruding corner with various scuff marks from mid to low level
Floor	12		
	13	Light brown flecked fitted carpet	Join visible on entrance with furniture indentations visible. Black spot mark to left side. Some rippling can be seen towards bedrooms
Lights & Electrical	14		
	15	2 white pendant lights with 2 cream light shades	Tested and working
	16	White casings to light switches and plug sockets	
	17	One smoke detector	Tested and working
	18	White entryphone fitted to right wall	Not tested
Heating	19		
	20	White electric Heater fitted to left wall	Not tested
Cupboard	21		
	22	White painted wooden door and white painted wooden door frame with chrome lever handle	Some patchy paintwork visible to centre

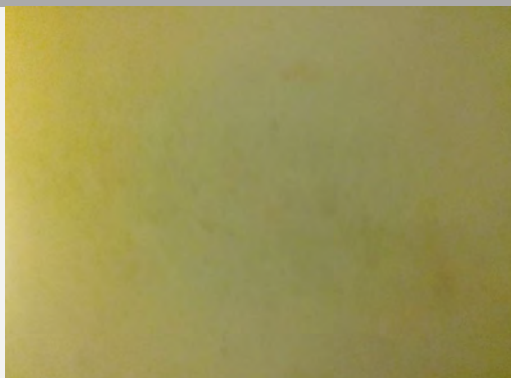
Name	No.	Description	Condition
	23	Red carpet fitted to base	Used condition
	24	White painted smooth plaster walls within and cream painted wooden skirting boards	In use marks can be seen
	25	Vented hot water system within	
Cupboard	26		
	27	White painted wooden door and white painted wooden door frame with chrome lever handle	Light chipping to low level
	28	Continuation of carpet within	Used condition
	29	Cream painted smooth plaster walls and cream painted wooden skirting boards	Heavy discolouration can be seen to left and facing wall with various in use marks throughout
	30	2 x Fuse box fitted to right wall	

Entrance Hall - Doors & Woodwork



Entrance Hall - Walls

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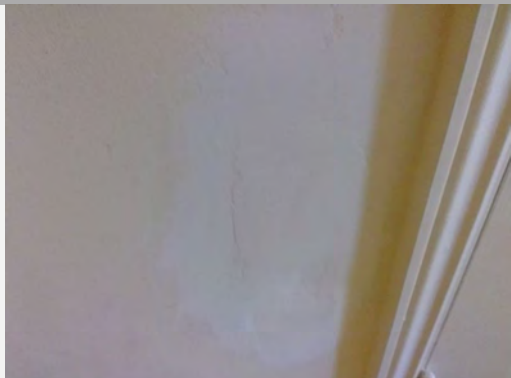
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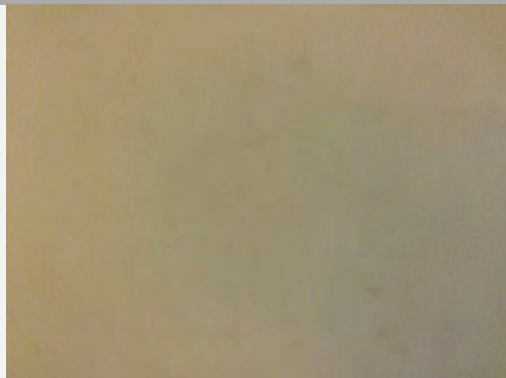
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7.3

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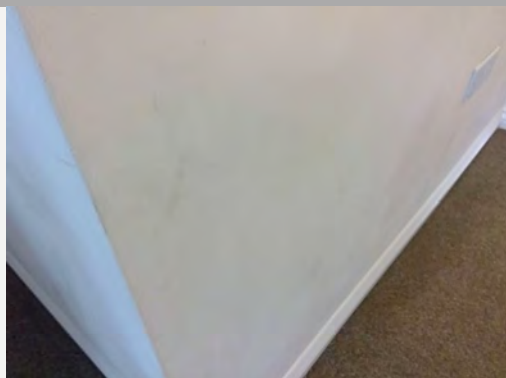
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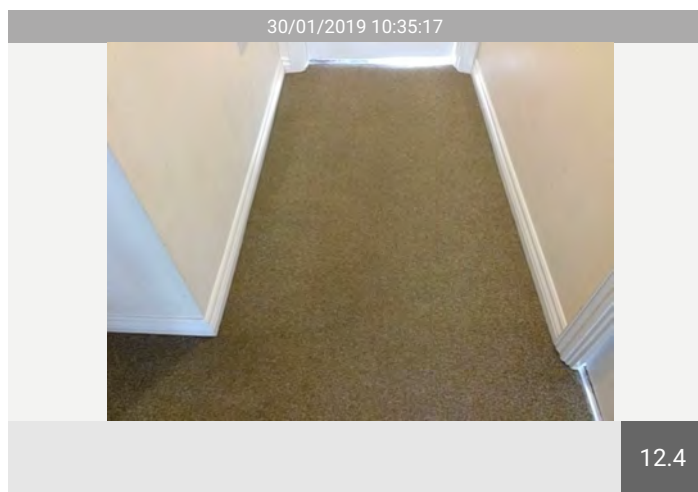
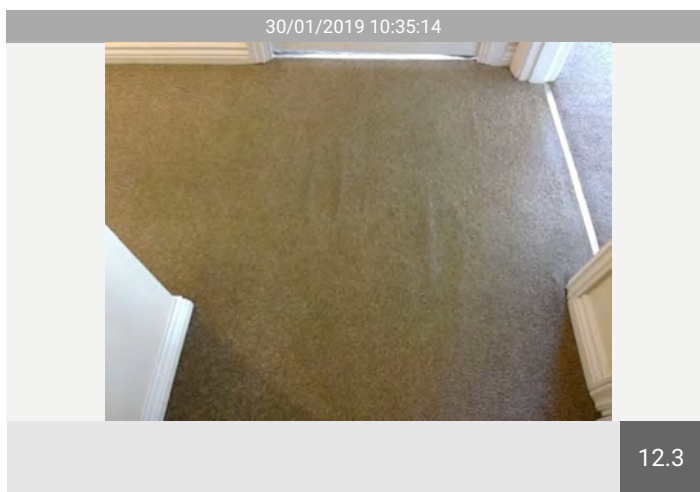
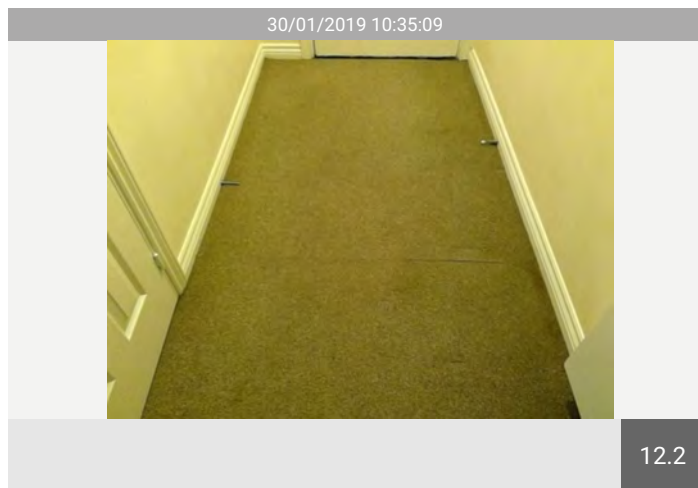
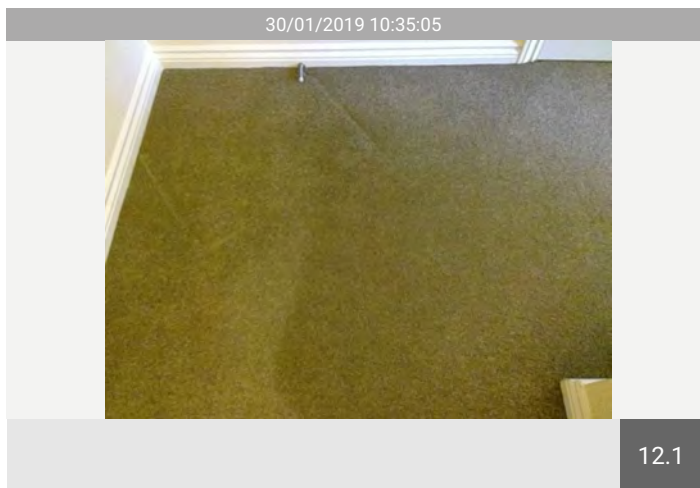
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7.6



Entrance Hall - Floor



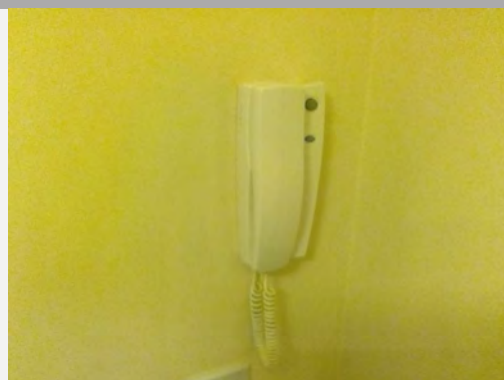
Entrance Hall - Lights & Electrical

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14.1

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14.2

Entrance Hall - Heating

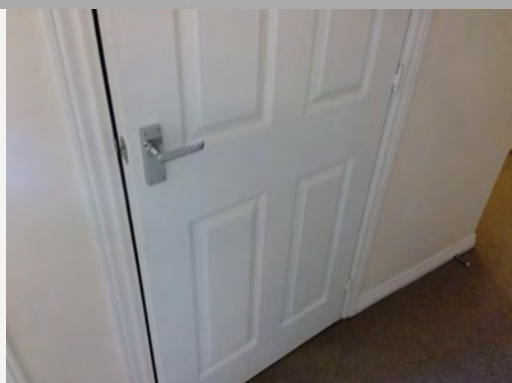
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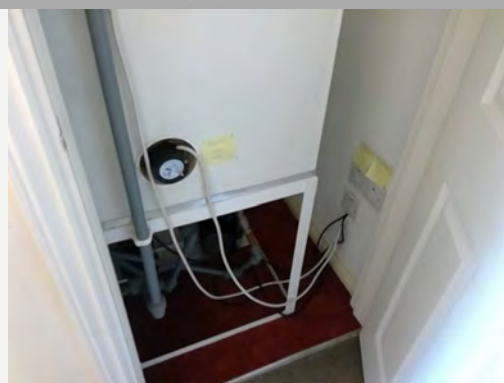
Entrance Hall - Cupboard

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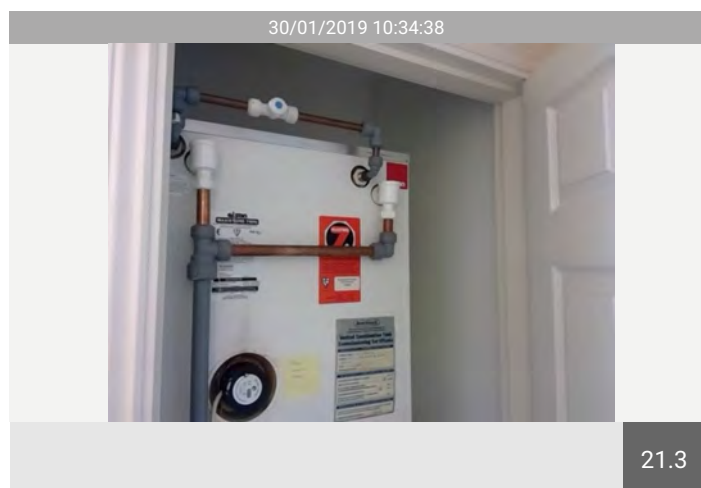


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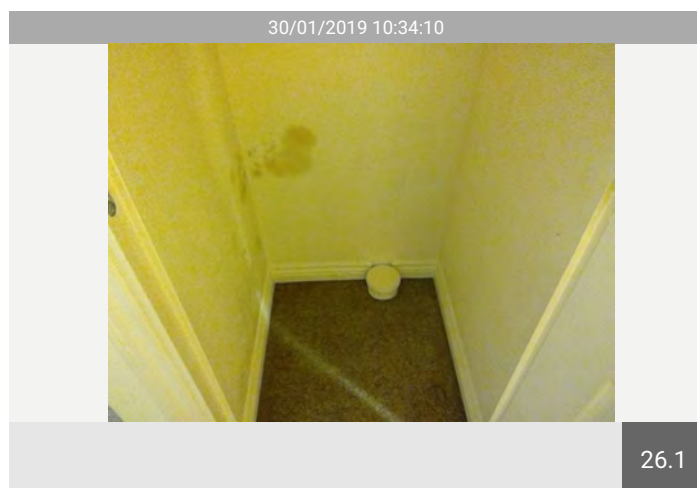
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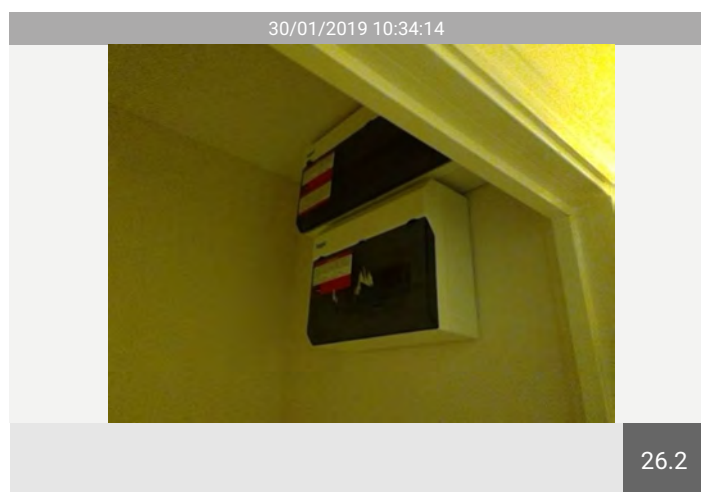
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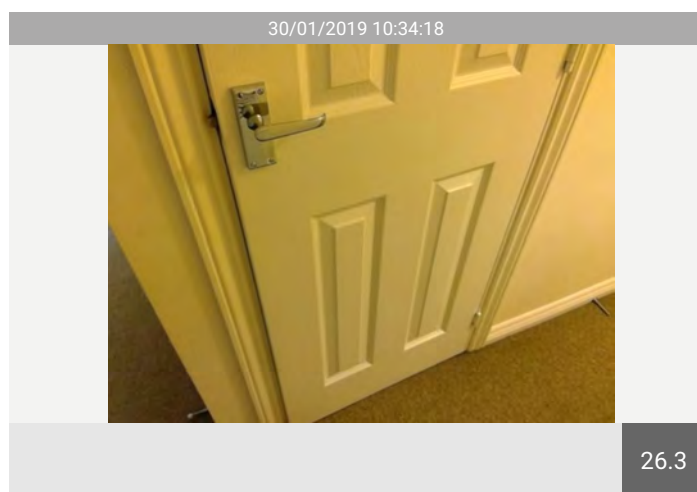
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26.1



26.2



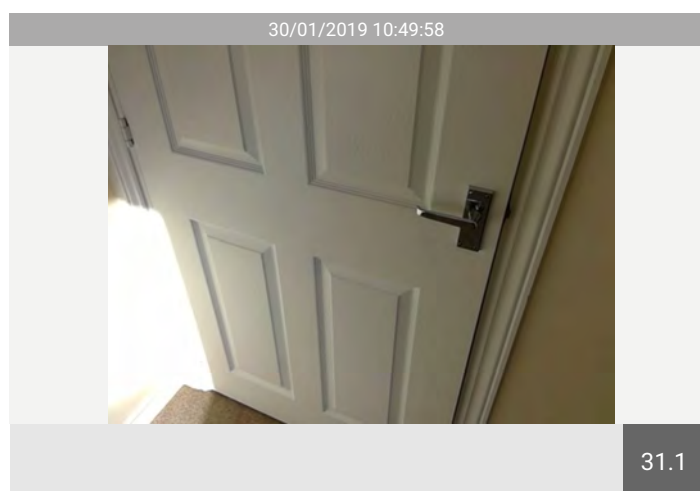
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Bedroom

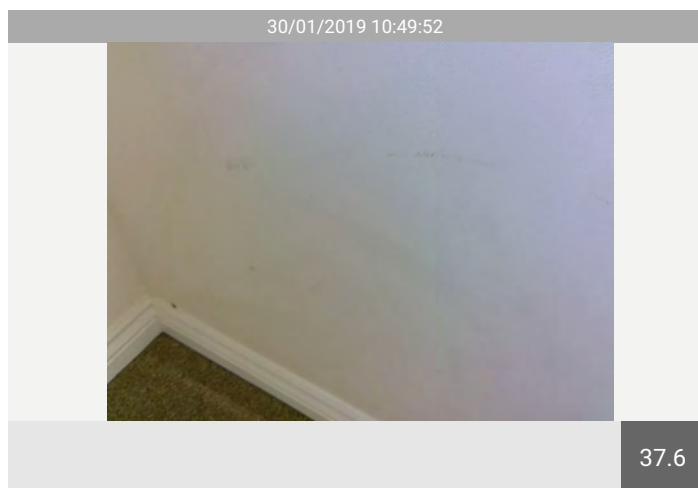
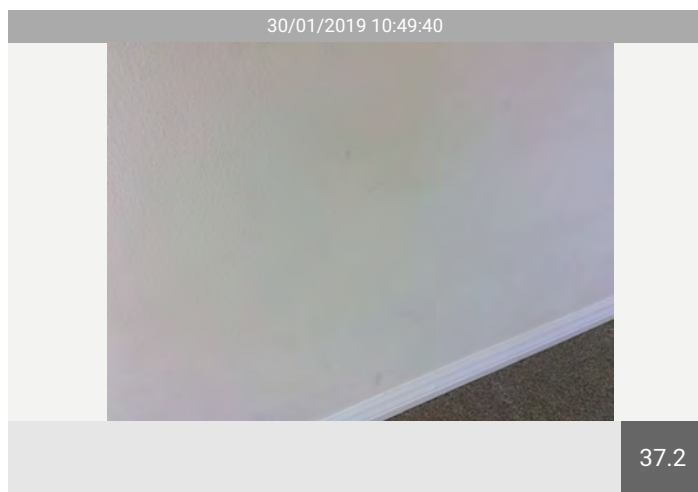
Name	No.	Description	Condition
Doors & Woodwork	31		
	32	White painted wooden door and white painted wooden door frame with chrome lever handle	In use marks can be seen to frame to low-level and chip to centre of door
	33	Reverse of door	Good condition
	34	White painted wooden skirting boards	Light In use marks visible
	35	Coil doorstop fitted with white tip to skirting boards	
Ceiling	36	White painted smooth plaster ceiling	
Walls	37	Cream painted smooth plaster walls	
	38	Left wall	Fingerprint marks and dirt marks to mid-level with scuff marks and in use marks to low-level
	39	Facing wall	Scuff marks and in use marks from mid to low-level

Name	No.	Description	Condition
	40	Right wall	In use marks and scuff marks can be seen from mid to low-level
	41	Back wall	In use marks from mid to low-level
Floor	42		
	43	Continuation of light brown fitted carpet	Furniture indentations visible. Shading can be seen to centre
Lights & Electrical	44		
	45	White pendant light	Tested and working
	46	White casings to light switch and plug sockets	
Heating	47		
	48	Electric heater fitted to right wall	Not tested
Window & Fittings	49		
	50	White UPVC window with one white lever handle and white painted wooden windowsill	Discolouration can be seen to sealant around edges. One trickle vent fitted to top.
	51	Cream roller blind	Fraying visible to edges and discolouration can be seen. No snap cord fitted to chain

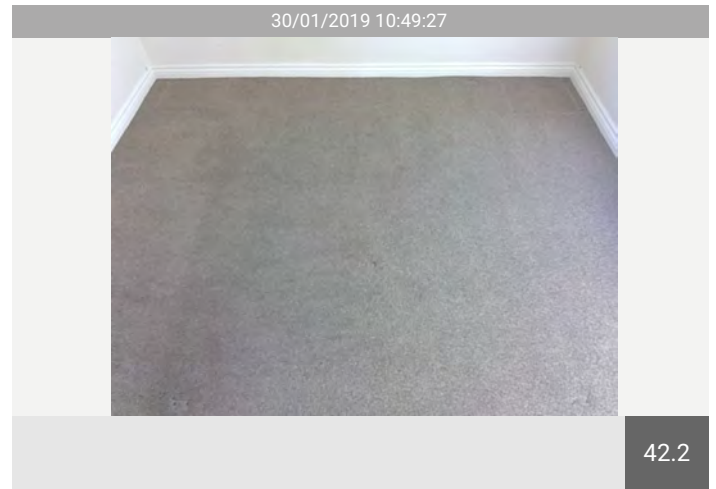
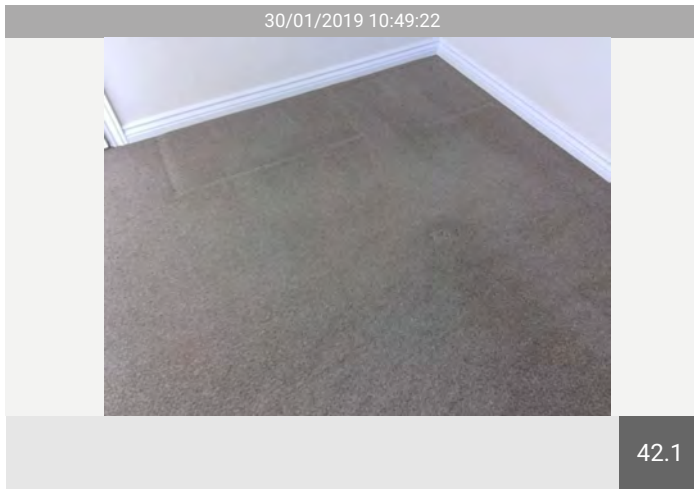
Bedroom - Doors & Woodwork



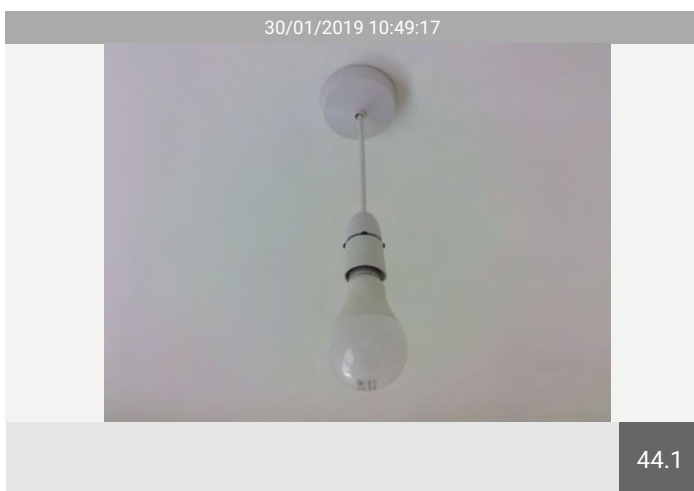
Bedroom - Walls



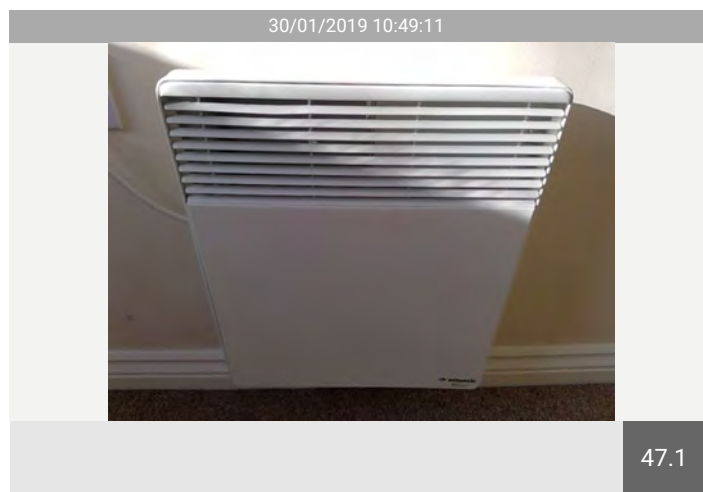
Bedroom - Floor



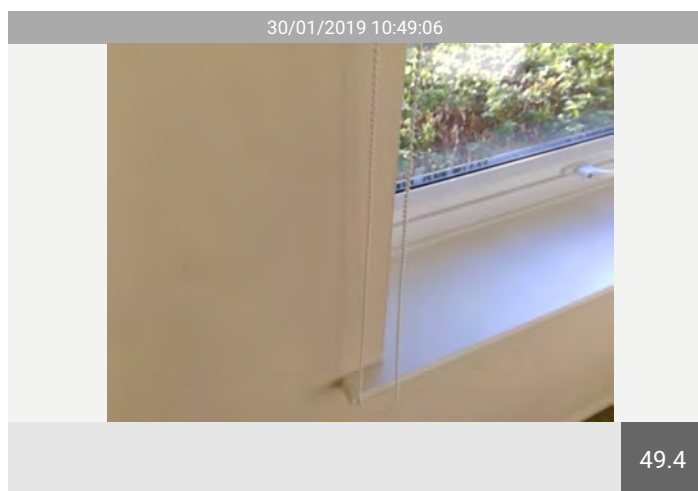
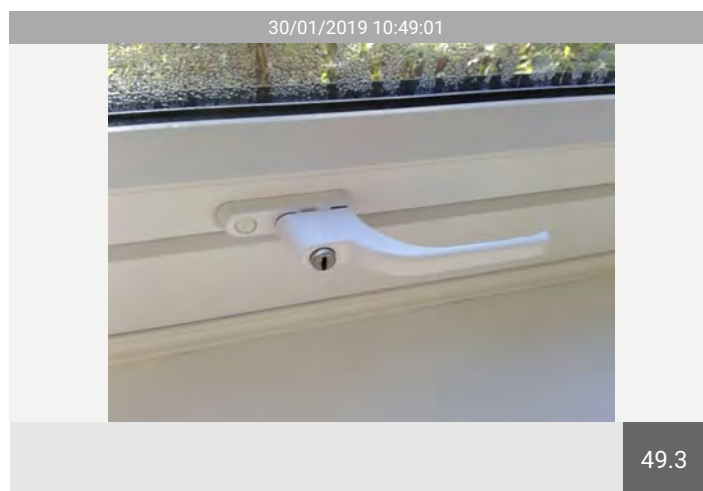
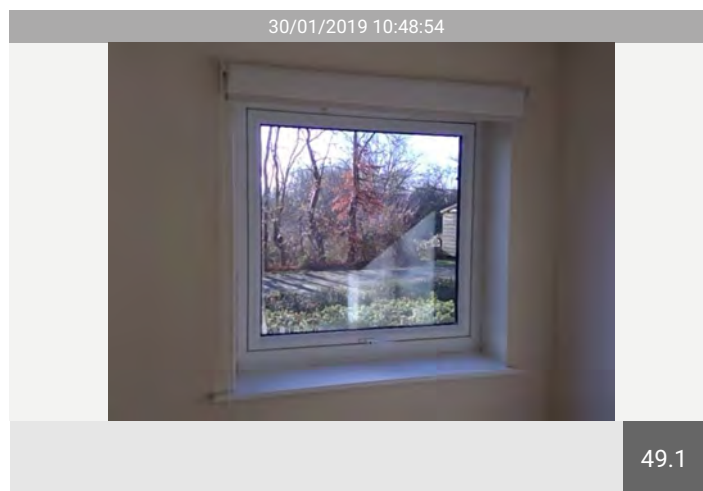
Bedroom - Lights & Electrical



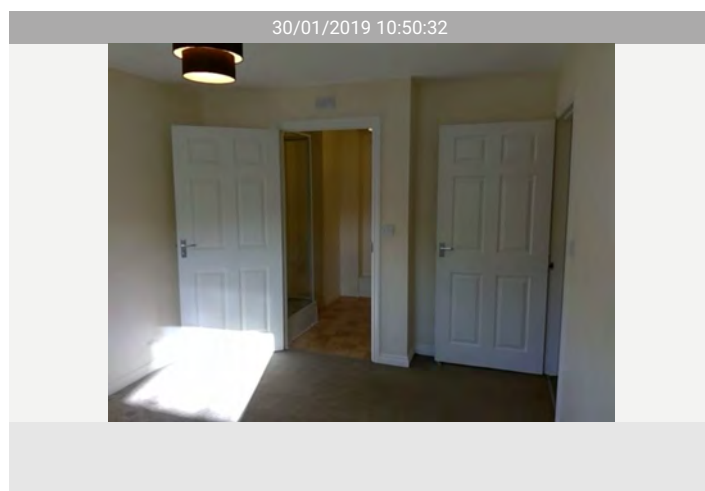
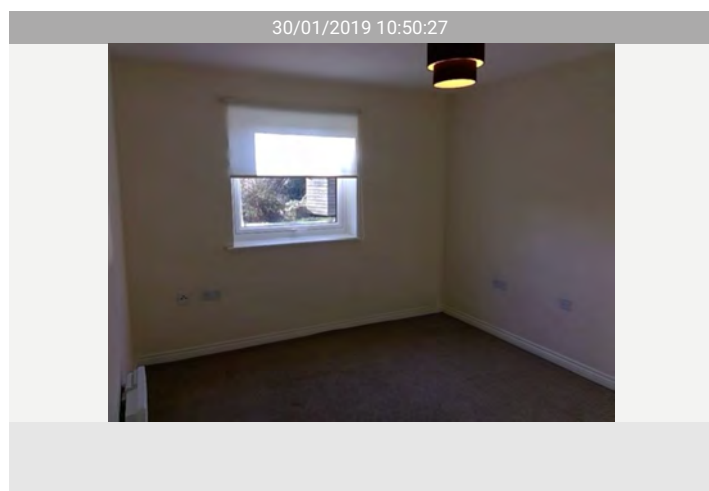
Bedroom - Heating



Bedroom - Window & Fittings



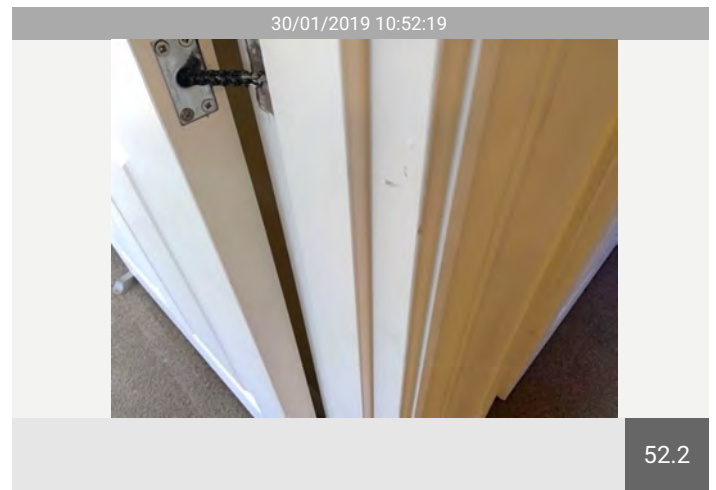
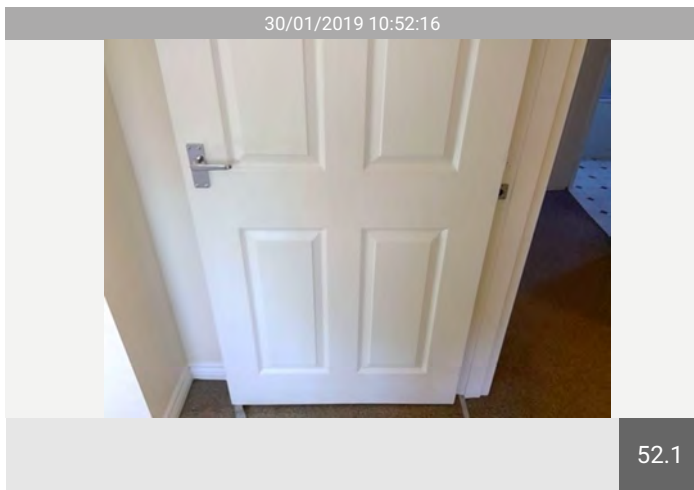
Bedroom 2



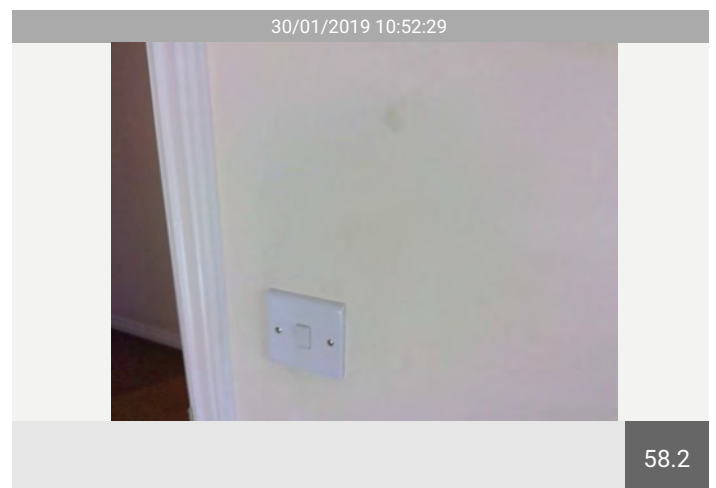
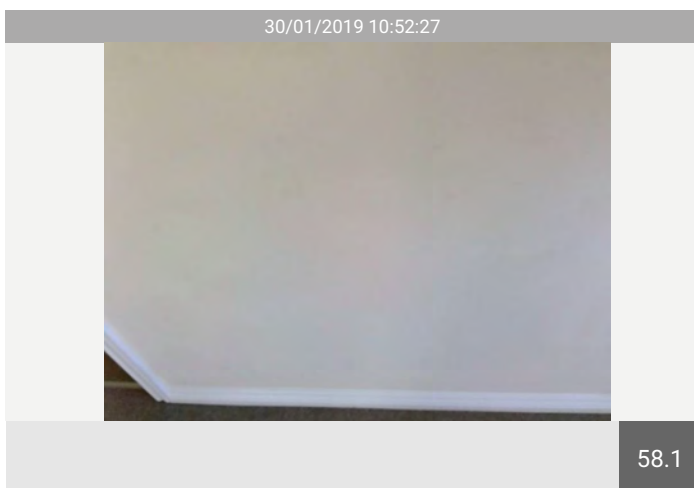
Name	No.	Description	Condition
Doors & Woodwork	52		
	53	White painted wooden door and white painted wooden door frame with chrome lever handle	In use marks can be seen to frame to low-level
	54	Reverse of door	Good condition
	55	White painted wooden skirting boards	Light In use marks visible
	56	Coil doorstop fitted with white tip to skirting boards	
Ceiling	57	White painted smooth plaster ceiling	
Walls	58	Cream painted smooth plaster walls	
	59	Left wall	Fingerprint marks and dirt marks to mid-level with scuff marks and in use marks to low-level
	60	Facing wall	Scuff marks and in use marks from mid to low-level. Some fingerprint marks can be seen to mid-level. Discolouration to low-level to right side
	61	Right wall	In use marks and scuff marks can be seen from mid to low-level
	62	Back wall	Light in use marks from mid to low-level
Floor	63		
	64	Continuation of light brown fitted carpet	Furniture indentations visible. Shading can be seen to centre
Lights & Electrical	65		
	66	White pendant light with brown light shade	Tested and working
	67	White casings to light switch and plug sockets	
	68	White casing to aerial point and telephone point	

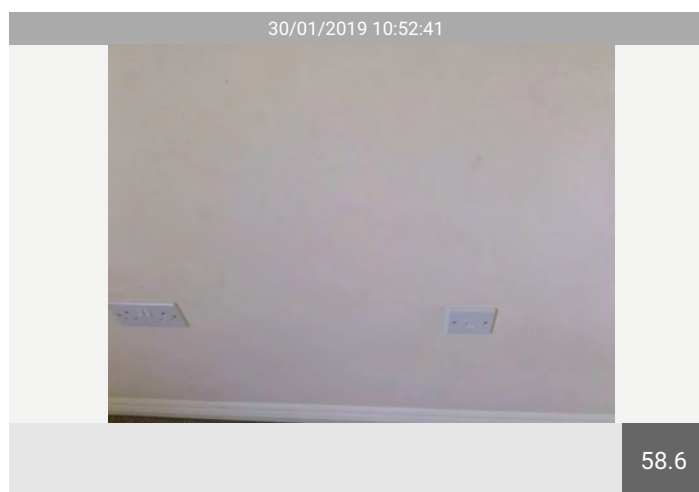
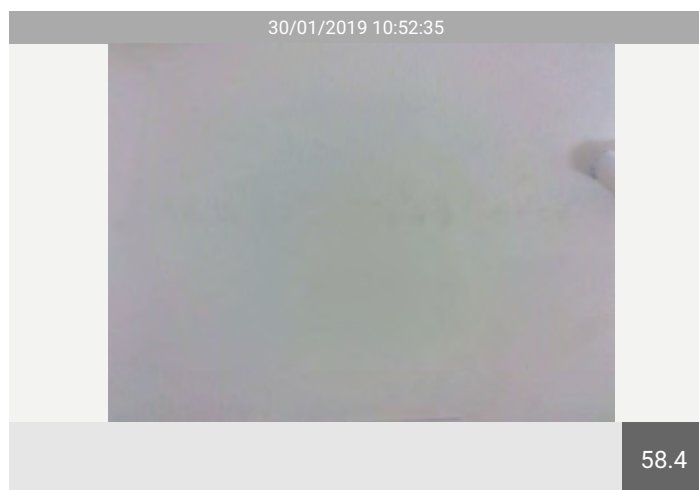
Name	No.	Description	Condition
Heating	69		
	70	Electric heater fitted to right wall	Not tested
Window & Fittings	71		
	72	White UPVC window with one white lever handle and white painted wooden windowsill	Discolouration can be seen to sealant around edges
	73	Cream roller blind	Fraying visible to edges and in use marks can be seen. No snap cord fitted to chain

Bedroom 2 - Doors & Woodwork

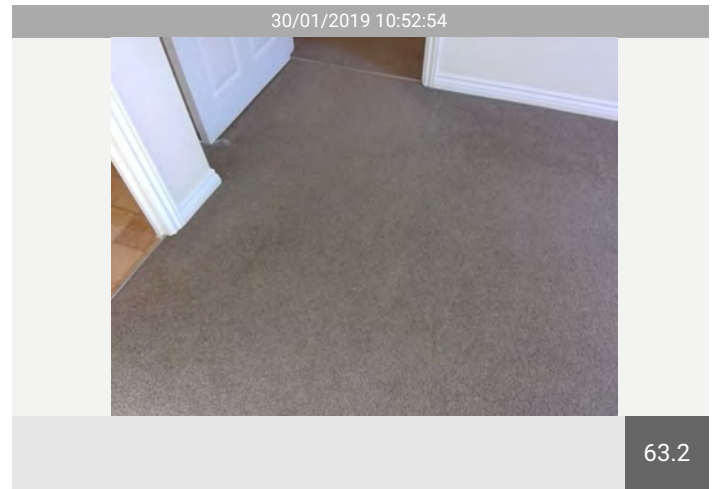
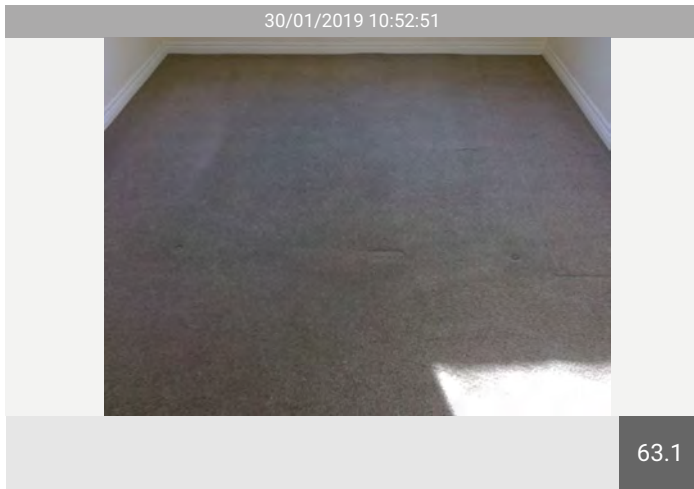


Bedroom 2 - Walls

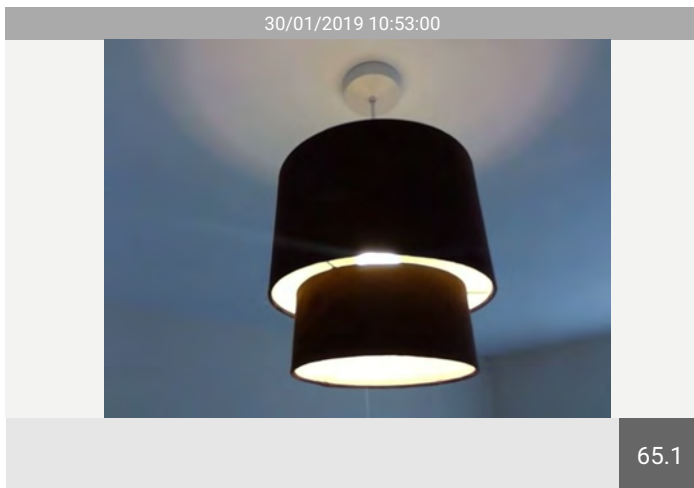




Bedroom 2 - Floor



Bedroom 2 - Lights & Electrical



Bedroom 2 - Heating



Bedroom 2 - Window & Fittings

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71.1

30/01/2019 10:53:13



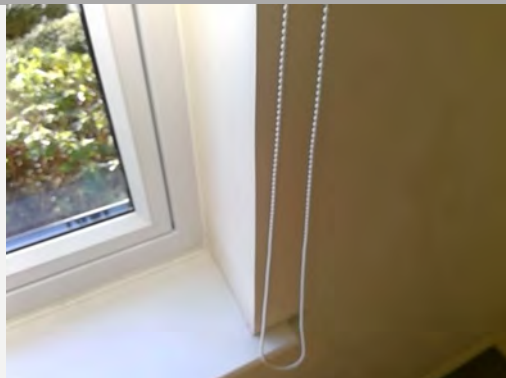
71.2

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71.3

30/01/2019 10:53:18



71.4

Reception Room

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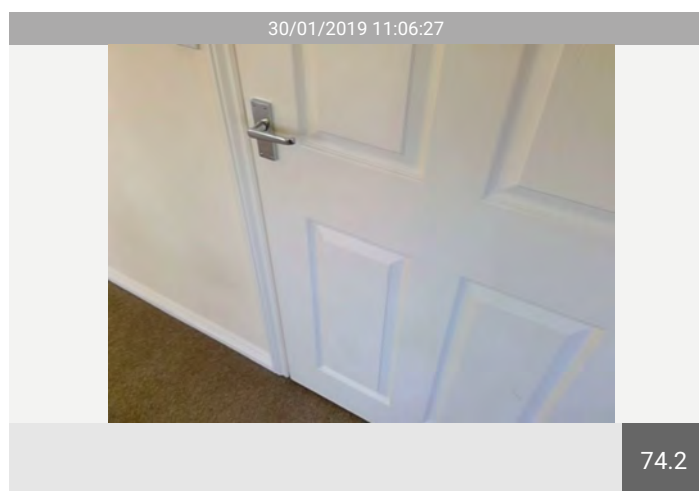
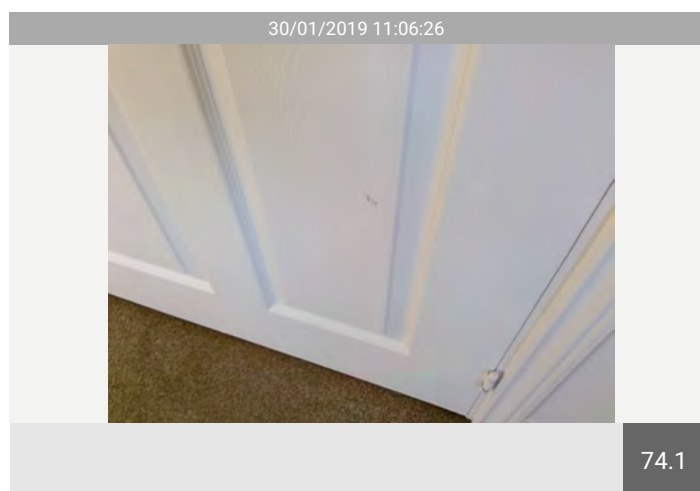
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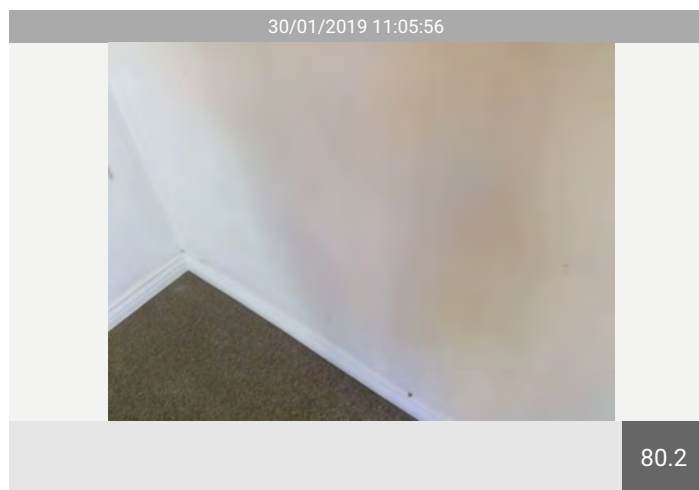
Name	No.	Description	Condition
Doors & Woodwork	74		
	75	White painted wooden door and white painted wooden door frame with chrome lever handle	In use marks can be seen to frame to low-level
	76	Reverse of door	Light in use marks to low-level
	77	White painted wooden skirting boards	Light In use marks visible
	78	Coil doorstop fitted with white tip to skirting boards	
Ceiling	79	White painted smooth plaster ceiling	
Walls	80	Cream painted smooth plaster walls	
	81	Left wall	In use marks from mid to low-level
	82	Facing wall	Scuff marks and in use marks from mid to low-level. Some fingerprint marks can be seen to mid-level. 2 filled holes to eye level
	83	Right wall	In use marks and scuff marks can be seen from mid to low-level
	84	Back wall	In use marks from mid to low-level. Fingerprint marks can be seen to mid-level with shading visible to low-level. White discolouration to eye-level
Floor	85		
	86	Continuation of light brown fitted carpet	Furniture indentations visible. Shading can be seen to centre. Yellow stain can be seen to centre
Lights & Electrical	87		
	88	2 White pendant lights with cream light shades	Tested and working
	89	White casings to light switch and plug sockets	
	90	White casing to aerial point and telephone point	
Heating	91		
	92	Electric heater fitted to right wall	Not tested
Window & Fittings	93		
	94	White UPVC window with one white lever handle and white painted wooden windowsill	Discolouration can be seen to sealant around edges. Some condensation visible
	95	Cream roller blind	Fraying visible to edges and in use marks can be seen. No snap cord fitted to chain
	96	White UPVC window with 2 white lever handles and white painted wooden windowsill to base	Light discolouration can be seen to sealant around edges
	97	Chrome fitted curtain rail with long length cream curtains	In a used condition, Some discolouration can be seen. Curtain rail coming away to centre finial and to right side
	98	White UPVC window with 2 white lever handles and white painted wooden windowsill	Condensation can be seen within glass. Discolouration and spot marks to sealant.

Name	No.	Description	Condition
	99	Chrome curtain rail with long length cream curtains	Some discolouration to lining of curtains

Reception Room - Doors & Woodwork



Reception Room - Walls



30/01/2019 11:05:59



80.3

30/01/2019 11:06:02



80.4

30/01/2019 11:06:05



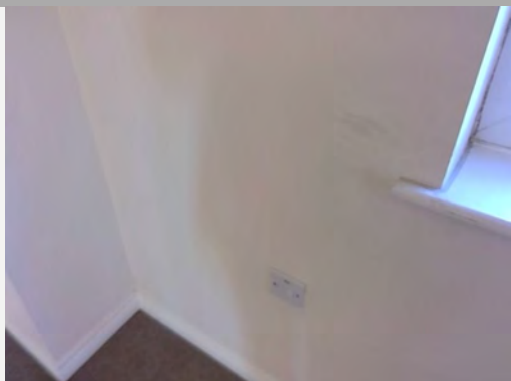
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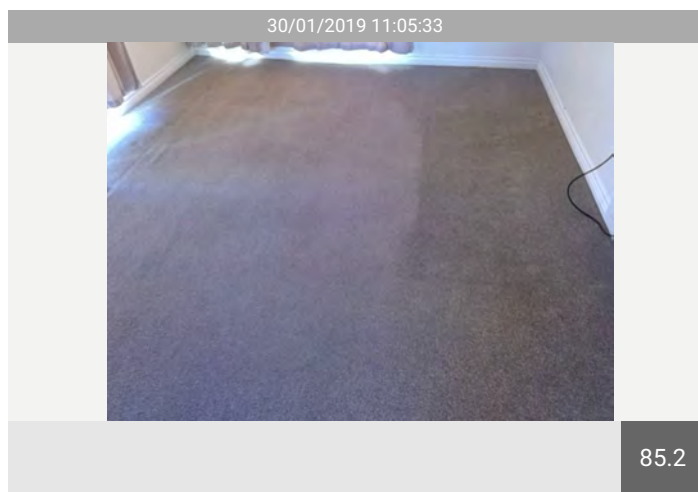
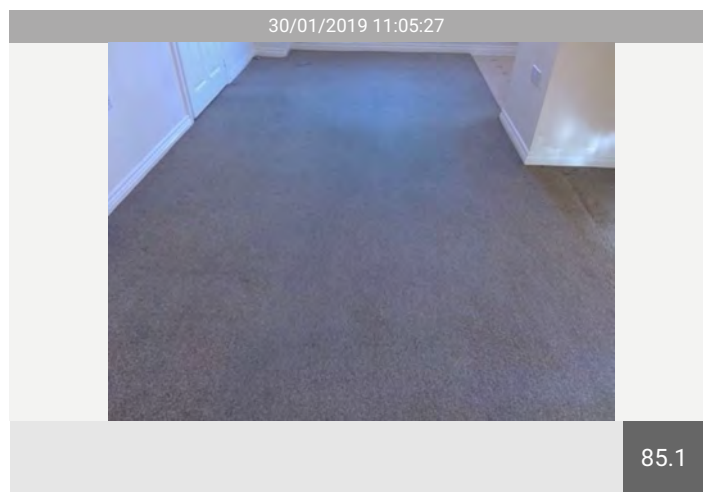
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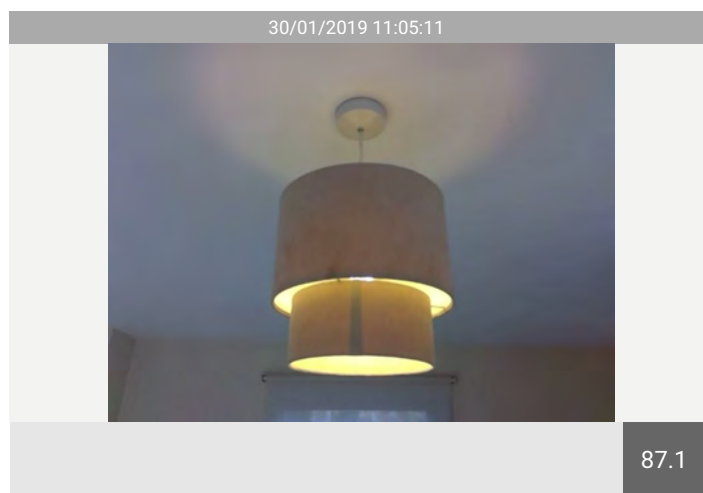


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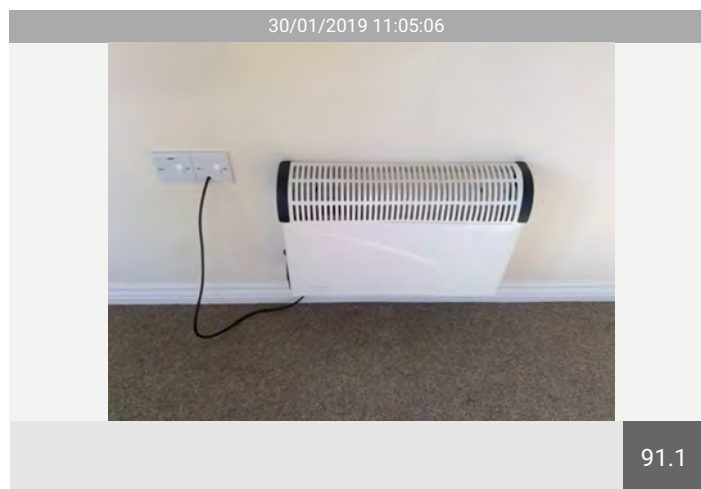
Reception Room - Floor



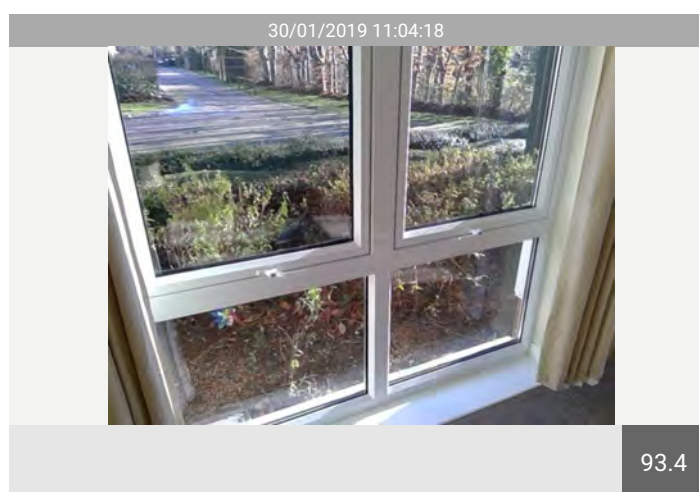
Reception Room - Lights & Electrical



Reception Room - Heating



Reception Room - Window & Fittings

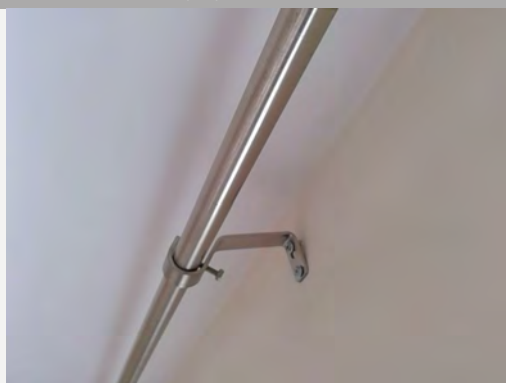


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95.1

30/01/2019 11:04:42



97.1

30/01/2019 11:04:50



97.2

Bathroom

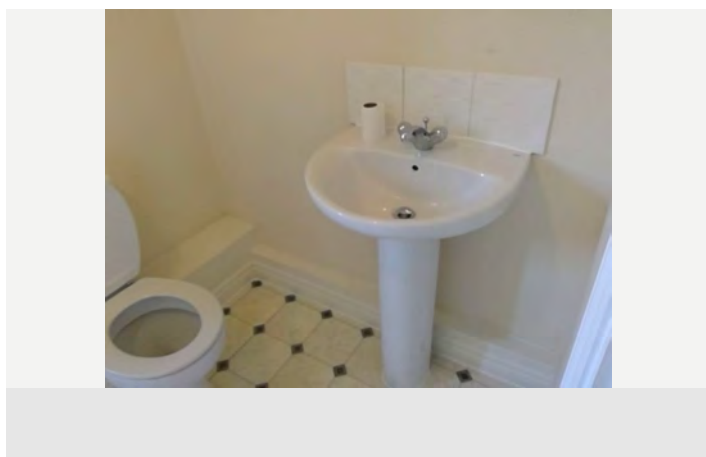
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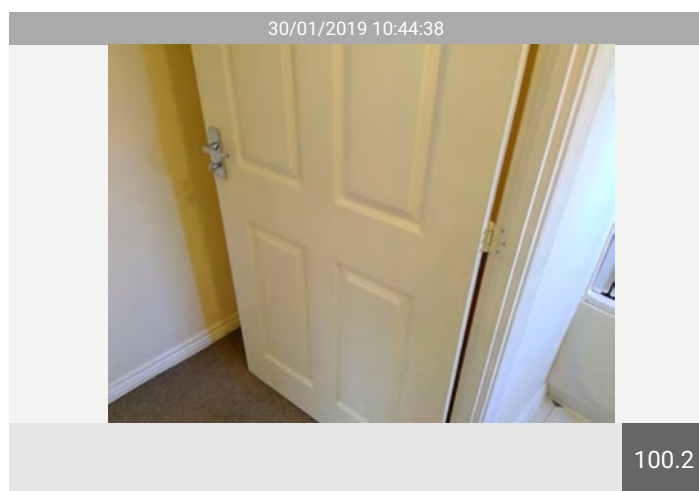
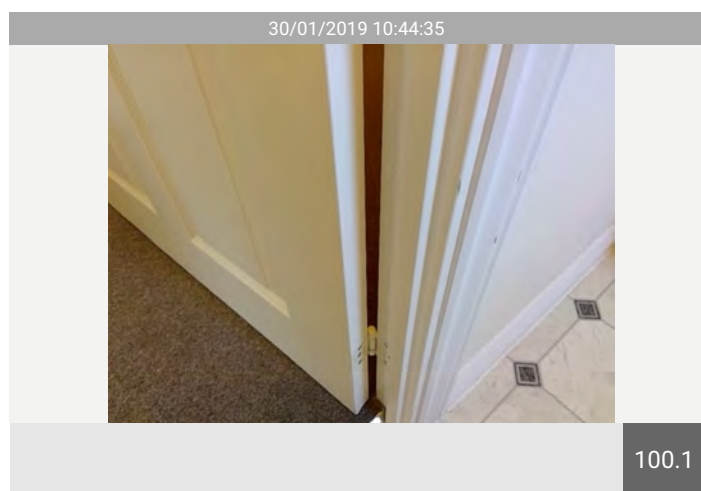
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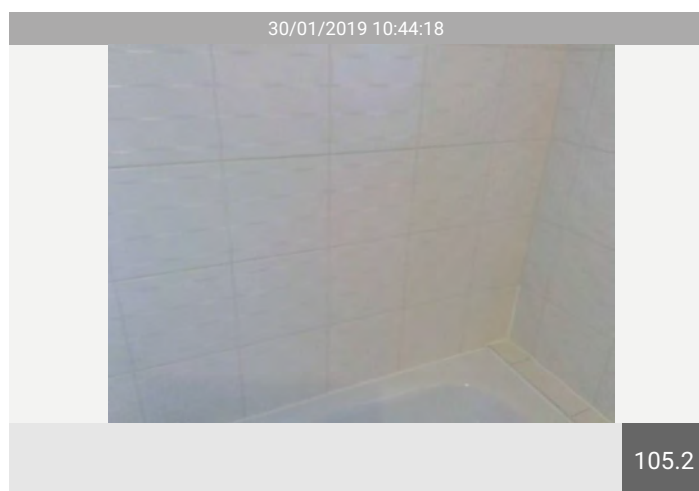
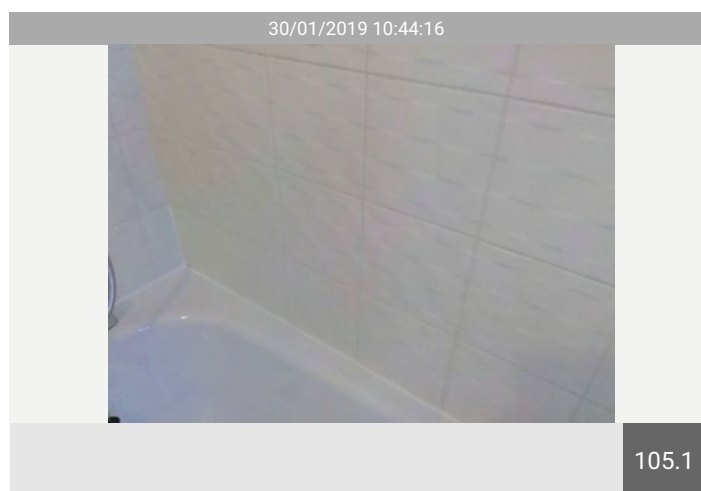
Name	No.	Description	Condition
Doors & Woodwork	100		
	101	White painted wooden door and white painted wooden door frame with chrome lever handle	Good condition
	102	Reverse of door	Light in use marks visible to low-level door frame
	103	White painted wooden skirting boards	Light in use marks can be seen and light chipping on protruding corners
Ceiling	104	White painted smooth plaster ceiling	Good condition
Walls	105	Cream painted smooth plaster walls leading to white tiles and white grouting	
	106	Left wall	Some slight discolouration to grouting visible above bath
	107	Facing wall	Light in use marks can be seen to low-level
	108	Right wall	Light in use marks can be seen above basin. One circular mirror with chrome frame
	109	Back wall	Light in use marks to low-level
Floor	110		
	111	Light grey flecked tile effect lino flooring	Good condition
Lights & Electrical	112		
	113	White fitted ceiling light with frosted glass casing	Tested and working
	114	One extractor fan	Tested and working
Heating	115	Dimplex electric heater fitted to right wall	Tested and working
Window & Fittings	116		
	117	White UPVC window with obscure glass panel and white lever handle	Some light discolouration can be seen to sealant around edges
	118	Continuation tiles to windowsill	Good condition
Bath / Shower	119		

Name	No.	Description	Condition
	120	White bath with 2 chrome support handles and white plastic panel	Panel coming away to right corner. No limescale can be seen within bath
	121	Glass shower screen with chrome edging	No watermarks visible
	122	Chrome shower head and hose	No lime scale visible
	123	Chrome mixer taps, plug and waste	No lime scale visible
Toilet	124		
	125	White toilet with white plastic toilet seat and chrome dual flush	Tested and working, no lime scale visible within. Hairline crack can be seen to back of toilet
Basin	126		
	127	White basin with chrome mixer taps, plug and waste	No watermarks or lime scale can be seen

Bathroom - Doors & Woodwork



Bathroom - Walls

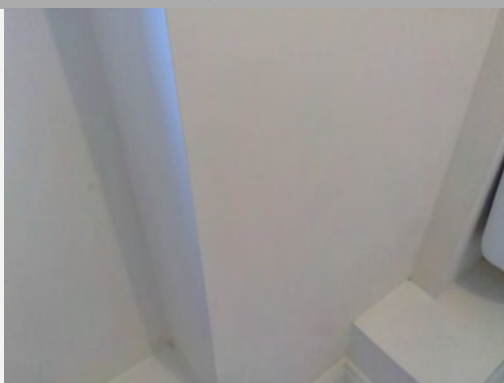


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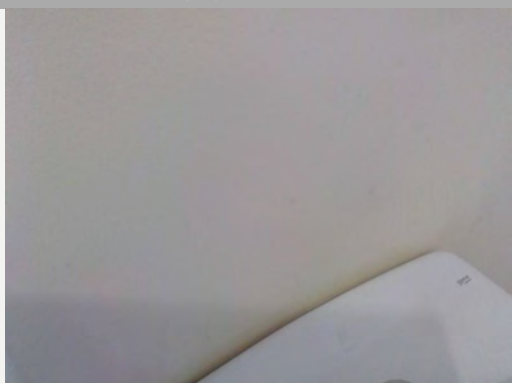
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105.4

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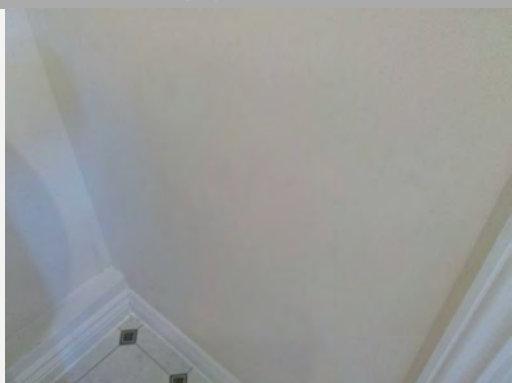
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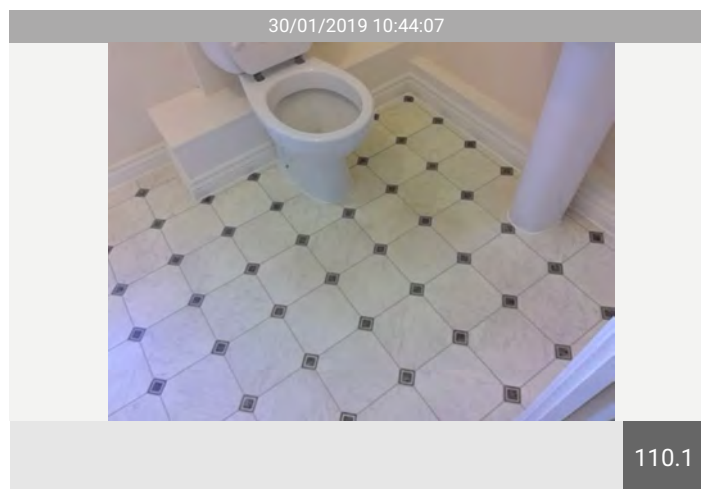
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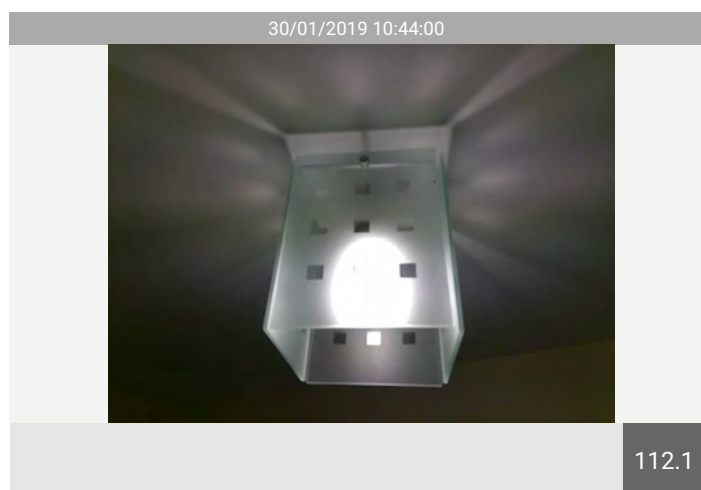


105.7

Bathroom - Floor



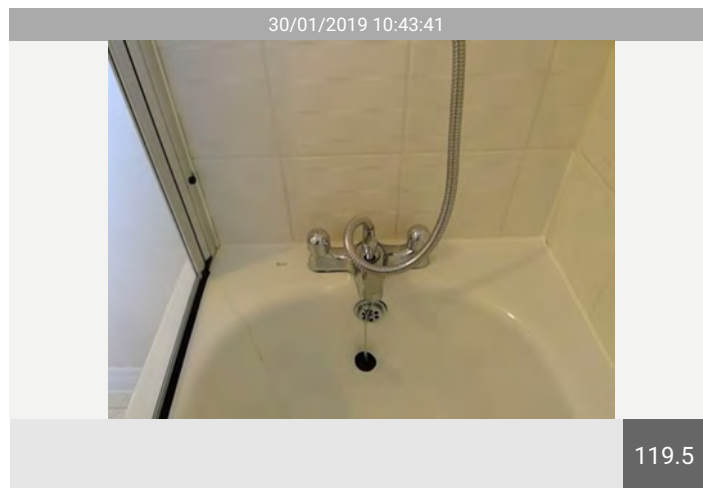
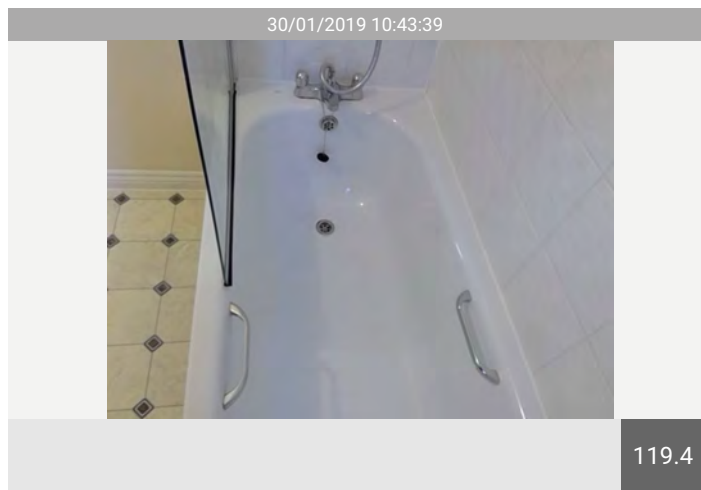
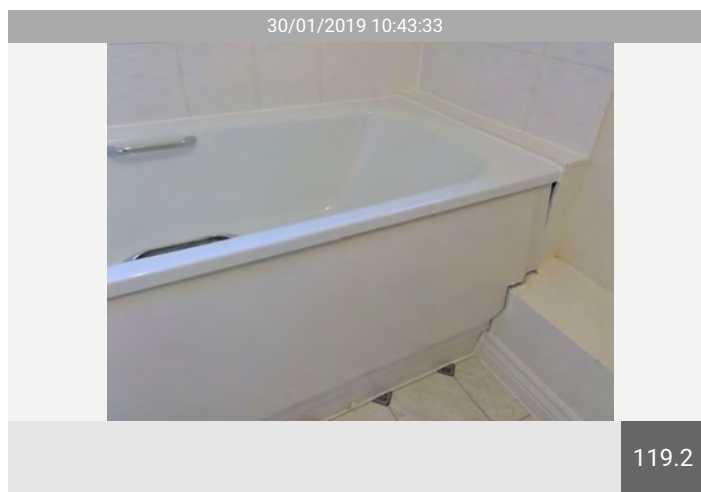
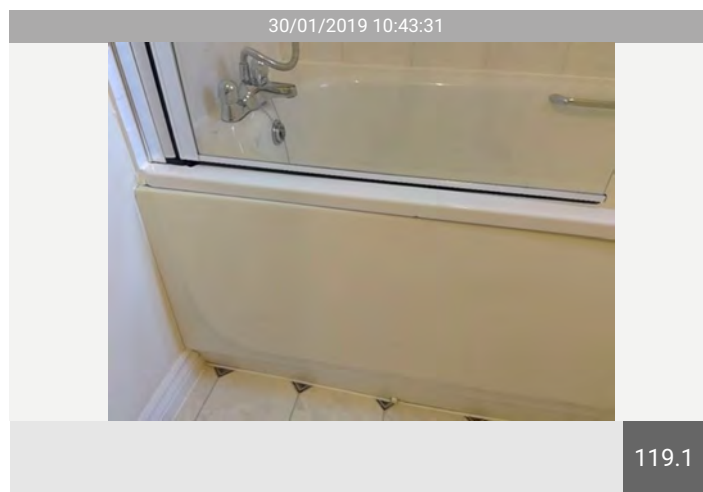
Bathroom - Lights & Electrical



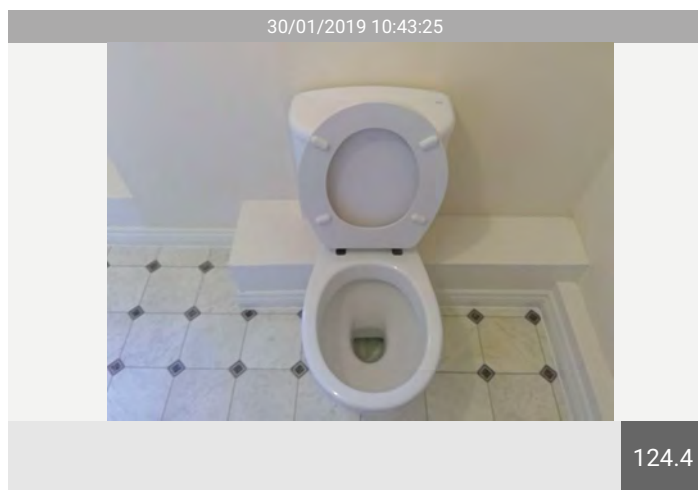
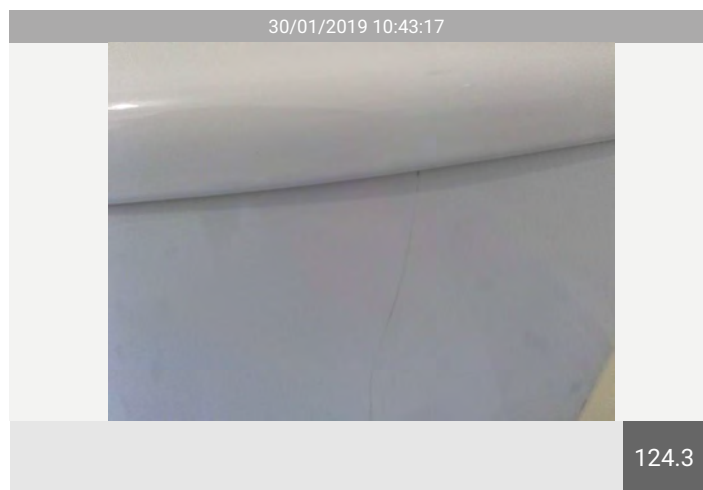
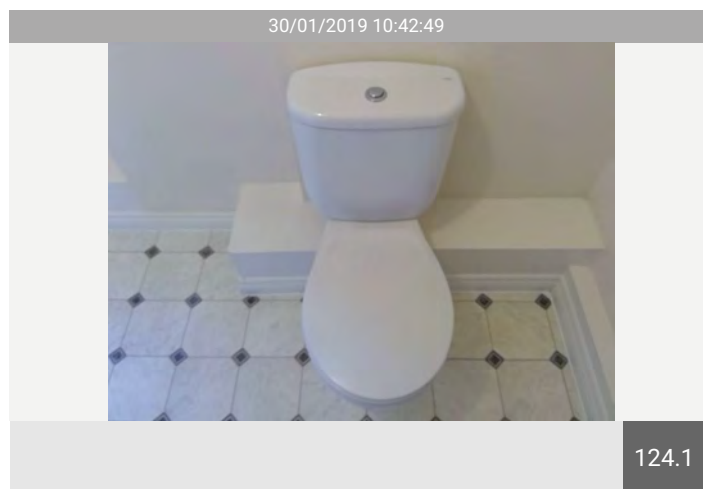
Bathroom - Window & Fittings



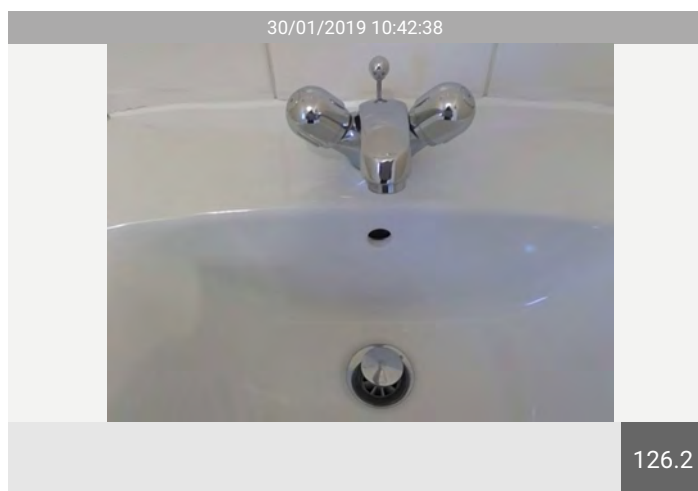
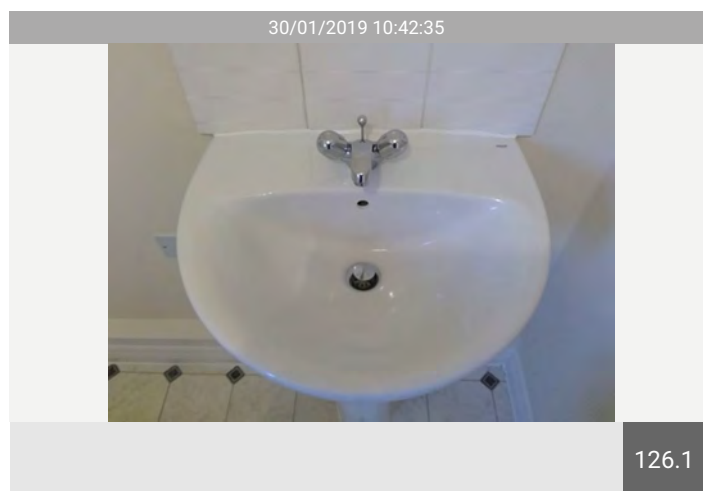
Bathroom - Bath / Shower



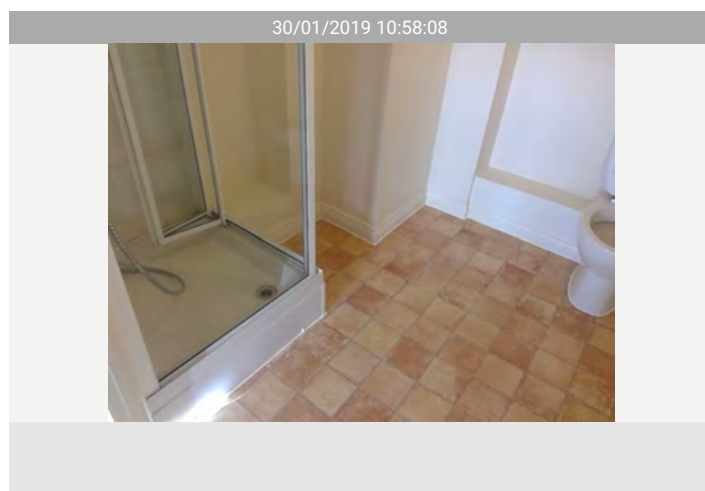
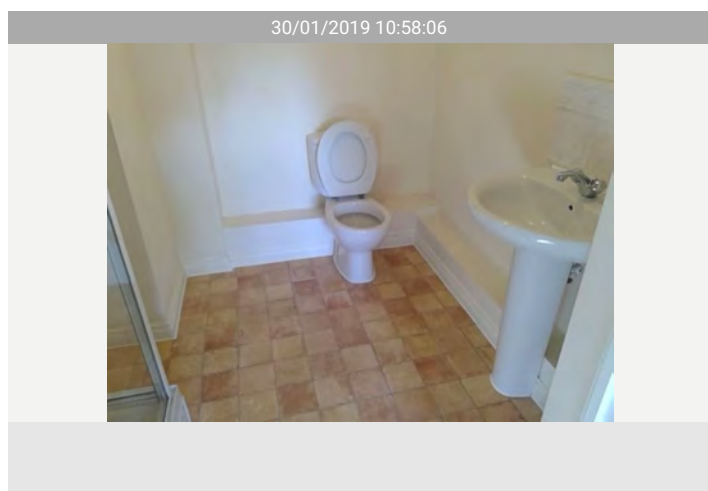
Bathroom - Toilet



Bathroom - Basin



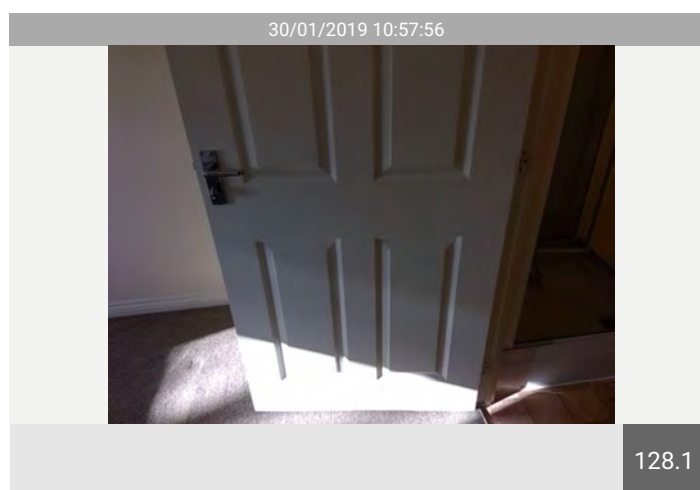
Ensuite



Name	No.	Description	Condition
Doors & Woodwork	128		
	129	White painted wooden door and white painted wooden door frame with chrome lever handle	Good condition
	130	Reverse of door	Light in use marks visible to low-level door frame
	131	White painted wooden skirting walls	Light in use marks can be seen and light chipping on protruding corners
Ceiling	132	White painted smooth plaster ceiling	Good condition
Walls	133	Cream painted smooth plaster walls leading to white tiles white grouting	
	134	Left wall	Discolouration to grouting visible Within shower cubicle and further discolouration can be seen to sealant
	135	Facing wall	Light in use marks can be seen to low-level
	136	Right wall	Light in use marks can be seen above basin. One circular mirror with chrome frame
	137	Back wall	Light in use marks to low-level
Floor	138		
	139	Beige tile effect lino flooring	Good condition
Lights & Electrical	140		
	141	White fitted ceiling light with frosted glass casing	Tested and working
	142	One extractor fan	Tested and working
Heating	143		
	144	Dimplex electric heater fitted to right wall	Tested and working

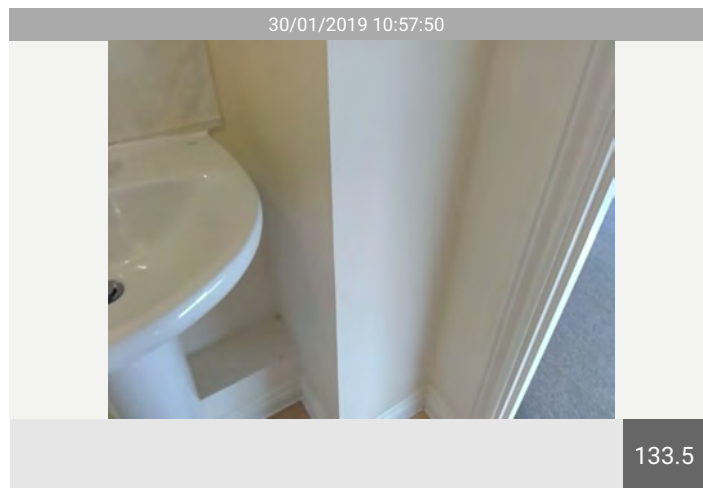
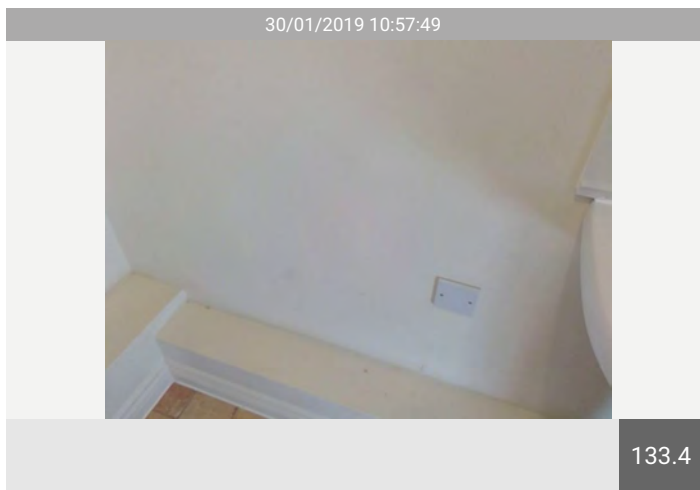
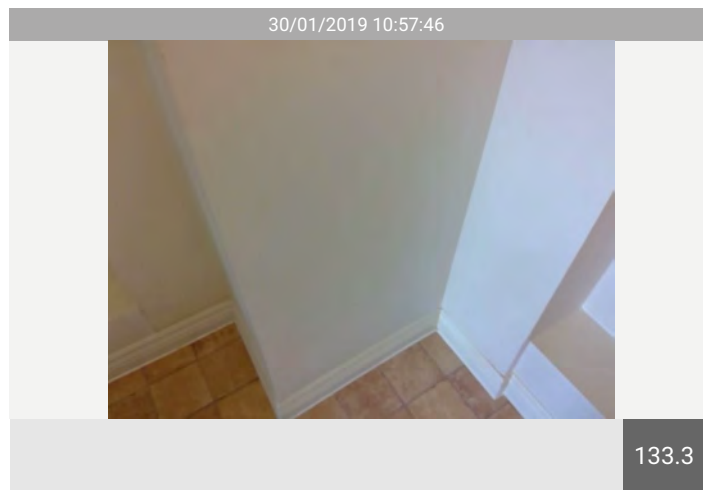
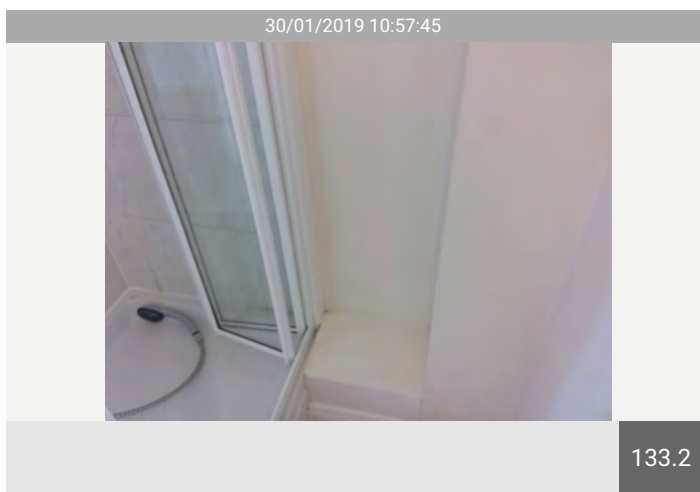
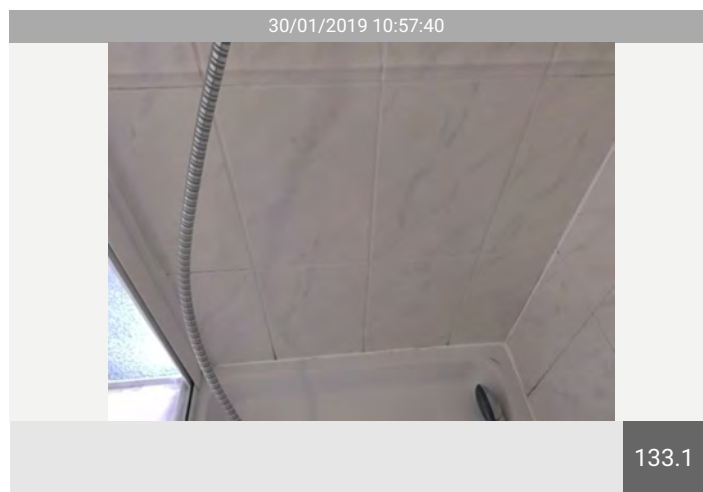
Name	No.	Description	Condition
Shower	145		
	146	White shower tray fitted to base with chrome waste	No cover visible to waste. Some discolouration to sealant around edges
	147	Glass bi-folding shower screen with White edging	No watermarks visible, Some darkening to hinges to low-level
	148	Chrome shower head and hose	No lime scale visible
	149	Chrome mixer taps, plug and waste	No lime scale visible
Toilet	150		
	151	White toilet with white plastic toilet seat and chrome dual flush	Tested and working, no lime scale visible within. Some darkening can be seen to base of Toilet towards back
Basin	152	White basin with chrome mixer taps, plug and waste	No watermarks or lime scale can be seen

Ensuite - Doors & Woodwork

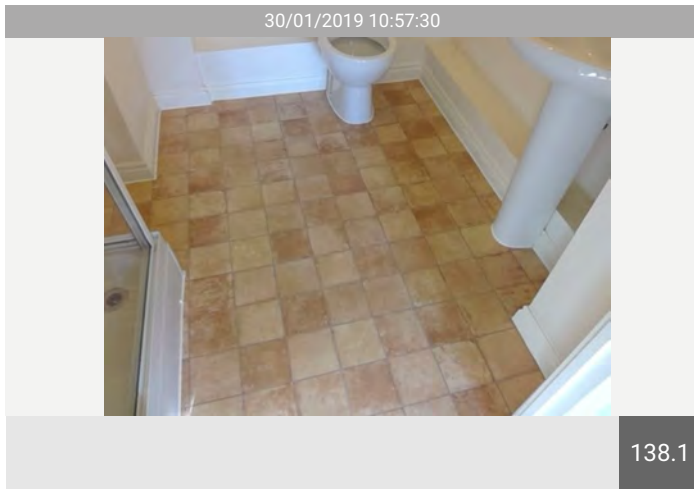


128.1

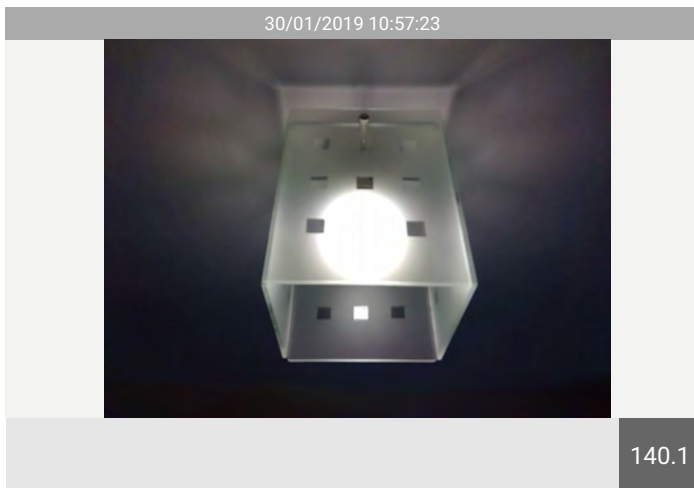
Ensuite - Walls



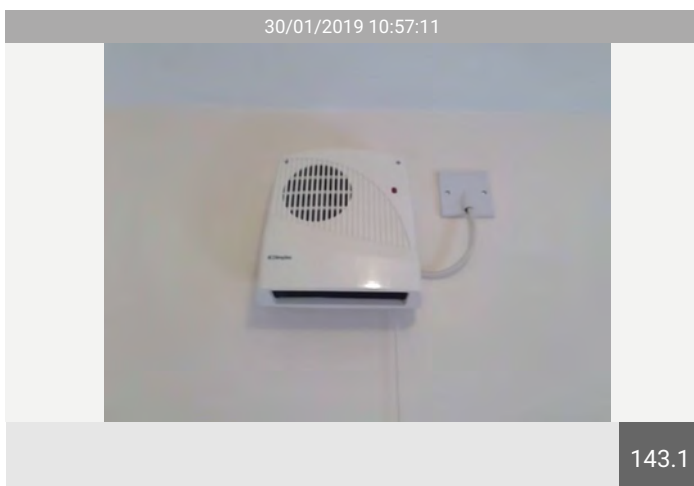
Ensuite - Floor



Ensuite - Lights & Electrical



Ensuite - Heating



Ensuite - Shower

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145.1

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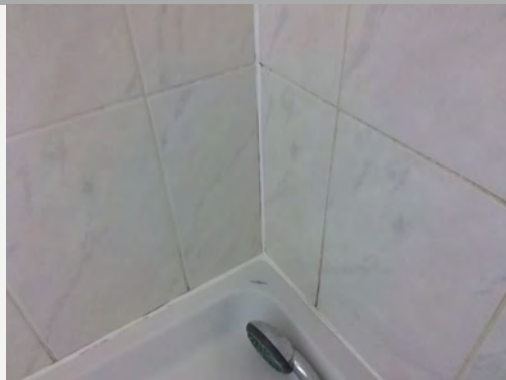
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145.4

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145.5

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145.6

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145.7

Ensuite - Toilet

30/01/2019 10:56:33



150.1

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150.2

Ensuite - Basin

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152.1

Kitchen

Doors & Woodwork



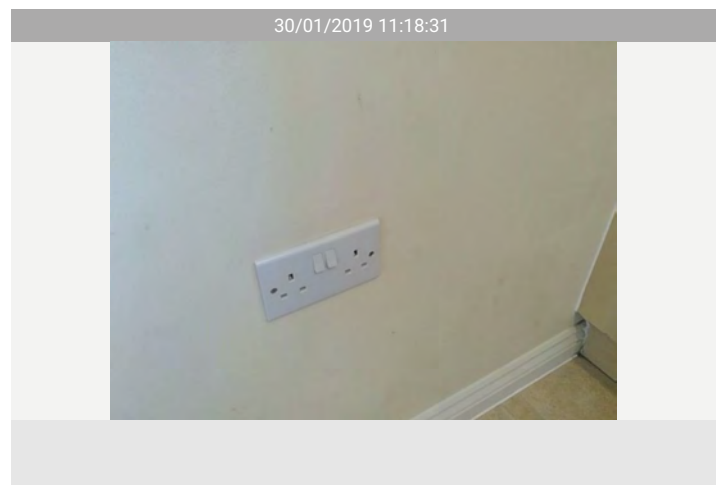
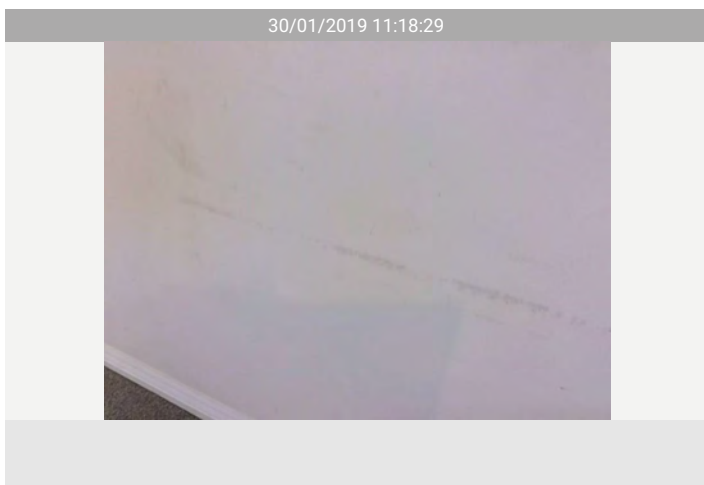
Name	No.	Description	Condition
Doors & Woodwork	153	White painted wooden skirting boards	In use marks visible and discolouration to facing wall

Ceiling

Name	No.	Description	Condition
Ceiling	154	White painted smooth plaster ceiling	Good condition

Walls

Cream painted smooth plaster walls leading to white square tiles and white grouting.



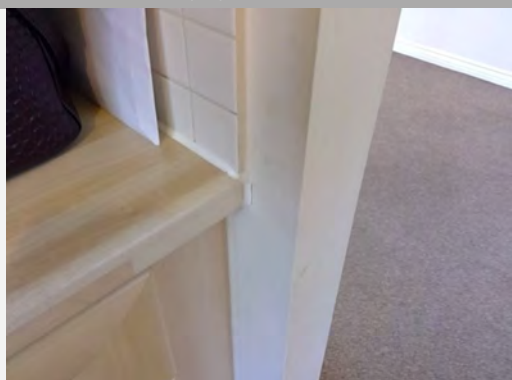
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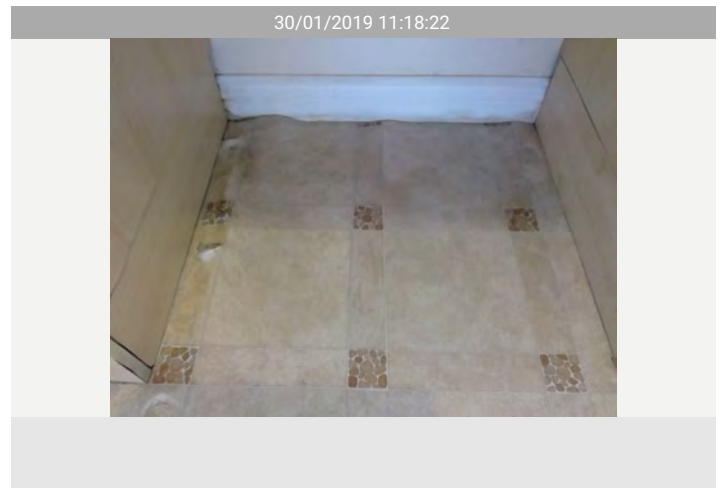
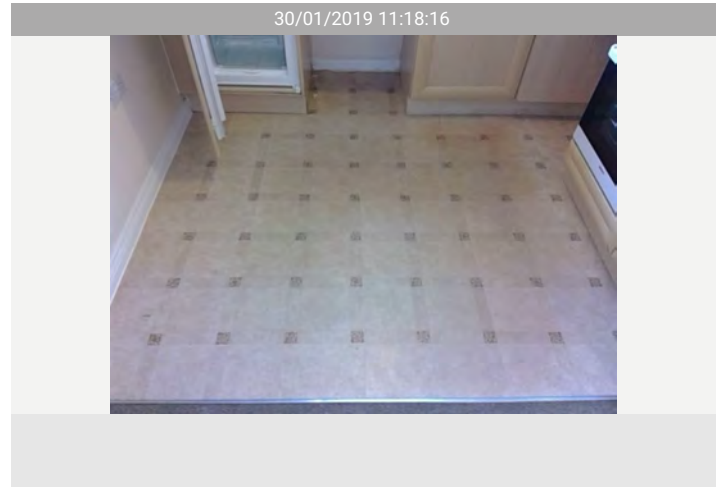
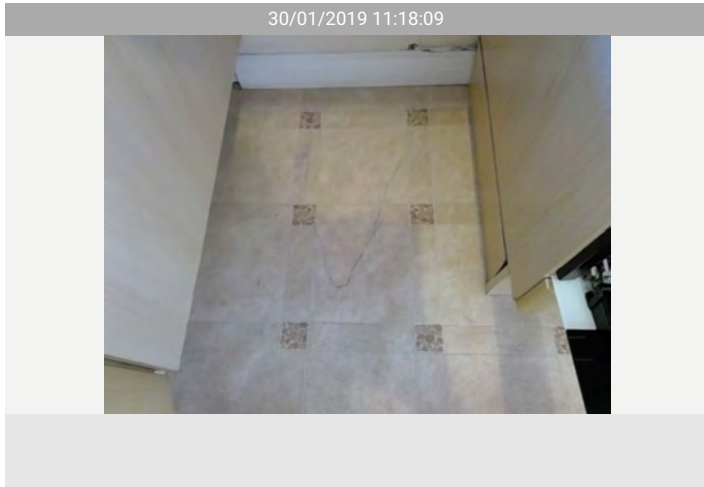


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Name	No.	Description	Condition
Walls	155	Left wall	Heavy scuff mark can be seen to low-level with lighter in use marks from mid to low-level
	156	Facing wall	In use marks can be seen beneath worktop. Some light discolouration visible to grouting behind basin
	157	Right wall	Discolouration visible to grouting above hob and some fingerprint marks visible on protruding edges on entrance
	158	Back wall	Light in use marks to low-level

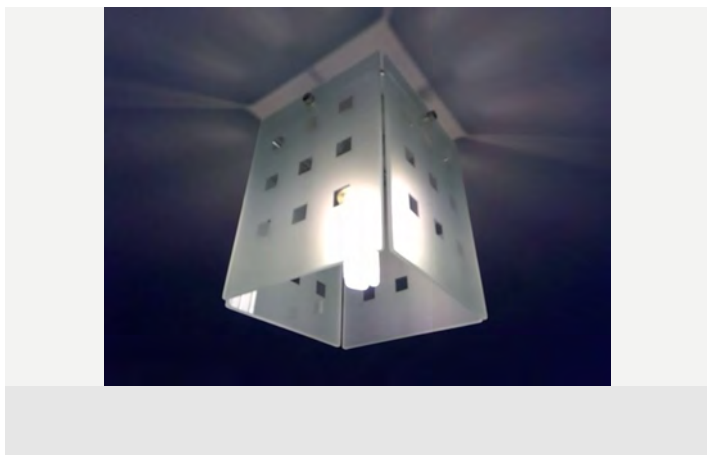
Floor



Name	No.	Description	Condition
Floor	159	Beige fitted tile effect lino flooring	Black marks visible to left side and some light indentations visible. Damage and rippling visible beneath worksurface to facing wall

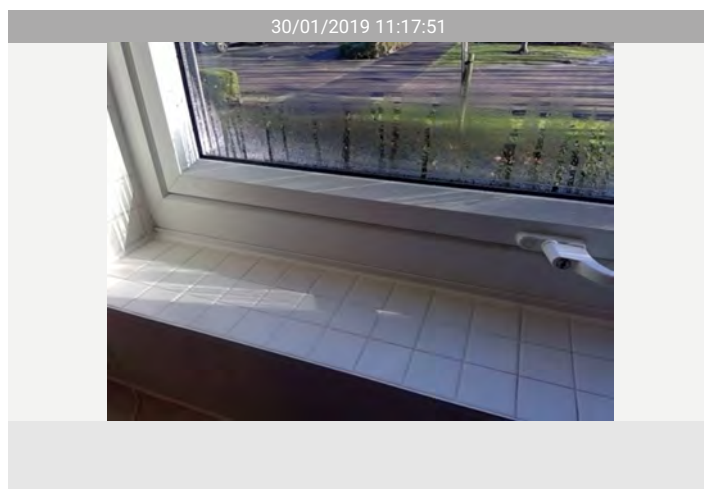
Lights & Electrical





Name	No.	Description	Condition
Lights & Electrical	160	White ceiling light with frosted glass casing	Tested and working
	161	White casings to light switch and plug sockets	

Window & Fittings



Name	No.	Description	Condition
Window & Fittings	162	White UPVC window with one white lever handle and continuation of tiles to windowsill	Some light spot marks can be seen to sealant
	163	One cream fitted roller blind	Watermarks can be seen along base. No snap cord has been fitted to chain
	164	Continuation of tiles to windowsill	Light discolouration to grouting

Kitchen Units / Plinths / Pelmets

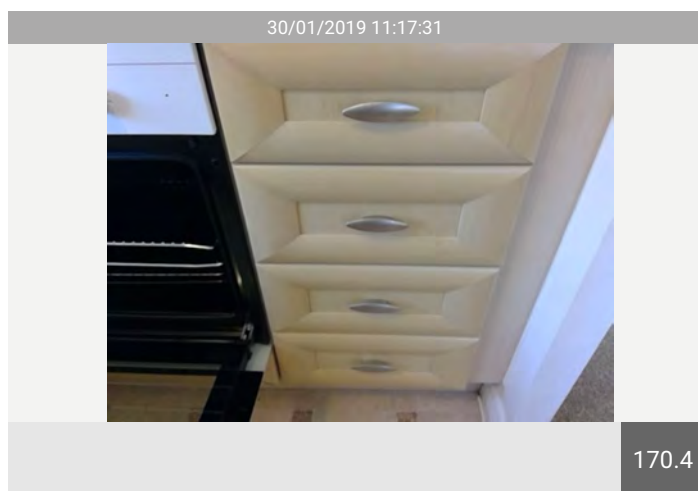
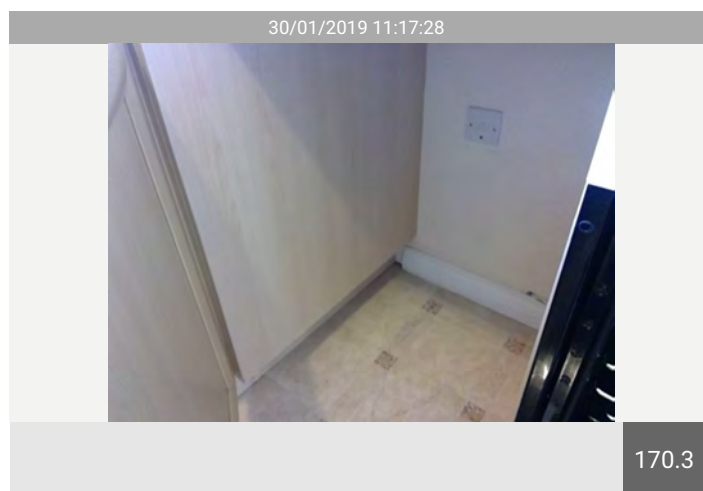
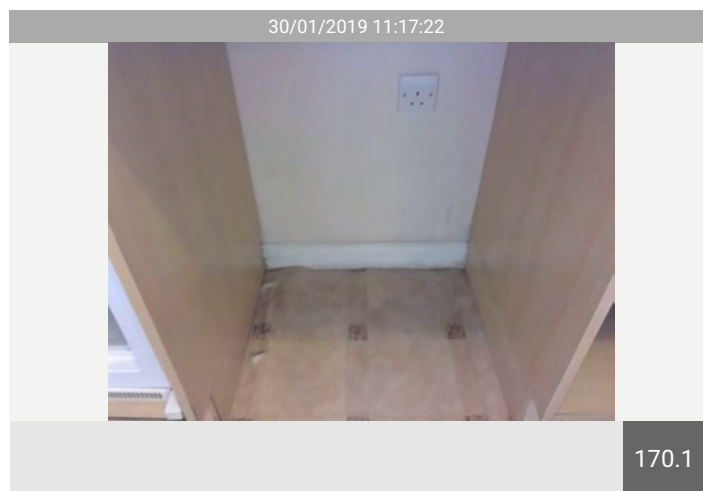
Light wooden effect laminate cabinets with chrome oval D-Bar handles

Name	No.	Description	Condition
Eye Level Units	165		
	166	Single cabinet housing 2 shelves	Cleaned within
	167	Single cabinet housing 2 shelves	Cleaned within
	168	Single cabinet housing 2 shelves	Cleaned within
	169	Single cabinet housing 2 shelves	Cleaned within
Base Level Units	170		
	171	Open recess beneath basin	
	172	Single cabinet beneath basin housing one shelf	Some discolouration can be seen to base and 2 sections cutaway. Exposed pipe work within
	173	One open recess	
	174	4 pull-out drawers	All drawers run freely
	175	Light wooden laminate pelmets	

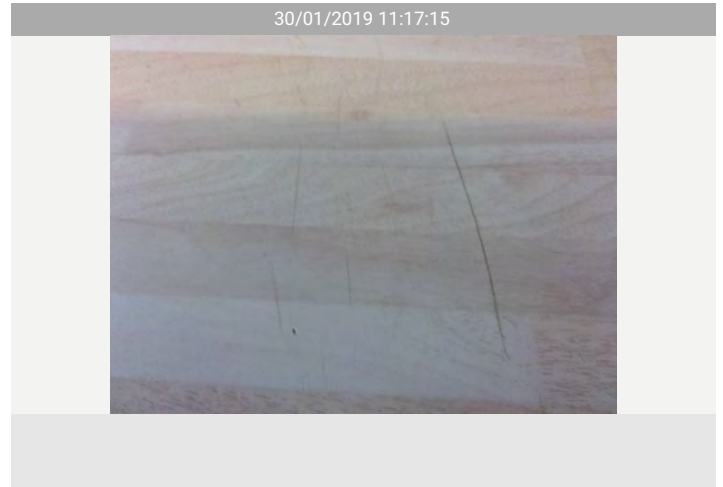
Kitchen - Kitchen Units / Plinths / Pelmet - Eye Level Units



Kitchen - Kitchen Units / Plinths / Pelmet - Base Level Units

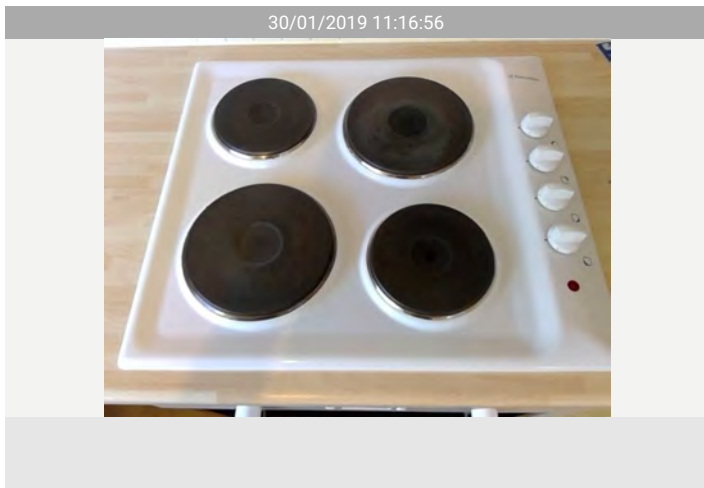


Worktops



Name	No.	Description	Condition
Worktops	176	Light wooden effect roll edge counter top	Scratching to surface can be seen to right side of hob

Oven / Hob/ Extractor





Name	No.	Description	Condition
Oven / Hob/ Extractor	177	4 ring hob	Some discolouration visible to plates
	178	One extractor fan	Filters have been professionally cleaned. Tested and working
	179	Integrated white oven with 2 wire shelves and one baking tray	Cleaned to a professional standard

Fridge Freezer

Integrated fridge freezer





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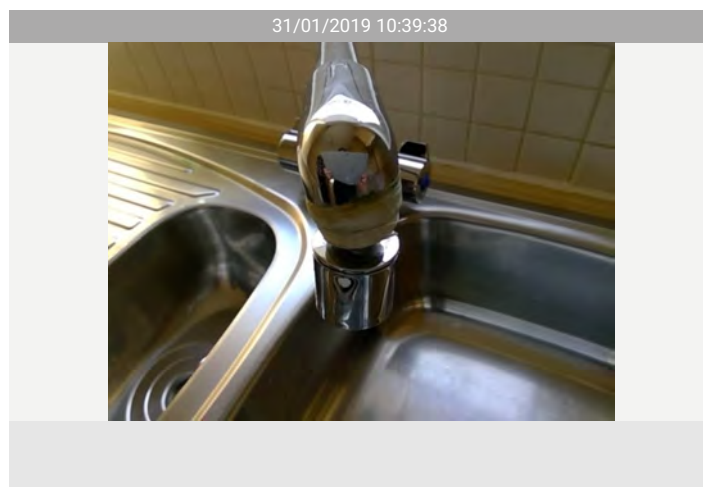


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Name	No.	Description	Condition
Fridge Freezer	180	Within refrigerator	4 glass shelves and one salad drawer to base. Three compartments to door, top with lid. Crack visible to door compartment to base
	181	Within freezer	Four pull-out drawers, damage can be seen to drawer to 2nd from bottom compartment

Sink



Name	No.	Description	Condition
Sink	182	Stainless steel one and a half basin with chrome mixer taps	Small indentation can be seen to base to main section with cleaning scratch marks visible. No lime scale or watermarks within

Signature

Name: Jordan Montlake

Position:

Signed:

Declaration

The following is an informative guide for Landlords and Tenants on the compilation of any Inventory or report prepared by EZ Property Reports.

GENERAL DISCLAIMER

The inventory provides a fair and accurate record of the contents of the property and the property's internal condition. The person preparing the inventory is not an expert on fabrics, woods, material, antiques etc. Nor a qualified surveyor or valuer. Any materials referred to are based on a visual description; it is not confirmation of the actual material used.

The inventory should not be used as an accurate description of each and every piece of furniture and equipment, nor as a structural survey report. The movement of any items of heavy furniture or appliances will be not undertaken.

Property left in lofts, garages, sheds, cellars or in locked rooms, which have not been noted in the inventory are the sole responsibility of the landlord. Only a general description is given of any gardens or grounds with the property, not a detailed survey or contents report. Landlords should bring any omissions to the report to our attention within 7 days by emailing the details to info@ezpropertyreports.co.uk

SAFETY DISCLAIMER

The inventory relates only to the furniture, furnishings and all Landlords equipment and contents in the property. It is not a guarantee of, or assurance of safety of any such equipment or contents, merely a record that such items exist in the property as at the date of the inventory and the superficial condition of the same.

None of the electrical or gas appliances have been checked as to working order. Fire and safety regulations regarding Furnishings, Gas, Electrical and similar services are ultimately the responsibility of the Instructing Principal.

Internal lights have been checked for operation and any negative comments made in the report. None of the external lights, all power points or general household electrics have been checked as to working order. These items will not be individually noted in the report although any such items that appear to be superficially faulty will be noted.

Shower, taps and plugs are not tested during the report being carried out. A visual condition of these items are listed within the report.

FURNITURE AND FURNISHINGS (FIRE SAFETY) REGULATIONS 1988 as amended 1993

Furniture and Furnishings

Relevant furniture and furnishings, which have an appropriate label complying with the above regulations, will be shown on the inventory as fire label seen, this is however, not a statement confirming that the item complies with the regulations.

Any relevant furniture and furnishings where no labels are identified and the landlord has not confirmed in writing that the items comply with the above regulations will be marked as fire label not present on the inventory and it is the responsibility of the landlord or agent to ensure that those items are removed from the property prior to the commencement of any tenancy.

Smoke and CO Detectors

Where the inventory notes the presence of smoke alarms and carbon monoxide detectors, if tested by the inventory company, this will be for power supply and should not be interpreted to mean that these items are fully working and that the property complies with the 2015 regulations.

The Inventory Company will take no responsibility for damage or malfunction during the testing of such alarms.

TENANTS FREQUENTLY ASKED QUESTIONS

(Please use as general advice, they do not override or replace any part of

your tenancy agreement)

THE PROEPRTY INTERIOR

****Q. Can I add picture pins/hooks/screws to walls?****

A. You should only do so with written permission from the Landlord/Agent. This should include how many and what type are allowed i.e. screws, picture pins. Also, avoid the use of blue tack, it leaves a stain and can peel paint.

****Q. Am I allowed to redecorate any part of the property?****

A. You should only do with written permission from the Landlord/Agent. This should confirm the colours, type of redecoration being allowed and whether a professional should carry it out.

****Q. Can I add anything to the property, which could be considered an attachment and as such would be left behind by us at the end of the tenancy?****

A. You should only do so with written permission from your Landlord/Agent. This should confirm what the items are and where they are to be located. This also applies to satellite or cable services installation.

****Q. What should I do if I break anything or any appliance or fitting with the property breaks down?****

A. If the item you have broken can be replaced, please do so before the end of the tenancy at your cost. If any appliance or some type of functional property fitting breaks down you should report it immediately to your Agent/Landlord. We suggest you record any such contact you make with dates, times and who you actually reported the fault to within a company, not just the company name.

****Q. What should I do if I spill something on the carpet that could stain?****

A. After immediately clearing up the best you can, report this immediately to your Landlord/Agent and ask them for the details of a Professional carpet cleaner they recommend and call them out straight away. The quicker you act the less likely it is that the carpet will stain which in turn could reduce the chance of an expensive compensation claim being made against you. A couple of other things to remember with carpets are always use a non-porous dish underneath plant pots on carpets and don't use them as an ironing board.

****Q. I don't have particularly green fingers what garden maintenance should I do?****

A. You don't need green fingers to look after the basics of a garden which is usually your responsibility. You must keep the grass cut, border weed free and during the summer ensure you water the gardens to ensure plants/grass do not die. We would suggest you do not prune shrubs, trees and bushes as this can be a specialist task. We recommend you ask the Agent/Landlord to arrange such cutting and pruning as and when required, checking with them who would bear the cost depending on your particular tenancy agreement.

THE CHECK OUT INSPECTION AT THE END OF THE TENANCY

****Q. What stage should I be at for the check out inspection appointment?****

A. You must be ready to leave the property at the date/time the check out has been booked for. This means as we arrive you are ready to hand over the keys and vacate. You should not still be finishing off any packing or cleaning.

****Q. What should I do with any furnishings, fittings or other items included within the property?****

A. Any furniture or fittings with the property must be returned to the respective rooms as shown on the original inventory for the final check out inspection, the same applies to kitchen utensils, crockery etc, if included they should be clean and located in the same cupboard drawer location listed.

IMPORTANT NOTE: If the above instructions are not adhered to and our clerk has to search for items, or wait for you to finish cleaning/vacating we reserve the right for our Clerk to either consider the appointment abortive and charge for such an event or make additional time charges, equivalent to late fees.

****Q. What cleanliness standards are expected? Use of professional cleaning services?****

A. Close attention will be paid to the cleanliness of the property, particularly kitchens, bathroom and those items individually listed in the general cleanliness summary. You should ensure that cleanliness at check out is at least as to the same standard as confirmed at check in, otherwise professional cleaning standards will be levied against you. Cleanliness is expected to be a hotel standard. We strongly recommend having the property professionally cleaned by a company recommended by your agency, this particularly applies to carpets, curtains, soft furnishings. Even if we confirm an area/item is clean at check out but not professionally cleaned and that area/item was professionally cleaned or in new condition at check in, the Landlord/Agent may still insist upon using the additional services of a professional cleaning company with the charges levied against you. **THE USE OF HIRED CARPET CLEANING MACHINES DOES NOT CONSTITUTE PROFESSIONAL CLEANING.**

****Q. How am I expected to leave the gardens?****

A. You should ensure the gardens at check out are at least in the same state as confirmed at check in. Unless a gardener is included in your rent a tenant is obliged to maintain gardens keeping them neat and tidy, the grass cut and borders weed free. Professional gardening charges will be levied against you if the state of the gardens are unsatisfactory and below the standard confirmed at check in.

****Q. What information do I need to provide at check out?****

A. You should have to hand the following information for inspection at check out: -

* Your forwarding address

* Any written permissions you have allowing changes to the property during the tenancy.

* Receipts for any professional cleaning or other works you have had done.

* The names of your utility suppliers

* A list of all the property keys with individual labels.

If you fail to sign the inventory or send any amendments within 7 days of the inventory being sent to you, then please be advised that you are agreeing to the condition noted in this report.

By signing this report you are agreeing to the information provided above including all Health & Safety points.

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If you fail to sign, or comment within 7 days, then please be advised that you are agreeing to the conditions stated in the inventory report.