

Property Visit



Prepared on behalf of Example Lettings Ltd

Reference: 2593

Address

123 Preview Street
Sample City
London
AB1 2CD



Carried Out

**September
20th 2024**

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Notes

Guidance for each type of cleaning standard used in the report below

We acknowledge that cleaning is often a subject of debate at the conclusion of a tenancy. The following guidelines are provided to assist you in comprehending the cleaning terms used in our reports.

Professional standard:

Professional cleaning standard refers to the cleaning of a space or item by a trained and experienced cleaner or cleaning company, using specialized equipment and techniques. Upon request, the Tenant/Agent must be able to provide the appropriate invoice. The term "professional cleaning" implies that all surfaces and items within the apartment should be thoroughly cleaned, sanitized, and wiped inside and out, which includes the appropriate cleaning of all floors based on their materials.

Professional with outstanding issues:

The property has been cleaned to the aforementioned standard, with the exception of a few unresolved issues.

For example:

- If the cleaning occurred a few days before or after the move-in or move-out date, there may be some visible settling dust on surfaces.
- Despite the cleaning efforts, some issues such as missed cabinets or drawers in the kitchen unit or furniture, light limescale under spouts, light dust on some surfaces, small debris and some hairs inside drawers, and a few cobwebs are still present. However, if there are numerous "small" issues in each individual room, the cleaning standard will not be deemed professionally cleaned and will be downgraded to domestic standard.

Domestic standard:

- The domestic standard applies when neither the agent nor the tenant can provide a receipt for the cleaning.
- Upon inspection, it has been observed that a majority of the surfaces exhibit low to moderate cleaning issues.

Poor standard:

It refers to cases where it is evident that thorough cleaning has not been carried out, heavily soiled areas, scattered items, rubbish, and consumable items left behind may be present.

Explanation of additionally used "Actions" related to cleaning standard

Requires further light cleaning: This means that a final wiping of certain surfaces, a light dusting of other surfaces, vacuuming, and a final mopping or cleaning of floors are adequate to achieve a professionally cleaned standard.

Requires full professional cleaning: This implies that in order to achieve a professional standard, all surfaces and items necessitate a comprehensive professional cleaning.

Disclaimers

This inventory, check-in, mid-term or check-out report, is prepared by the inventory clerk and is compiled as an as-seen snapshot at the time of a property inspection, and should be seen as nothing more than a fair record of a property's internal condition and its contents and does not form any part of a valuation or structural report. This report is compiled on the basis that all items listed are in good order and clean at the time of inspection unless stated otherwise. Any defects or soiling are noted where appropriate. The clerk preparing the report is not an expert in antiques, furniture style, fabrics etc. All descriptions within this report are for identification purposes only in order that each item can be compared to its condition at the commencement of the tenancy. It is normal practice not to include a detailed description of the following items: a) the exact number of cutleries, b) the exact number & title of books, c) the exact type & number of plants, c) food items, consumable & cleaning items, d) miscellaneous items such as garden tools & items found in sheds, garages & loft conversions unless instructed to do so by the Landlord or Managing Agency. Where inventories are completed with tenants in situ - i.e., tenants already occupying the property and it is deemed difficult for the inventory clerk to differentiate between that belonging to the Landlord or tenant, the report may contain inaccuracies for which the clerk will not be held responsible, especially if areas or conditions prohibit easy viewing. It is the responsibility of the Landlord/Managing Agent/Tenant to check all reports, and Inventory Clerk will not be held liable for any differences unless notified within a 7 days period from receipt of the report.

SAFETY DISCLAIMER We do not undertake to move heavy items of furniture or access lofts, high-level cupboards or any other inaccessible places. Contents, which have been left in the above-mentioned areas, which have not been inventoried, are the sole responsibility of the Landlord. Any electrical appliances will be tested for power only and only where practicable. Boilers, gas fires, water supply and radiators are not tested. We test all water outlets where possible and practical and it will be noted in our report if there is an issue.

METER READINGS All meter readings will be taken when accessible and the relevant utility companies must check all meter readings, as we cannot be held responsible for any discrepancies. We are not held liable should meters not be located or inaccessible to read. For Health and Safety reasons, we do not expect our clerks to access high-level areas, which involve using ladders/chairs. **IMPORTANT:** where a meter is either inaccessible or poses a risk of injury to the clerk, then a notice will be given as to why, with suggestions made as to how to gain readings.

FURNITURE & FURNISHINGS (FIRE) (SAFETY) REGULATIONS 1988 as amended 1993 The Fire & Safety Regulations regarding furnishings, gas, electrical & similar services are ultimately the responsibility of the instructing principal. Where the inventory notes FFR label seen, this should not be interpreted to mean that the item complies with the furniture & 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 to the Regulations as published by the Department of Trade & Industry, January 1997, (or subsequent edition), attached at the time the inventory was compiled.

SMOKE AND CO DETECTORS The inventory clerk – only where possible - will push button test relevant detectors or alarms, with the aim of demonstrating proper working order as per the 2015 UK legislation and the manufacturers' instructions at the time of inspection. At no time will the clerk be held responsible for a detector's proper working order, damage or malfunction, and will only report on any response if any from a detector or alarm. Following tenancy starts, it is the tenant's responsibility to inspect & test any smoke or CO detectors fitted in the property at regular intervals, to ensure they are in full working order as per the manufacturers' instructions, although it is the Landlord's responsibility to ensure the correct products are appropriately fitted.

The law has changed regarding smoke & carbon monoxide alarms in privately rented homes. From 1 October 2022, all private landlords must now comply with the Smoke & Carbon Monoxide Alarm (Amendment) Regulations 2022 which, replaces the previous regulation. Ensure at least one smoke alarm is equipped on each storey of their homes where there is a room used as living accommodation. This has been a legal requirement in the private rented sector since 2015.

Ensure a carbon monoxide alarm is equipped in any room used as living accommodation which contains a fixed combustion appliance (excluding gas cookers).

Ensure smoke alarms and carbon monoxide alarms are repaired or replaced once informed and found that they are faulty.

The requirements are enforced by local authorities who can impose a fine of up to £5,000 if a landlord fails to comply with a remedial notice.

MAINTENANCE ISSUES We recommended should any maintenance issues arise you contact the Landlord/Managing Agent immediately so they can deal with the matter. Should we recommend items that require maintenance once a property has been checked out, this is purely stating that an item will require fixing/attention, we are not advising as to whose responsibility this and your tenancy agreement will need to be checked.

CHANGES TO PROPERTY We recommend that if you wish to make any changes to the décor or remove any of the Landlords belongings you contact the Landlord/Managing Agent for permission and have this confirmed in writing to ensure there are no discrepancies at the end of the tenancy.

THE INVENTORY REPORT An inventory report is made following a property inspection, listing and describing each and every component and content of a property in the context of "as seen" at the time of the inspection. As seen, means a written and photographed "snapshot", to be used as the basis of how the property's condition and its contents were seen by the inventory clerk. The inventory may have additional notes or observations added by relevant parties to make it more accurate the report.

IMPORTANT: unless stated otherwise - in the condition column following an item's description - the listed item is assumed to be in good order, although not necessarily new or perfect.

THE CHECK-IN: as the name implies, the inventory clerk, tenant, or tenant's representative uses this report to qualify the accuracy - with any additional notes or information - of the inventory at move-in.

IMPORTANT: check-in is not a duplication or substitute for an inventory, although it may accompany or support an inventory in distinguishing anything, which needs adding to or altering within the inventory. The check-in report may vary in style according to Landlord or Letting agents' needs, but typically will include a record of meter readings and keys recorded at the time of tenant move-in.

TENANTS INFORMATION FOR CHECK-OUT The property should be left in a clean and tidy condition, especially carpets, curtains, windows, upholstery appliances etc. We suggest that you refer to your tenancy agreement in this matter. If you are not ready to leave it may not be possible to carry out the checkout. In this case, a return visit will be necessary resulting in a cancellation charge. All keys to the property must be handed over at the time of checking out to the Inventory clerk or alternatively to the agents prior to the checkout taking place. The Inventory Clerk acts as an independent and reasonable body and will avoid unnecessary criticism or derogatory comments when compiling or checking the Inventory. At the termination of the tenancy, the inventory will be checked and any obvious or significant discrepancies will be reported to the Managing Agent/Instructing Principal. This report will indicate whether in our opinion the tenant is liable for the deterioration or whether it is considered fair wear & tear. Normal fair wear and tear will be assessed on the length of the tenancy and type of occupancy.

Important key points at the checkout:

All cleaning should be completed before the checkout appointment per the tenancy agreement.

All personal items must be removed prior to the checkout.

All items should be in the same location as per the inventory, any stored items should be unpacked and returned to the same location.

If the Inventory clerk has to search for items or you still have belongings in the property to be removed this could result in additional charges being made to the tenant.

All beds should be left unmade with the linen folded.

Bedding & towels should be cleaned & ironed where relevant.

All food items should be removed, freezers defrosted & doors left open & electricity turned off.

All light bulbs etc. should all be in working order or as at check-in.

PHOTOGRAPHS High-resolution photographs will be held on the system for a period of 40 days.

1. SCHEDULE OF CONDITION			
Ref	Name	Condition	Additional Comments
1.1	General Condition	Good overall condition; Well maintained	
1.2	General Cleanliness	Good domestic standard	
1.3	Condition of Kitchen and Appliances	Good overall condition; All intact; Appliances - all tested for power; All controls intact	
1.4	Condition of carpets & flooring	Good overall condition; All intact	
1.5	Have any decorations been altered (via tenant)	No	
1.6	Condition of bathroom & sanitary ware	Good overall condition; All intact; Tenant advised that cover of air-vent detached - she reported this to the managing agent already	
1.7	Condition of grouting & sealant to bathrooms & kitchen	Good overall condition; All intact	
1.8	Evidence of water leakage	No	
1.9	Evidence of damp/condensation type residue	No	
1.10	Any health & safety concerns	No	
1.11	Any signs of negligence or damage	No	
1.12	Smoke & CO detectors present & condition	Smoke alarm present - tested & responsive; alarm heard at the time of inspection	
1.13	Any evidence of pets?	No	
1.14	Evidence of smoking?	No	
1.15	Any signs of Over-Occupancy	No	
1.16	Maintenance issues	Few bulbs are not working- tenant doesn't know how to change them. Tenant advised that cover of air-vent detached - she reported this to the managing agent already Needs Maintenance - Agent	

2. ALARMS				
Ref	Name	Location Room & Floor	Test Result	Additional Comments
2.1	Smoke alarm	Hallway	Push button tested & responsive; Alarm heard at the time of inspection	
				
2.2	Heat alarm	Kitchen	Push button tested & responsive; Alarm heard at the time of inspection	
				
2.3	CO alarm	none	n/a	
2.4	Comments			

3. OUSTANDING ISSUES				
Ref	Name	Condition	Comments	Additional Comments
3.1	Are there any outstanding issues or anything reported by the tenant since last visit?	No		

4. ENTRANCE HALL				
Ref	Name	Condition	Comments	Additional Comments
4.1	Throughout	Undamaged: Yes Working: No All fittings Intact: Yes	Good overall condition; 1 x light not working	

4. ENTRANCE HALL (CONT.)

Ref	Name	Condition	Comments	Additional Comments
		 <p>20 Sep 2024 13:22</p> <p>Ref #4</p>	 <p>20 Sep 2024 13:22</p> <p>Ref #4</p>	 <p>20 Sep 2024 13:22</p> <p>Ref #4</p>
		 <p>20 Sep 2024 13:22</p> <p>Ref #4</p>	 <p>20 Sep 2024 13:22</p> <p>Ref #4</p>	 <p>20 Sep 2024 13:22</p> <p>Ref #4</p>
		 <p>20 Sep 2024 13:22</p> <p>Ref #4</p>	 <p>20 Sep 2024 13:22</p> <p>Ref #4</p>	 <p>20 Sep 2024 13:22</p> <p>Ref #4</p>
		 <p>20 Sep 2024 13:22</p> <p>Ref #4</p>		

5. BATHROOM

Ref	Name	Condition	Comments	Additional Comments
5.1	Throughout	Undamaged: Yes Working: Yes All fittings Intact: No	Good overall condition; Fan cover is coming off/detached. Kept in bag	



20 Sep 2024 13:23

Ref #5



20 Sep 2024 13:23

Ref #5



20 Sep 2024 13:23

Ref #5



20 Sep 2024 13:23

Ref #5



20 Sep 2024 13:23

Ref #5



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Ref #5

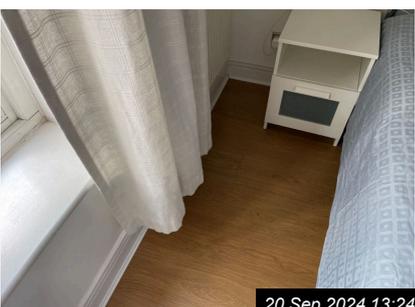
5. BATHROOM (CONT.)

Ref	Name	Condition	Comments	Additional Comments
		 20 Sep 2024 13:23 Ref #5	 20 Sep 2024 13:23 Ref #5	 20 Sep 2024 13:23 Ref #5
		 20 Sep 2024 13:23 Ref #5	 20 Sep 2024 13:23 Ref #5	 20 Sep 2024 13:23 Ref #5
		 20 Sep 2024 13:23 Ref #5		

6. BEDROOM

Ref	Name	Condition	Comments	Additional Comments
6.1	Throughout	Undamaged: Yes Working: Yes All fittings Intact: Yes	Good overall condition	

6. BEDROOM (CONT.)

Ref	Name	Condition	Comments	Additional Comments
 <p>20 Sep 2024 13:23</p> <p>Ref #6</p>	 <p>20 Sep 2024 13:23</p> <p>Ref #6</p>	 <p>20 Sep 2024 13:24</p> <p>Ref #6</p>		
 <p>20 Sep 2024 13:24</p> <p>Ref #6</p>	 <p>20 Sep 2024 13:24</p> <p>Ref #6</p>	 <p>20 Sep 2024 13:24</p> <p>Ref #6</p>		
 <p>20 Sep 2024 13:24</p> <p>Ref #6</p>	 <p>20 Sep 2024 13:24</p> <p>Ref #6</p>	 <p>20 Sep 2024 13:24</p> <p>Ref #6</p>		
 <p>20 Sep 2024 13:24</p> <p>Ref #6</p>	 <p>20 Sep 2024 13:24</p> <p>Ref #6</p>	 <p>20 Sep 2024 13:24</p> <p>Ref #6</p>		

6. BEDROOM (CONT.)

Ref	Name	Condition	Comments	Additional Comments
				
				
				

Ref #6

Ref #6

Ref #6

7. LIVING ROOM

Ref	Name	Condition	Comments	Additional Comments
7.1	Throughout	Undamaged: Yes Working: No All fittings Intact: Yes	Good overall condition; 1 x light not working	



Ref #7



Ref #7



Ref #7



Ref #7



Ref #7



Ref #7

7. LIVING ROOM (CONT.)

Ref	Name	Condition	Comments	Additional Comments
   <p>20 Sep 2024 13:27</p> <p>Ref #7</p> <p>Ref #7</p> <p>Ref #7</p>				
   <p>20 Sep 2024 13:27</p> <p>Ref #7</p> <p>Ref #7</p> <p>Ref #7</p>				
   <p>20 Sep 2024 13:27</p> <p>Ref #7</p> <p>Ref #7</p> <p>Ref #7</p>				
 <p>20 Sep 2024 13:28</p> <p>Ref #7</p>				

8. KITCHEN

Ref	Name	Condition	Comments	Additional Comments
8.1	Throughout	Undamaged: Yes Working: No All fittings Intact: Yes	Good overall condition; Fridge light not working	



20 Sep 2024 13:25

Ref #8



20 Sep 2024 13:25

Ref #8



20 Sep 2024 13:25

Ref #8



20 Sep 2024 13:25

Ref #8



20 Sep 2024 13:25

Ref #8



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Ref #8



20 Sep 2024 13:25

Ref #8

8. KITCHEN (CONT.)

Ref	Name	Condition	Comments	Additional Comments
				
				
				
				

8. KITCHEN (CONT.)

Ref	Name	Condition	Comments	Additional Comments



Ref #8

Agent Responsibilities

Ref	Action Required	Comments
1.16 Schedule of Condition » Maintenance issues	Needs Maintenance	Few bulbs are not working- tenant doesn't know how to change them. Tenant advised that cover of air-vent detached - she reported this to the managing agent already

Declaration

I/We the undersigned, affirm that if I/we do not comment on the Inventory in writing within seven days of receipt of this Inventory then I/we accept the Inventory as being an accurate record of the contents and condition of the property.

Terms and Conditions

TERMS & CONDITIONS

By accepting the services, you are considered to have accepted both the fees and the terms and conditions.

The term "Clerk" refers to either Norale Property Solutions Ltd or the individuals selected by Norale Property Solutions Ltd to inspect the Premises in order to create the Inventory or conduct the Check-in or Check-out process.

The term "Premises" refers to a house, apartment, or another type of property, whose contents are intended to be documented in the Inventory.

The term "Inventory" refers to the catalogue of items located at the Property, which will be created in compliance with the subsequent conditions.

Once instructions are accepted, the Clerk will either inspect the Premises or arrange for an inspection to be conducted, with the aim of compiling the Inventory.

The property inspection conducted during Check-out is not a comprehensive examination of every single item in the property, and it may not always reveal items that are concealed, appear to be intact, or undamaged, or are described inadequately in the Inventory. Additionally, while carrying out any necessary work based on comments made during Check-out, further issues may be uncovered. Moreover, any stains or marks on carpets or soft furnishings that are noted in the Report may be determined by the cleaners to require professional cleaning. The Clerk cannot be held responsible for any additional work that may be required to restore the property to its original condition at the start of the tenancy.

In the event that the Clerk is unable to access the Premises at the agreed-upon time and location with the Instructor or within a reasonable period of time thereafter, there will be no additional obligations under the terms of the contract, except for the right to bill the other party for a portion of the Fee that would have been due if the instruction had been fulfilled.

Norale Property Solutions Ltd has the right to invoice the individual, individuals, or company that issued the instruction. If the instructions to compile the Inventory are given by a letting agent, this agreement is considered to have been established between Norale Property Solutions Ltd and the letting agent acting as the principal, and the invoice will be issued to and paid by the letting agent, unless otherwise agreed upon in writing with Norale Property Solutions Ltd. If the invoice is not paid in full within 5 days of receipt, then, without prejudice to any other rights or remedies of Norale Property Solutions Ltd, it is entitled to charge interest on the outstanding amount at a rate of 1% above the base rate established by HSBC on the date of the invoice, compounded weekly from the date of the invoice until payment is made in full.

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Appendix

Comment Summary

Ref	Comments
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