

Inspection

Property Address: 123 Sample Street, Sample City, Sampleshire, AB1 2CD



Compiled on: 25 January 2020

Clerk ID: CC

Compiled on behalf of the Landlord C/O Example Inventories Ltd

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Notes

The Inventory document

It is the express responsibility of the Tenant(s) and Landlord to check that this Inventory document is correct.

Tenants:

Please ensure this Inventory is fully checked and signed during the Check-in process, any additional comments you wish to add should be added to the column entitled "Tenants additional comments" adjacent to the item which they depict.

All available Tenants should sign the Declaration on the final page before completing the Check-in.

Inventory Photographs accompanying this report will be shown below the relevant item they depict. Further copies of all photographs are available upon request.

Guidelines for Check-out

PLEASE READ CAREFULLY

To prevent condensation or mould build up the Tenant is responsible to wipe surfaces daily is required. Regulator ventilation of the property and allowance for proper airflow is also required. Failure to keep mould under proper control could result in damage to decoration or furnishings and may result in deductions being made from the Tenant's Deposit.

At Check-out all items, fixtures and fittings should be found to be in the same condition as stated on the Inventory excluding fair wear and tear which is definable as "reasonable use of the premises by the Tenants and the ordinary operation of natural forces (i.e. the passage of time)".

All items of furniture and contents must be left in the position in which they are found at Check-in; otherwise the Tenants may be liable for a finder's fee for locating and repositioning of these items.

Any items damaged or lost during the tenancy should be replaced by the Tenants before check-out. Any replacement item must be of the same value and quality as the original item.

All tenant belongings, refuse and rubbish must be removed from the property.

All keys provided at Check-in must be returned at check-out and the property must be left secure.

It is the responsibility of the Tenants to maintain the gardens/external areas of the property during the tenancy (unless otherwise stated in the Tenancy Agreement). At Check-out these areas should be found to be in good seasonal order, neat and tidy with rubbish cleared.

The property should be thoroughly cleaned. It may be the requirement of your Tenancy Agreement that professional cleaning be undertaken.

It is advisable that carpets be well vacuumed and steam cleaned where necessary, hard flooring washed down and linen and curtains cleaned. Whilst the property should be cleaned throughout, special attention should be paid to windows, kitchen units/work surface and appliances, bathroom suite, tiling, woodwork, hard flooring and carpets. If the property is furnished all furniture should be left clean and all kitchen ware should be cleaned ready to use.

These are guidelines only - please check your Tenancy agreement and speak with your Letting Agent for further guidance and specific requirements

Disclaimers

SmartLet Terms and Conditions of Business

1. Services

In order to compile an accurate Inventory the property should be ready to let i.e. clean and with all necessary repairs/redecoration completed. All items must be removed from the property excluding those contents, fixture and fittings to be included in the inventory.

Items within cupboards and closed spaces should be visible and easily accessible to the Clerk in order to be documented, ideally laid out to be viewed. Areas found to be "over-stuffed" or inaccessible may be omitted from the report.

Should the property be found upon arrival by the Clerk, not to be in a ready condition, the Clerk will contact the Agent to take further instruction. If the Clerk is instructed at this point to continue it must be considered that visibility will have been hindered and thus the accuracy of the report itself may have been compromised.

All reports compiled by SmartLet are intended as an independent and informative record of the condition of any fixtures, fittings, contents, furniture and décor. Unless otherwise stated, it is accepted that a listed item is in good condition and free from any defects, soiling or malfunction. Where no comment regarding condition is made it is taken that no defect was found.

SmartLet reports relate only to furniture, furnishings and all of the landlord's equipment and contents in the property. It is no guarantee of, or report on, the adequacy of, or safety of any such equipment or contents, merely a documented record that such items exist within the property, at the date of the inspection, and have been visually inspected, and the superficial condition of the same.

SmartLet Clerks are not qualified to test the workings of electrical or gas appliances unless it is practically possible to test power only. All electrical items are considered complete with plugs, bulbs, flexes etc, unless otherwise specified. It remains the responsibility of the Agent to confirm the safety of such items. Smartlet Clerks are not qualified to date the origin of an item, nor comment on whether an item may be genuine, replica, antique or reproduction. SmartLet Clerks will not undertake to move large items of furniture to inspect beneath/behind the item.

Loft spaces/eaves storage areas will not be inspected by the Clerk. Correct keys must be provided for the Clerk to access locked areas such as storage rooms, sheds or garages otherwise such areas will be omitted from the report. If an area is to be let with the property but is not obviously connected to it, it is the responsibility of the Agent to inform the Company of the area and its whereabouts in relation to the property at the point of booking in order that it may be included. (e.g. a garage in a compound near to, but not attached to, the property)

Smoke detectors and Carbon Monoxide alarms will be specified in so much as number and position; they will be tested only where they are within reach to do so without the need for ladders and working at height. It remains the responsibility of the landlord to ensure they are present and operational. The test will be for

power supply only and should not be interpreted to mean that these items are fully working and that they comply with the 2015 regulations. SmartLet take no responsibility for damage or mal-function during the testing process or the items operation during the tenancy. Gardens will be described in lay-mans terms only. All measurements given are approximate. Any plants, light bulbs, cleaning or gardening materials are considered perishable items and may not be listed on the Report. All colours described within the report are taken to mean description of colour only. The Clerk does not undertake to comment on the exact product of paint on painted items.

Meter readings will be taken where the meter is accessible and the correct meter can be identified. If no meter or gauge is present the Clerk will not be able to take a reading. It is the Agent/Landlord's responsibility to inform SmartLet of the locations of any such meters at the point of booking. SmartLet will not revisit a property at a later stage to read a meter if the position has not been given at the point of booking.

Where the Clerk records an opinion relating to fair wear and tear, due care and attention will be taken to reach this decision, based on all contributing factors available to the Clerk at the time of the inspection. Any such comments represent the views of the Clerk alone and not that of the Company, and are based on industry knowledge and the accepted fair wear and tear guidelines recommended by the AIIIC and APIP. When determining fair wear and tear the Clerk relies on the information provided to him/her by the Agent/Landlord or to hand at the time of the inspection. It is the Agent/Landlord's responsibility to provide the Clerk with an up-to-date Inventory for use during Check-out. It remains the responsibility of the Agent/Landlord to refer to their own file notes taken during the Tenant, in order to determine any contributing factors which may affect the Clerk's recommendations.

2. Instructions/Conditions

SmartLet can accept an instruction via email, telephone or post. Once an instruction has been received an Agreement is deemed to exist between the Agent/Landlord and SmartLet under these Terms and Conditions. Instructions will be confirmed by email or telephone. Confirmation will define the instruction to which SmartLet and any assigned Clerk will work. Any errors contained within any confirmation not corrected by the Agent/Landlord upon receipt will be the liability of the Agent/Landlord.

All bookings should be made with at least 48 hours notice to SmartLet. SmartLet's normal office hours are 9.00 – 17.30 Monday to Friday, 9.00 – 15.00 on Saturdays. Once an instruction is completed SmartLet will endeavour to upload the report to the Agent/Landlord's online account the next working day. Upon request a hard copy may also be forwarded to the Agent/Landlord by post.

Copies of all reports will be held on the Client's online account at our website, accessible 24 hours a day for as long as the account remains active. Should SmartLet cease to receive instruction from the Agent/Landlord after a period of 3 months this account will be archived and subsequent copies of reports thereafter will be available only upon request and may be subject to additional charge.

4. Cancellation/Aborted visits

SmartLet reserves the right to charge a nominal fee(starting at £25.00 + vat and increasing with property size) should the instruction be aborted without 24hours notice or for any reason upon arrival at the property including mis-instruction, if the property is deemed unfit or unsafe for entry, if a Tenant is not in a position to vacate the property at an appointed time for Check-out, or if an occupier Landlord has not as yet vacated.

Where a Clerk is required to wait for the arrival of a Tenant or Landlord in order to carry out an instruction, thus affecting the Clerk's following appointments for the day, a nominal charge may be levied.

5. Access/Safety and Security

Where the SmartLet Clerk requires access to an occupied property, the Tenants will be provided with reasonable notice in writing. All properties will be left with the same measures of security as in place when entered by the Clerk. It is understood by SmartLet and the Clerk that the Property related to any Instruction is of sound and safe condition, is in no way infested, and places no risk to the health or safety of the assigned Clerk. A risk-assessment will be carried out by the Clerk upon arrival to determine this.

It is understood by SmartLet and the Clerk that we will be advised of any potential issues which may arise with Tenants/Landlords who are in any way considered dangerous to the Clerk, this includes violence and health and safety issues. Should the Clerk at any time feel threatened whilst carrying out an instruction he/she will immediately leave the property and abort the inspection. The inspection will then be resumed at a time agreed with the Agent/Landlord without the Tenant/Landlord present.

6. Price and Payment terms

It is assumed that the size and furnishings of a property shall be proportionate in relation to the information given to SmartLet by the Agent/Landlord upon booking an instruction. SmartLet reserves the right to deviate from the standard price list by negotiation with the Agent/Landlord should the property be found not to be of reasonable proportions.

The parties may at any time mutually agree upon and execute new service specifications. Any such agreement shall reflect the changed services and fees and any other terms agreed between the parties. Payment for an instruction is to be made within 30days of completion/receipt of invoice. Late payment may be subject to the addition of interest.

7. Insurance

The Company and all Clerks carry appropriate Public Liability Insurance. The Company carries appropriate Professional Indemnity Insurance.

8. Complaints

The Agent/Landlord is responsible for checking a report provided by SmartLet and raising any queries regarding its content. Complaints must be raised with SmartLet within 7 days of receipt of the report. It is understood that if deemed necessary by arrangement SmartLet will re-visit the property in order to rectify such a complaint. After 7 days of receipt of the report SmartLet will consider the report accurate and accepted by the Agent/Landlord and no further liability will be accepted by SmartLet. SmartLet operates a complaints procedure. This procedure can be provided upon request.

9. Intellectual property rights & Copyright

All Instructions commissioned from SmartLet and delivered by electronic means shall remain the property of SmartLet. Requested hard copies may be printed,

copied or retained but may not be electronically copied or altered. Re-makes or re-types of a SmartLet report without the company's permission is strictly forbidden.

10. Confidentiality and non-competition

As per the Data Protection Act all information held by the Company on behalf of a Client will be dealt with confidentially and, after use, destroyed responsibly. SmartLet will not pass any Clients information to any organisation without the Clients express permission. Each party must treat all information received from the other marked "confidential" or reasonably obvious to be confidential, as it would treat its own confidential information.

It is understood that any Client of SmartLet will not approach any SmartLet Inventory Clerk or sub-contractor in order to procure their services independently from the company, within 12 months of the Clients final instruction to the company, or indefinitely whilst the Clerk is employed by SmartLet.

11. Force Majeure The Company or Clerk is not liable for delays in performance (including the delivery of documentation and adverse weather conditions affecting appointed bookings) caused by circumstances beyond its reasonable control.



1. Access

Question	Answer	Comments	Tenant Comments
1.1 Was The Tenant Present For The Inspection?	Yes		
1.2 Were The Provided Keys Checked And Working?	Yes		

2. Alarms

Item	Location	Test Result	Tenant Comments
2.1 Smoke Alarm	Bedroom two 3 x entrance hallway Kitchen	All mains tested	
2.2 Carbon Monoxide Alarm	None seen	None seen	

3. General

Question	Answer	Comments	Tenant Comments
3.1 Any Visible Apparent Leaks?	Yes	Water stains to ceilings in Living room and bedroom three	
<div>   </div> <div> <div>Ref # 3.1</div> <div>Ref # 3.1</div> </div>			
3.2 Any Visible Areas Of Stagnant Water?	No		
3.3 Any Visible Infrequently Used Outlets?	No		

3. General (Cont.)

3.4 Any Visible Evidence Of Pets?	No		
3.5 Any Visible Evidence Of Smoking?	No		

4. Entrance Hallway



Ref #4



Ref #4

4. Entrance Hallway (Cont.)



Ref #4



Ref #4

4. Entrance Hallway (Cont.)



Ref #4



Ref #4

Question	Answer	Comments	Tenant Comments
4.1 Is The Room In Good Order, With No Visible Items Requiring Attention?	Yes		
4.2 Are There Any Blinds Present To The Room?	No		
4.3 Are The Blinds Compliant To Current Health And Safety Regulation?	N/A		

5. Bedroom One



Ref #5



Ref #5

5. Bedroom One (Cont.)



Ref #5



Ref #5

5. Bedroom One (Cont.)



Ref #5



Ref #5

5. Bedroom One (Cont.)



Ref #5



Ref #5

Question	Answer	Comments	Tenant Comments
5.1 Is The Room In Good Order, With No Visible Items Requiring Attention?	Yes		
5.2 Are There Any Blinds Present To The Room?	Yes		
5.3 Are The Blinds Compliant To Current Health And Safety Regulation?	Yes		

6. Living Room



Ref #6



Ref #6

6. Living Room (Cont.)



Ref #6



Ref #6

6. Living Room (Cont.)



Ref #6

Question	Answer	Comments	Tenant Comments
6.1 Is The Room In Good Order, With No Visible Items Requiring Attention?	No	Water type stains to ceiling	

6. Living Room (Cont.)



Ref # 6.1

6.2 Are There Any Blinds Present To The Room?	No		
6.3 Are The Blinds Compliant To Current Health And Safety Regulation?	N/A		

7. Kitchen



Ref #7



Ref #7

7. Kitchen (Cont.)



Ref #7



Ref #7

7. Kitchen (Cont.)



Ref #7

Question	Answer	Comments	Tenant Comments
7.1 Is The Room In Good Order, With No Visible Items Requiring Attention?	Yes		

7. Kitchen (Cont.)



Ref # 7.1

7.2 Are There Any Blinds Present To The Room?	No		
7.3 Are The Blinds Compliant To Current Health And Safety Regulation?	N/A		
7.4 Are The Appliances In Good Visible Order?	Yes		

8. Separate WC



Ref #8



Ref #8

8. Separate WC (Cont.)



Ref #8



Ref #8

Question	Answer	Comments	Tenant Comments
8.1 Is The Room In Good Order, With No Visible Items Requiring Attention?	Yes		
8.2 Are There Any Blinds Present To The Room?	No		
8.3 Are The Blinds Compliant To Current Health And Safety Regulation?	N/A		

9. Bedroom Three



Ref #9



Ref #9

9. Bedroom Three (Cont.)



Ref #9



Ref #9

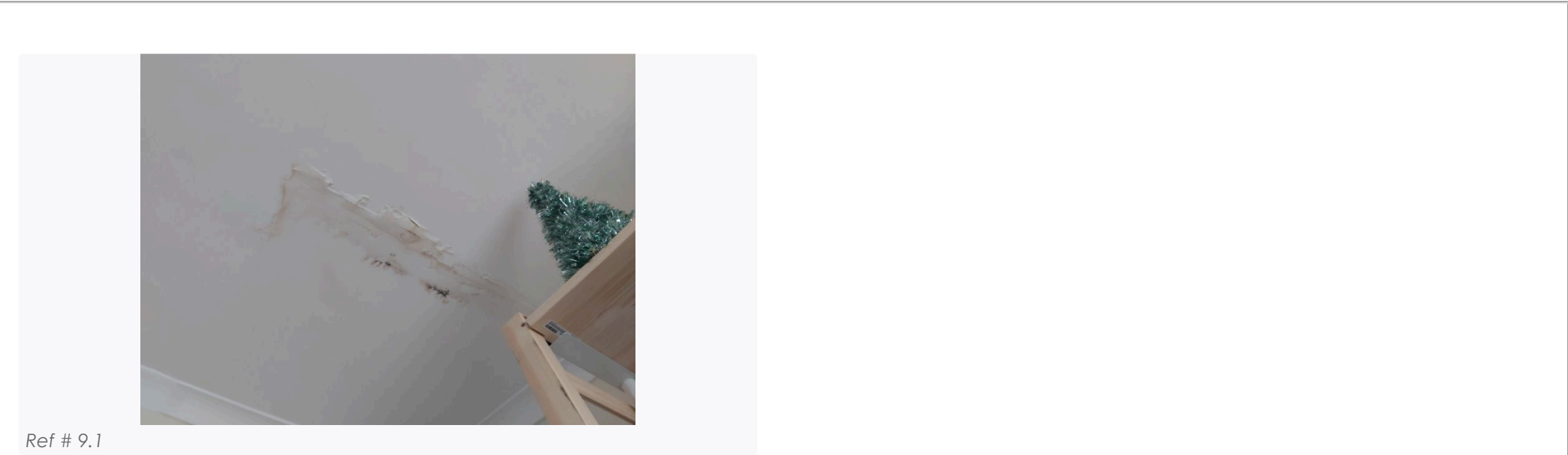
9. Bedroom Three (Cont.)



Ref #9

Question	Answer	Comments	Tenant Comments
9.1 Is The Room In Good Order, With No Visible Items Requiring Attention?	No	Water type stains and flaking paint to ceiling before ensuite	

9. Bedroom Three (Cont.)



9.2 Are There Any Blinds Present To The Room?	No		
9.3 Are The Blinds Compliant To Current Health And Safety Regulation?	N/A		

10. Bedroom Three Ensuite



Ref #10



Ref #10

10. Bedroom Three Ensuite (Cont.)



Ref #10



Ref #10

Question	Answer	Comments	Tenant Comments
10.1 Is The Room In Good Order, With No Visible Items Requiring Attention?	Yes		
10.2 Are There Any Blinds Present To The Room?	No		
10.3 Are The Blinds Compliant To Current Health And Safety Regulation?	N/A		

Declaration

Tenants: Please ensure this Inventory is fully checked and signed during the Check-in process. The lead Tenant should sign each page. All Tenants should sign the following declaration before completing the Check-in. If you do not add any additional comments during the Check-in process this document will be deemed correct and no further alterations or comments will be accepted.

Tenants Declaration:

The foregoing Inventory has been checked by the undersigned with any amendments and additional notes made as necessary by the Tenant(s), and is correct.