



Sample Report - 123 Hamlet Grove, London, England, SW1A 2AA

TENANT NAME

J Austen

TENANCY TYPE

Single

REPORT CONFIRMED BY

B H

TENANCY START DATE

01/01/2020

PROPERTY VISIT DATE

01/03/2020

PREPARED ON BEHALF OF
ABC Estate Agents

Telephone: 012345
67890

Urgent – Immediate Attention

Smoke alarm in living room/lounge to be repaired

Non-Urgent – Less Immediate Attention

Light bulbs to be replaced in bedroom 1

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



Disagreed by tenant



Repair



Beyond fair wear and tear



Replace



Missing



Interim Visit Details

✓ Access Checklist

24 hours notice or more given prior to visit

YES

Tenant(s) present during visit

YES

Tenant(s) consent received to attend the visit

YES

✓ Safety Certificates and Legislation Compliance

Gas safety certificate received within the last 12 months?

YES

Electrical safety certificate (EICR) received within the last 5 years?

YES

Relevant smoke/heat alarms present and test function(s) working?

NO

Electrical/White goods provided have been PAT tested in the last 5 years?

YES

Relevant carbon monoxide alarm(s) present and test function working?

YES

✓ Tenancy Related Issues

Rental payments are up to date?

YES

Evidence of pets?

NO

Complaints received about the tenant?

NO

Evidence of damage over and above fair wear and tear?

YES

Evidence of smoking?

NO

Have any maintenance issues been reported by the tenant?

YES

Evidence of sub-letting?

NO

Risk Avoidance Checklist (inside the property)

Tenant(s) have access to all escape routes in the event of a fire?

YES

Evidence of damage to electrical fixtures & fittings, frayed cables, cracked power points?

NO

Evidence of damp/mould on walls/ceilings?

NO

Evidence of fraying carpets, especially on stairs?

NO

If 'Yes' to the above, does damp/mould relate to condensation?

NO

Blind cords are "Safe by design" or installed with the appropriate child safety devices?

YES

Evidence of poor grouting to tiles or gaps in the bath sealant?

NO

Risk Avoidance Checklist (outside the property)

Are the lawns, in a good seasonal order?

YES

Evidence of loose roof tiles?

NO

Are the plants/shrubs/trees in a good seasonal order?

YES

Weeds growing out of guttering?

NO

Evidence of any uneven paving slabs/decking?

NO

Evidence of damp on outside walls?

YES



Utility Details

Gas Check

| Meter Serial | Meter Supplier | Meter Location |
|--------------|----------------|----------------|
| 123456789 | N/A | Roadside |

Electricity Check

| Meter Serial | Meter Supplier | Meter Location |
|--------------|----------------|----------------|
| 123456789 | N/A | Roadside |

Water Check

| Meter Serial | Meter Supplier | Meter Location |
|--------------|----------------|----------------|
| 123456789 | N/A | Roadside |

Utility Readings

| | Gas | Electricity | Water |
|------------|------|-------------|-------|
| 01/03/2020 | 0989 | 08732 | 58165 |

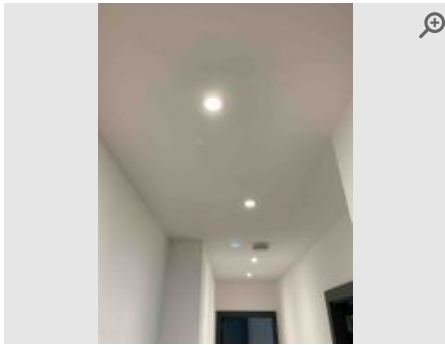
Room Details

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.

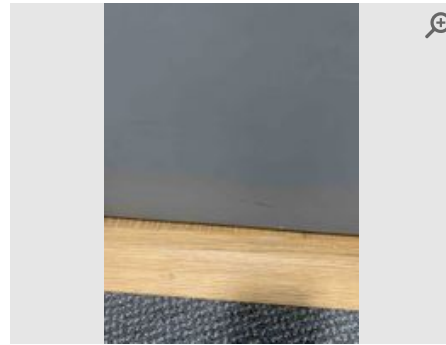
| Entrance/Hallway | | | | |
|-------------------------|-----------------------------------|---|---|--|
| Item | Description | Condition | Cleanliness | Photos |
| General Overview 1.1 | Clean & Tidy. Consistent with age | ● Good | ● Good |  5 photos |

Entrance/Hallway Photos

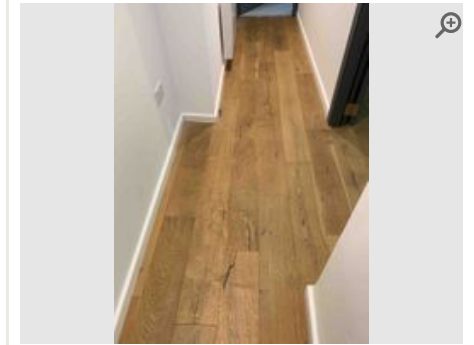
General Overview



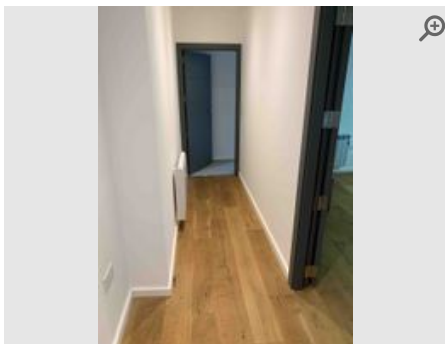
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| Provided by | Inspector |
| Captured (External device) | 21/09/2019 |
| Added | 09/03/2020 |



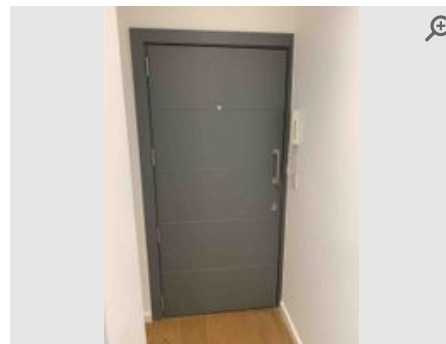
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| Provided by | Inspector |
| Captured (External device) | 21/09/2019 |
| Added | 09/03/2020 |



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| Provided by | Inspector |
| Captured (External device) | 21/09/2019 |
| Added | 09/03/2020 |



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| Provided by | Inspector |
| Captured (External device) | 21/09/2019 |
| Added | 09/03/2020 |



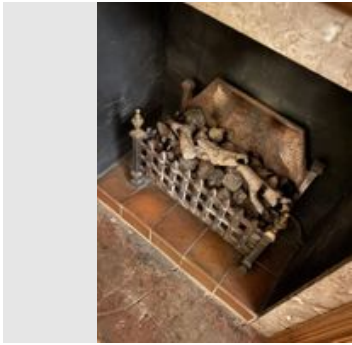
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|----------------------------|-------------------|
| Provided by | Inspector |
| Captured (External device) | 21/09/2019 |
| Added | 09/03/2020 |

Living Room/Lounge

| Item | Description | Condition | Cleanliness | Photos |
|--------------------------------|---|-----------|-------------|------------|
| General Overview 2.1 | Clean & Tidy. Consistent with age. Worn/Tired Tenant confirmed that fireplace was repaired by landlord and is now working. | ● Good | ● Good | 📷 2 photos |

📷 Living Room/Lounge Photos

General Overview



| | |
|----------------------------|-------------------|
| Provided by | Inspector |
| Captured (External device) | 30/12/2019 |
| Added | 09/03/2020 |



| | |
|----------------------------|-------------------|
| Provided by | Inspector |
| Captured (External device) | 30/12/2019 |
| Added | 09/03/2020 |

Conservatory

| Item | Description | Condition | Cleanliness | Photos |
|-------------------------|-----------------------------------|-----------|-------------|------------|
| General Overview 3.1 | Clean & Tidy. Consistent with age | ● Good | ● Good | 📷 3 photos |

📷 Conservatory Photos

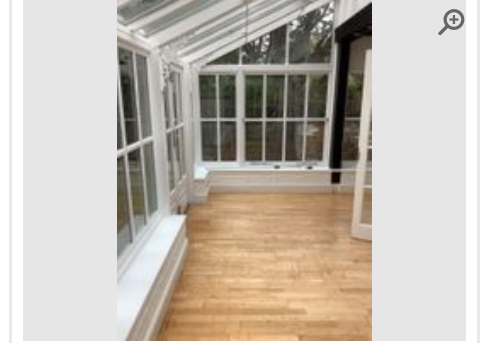
General Overview



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| Provided by | Inspector |
| Captured (Certified by inspector) | 01/03/2020 |
| Added | 09/03/2020 |



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| Provided by | Inspector |
| Captured (Certified by inspector) | 01/03/2020 |
| Added | 09/03/2020 |



| | |
|-----------------------------------|-------------------|
| Provided by | Inspector |
| Captured (Certified by inspector) | 01/03/2020 |
| Added | 09/03/2020 |

Kitchen

| Item | Description | Condition | Cleanliness | Photos |
|--------------------------------|---|-----------|-------------|-----------|
| General Overview 4.1 | Clean & Tidy Tenant advised that landlord had removed microwave and is due to replace it. Extractor cooker hood slightly greasy. Condensation to windows. | ● Good | ● Fair | 📷 1 photo |

Kitchen Photos

General Overview



| | |
|-----------------------------------|-------------------|
| Provided by | Inspector |
| Captured (Certified by inspector) | 01/03/2020 |
| Added | 09/03/2020 |

Basement

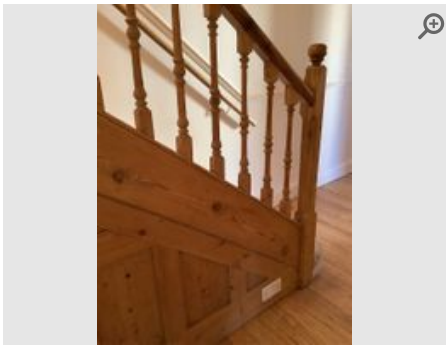
| Item | Description | Condition | Cleanliness | Photos |
|--------------------------------|---|-----------|-------------|--------|
| General Overview 5.1 | Consistent with age. Signs of damage. Items left behind. Furniture left behind. Evidence of mould Tenants have advised that landlord is due to send in workmen to address the damp problem in the basement. Tenants have been requested to avoid using the space until the works are completed. As a result, this room was not inspected. | ● Fair | ● Poor | 📷 N/A |

Stairway/Landing

| Item | Description | Condition | Cleanliness | Photos |
|--------------------------------|---|-----------|-------------|-----------|
| General Overview 6.1 | Clean & Tidy. Consistent with age. Worn/Tired Spindle second from bottom of stairs is very loose and may detach. | ● Fair | ● Good | 📷 1 photo |


📷 Stairway/Landing Photos

General Overview



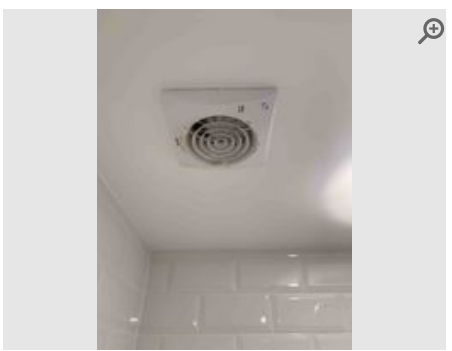
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|-----------------------------------|-------------------|
| Provided by | Inspector |
| Captured (Certified by inspector) | 01/03/2020 |
| Added | 09/03/2020 |

Bathroom

| Item | Description | Condition | Cleanliness | Photos |
|--------------------------------|--|--|--|---|
| General Overview 7.1 | Immaculate. Clean & Tidy Extractor fan not responsive when tested. Tenant confirmed landlord has been notified. | ● Fair | ● Excellent |  1 photo |

Bathroom Photos

General Overview



| | |
|----------------------------|-------------------|
| Provided by | Inspector |
| Captured (External device) | 21/09/2019 |
| Added | 09/03/2020 |

Bedroom

| Item | Description | Condition | Cleanliness | Photos |
|--------------------------------|-----------------------------------|-----------|-------------|------------|
| General Overview 8.1 | Clean & Tidy. Consistent with age | ● Good | ● Good | 📷 3 photos |

📷 Bedroom Photos

General Overview



| | |
|----------------------------|-------------------|
| Provided by | Inspector |
| Captured (External device) | 30/12/2019 |
| Added | 09/03/2020 |




| | |
|----------------------------|-------------------|
| Provided by | Inspector |
| Captured (External device) | 30/12/2019 |
| Added | 09/03/2020 |



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|----------------------------|-------------------|
| Provided by | Inspector |
| Captured (External device) | 30/12/2019 |
| Added | 09/03/2020 |

Detached Garage

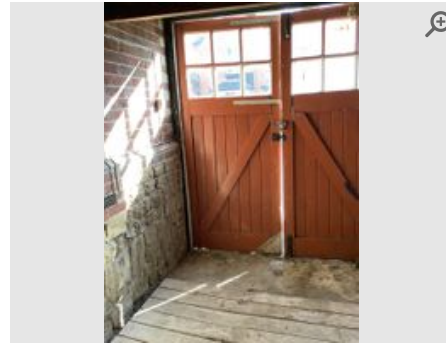
| Item | Description | Condition | Cleanliness | Photos |
|---------------------------------|---|---|---|--|
| Overview (Garage) 9.1 | Manual hinged doors. Very stiff opening. Wooden. Miscellaneous items inside. No bulbs working. Concrete floor. Paint stains present. Oil stains present Tenant stated they haven't used the garage due to the hinges remaining too stiff to open the garage door. Door hinges tested by inspector and found to be too stiff to open. Landlord has been notified. | ● Poor | ● Poor |  4 photos |

Detached Garage Photos

Overview (Garage)



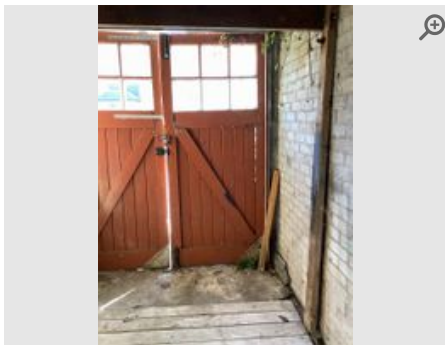
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| Provided by | Inspector |
| Captured (Certified by inspector) | 01/03/2020 |
| Added | 09/03/2020 |



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| Provided by | Inspector |
| Captured (Certified by inspector) | 01/03/2020 |
| Added | 09/03/2020 |



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| Captured (Certified by inspector) | 01/03/2020 |
| Added | 09/03/2020 |



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| Provided by | Inspector |
| Captured (Certified by inspector) | 01/03/2020 |
| Added | 09/03/2020 |

Back Garden

| Item | Description | Condition | Cleanliness | Photos |
|-----------------------------|---------------------|-----------|-------------|------------|
| Overview (External) 10.1 | Good seasonal order | ● Good | ● Good | 📷 5 photos |

📷 Back Garden Photos

Overview (External)



| | |
|----------------------------|-------------------|
| Provided by | Inspector |
| Captured (External device) | 30/12/2019 |
| Added | 09/03/2020 |



| | |
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| Provided by | Inspector |
| Captured (Certified by inspector) | 01/03/2020 |
| Added | 09/03/2020 |



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| Captured (External device) | 30/12/2019 |
| Added | 09/03/2020 |



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| Added | 09/03/2020 |



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|-----------------------------------|-------------------|
| Provided by | Inspector |
| Captured (Certified by inspector) | 01/03/2020 |
| Added | 09/03/2020 |

Declaration

Was the tenant present during the inspection

YES

I hereby confirm approval of the accuracy and contents of the information contained within this report and my responses (if/where provided). I have also read, understood and agree to the disclaimer information contained within this report. I hereby confirm that the test function button of any smoke and carbon monoxide alarms (where present) in my property are/were in working order (alarm sounds when pressed) at the start of my tenancy. I also understand that it is my responsibility to ensure that any smoke or carbon monoxide alarms are tested and batteries replaced (where required) during my tenancy. Furthermore, in the event any such alarm becomes faulty, I will inform my landlord or managing agent with immediate effect to arrange a replacement.

Inspector Signature



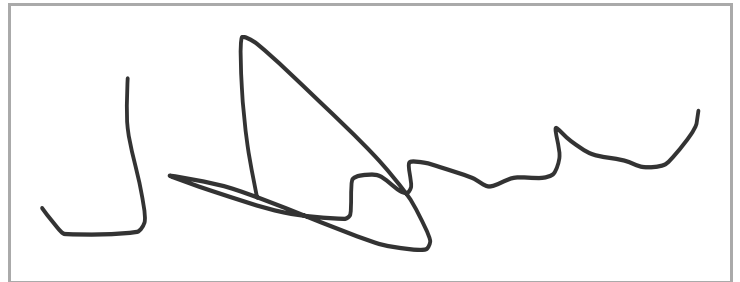
Name:

B H

Date:

09/03/2020 at 1:24am

Tenant Signature



Name:

J Austen

Date:

09/03/2020 at 1:26am

Email address:

abc@abc.co.uk

IP address:

2a02:c7f:9e1b:4c00:bdde:3

Location:



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.