

Inventory Report



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The final report could be subject to change following inspector edits and/or tenant feedback.



Wimbledon Park Road, London,
London, United Kingdom, SW18 1LT

TENANT NAME

TENANCY TYPE

Single

REPORT CONFIRMED BY
Peter Rolfe

TENANCY START DATE
27/09/2025

PROPERTY VISIT DATE
27/09/2025

PREPARED ON BEHALF OF

Telephone:

 View Photo Gallery

 View 360° Gallery Tour

This report contains



Inventory details: Record of meter readings (where accessible). Record of fire and smoke alarm compliance.



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



Disclaimer and check-out guidance details.

Property Information

This is a lower ground floor flat with exclusive use of 100' rear garden

Report Information

Smoke detectors x 2 in entrance hall

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



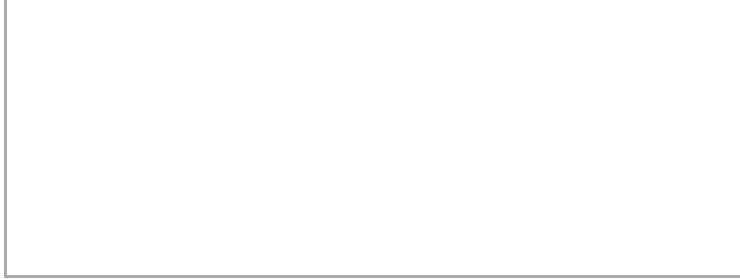
Missing

Pre-arrival Document Serving

The following documents are available by visiting your unique URL below

I can confirm safe receipt of this property report email sent to me on **01/01/1970** and agree to receiving any pre-arrival safety certificates/documents electronically, of which I am successfully able to access at the following link:
<https://www.inventoryhive.co.uk/report-documents/sw181lt/2627514>

Tenant Signature



[View Pre-Arrival Documents](#)



Schedule of Cleanliness and Condition

General Overview

Room/Space	Description	Condition	Cleanliness	Photos
<u>Entrance/Hallway</u>	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	360° photo
<u>Living Room/Lounge</u>	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	1 photo 360° photo
<u>Kitchen</u>	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	360° photo
<u>Bedroom 1</u>	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	360° photo
<u>Bedroom 2</u>	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	360° photo
<u>Bedroom 3</u>	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	360° photo
<u>Bathroom</u>	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	N/A
<u>Back Garden</u>	Good seasonal order. Fencing appears secure. No rubbish present.	● Good	● Good	360° photo



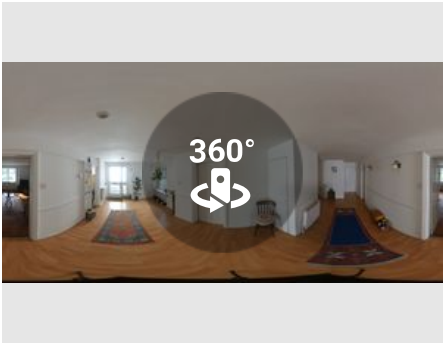
Room Details

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.

1 Entrance/Hallway				
Item	Description	Condition	Cleanliness	Photos
1.1 General Overview	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	 360° photo
1.2 Front Door	Free of marks and scratches to front side and reverse. Glazing in a good clean condition.	● Good	● Good	 N/A
1.3 Door Frame & Skirting	Free of marks, dents and dust.	● Good	● Good	 N/A
1.4 Ceiling	Free of marks, mould and cobwebs.	● Good	● Good	 N/A
1.5 Light Fittings	No cobwebs present to light fittings. All bulbs in working order.	● Good	● Good	 N/A
1.6 Smoke Alarm	Ceiling mounted alarm. Test function working. Note to tenant: Please test periodically.	● Good	● Good	 N/A
1.7 Walls	Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present.	● Good	● Good	 N/A
1.8 Windows and Sills	Sills free of marks and mould. Windows intact and free of mould to edges.	● Good	● Good	 N/A
1.9 Radiator	Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact.	● Good	● Good	 N/A
1.10 Sockets & Switches	All sockets and switches present and intact with no signs of damage.	● Good	● Good	 N/A
1.11 Floor	Free of stains, marks and scratches.	● Good	● Good	 N/A



General
Overview

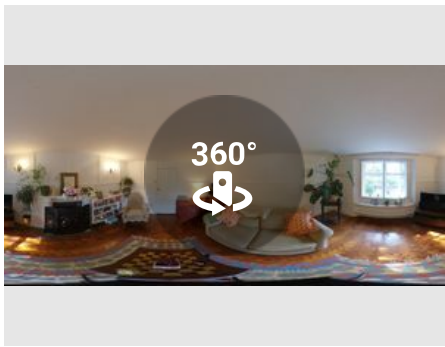


Provided by	Inspector
Captured (External device)	21/09/2025
Added	27/09/2025
Reference	1.1.1

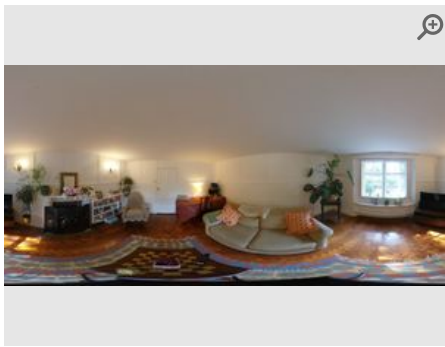
2 Living Room/Lounge

Item	Description	Condition	Cleanliness	Photos
2.1 General Overview	Clean and tidy. Neutral smell (no smoking or pet odours).	 Good	 Good	 1 photo  360° photo
2.2 Door (Internal)	Free of marks and scratches to front side and reverse.	 Good	 Good	 N/A
2.3 Door Frame & Skirting	Free of marks, dents and dust.	 Good	 Good	 N/A
2.4 Ceiling	Free of marks, mould and cobwebs.	 Good	 Good	 N/A
2.5 Light Fittings	No cobwebs present to light fittings. All bulbs in working order.	 Good	 Good	 N/A
2.6 Walls	Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present.	 Good	 Good	 N/A
2.7 Windows and Sills	Sills free of marks and mould. Windows intact and free of mould to edges.	 Good	 Good	 N/A
2.8 Radiator	Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact.	 Good	 Good	 N/A
2.9 Sockets & Switches	All sockets and switches present and intact with no signs of damage.	 Good	 Good	 N/A
2.10 Floor	Free of stains, marks and scratches.	 Good	 Good	 N/A
2.11 Fireplace	Mantelpiece free of marks, scuffs and stains.	 Good	 Good	 N/A
2.12 Sofa	Free of tears, scuffs and stains.	 Good	 Good	 N/A
2.13 Coffee Table	Free of marks and scratches to surface. Legs appear securely fixed.	 Good	 Good	 N/A
2.14 Bookshelf	Free of marks and scratches to shelving. Appears securely fixed.	 Good	 Good	 N/A
2.15 TV	Free of scratches and screen intact. Remote control present with working batteries.	 Good	 Good	 N/A

General
Overview



Provided by	Inspector
Captured (External device)	21/09/2025
Added	03/10/2025
Reference	2.1.1



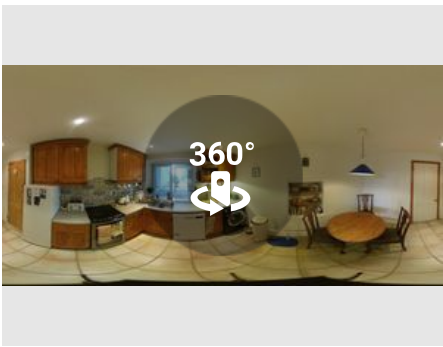
Provided by	Inspector
Captured (External device)	21/09/2025
Added	03/10/2025
Reference	2.1.2

3 Kitchen

Item	Description	Condition	Cleanliness	Photos
3.1 General Overview	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	 360° photo
3.2 Door (Internal)	Free of marks and scratches to front side and reverse.	● Good	● Good	 N/A
3.3 Door Frame & Skirting	Free of marks, dents and dust.	● Good	● Good	 N/A
3.4 Ceiling	Free of marks, mould and cobwebs.	● Good	● Good	 N/A
3.5 Light Fittings	No cobwebs present to light fittings. All bulbs in working order.	● Good	● Good	 N/A
3.6 Walls	Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present.	● Good	● Good	 N/A
3.7 Windows and Sills	Sills free of marks and mould. Windows intact and free of mould to edges.	● Good	● Good	 N/A
3.8 Radiator	Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact.	● Good	● Good	 N/A
3.9 Sockets & Switches	All sockets and switches present and intact with no signs of damage.	● Good	● Good	 N/A
3.10 Floor	Free of stains, marks and scratches.	● Good	● Good	 N/A
3.11 Kitchen Cupboards/Units	All handles and hinges intact. Free of items inside. Free of stains underneath sink. Free of grease and food residue inside.	● Good	● Good	 N/A
3.12 Kitchen Drawers	All handles and runners intact. Free of items inside. Free of grease and food residue inside.	● Good	● Good	 N/A
3.13 Kitchen Worksurfaces	Free of marks and scratches. Free of grease and food residue. Free of dust.	● Good	● Good	 N/A
3.14 Kitchen Sink	Free of scratches and cracks. No food residue or grease present. Plug present.	● Good	● Good	 N/A
3.15 Hob	Free of grease and food residue. Free of dust. Dials/knobs intact.	● Good	● Good	 1 photo
3.16 Oven	Free of grease and food residue inside. Seal intact and door hinge functioning smoothly.	● Good	● Good	 N/A
3.17 Extractor Cooker Hood	Hood filter free of grease and food residue. All bulbs/spots in working order. Fan switches are responsive.	● Good	● Good	 N/A
3.18 Microwave	Free of grease and food residue inside. Buttons/dials clean and intact to front. Bulb working inside.	● Good	● Good	 N/A
3.19 Fridge	Clean and free of food residue inside. No cracks or damage to trays and shelving. Bulb in working order.	● Good	● Good	 2 photos
3.20 Washing Machine	Seal is clean and intact. No signs of damage to drum inside. Door hinge is functioning smoothly. Detergent drawer is clean.	● Good	● Good	 1 photo

Item	Description	Condition	Cleanliness	Photos
3.21 Dishwasher	Free of food residue in filter. Rack hinges functioning smoothly. Machine door opens smoothly.	 Good	 Good	 2 photos
3.22 Table	Free of marks, scratches and stains to surface. Legs appear securely fixed.	 Good	 Good	 1 photo
3.23 Chair	Free of marks and scratches. Legs appear securely fixed.	 Good	 Good	 N/A

General
Overview



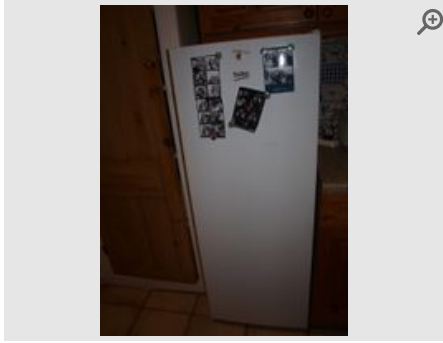
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Captured (External device)	21/09/2025
Added	03/10/2025
Reference	3.1.1

Hob

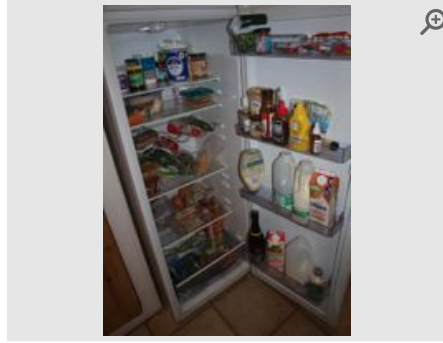


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Added	03/10/2025
Reference	3.15.1

Fridge



Provided by	Inspector
Captured (External device)	27/09/2025
Added	03/10/2025
Reference	3.19.1



Provided by	Inspector
Captured (External device)	27/09/2025
Added	03/10/2025
Reference	3.19.2

Washing Machine



Provided by	Inspector
Captured (External device)	27/09/2025
Added	03/10/2025
Reference	3.20.1

Dishwasher



Provided by	Inspector
Captured (External device)	27/09/2025
Added	03/10/2025
Reference	3.21.1



Provided by	Inspector
Captured (External device)	27/09/2025
Added	03/10/2025
Reference	3.21.2

Table

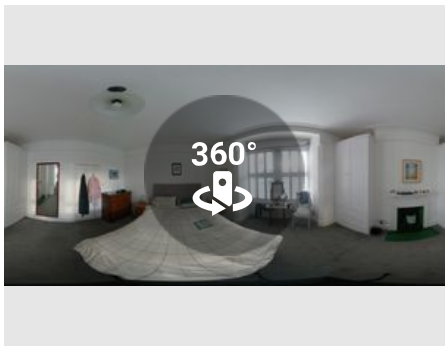


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Captured (External device)	27/09/2025
Added	03/10/2025
Reference	3.22.1

4 Bedroom 1

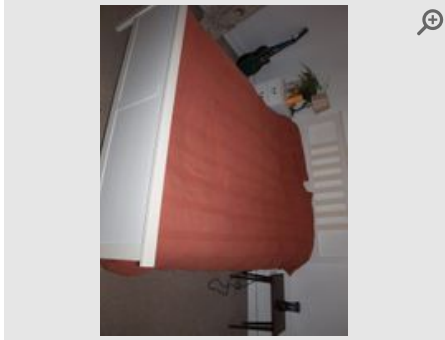
Item	Description	Condition	Cleanliness	Photos
4.1 General Overview	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	 360° photo
4.2 Door (Internal)	Free of marks and scratches to front side and reverse.	● Good	● Good	 N/A
4.3 Door Frame & Skirting	Free of marks, dents and dust.	● Good	● Good	 N/A
4.4 Ceiling	Free of marks, mould and cobwebs.	● Good	● Good	 N/A
4.5 Light Fittings	No cobwebs present to light fittings. All bulbs in working order.	● Good	● Good	 N/A
4.6 Walls	Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present.	● Good	● Good	 N/A
4.7 Windows and Sills	Sills free of marks and mould. Windows intact and free of mould to edges.	● Good	● Good	 N/A
4.8 Radiator	Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact.	● Good	● Good	 N/A
4.9 Sockets & Switches	All sockets and switches present and intact with no signs of damage.	● Good	● Good	 N/A
4.10 Floor	Free of stains, marks and scratches.	● Good	● Good	 N/A
4.11 Storage Cupboard/Wardrobe	Free of marks and scratches to front side and reverse of door. Door hinges intact. Free of items and rubbish inside.	● Good	● Good	 N/A
4.12 Shelf	Free of marks and scratches. Appears securely fixed.	● Good	● Good	 N/A
4.13 Bedside Cabinet	Free of scratches and marks. Handles, runners intact and functioning well. Free of items inside.	● Good	● Good	 N/A
4.14 Lamp	Desk lamp free of marks, scratches and stains. Bulb in working order.	● Good	● Good	 N/A
4.15 Bed Base	Bed base slats intact and frame appears secure with legs intact.	● Good	● Good	 1 photo
4.16 Mattress	Appears free of stains and tears.	● Good	● Good	 N/A
4.17 Mattress Protector	Fitted to mattress and free of marks/stains.	● Good	● Good	 N/A

General
Overview



Provided by	Inspector
Captured (External device)	20/09/2025
Added	28/09/2025
Reference	4.1.1

Bed
Base



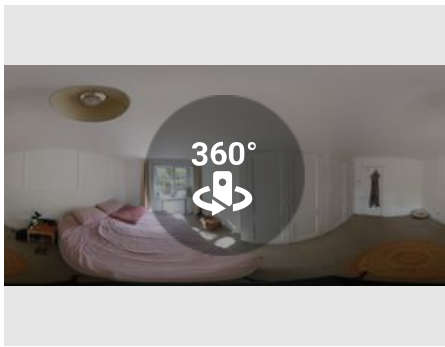
Provided by	Inspector
Captured (External device)	27/09/2025
Added	03/10/2025
Reference	4.15.1

5 Bedroom 2

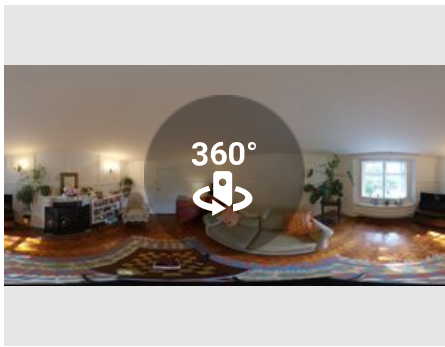
Item	Description	Condition	Cleanliness	Photos
5.1 General Overview	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	 360° photo
5.2 Door (Internal)	Free of marks and scratches to front side and reverse.	● Good	● Good	 N/A
5.3 Door Frame & Skirting	Free of marks, dents and dust.	● Good	● Good	 N/A
5.4 Ceiling	Free of marks, mould and cobwebs.	● Good	● Good	 N/A
5.5 Light Fittings	No cobwebs present to light fittings. All bulbs in working order.	● Good	● Good	 N/A
5.6 Walls	Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present.	● Good	● Good	 N/A
5.7 Windows and Sills	Sills free of marks and mould. Windows intact and free of mould to edges.	● Good	● Good	 N/A
5.8 Radiator	Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact.	● Good	● Good	 N/A
5.9 Sockets & Switches	All sockets and switches present and intact with no signs of damage.	● Good	● Good	 N/A
5.10 Floor	Free of stains, marks and scratches.	● Good	● Good	 N/A
5.11 Storage Cupboard/Wardrobe	Free of marks and scratches to front side and reverse of door. Door hinges intact. Free of items and rubbish inside.	● Good	● Good	 N/A
5.12 Deskchair	Free of marks, scratches and stains. Legs appear securely fixed.	● Good	● Good	 N/A
5.13 Drawers	Free of marks and scratches. Handles, runners intact and functioning well. Free of items inside.	● Good	● Good	 N/A
5.14 Bedside Cabinet	Free of scratches and marks. Handles, runners intact and functioning well. Free of items inside.	● Good	● Good	 N/A
5.15 Bed Base	Bed base slats intact and frame appears secure with legs intact.	● Good	● Good	 1 photo
5.16 Mattress	Appears free of stains and tears.	● Good	● Good	 N/A
5.17 Mattress Protector	Fitted to mattress and free of marks/stains.	● Good	● Good	 N/A
5.18 Mirror	Wall-mounted mirror. Free of marks, chips and smears.	● Good	● Good	 N/A

General

Overview



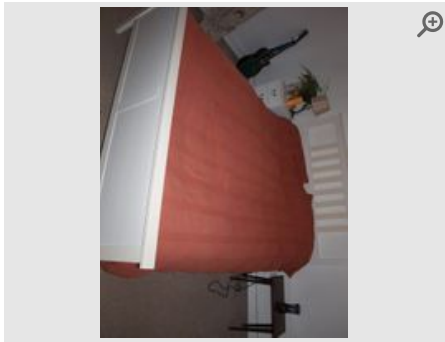
Provided by	Inspector
Captured (External device)	21/09/2025
Added	28/09/2025
Reference	5.1.1



Provided by	Inspector
Captured (External device)	21/09/2025
Added	28/09/2025
Reference	5.1.2

Bed

Base



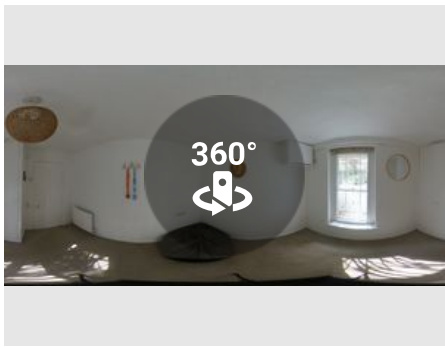
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Captured (External device)	27/09/2025
Added	03/10/2025
Reference	5.15.1

6 Bedroom 3

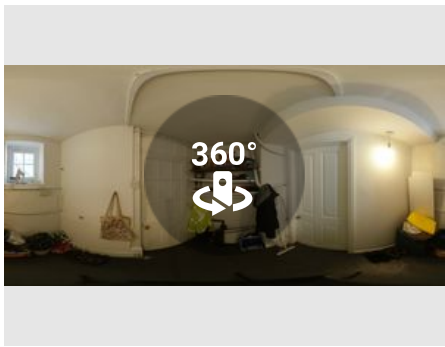
Item	Description	Condition	Cleanliness	Photos
6.1 General Overview	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	 360° photo
6.2 Door (Internal)	Free of marks and scratches to front side and reverse.	● Good	● Good	 N/A
6.3 Door Frame & Skirting	Free of marks, dents and dust.	● Good	● Good	 N/A
6.4 Ceiling	Free of marks, mould and cobwebs.	● Good	● Good	 N/A
6.5 Light Fittings	No cobwebs present to light fittings. All bulbs in working order.	● Good	● Good	 N/A
6.6 Walls	Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present.	● Good	● Good	 N/A
6.7 Windows and Sills	Sills free of marks and mould. Windows intact and free of mould to edges.	● Good	● Good	 N/A
6.8 Radiator	Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact.	● Good	● Good	 N/A
6.9 Sockets & Switches	All sockets and switches present and intact with no signs of damage.	● Good	● Good	 N/A
6.10 Floor	Free of stains, marks and scratches.	● Good	● Good	 N/A
6.11 Bedside Cabinet	Free of scratches and marks. Handles, runners intact and functioning well. Free of items inside.	● Good	● Good	 N/A
6.12 Lamp	Desk lamp free of marks, scratches and stains. Bulb in working order.	● Good	● Good	 N/A
6.13 Mattress	Appears free of stains and tears.	● Good	● Good	 N/A
6.14 Mattress Protector	Fitted to mattress and free of marks/stains.	● Good	● Good	 N/A



General
Overview



Provided by	Inspector
Captured (External device)	21/09/2025
Added	28/09/2025
Reference	6.1.1



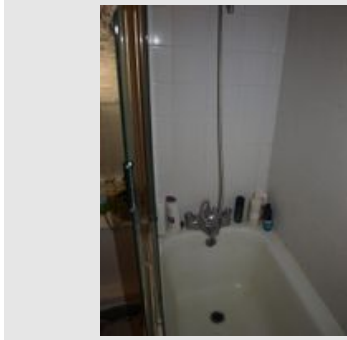
Provided by	Inspector
Captured (External device)	21/09/2025
Added	28/09/2025
Reference	6.1.2

7 Bathroom

Item	Description	Condition	Cleanliness	Photos
7.1 General Overview	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	📷 N/A
7.2 Door (Internal)	Free of marks and scratches to front side and reverse.	● Good	● Good	📷 N/A
7.3 Door Frame & Skirting	Free of marks, dents and dust.	● Good	● Good	📷 N/A
7.4 Ceiling	Free of marks, mould and cobwebs.	● Good	● Good	📷 N/A
7.5 Light Fittings	No cobwebs present to light fittings. All bulbs in working order.	● Good	● Good	📷 N/A
7.6 Switches/Cord	Present and intact.	● Good	● Good	📷 N/A
7.7 Walls	Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present.	● Good	● Good	📷 N/A
7.8 Windows and Sills	Sills free of marks and mould. Windows intact and free of mould to edges.	● Good	● Good	📷 N/A
7.9 Radiator	Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact.	● Good	● Good	📷 N/A
7.10 Floor	Free of stains, marks and scratches.	● Good	● Good	📷 N/A
7.11 Shower	Securely fixed to wall. Clean and free of limescale and mould. No gaps to sealant.	● Good	● Good	📷 1 photo
7.12 Bath	No gaps to bath sealant. Exterior panel intact. Clean and free of debris inside. Plug present.	● Good	● Good	📷 1 photo
7.13 Sink/Basin	Basin intact and free of cracks/chips. No gaps to sealant around edges. Clean and free of hairs. No limescale present to taps.	● Good	● Good	📷 1 photo
7.14 Toilet	Free of cracks/chips. Flush intact. Seat secure and intact. Clean inside and to tank/base.	● Good	● Good	📷 1 photo
7.15 Cabinet	Securely fixed to wall. Free of soiling/stains inside. Free of items inside. Hinges functioning well.	● Good	● Good	📷 N/A
7.16 Mirror	Wall-mounted and securely fixed. No cracks/chips. Free of smears and dust.	● Good	● Good	📷 N/A
7.17 Bathroom Fixings	Securely fixed.	● Good	● Good	📷 N/A

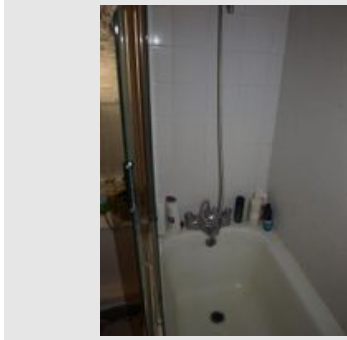


Shower



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Captured (External device)	27/09/2025
Added	03/10/2025
Reference	7.11.1

Bath



Provided by	Inspector
Captured (External device)	27/09/2025
Added	03/10/2025
Reference	7.12.1

Sink/Basin



Provided by	Inspector
Captured (External device)	27/09/2025
Added	03/10/2025
Reference	7.13.1

Toilet



Provided by	Inspector
Captured (External device)	27/09/2025
Added	03/10/2025
Reference	7.14.1

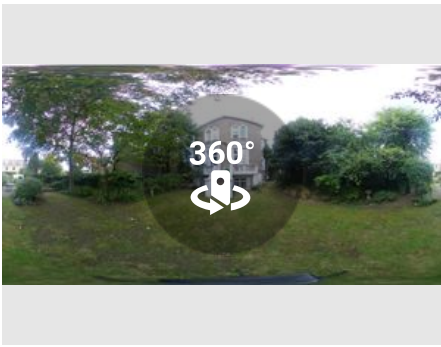
8 Back Garden

Item	Description	Condition	Cleanliness	Photos
8.1 Overview (External)	Good seasonal order. Fencing appears secure. No rubbish present.	● Good	● Good	 360° photo
8.2 Greenhouse	Glazing intact. Free of rubbish inside.	● Good	● Good	 N/A



Back Garden Photos

Overview (External)



Provided by	Inspector
Captured (External device)	21/09/2025
Added	27/09/2025
Reference	8.1.1



Declaration

Was the tenant present during the inspection

NO

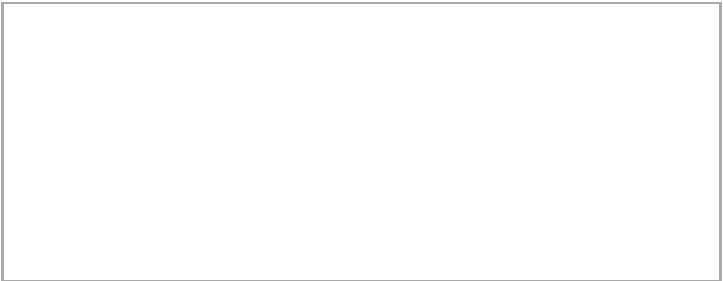
I hereby confirm approval of the accuracy and contents of the information contained within this report and my responses (if/where provided). I have also read, understood and agree to the disclaimer information contained within this report. I hereby confirm that the test function button of any smoke and 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:
Peter Rolfe

Tenant Signature



Date:
27/09/2025 at 1:09pm

Disclaimer

The term 'Inspector' is used hereafter to define the Property Reporting 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 Property Reporting software to highlight issues that may exist at the property at the date of preparing this report. Property Reporting 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 Property Reporting software to highlight issues that may exist at the property at the date of preparing this report. Property Reporting 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 (Property Reporting 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

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.