S2F
Property Services Ltd
Working together

Sample inventory report

A real S2F inventory report, shared as a sample. The address, names, dates, signatures, serial numbers and photos of the property have been removed.

S2F Property Services Ltd
Inventories, inspections and compliance reports for landlords and letting agents across England and Wales.
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The report pages are shown as they were written, room by room, with the condition and cleanliness of every item. The page numbers printed at the foot of each report page belong to the full report. Grey boxes show where private details were removed.

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

Health & Safety Alarm Compliance Checks

Health & Safety Alarm Compliance Checks

YES	Do all floors have smoke/heat alarms present?
YES	Do all smoke/heat alarms have working test buttons?
NO	Are any areas requiring a smoke/heat alarm missing an installed unit?
NO	Are any smoke/heat alarms approaching the last 3 months of their life cycle?

Compliance Items

Room	Item	Description	Date Tested	Expiry Date	Photos
Entrance/Hallway	Smoke Alarm	Ceiling mounted. Test button/function working. Wired Ceiling mounted alarm. Test function working. Note to tenant: Please test periodically.			2 photos
Living Room/Dinning	Smoke Alarm	Ceiling mounted. Test button/function working. Wired			1 photo
Kitchen	Heat Sensor/Smoke Alarm	Ceiling mounted. Test button/function working. Wired			1 photo
Bedroom	Smoke Alarm	Ceiling mounted. Test button/function working. Wired			1 photo
Bedroom	Smoke Alarm	Ceiling mounted. Test button/function working. Wired			1 photo

Schedule of Cleanliness and Condition

General Overview

Room/Space	Description	Condition	Cleanliness	Photos
Entrance/Hallway	**Condition**: Clean & tidy. The room is in excellent, as-new condition. Neutral smell (no smoking, damp or pet odours). **Cleanliness**: The room generally is clean with no dirt or dust present to any items, fixtures or fittings. Cleaned to an 'as professional' standard.	New Item	Excellent	14 photos
Living Room/Dinning	**Condition**: Clean & tidy. The room is in excellent, as-new condition. Neutral smell (no smoking, damp or pet odours). **Cleanliness**: The room generally is clean with no dirt or dust present to any items, fixtures or fittings. Cleaned to an 'as professional' standard.	New Item	Excellent	8 photos
Kitchen	**Condition**: Clean & tidy. The room is in excellent, as-new condition. Neutral smell (no smoking, damp or pet odours). **Cleanliness**: The room generally is clean with no dirt or dust present to any items, fixtures or fittings. Cleaned to an 'as professional' standard.	New Item	Excellent	6 photos
Bathroom	**Condition**: Clean & tidy. The room is in excellent, as-new condition. Neutral smell (no smoking, damp or pet odours). **Cleanliness**: The room generally is clean with no dirt or dust present to any items, fixtures or fittings. Cleaned to an 'as professional' standard.	New Item	Excellent	14 photos
Bedroom	**Condition**: Clean & tidy. The room is in excellent, as-new condition. Neutral smell (no smoking, damp or pet odours). **Cleanliness**: The room generally is clean with no dirt or dust present to any items, fixtures or fittings. Cleaned to an 'as professional' standard.	New Item	Excellent	11 photos
Ensuite	**Condition**: Clean & tidy. The room is in excellent, as-new condition. Neutral smell (no smoking, damp or pet odours). **Cleanliness**: The room generally is clean with no dirt or dust present to any items, fixtures or fittings. Cleaned to an 'as professional' standard.	New Item	Excellent	7 photos
Bedroom	**Condition**: Clean & tidy. The room is in excellent, as-new condition. Neutral smell (no smoking, damp or pet odours). **Cleanliness**: The room generally is clean with no dirt or dust present to any items, fixtures or fittings. Cleaned to an 'as professional' standard.	New Item	Excellent	13 photos

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 **Keys**		Good	Good	1 photo
1.2 **General Overview**	**Condition**: Clean & tidy. The room is in excellent, as-new condition. Neutral smell (no smoking, damp or pet odours). **Cleanliness**: The room generally is clean with no dirt or dust present to any items, fixtures or fittings. Cleaned to an 'as professional' standard.	New Item	Excellent	14 photos
1.3 **Front Door**	Fixed handle. Chrome handle. Spyhole. Security chain. Fire arm present. Chrome Letterbox Brown wood-effect door with a diagonal decorative inlay design and a matching brown door frame. Small 10cm light scratch to LHS top letter box. Shall chip to outer edge above the lock.	New Item	Excellent	8 photos
1.4 **Door Frame**	Free of marks and scratches	New Item	Excellent	4 photos
1.5 **Skirting Board**	Natural wood (skirting). White (matt). Free of marks/dents	New Item	Excellent	N/A
1.6 **Ceiling**	Plastered/Painted white. Free of marks/mould. White Ceiling access hatch	New Item	Excellent	1 photo
1.7 **Light Fittings**	Ceiling. Recessed spotlight fixing(s). 3 fixings in total	New Item	Excellent	N/A
1.8 **Smoke Alarm**	Ceiling mounted. Test button/function working. Wired Ceiling mounted alarm. Test function working. Note to tenant: Please test periodically.	New Item	Excellent	2 photos
1.9 **Walls**	Plastered & painted white. No picture hooks/nails present. No rawl plug/nail holes present Wall-mounted video door-entry intercom with screen and control buttons. Wall-mounted digital room thermostat	New Item	Excellent	2 photos
1.10 **Sockets & Switches**	All sockets/switches plastic. 2 in total All sockets and switches present and intact with no signs of damage.	New Item	Excellent	2 photos
1.11 **Floor**	Karndean. Free of stains Few debris present.	New Item	Excellent	N/A
1.12 **Storage Cupboard**	Hinged door. Wood panelled; chrome handle. White. Lever handle. Chrome handle. Free of marks/stains. Free of dirt/dust. Rail present. Shelving present. Walls free of marks/stains	New Item	Excellent	7 photos
1.13 **Airing Cupboard**	Wood panelled door. Chrome handle. Shelf. Tank insulated. Stop tap present Fuse box Electric meter	New Item	Excellent	12 photos
1.14 **Washing Machine**	Front loader. Washer dryer. Detergent drawer clean. Seal is clean. Drum is clean.	New Item	Excellent	6 photos

2 Living Room/Dinning

Item	Description	Condition	Cleanliness	Photos
2.1 **General Overview**	**Condition**: Clean & tidy. The room is in excellent, as-new condition. Neutral smell (no smoking, damp or pet odours). **Cleanliness**: The room generally is clean with no dirt or dust present to any items, fixtures or fittings. Cleaned to an 'as professional' standard.	New Item	Excellent	8 photos
2.2 **Skirting Board**	Natural wood (skirting). White (matt). Free of marks/dents	New Item	Excellent	N/A
2.3 **Ceiling**	Plastered/Painted white. Free of marks/mould. White Ceiling access hatch	New Item	Excellent	N/A
2.4 **Light Fittings**	Ceiling. Recessed spotlight fixing(s). 8 fixings in total	New Item	Excellent	N/A
2.5 **Walls**	Plastered & painted white. No picture hooks/nails present. No rawl plug/nail holes present	New Item	Excellent	N/A
2.6 **Windows and Sills**	Standard window. 1 in total. Wood double glazed. Clear glass. Keys not present. Roller blind. Fabric blind. Safety device present. Safety clip	New Item	Excellent	4 photos
2.7 **Sockets & Switches**	All sockets/switches plastic All sockets and switches present and intact with no signs of damage.	New Item	Excellent	3 photos
2.8 **Floor**	Karndean. Free of stains. Free of marks/scratches	New Item	Excellent	N/A
2.9 **Sofa**	3 seater. Fabric upholstered. Fire label present. Grey	New Item	Excellent	2 photos
2.10 **Coffee Table**	Stainless steel legs Glass coffee table.	New Item	Excellent	1 photo
2.11 **Dining Table**	Free of marks and scratches Marble top. Steel leg.	New Item	Excellent	3 photos
2.12 **Dining Table Chairs**	4 in total. Fabric Upholstered. Fire label present. Free of marks and scratches	New Item	Excellent	4 photos
2.13 **TV Unit**	Black TV unit with rectangular top, open storage compartments and slim black legs.	New Item	Excellent	1 photo
2.14 **Smoke Alarm**	Ceiling mounted. Test button/function working. Wired	New Item	Excellent	1 photo

3 Kitchen

Item	Description	Condition	Cleanliness	Photos
3.1 **General Overview**	**Condition**: Clean & tidy. The room is in excellent, as-new condition. Neutral smell (no smoking, damp or pet odours). **Cleanliness**: The room generally is clean with no dirt or dust present to any items, fixtures or fittings. Cleaned to an 'as professional' standard.	New Item	Excellent	6 photos
3.2 **Skirting Board**	Natural wood (skirting). White (matt). Free of marks/dents	New Item	Excellent	N/A
3.3 **Ceiling**	Plastered/Painted white. Free of marks/mould. White Ceiling access hatch	New Item	Excellent	N/A
3.4 **Light Fittings**	Ceiling. Recessed spotlight fixing(s). 3 fixings in total	New Item	Excellent	N/A
3.5 **Walls**	Plastered & painted white. No picture hooks/nails present. No rawl plug/nail holes present	New Item	Excellent	N/A
3.6 **Windows and Sills**	Standard window. 1 in total. Wood double glazed. Clear glass. Keys not present. Roller blind. Fabric blind. Safety device present. Safety clip	New Item	Excellent	3 photos
3.7 **Sockets & Switches**	5 in total All sockets and switches present and intact with no signs of damage.	New Item	Excellent	4 photos
3.8 **Floor**	Karndean. Free of stains. Free of marks/scratches	New Item	Excellent	N/A
3.9 **Kitchen Cupboards/Units**	Wall units present. Base units present. 13 hinged doors. Laminate wood effect. Inset handles. Laminated shelving. All shelving is intact. Free of items inside. Brown. Green (pale)	New Item	Excellent	12 photos
3.10 **Kitchen Drawers**	3 drawers. Inset handles. Free of marks and stains. Free of grease/food residue	New Item	Excellent	3 photos
3.11 **Kitchen Worksurfaces**	Free of marks/scratches. White Marble effect finish.	New Item	Excellent	3 photos
3.12 **Kitchen Sink**	Double bowl. Stainless steel. Mixer tap. Chrome taps. Chrome plug. Chrome waste	New Item	Excellent	7 photos
3.13 **Hob**	Induction hob. 4 rings	New Item	Excellent	3 photos
3.14 **Oven**	Electric cooker. Chrome rack x 2. Baking tray x 1	New Item	Excellent	6 photos
3.15 **Extractor Cooker Hood**	Integrated hood. Hood filter clean	New Item	Excellent	1 photo
3.16 **Fridge Freezer (Integrated)**	Upright. 3 Shelves. Salad drawer Egg tray, ice tray. 3 x freezer drawers.	New Item	Excellent	13 photos
3.17 **Dishwasher**	Integrated slimline. Rack	New Item	Excellent	2 photos
3.18 **Balcony**	Metal balustrades. Metal railings. Decking intact	New Item	Excellent	6 photos
3.19 **Heat Sensor/Smoke Alarm**	Ceiling mounted. Test button/function working. Wired	New Item	Excellent	1 photo

Item	Description	Condition	Cleanliness	Photos
3.20 **Bins**	Grey Pull-out three-compartment waste bin.	New Item	Excellent	2 photos

4 Bathroom

Item	Description	Condition	Cleanliness	Photos
4.1 **General Overview**	**Condition**: Clean & tidy. The room is in excellent, as-new condition. Neutral smell (no smoking, damp or pet odours). **Cleanliness**: The room generally is clean with no dirt or dust present to any items, fixtures or fittings. Cleaned to an 'as professional' standard.	New Item	Excellent	14 photos
4.2 **Door (Internal)**	Hinged door. Wood panelled; chrome handle. White (matt). Lever handle. Chrome handle. Chrome/rubber door stop	New Item	Excellent	2 photos
4.3 **Door Frame**	Natural wood. Free of marks and scratches. White	New Item	Excellent	2 photos
4.4 **Door Frame & Skirting**	Tiled (skirting) Free of marks, dents and dust.	New Item	Excellent	N/A
4.5 **Ceiling**	Plastered/Painted white. Free of marks/mould. White	New Item	Excellent	1 photo
4.6 **Light Fittings**	Ceiling. Recessed spotlight fixing(s). 4 fixings in total	New Item	Excellent	N/A
4.7 **Extractor Fan**	White casing	New Item	Excellent	N/A
4.8 **Sockets**	Plastic. Shaver point. 1 in total	New Item	Excellent	N/A
4.9 **Walls**	Plastered & painted white. Tiled. Tiled (around wet areas)	New Item	Excellent	N/A
4.10 **Radiator**	Electric wall-mounted. Chrome ladder style. 1 in total. Thermostatic valve intact	New Item	Excellent	1 photo
4.11 **Floor**	Tiled. Metal threshold strip. Free of stains. Free of marks/scratches. Brown/Beige	New Item	Excellent	2 photos
4.12 **Shower Cubicle/Screen/Tray**		New Item	Excellent	N/A
4.13 **Shower**	Shower head & hose. Fixed shower head. Shower riser. Chrome	New Item	Excellent	3 photos
4.14 **Bath**	Standard. Porcelain. Chrome handles. Chrome plug. Chrome waste	New Item	Excellent	5 photos
4.15 **Sink/Basin**	Wall-mounted porcelain. Mixer tap. Chrome taps. Chrome plug. Chrome waste	New Item	Excellent	4 photos
4.16 **Toilet**	Porcelain. Plastic/Acrylic seat & lid [redacted]Flush intact	New Item	Excellent	2 photos
4.17 **Cabinet**	2 hinged doors. Free of marks and scratches Mirror hinged door.	New Item	Excellent	3 photos
4.18 **Mirror**		Good	Good	N/A
4.19 **Bathroom Fixings**	Toilet roll holder	New Item	Excellent	1 photo

5 Bedroom

Item	Description	Condition	Cleanliness	Photos
5.1 **General Overview**	**Condition**: Clean & tidy. The room is in excellent, as-new condition. Neutral smell (no smoking, damp or pet odours). **Cleanliness**: The room generally is clean with no dirt or dust present to any items, fixtures or fittings. Cleaned to an 'as professional' standard.	New Item	Excellent	11 photos
5.2 **Door (Internal)**	Hinged door. Wood panelled; chrome handle. White (matt). Lever handle. Chrome handle. Chrome/rubber door stop	New Item	Excellent	3 photos
5.3 **Door Frame**	Natural wood. Free of marks and scratches. White	New Item	Excellent	2 photos
5.4 **Skirting Board**	Natural wood (skirting). White (matt). Free of marks/dents	New Item	Excellent	N/A
5.5 **Ceiling**	Plastered/Painted white. Free of marks/mould. White Ceiling access hatch	New Item	Excellent	N/A
5.6 **Light Fittings**	Ceiling. Recessed spotlight fixing(s). 3 fixings in total	New Item	Excellent	N/A
5.7 **Walls**	Plastered & painted white. No picture hooks/nails present. No rawl plug/nail holes present	New Item	Excellent	N/A
5.8 **Windows and Sills**	Standard window. 1 in total. Wood double glazed. Clear glass. Keys not present. Roller blind. Fabric blind. Safety device present. Safety clip	New Item	Excellent	5 photos
5.9 **Sockets & Switches**	9 in total All sockets and switches present and intact with no signs of damage.2 x thermostat	New Item	Excellent	7 photos
5.10 **Floor**	Carpeted. Metal threshold strip. Cream	New Item	Excellent	3 photos
5.11 **Storage Cupboard/Wardrobe**	Built-in. Sliding door(s). Mirrored glass. Rail present. Walls free of marks/stains. Shelving intact	New Item	Excellent	6 photos
5.12 **Bedside Cabinet**	Laminate wood effect. Brown	New Item	Excellent	5 photos
5.13 **Bed**	Double. Mattress present. Headboard present. Fabric upholstered	New Item	Excellent	3 photos
5.14 **Smoke Alarm**	Ceiling mounted. Test button/function working. Wired	New Item	Excellent	1 photo

6 Ensuite

Item	Description	Condition	Cleanliness	Photos
6.1 **General Overview**	**Condition**: Clean & tidy. The room is in excellent, as-new condition. Neutral smell (no smoking, damp or pet odours). **Cleanliness**: The room generally is clean with no dirt or dust present to any items, fixtures or fittings. Cleaned to an 'as professional' standard.	New Item	Excellent	7 photos
6.2 **Door (Internal)**	Hinged door. Wood panelled; chrome handle. White (matt). Lever handle. Chrome handle. Chrome/rubber door stop	New Item	Excellent	2 photos
6.3 **Door Frame**	Natural wood. Free of marks and scratches. White	New Item	Excellent	2 photos
6.4 **Skirting Board**	Natural wood (skirting). White (matt). Free of marks/dents	New Item	Excellent	1 photo
6.5 **Ceiling**	Plastered/Painted white. Free of marks/mould. White Ceiling access hatch	New Item	Excellent	N/A
6.6 **Light Fittings**	Ceiling. Recessed spotlight fixing(s). 3 fixings in total	New Item	Excellent	N/A
6.7 **Extractor Fan**	White casing	New Item	Excellent	N/A
6.8 **Sockets**	Plastic. Shaver point. 1 in total	New Item	Excellent	N/A
6.9 **Walls**	Plastered & painted white. Tiled. Tiled (around wet areas)	New Item	Excellent	N/A
6.10 **Radiator**		Good	Good	1 photo
6.11 **Floor**	Tiled. Metal threshold strip. Free of stains. Free of marks/scratches. Brown/Beige	New Item	Excellent	N/A
6.12 **Shower Cubicle/Screen/Tray**	Walk-in enclosure with stainless steel frame. Porcelain shower tray. Chrome plug. Chrome waste. Screen intact	New Item	Excellent	8 photos
6.13 **Shower**	Shower head & hose. Fixed shower head. Mobile shower head. Mixer Shower. Chrome	New Item	Excellent	5 photos
6.14 **Sink/Basin**	Wall-mounted porcelain. Mixer tap. Chrome taps. Chrome plug. Chrome waste	New Item	Excellent	5 photos
6.15 **Toilet**	Porcelain. Plastic/Acrylic seat & lid	New Item	Excellent	1 photo
6.16 **Cabinet**	2 hinged doors. Free of marks and scratches Mirror hinged door.	New Item	Excellent	3 photos
6.17 **Bathroom Fixings**	Toilet roll holder	New Item	Excellent	1 photo

7 Bedroom

Item	Description	Condition	Cleanliness	Photos
7.1 **General Overview**	**Condition**: Clean & tidy. The room is in excellent, as-new condition. Neutral smell (no smoking, damp or pet odours). **Cleanliness**: The room generally is clean with no dirt or dust present to any items, fixtures or fittings. Cleaned to an 'as professional' standard.	New Item	Excellent	13 photos
7.2 **Door (Internal)**	Hinged door. Wood panelled; chrome handle. White (matt). Lever handle. Chrome handle. Chrome/rubber door stop	New Item	Excellent	4 photos
7.3 **Door Frame**	Natural wood. Free of marks and scratches. White	New Item	Excellent	2 photos
7.4 **Skirting Board**	Natural wood (skirting). White (matt). Free of marks/dents	New Item	Excellent	N/A
7.5 **Ceiling**	Plastered/Painted white. Free of marks/mould. White Ceiling access hatch	New Item	Excellent	N/A
7.6 **Light Fittings**	Ceiling. Recessed spotlight fixing(s). 3 fixings in total	New Item	Excellent	N/A
7.7 **Walls**	Plastered & painted white. No picture hooks/nails present. No rawl plug/nail holes present	New Item	Excellent	N/A
7.8 **Windows and Sills**	Standard window. 1 in total. Wood double glazed. Clear glass. Keys not present. Roller blind. Fabric blind. Safety device present. Safety clip	New Item	Excellent	5 photos
7.9 **Sockets & Switches**	All sockets and switches present and intact with no signs of damage.	Good	Good	3 photos
7.10 **Floor**	Carpeted. Metal threshold strip. Cream	New Item	Excellent	N/A
7.11 **Storage Cupboard/Wardrobe**	Built-in. Sliding door(s). Mirrored glass. Rail present. Walls free of marks/stains. Shelving intact	New Item	Excellent	8 photos
7.12 **Bedside Cabinet**	Laminate wood effect. Brown	New Item	Excellent	4 photos
7.13 **Bed**	Double. Mattress present. Headboard present. Fabric upholstered	New Item	Excellent	3 photos
7.14 **Smoke Alarm**	Ceiling mounted. Test button/function working. Wired	New Item	Excellent	1 photo

Close-up photos

In a full report every item has its own dated photos. These six close-ups show the kind of detail recorded.



2.14.1 Living room: smoke alarm



3.19.1 Kitchen: heat sensor



2.7.1 Living room: sockets and switches



2.7.2 Living room: sockets and switches



3.12.4 Kitchen: sink



3.12.6 Kitchen: sink

Declaration

Was the tenant present during the inspection

NO

Inspector Signature

Name:

Date:

Disclaimer

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

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.