

Interim Inspection



Property inspected by Rima Mahmood

Address

9 Shortwood Avenue
Staines-upon-Thames
Surrey
TW18 4JN



Carried Out

December
2nd 2015
09:15

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Notes

GUIDELINES FOR LANDLORDS AND TENANTS

Please note that the inventory clerks are not responsible for the following:

- Testing showers / taps
- Testing appliances
- Moving furniture
- Checking electrical items
- Opening windows
- Flushing toilets
- Checking heating systems / radiators
- Checking alarms
- Inspecting loft contents
- Removing and inspecting boxed items – it is the duty of the landlord / tenant to have all accountable items ready to check
- Specifying names of plants / shrubs and trees – a general description will be made.

Please ensure that instruction manuals are at the property for the tenants use. Please ensure that all keys are tagged.

Location of the water meter will also be required at the time of the inventory compilation if it is to be read.

Checking Out Procedures

All items should be placed in the rooms described on the inventory, all china, glassware, crockery, kitchen utensils etc should be clean and accessible. Anything packed away for the duration of the tenancy must be unpacked, cleaned and placed in the correct location. It is expected that the property will be in a similar condition of cleanliness as at the check in and when you vacate there must be no trace of the previous occupant – see cleaning below. All keys must be available and clearly labelled. You must be ready to vacate the property and hand over any keys at the appointed time.

The following notes have been written to help facilitate a problem free tenancy. Should the Inventory Clerk have to search for missing items, it may result in charges being made to the tenant. Heavy items of furniture that have been moved should also be returned to their original positions.

The Managing Agent of Landlord must be informed of any items removed or added to the property. Failure to do so may result in charges being made for the replacement of items removed.

Cleaning - To a standard that shows there is no trace of your occupancy for a new tenant. For example, this means that there should be no loose peas left in the freezer, no tissues under a sofa or finger marks around light switches. This is achievable without a professional company being employed but if you do not have the time your agent can recommend professional cleaners to help either before or just after you vacate. In particular: Sanitary ware, windows, hard floors, woodwork, cooker hoods, ovens, kitchen appliances (including units), shelves, refrigerators, wardrobes, drawer units and bedding.

Carpets - All carpets should be thoroughly vacuumed. Depending on the agreement and / or length of tenancy, they should be professionally cleaned. You will be charged to clean any staining or soiling. Compensation costs will be made towards any further damage such as cigarette / iron burns or stains. If a carpet is badly marked or damaged you may be charged for part or all of the cost of a replacement.

Crockery, China, Utensils - These items will be checked for soiling, chips, burn marks, loose handles to pans or any other damage. If damage has occurred beyond reasonable wear and tear, compensatory costs will be added to the Check Out Report.

Decorations - It is accepted that during day-to-day living a few marks and scuffs will appear on walls and woodwork. However, should the marking be found excessive, charges will be added to the Check Out Report. For example: hooks and nails driven in to walls without permission, excessive furniture rubbings, pencil or crayon marks, tears to wallpaper, excess damage to woodwork.

Beds - Beds, bases, mattresses and pillows will be examined for staining and damage not previously recorded on the inventory. Charges will be made in the form of cleaning or compensation or a percentage of the replacement cost as appropriate. Any linen should be left washed and pressed.

Polished Furniture - Polished furniture will be checked for scratches, ring marks, soiling and damage to joints, charges will be made as appropriate. Repair costs and re-polishing charges are high. It is in your interest to take steps to protect the furniture with drink mats etc.

Soft Furnishings - It is expected that these will be in a similar condition to the start of the tenancy. Any staining or soiling discolouration will

attract cleaning charges.

Keys - Please note that all sets of keys (as noted on the original inventory) must be returned at the time of Check Out. Failure to comply may result in the Check Out appointment being aborted, the cost of which will be chargeable to you as indeed may a new set of locks and keys.

Gardens - If the owner has not employed a gardener at the property, you will be required to maintain the garden. This will include the cutting of lawns, weeding of any beds, and maintaining the garden according to the season. This may include trimming bushes and shrubs, but it is suggested that this is confirmed with the Managing Agent prior to taking any actions, as they may need specialist treatment. If the standard of the garden is found untidy, compared to the commencement of the tenancy, most Managing Agents or Landlords will employ a contract gardener and their account will be added to your Check Out Report.

Check Out Appointment

It is important that:-

All cleaning has been completed prior to this time.

All personal items removed.

The property is ready to be handed over and ready to vacate.

If you are not ready to leave it may not be possible to carry out the Check Out. In this case a return visit will be needed and a charge for the aborted visit will be made.

At the termination of the tenancy, the inventory will be checked and any obvious or significant discrepancies will be reported to the Managing Agent / Instructing Principal. This report will indicate whether, in our opinion, the tenant is liable for the deterioration or whether it is considered to be fair wear and tear. Normal fair wear and tear will be assessed on the length of tenancy and the type of occupancy.

Please note that Royal Mail provide information about redirection of post and have a FREE service to notify companies of your new address including banks, gas, electricity, water, DVLA etc so that they do not have to be notified separately. This can be found at –

<http://www.royalmail.com/portal/rm/jump2?catId=400126&mediaId=11200120>

Condensation – Looking After Your Home

There is always some moisture in the air. Warm air holds much more moisture than cold air. When warm air hits a cold surface it cools down and cannot hold onto all the extra moisture produced by everyday activities, so some of this moisture appears as small droplets of water – most noticeable on windows or where there is little movement of air. If not properly dealt with this extra moisture can lead to mould growth on walls, furniture, window frames and even clothes. Mould growth can cause paint blistering and wallpaper to peel off; it can also rot any fabric.

Modern improvements like wall insulation, draught proofing and sealed window units minimise draughts and help keep heat in your home. However, they also stop moisture escaping, which means that you must make a little extra effort to avoid condensation problems.

Excessive mould build up gives off tiny seeds called 'spores' – these spores float in the air you breathe and can aggravate conditions such as asthma and other allergies. If your property is prone to condensation build up this can be avoided with daily attention to the problem.

Steps you can take to help reduce condensation:

Dry all windows, windowsills, and any other surfaces that have become wet. Ensure you wring out the cloth thoroughly, do not dry on the radiator.

If possible, always hang your washing outside. If this is not possible, you could hang it in the bathroom, with the door closed, and window slightly open for ventilation. **Do not dry washing on radiators, as this will add to the moisture already in the air.**

If you use a tumble dryer, ensure it is well ventilated to the outside, or that it is of the new condensing type.

Try to ventilate your kitchen when in use, either by opening a window slightly, or using the extractor fan. Try to ventilate both kitchens and bathrooms for at least twenty minutes after use.

If your property is prone to condensation then daily use of a de-humidifier unit can be very beneficial. These come in all shapes and sizes, cost very little to run and draw out the excess moisture from the air helping to keep the condensation under control.

Disclaimers

This inventory is undertaken by RM Inventories and provides a fair and accurate record of the condition and contents of the property, and the property's internal condition. It is the responsibility of the landlord and the tenant or the respective agents to agree between themselves the accuracy of this report.

The person preparing the inventory is not an expert in fabrics, woods, paints, materials, antiques etc, nor a qualified surveyor. The inventory should not be used as an accurate description of each piece of furniture and equipment, or as a structural survey report. Plants and shrubs are not listed. If any additional items are to be listed, this will be at the Landlords request only.

Property left in lofts, cellars and locked rooms, which have not been inventoried, are the sole responsibility of the landlord. Driveways will not be examined where vehicles are parked on the driveway.

The Fire and Safety Regulations regarding furnishings, gas, electrical and similar services are ultimately the responsibility of the Instructing/ Principal. Where the inventory notes 'fire label seen', are seen this should not be interpreted to mean that the item complies with the "Furniture and Furnishings (fire) (safety) (Amendments) 1993."

This is a record that the item had a label as described or similar to that detailed in the Guide to the Furniture & Furnishings (Fire) (Safety) Regulations as published by the Department of Trade and Industry, January 1997, (or subsequent edition), attached at the time of the inventory compiled. It is not a statement that the item can be considered to comply with the regulations.

Also, whilst all care and diligence will be undertaken regarding sleeved plugs, heavy appliances and obstructing furniture will not be moved, and therefore full responsibility will remain with either the acting agent or the landlord.

1. EXTERIOR FRONT		
Item	Description	Condition
1.1 Overview	Water gather by front door: agent has not been informed	
		
Ref #1	Ref #1	Ref #1
		
Ref #1	Ref #1	Ref #1
		
Ref #1		

2. HALLWAY		
Item	Description	Condition
2.1 Overview	Domestically cleaned, well kept	
		
<i>Ref #2</i>	<i>Ref #2</i>	<i>Ref #2</i>
		
<i>Ref #2</i>	<i>Ref #2</i>	<i>Ref #2</i>
		
<i>Ref #2</i>		

3. LIVING ROOM

Item	Description	Condition
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No items associated with this room.



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3

4. KITCHEN

Item	Description	Condition
4.1 Overview	Domestically cleaned, well kept	



Ref #4



Ref #4



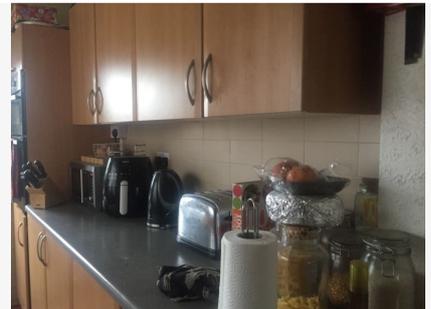
Ref #4



Ref #4



Ref #4



Ref #4

5. REAR GARDEN

Item	Description	Condition
5.1 Overview	Domestically cleaned, grass well kept and maintained.	



Ref #5



Ref #5



Ref #5



Ref #5



Ref #5



Ref #5

6. STAIRS/LANDING

Item	Description	Condition
6.1 Overview	Domestically cleaned, well kept	



Ref #6



Ref #6



Ref #6



Ref #6



Ref #6

7. BEDROOM 1

Item	Description	Condition
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No items associated with this room.



Ref #7



Ref #7



Ref #7



Ref #7



Ref #7



Ref #7

8. BATHROOM

Item	Description	Condition
8.1 Overview	Domestically cleaned, well kept	



Ref #8



Ref #8



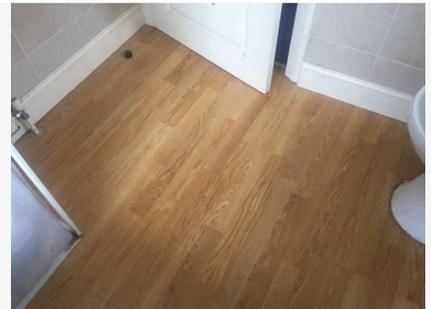
Ref #8



Ref #8



Ref #8



Ref #8

9. SAFETY (ALARMS)		
Item	Description	Condition
9.1 Smoke alarms	Smoke Alarm: Hallway: tested working ; Smoke Alarm: first floor landing: tested working;	
9.2 CO Alarms	Co2 Alarm: Kitchen: tested working;	



Ref # 9.1



Ref # 9.1



Ref # 9.2

Declaration

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

Signed by the
Signature
Print Name
Date	/ /

Signed by the
Signature
Print Name
Date	/ /