

# Pre & Post Tenancy

## Inventory & Schedule of Condition

An exhaustive listing & description of the appearance of each and every aspect of the property to be let, from the construction & condition of external facades, fittings, gardens/grounds & outbuildings, to the decorative finish, fixtures & fittings and contents of every aspect/area of the property, with integrated digital photography as standard

- the essential document for all Assured Shorthold Tenancies.

## Property Assessment Reports

### Check-in

The assessment of the property in the presence of the incoming tenant at the point of handover, complete with full update/amendment of the inventory, signed agreement of handover condition by the Tenant, listing of keys provided, utility meter readings, and witnessing/collection of signed Tenancy Agreements and collection of deposit cheques where required

- for ensuring full agreement of handover condition, and efficient transfer of utility accounts, as well as providing a brief induction for tenants and establishing a professional relationship between all parties from the outset.

### Check-out

The complete assessment of the property at the termination of the tenancy, against the original Inventory & Check-In report; with a full appraisal of dilapidations/'wear & tear', cleaning requirements, damages/repair/replacement requirement, including assignment of liability, summarised in a detailed report, signed by the tenant to state acceptance of liability

- imperative for successful dilapidations/cleaning claims, and for ensuring a favourable outcome at arbitration.

## Fire & Furnishings Regulations Compliance Report (FFR Report)

A legal requirement for any property let as furnished, this report, unique in style & indisputable detail, records the appearance & model of each item, of soft furnishing within a property, and its compliance with the Furniture & Furnishings (Fire) (Safety) Act 1988(Amended 1993), with photographic evidence of appearance and its relevant compliance labelling,

- with penalties of 6 months' imprisonment & fines of up to £5,000 for non-compliance, this report is essential for any letting agent or landlord with safety & legal compliance in mind.

## Pre-Sale Assessment

The assessment of an occupied, let property prior to marketing for sale, with full itemised breakdown of current condition with respect to Check-in, and assessment of dilapidations requiring rectification at the expense of the outgoing Tenant

- a must for ensuring the maximum offer price on a property currently let!



Inventory Services South West

