**Property Inventory & Schedule of Condition**

|  |  |
| --- | --- |
| **Property Address** |  |
| **House Type**  |  |
| **Inspected By** |  |
| **Date** |  |

**Important Information**

* **What is a Habitans Lettings Inventory Report?**

This Habitans LettingsInventory Check-in Report provides a fair, objective and impartial record of the general condition of the contents of the Property as well as its internal condition at the outset of the lease of the Property.

* **What are the benefits of using this Report?**

The importance of a professional inventory and statement of condition cannot be underestimated. Government advice indicates that Inventories and statements of condition are 'strongly recommended' as a means to reduce dispute about the deposit at the end of a tenancy. It is in the Tenant's interests to carefully check this Habitans LettingsInventory Check-in Report and to highlight any discrepancies as soon as possible and in any event no later than one week after this Habitans LettingsInventory Check-in Report is completed. Any outstanding discrepancies found at the end of the tenancy will be highlighted in a Habitans LettingsInventory Out-going Report and may affect the retention or release of the tenancy deposit.

* **Is the Report aimed at the Landlord or the Tenant?**

Because the Habitans LettingsInventory Check-in Report is objective and carried out by an independent Inventory Provider, it may be relied upon and used by the Landlord, the Tenant and Letting Agent.

* **What does this Report tell you?**

This Habitans Lettings Inventory Check-in Report provides a clear and easy to follow statement of condition for each of the main elements of the property on a room by room basis, together with its contents if appropriate. This report comments on and highlights defects or aspects of poor condition that have been identified by the Inventory Provider. Defects in condition will either be described in the narrative of the report or evidenced in the photographs included in the report. Please Note: where no comment on the condition of an element or item of contents is made by the Inventory Provider, the element or item is taken to be in good condition and without defect.

* **What does this report not tell you?**

Whilst every effort is made to ensure objectivity and accuracy, this Habitans LettingsInventory Check-in Report provides no guarantee of the adequacy, compliance with standards or safety of any contents or equipment. This report will provide a record that such items exist in the property as at the date of the Habitans LettingsInventory Check-in Report and the superficial condition of same. This report is not a building survey, a structural survey or a valuation, will not necessarily mention structural defects and does not give any advice on the cost of any repair work, or the types of repair which should be used.

* **What is inspected and not inspected?**

The Inventory Provider carries out a visual inspection of the inside of the main building together with any contents and will carry out a general inspection of the remainder of the building including the exterior cosmetic elements and any permanent outbuildings. For properties let on an unfurnished basis, the inspection will include floor coverings, curtains, curtain tracks, blinds and kitchen appliances if appropriate, but will exclude other contents. Gardens and their contents will be inspected and reported upon. The inspection is 'non-invasive'. This means that the Inventory Provider does not take up carpets, floor coverings or floorboards, move large items of furniture, test services, remove secured panels or undo electrical fittings. Especially valuable contents such as antiques, personal items or items of jewellery are excluded from this report. Kitchenware will be inspected but individual items will not be condition rated. Common parts in relation to flats, exterior structural elements of the main building and the structure of any outbuildings will not be inspected. Roof spaces and cellars are not inspected. Areas which are locked or where full access is not possible, for example, attics or excessively full cupboards or outbuildings are not inspected.

**Inventory**

|  |  |  |
| --- | --- | --- |
| Utilities | Description | Photo |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Smoke Detectors & Heat Alarms | Description | Photo |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Keys | Description | Photo |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| External | Description | Photo |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Hallways | Description | Photo |
| Walls |  |  |
| Ceiling |  |  |
| Flooring |  |  |

|  |  |  |
| --- | --- | --- |
| Kitchen  | Description | Photo |
| Walls |  |  |
| Ceiling |  |  |
| Flooring |  |  |
| Cupboards |  |  |
| Drawers |  |  |
| Appliances |  |  |
| Fan |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Diner | Description | Photo |
| Walls |  |  |
| Ceiling |  |  |
| Flooring |  |  |

|  |  |  |
| --- | --- | --- |
| Lounge  | Description | Photo |
| Walls |  |  |
| Ceiling |  |  |
| Flooring |  |  |

|  |  |  |
| --- | --- | --- |
| Landing & Stairs | Description | Photo |
| Walls |  |  |
| Ceiling |  |  |
| Flooring |  |  |

|  |  |  |
| --- | --- | --- |
| Bedroom 1 | Description | Photo |
| Walls |  |  |
| Ceiling |  |  |
| Flooring |  |  |

|  |  |  |
| --- | --- | --- |
| Bedroom 2 | Description | Photo |
| Walls |  |  |
| Ceiling |  |  |
| Flooring |  |  |

|  |  |  |
| --- | --- | --- |
| Bedroom 3 | Description | Photo |
| Walls |  |  |
| Ceiling |  |  |
| Flooring |  |  |

|  |  |  |
| --- | --- | --- |
| Bathroom  | Description | Photo |
| Walls |  |  |
| Ceiling |  |  |
| Flooring |  |  |
| ToiletBasin |  |  |
| Shower |  |  |
| Bath |  |  |

|  |  |  |
| --- | --- | --- |
| Additional  | Description | Photo |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

 **Declaratio**

 **Declaration**

Whilst every care has been taken to ensure the accuracy of this schedule, accuracy cannot be guaranteed by the preparer.

The Landlord and the Tenant(s}are reminded that it is their responsibility to check the accuracy of this schedule and are advised to sign it in confirmation. This inventory relates only to the appliances, furnishings and all Landlord's equipment and contents in the property. It is no guarantee of, 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 the inventory and the superficial content of same.

This is to certify that we the undersigned have carefully checked the foregoing inventory and subject to the marginal notes, consider this to be a fair and correct schedule of condition of the contents therein.

The tenant/ landlord has 7 working days from receipt of this inventory to notify the agent/ landlord / inventory company of any discrepancies.

**Signed for on behalf of the landlord**

|  |  |
| --- | --- |
| Name | Position |
| Signature | **DATE** |

**To be read and signed when there is no Accompanied Check In.**

I / We the undersigned agree that I / We have received a copy of this Inventory and Schedule of Condition of the property and understand that unless written comments of any discrepancies are made in writing to the letting agent not later than 7 working days after the date hereof, it will be agreed that the Inventory and Schedule of Condition is a correct record.

It is imperative that you check through the content of the Inventory and Schedule of Condition for the property and record any damage, scratches, marks etc to decorations, carpets, curtains, fixture and fittings and also record any missing items.

Unless your comments are adequately recorded and sent to the letting agent within 7 working days of the date of the let, the document signed at the office will be treated as being a correct record of the property.

Clearly, it is in your best interest to do this in order to protect your deposit and any comments received after 7 working days WILL NOT BE ACCEPTED.

This signed copy will be held by the letting agent and your copy will be emailed directly to you for printing and checking. If you require a hard copy printing please confirm this in writing to the letting agent immediately.

|  |  |
| --- | --- |
| **Tenant 1** |  |
| **Name** |  |
| **Signature** |  |
|  |  |
| **Tenant 2** |  |
| **Name** |  |
| **Signature** |  |
|  |  |
| **Tenant 3** |  |
| **Name** |  |
| **Signature** |  |