

Munrolock Guide to **INVENTORY SERVICES**

INVENTORIES

Why they are needed....

CHECK INS / CHECK OUTS

Who pays for these.....

INVENTORY PROVIDERS

Why use a company.....



Beckenham Office

22 High Street
Beckenham, Kent, BR3 1AY
Tel: 020 8663 9000
Fax: 020 8462 5055

Hayes Office

31 Station Approach
Hayes, Kent, BR2 7EB
Tel: 020 8462 8080
Fax: 020 8462 5055





Protect your Investment.

Why is an inventory needed?

A professionally drawn up inventory and schedule of condition will protect you from any unwarranted disputes by the tenant at the end of the tenancy. If there is an insufficient, outdated or even worse, no inventory then you will have no evidence of what the property was like at the start of the tenancy.

This means that if you or the agent are unable to provide documentary evidence that the tenant caused damage, then you will not be in a strong position to make a claim, in the event the tenant contests the matter.

Normally the Inventory and Check in are paid for by the landlord, the tenant pays for the Check out.

The Inventory can generally be used for 2 or 3 years, but a new check in report is needed for every new tenancy.

Why not save money and do it yourself?

Compiling an inventory and schedule of condition is a skill and should be carried out by someone qualified to do so. The inventory is an important document and one that may need to be relied upon as evidence in the event of a dispute and may be liable to the scrutiny of a Court of Law.

The inventory is not just a list of items placed in or on the premises, a proper inventory will include a schedule of condition of the property itself as well as the fixtures, fittings and contents. A professionally qualified inventory provider is also likely to be deemed to be impartial and will note the property in the condition in which it is found both at the start and end of the tenancy.

How are inventories drawn up by the landlord considered?

It is considered that the landlord is likely to be more biased when drafting an inventory on their own property. Again clarity would be key to this exercise. It is important that the tenant has fair opportunity to make relevant response to the condition of items at both the start and finish of the tenancy and that every effort is made to reach agreement between the parties and thus the clarity of the document

Is it a legal requirement to have an inventory?

No. However the landlord will be unable to prove damage to a property without an inventory if the matter was disputed. Cases are now being processed where the landlord is failing to get any compensation where the evidence is insufficient.

Inventories

An Inventory report is a complete record of the fixtures, fittings and décor of your property. The entire report works methodically from the front entrance through each room, and includes any outdoor space.

1. This is a comprehensive, detailed report of the contents of a property
2. Inventories will include every item, with description and comments on any deficiencies/damages, and the working order of certain items.
3. Utility meter readings are taken if location is known.
4. Once the accuracy of the report is agreed (see Check In below) this report becomes a binding document
5. Digital pictures can be provided.

INVENTORIES

CHECK IN

CHECK OUT

Check ins

A Check-In report combined with an inventory creates a report specific to a tenancy. The check-in examines the property on the day that the agreement begins, noting the condition of furniture and fittings. Meter readings are noted.

The new tenants will be asked to sign for any keys that are passed over, and walked tenants through the property, highlighting any issues, with them. A Check-in provides a schedule of condition of the property and sets the standard at which the property should be maintained, and returned at the end of the tenancy.

1. This process is completed immediately prior to the commencement of the tenancy
2. The aim is to ensure that the inventory provides an accurate and fair description of the condition of the decor, contents, fixtures, fittings and furnishings
3. Where possible, items are tested for power and utility meter readings and details of keys/fobs to be handed over are noted
4. Both parties are entitled to add any extra handwritten notes to the inventory, before a table detailing the overall general condition of the property is produced and the Declarations signed.

Check outs

A Check-out report takes place at the most important point in your tenancy - when your tenants move out. The check-out compares the condition at the end of the tenancy to that on the inventory and check-in reports.

Each room in the report will have an overview and a detailed description of any changes that have occurred in the property. The report also notes final meter readings, compares keys returned to keys provided at the start of the tenancy and takes forwarding contact details for outgoing tenants when possible.

1. This report is produced to ensure that an accurate end-of-tenancy comparison is made
2. All items are checked and any damaged/missing items are listed
3. Where possible, items are tested for power and utility meter readings and details of keys/fobs to be handed back are noted.

Manorwoods Inventory Price List

Vat to be added to be added to these prices.

Vat to be added	Inventory Fees		Check in Fees		Check out Fees	
	Unfurnished	Furnished	Unfurnished	Furnished	Unfurnished	Furnished
1 Bed / Studio	£65	£80	£50	£60	£60	£70
2 Bedrooms	£75	£95	£60	£70	£75	£80
3 Bedrooms	£85	£115	£70	£80	£85	£90
4 Bedrooms	£105	£130	£85	£95	£95	£110
5 Bedrooms	£120	£150	£100	£110	£110	£130

Links

[APIP - Association of Inventory Providers](#)

[ManorWoods Inventory Services](#)

Why is a thorough, detailed and accurate inventory essential to protect the interests of all parties?

If an inventory is inadequate, out of date, non-existent or if it cannot be proven to have been given to the tenant then the adjudicators are likely to award the deposit to the tenant unless the tenant admits to damage or losses. After a period of time operating the schemes this message is being reflected in the ADR outcomes, with many inventories being found to be either inadequate at the outset, or failing to make the correct substantiated observations at the check - out.

The Association of Professional Inventory Providers (APIP) aims to provide a service for either in-house or independent inventory providers - by offering a recognised standard of inventory provision, provision of advice and guidance and opportunities for professional development.

