

# Periodic



**PROPERTY ADDRESS**

**DATE COMPLETED**

**REPORT PRODUCED BY**

# DISCLAIMERS

## General Information

An Inventory report is produced to provide a fair and accurate record of the general visual condition of the property, in terms of decorative order, cleanliness, condition of contents and/or fixtures and fittings.

An Inventory Remake report is an update to an Inventory report. Inventory Remake reports are provided where the previous Inventory was completed by the Live Organisation Ltd, T/A Live Letting Exchange [LLE] within the previous twelve months, and where no material changes to the property or its contents have been made.

Check-In reports are produced to evidence the Check-In arrangements for the ingoing Tenant(s) of a property. Such reports do not by themselves, comprise an Inventory report. Where an Inventory or an Inventory Remake has been separately compiled, it will be specifically referred to within the Check-In report.

Check-Out reports are produced to provide a general, relative description of the property, in relation to the original Inventory or Inventory Remake report, and Check-In report. A description of any discrepancies will be listed, which will include differences in the condition of items, items which are missing and items which are now present that were not originally listed.

Periodic reports are produced to evidence that the property is generally being looked after by the Tenant and that there are no particular problems with the property. A Periodic report is not compiled against the original Inventory or Inventory Remake report, nor provides a check upon the living habits of the Tenants – such as housekeeping standards, unless this impacts negatively on the property itself.

All reports include digital photographic records; the number of photographs will vary depending upon the nature and size of the property, and type of report produced.

Reports do not comprise a building survey and will not comment upon the basic fabric of the building.

Fair wear and tear judgements are not included within any reports, nor any liability commented upon as to the responsibility of a Tenant or Landlord for noted dilapidations or damages.

All reports will be delivered by e-mail PDF attachment to the Instructing Party [IP]. No part of any report may be reproduced without the express permission of LLE.

## Inventory Clerks

Inventory Clerks are not qualified surveyors or valuers, nor are they experts in fabric, materials, valuables or antiques.

## Preparation of reports

Reports are prepared in accordance with the instructions provided by the IP, which may be overruled by these Terms and Conditions.

Where certain specific matters are required to be covered within a

## Items listed within reports but not fully inspected

- Heavy or awkward items of furniture will not be moved to check the condition beneath or behind the item
- Bed linen, towels and other similar items which are heavily soiled
- Windows are not opened to determine whether they open and close correctly

## Furniture & Furnishings (Fire) (Safety) Regulations 1988, as amended

It is not the responsibility of LLE to verify if the furniture and furnishings comply with the Regulations, but a check will be made to see if the various items have a fire safety label attached; this should not, however, be interpreted as confirming that the Regulations have been complied with, or that the furnishings are compliant.

## The Electrical Equipment (Safety) Regulations 1994

### The Plugs & Sockets (Safety) Regulations 1994

Where the relevant certificates have been noted on the report as seen, this should not be interpreted that the items to which the certificates relate can be considered as compliant – it is merely a documentary note that the certificate existed on the date of the Inventory Clerks visit to the property.

## The Gas Safety (Installation and Use) Regulations 1994 as amended

Where the relevant Gas Safety Certificate has been noted on the report as seen, it should not be interpreted that the gas appliances contained within the property are compliant – it is merely confirmation that the certificate existed on the date of the Inventory Clerk's visit to the property.

## Testing of Appliances and Supplies

It is not the responsibility of LLE to test electrical, heating, or plumbing appliances. A visual check of all such appliances will be made and any defects relating to the physical appearance noted.

Any fire alarms/equipment and security systems are not tested.

LLE take no responsibility for checking whether the correct number and type of Smoke Alarm(s) or Carbon Monoxide Alarm(s) have been installed in the correct position(s) within the property.

## Keys

LLE will not accept responsibility for any lost or unaccounted keys.

## Amendment to reports

Any discrepancies regarding the content or descriptions detailed within the report should be brought to the attention of LLE, in writing, within seven days of the report date; otherwise it is accepted that the report is accurate.

## Limited Financial Liability

Where the IP alleges that an Inventory report or Inventory Remake report contains omissions or discrepancies, LLE will be limited only to the financial liability of the cost of the report, to the IP, excluding VAT.

Where the IP alleges that a Check-In report contains omission or discrepancies, LLE will be limited only to the financial liability of the

report, which would not in the ordinary course of business be commented upon, LLE must be notified in writing, in advance, at the point of instruction.

Reports are exclusively prepared for the purpose of residential lettings. No obligation, or duty of care, is owed to any other person, or persons, or for any other purpose.

The inventory of a room is generally carried out left to right from the point of entry.

#### **Report Descriptions**

All descriptions within a report are for identification purposes only, e.g. where the words 'gold', 'silver' or other similar descriptions are used, they refer to the colour of the item and not the metal.

Any reference made to appliances and/or services are for identification purposes only, and should not be regarded as them being in working order, or as complying with safety regulations.

Measurements, where stated, within a report are approximate and are provided for guidance purposes only.]

#### **Meter Readings**

Provided the Inventory Clerk is able to locate the gas, electricity and oil meters, the applicable readings are included within a report. It should be noted, that where meters are located above head height, within cellars, beneath overgrowth, under steps, or behind rubbish/stored items, the Inventory Clerk will not attempt to take readings.

Water meter readings, where applicable, will be taken assuming the meter is sited on the property and can easily be read. Where the water meter is located below ground on public land, such as pavements, the Inventory Clerk will not attempt to take a reading.

For all meter readings, it is the IP's responsibility to inform, or make the Inventory Clerk aware of the locations of any such meters. If the Inventory Clerk is unaware of, or is unable to locate the meters, the meters will remain unread. In these instances, LLE will not look to arrange a complimentary revisit to the property, on behalf of the IP.

#### **Rooms excluded from reports**

- Lofts and attics
- Cellars
- Inaccessible rooms
- Poorly lit rooms
- Rooms housing a dog, or any other potentially dangerous animal (unless the owner is present)
- Outbuildings (unless previously negotiated)

#### **Items excluded from reports**

- Perishable items, such as houseplants, garden plants and food items
- Garden livestock, such as fish in ponds
- Contents of garden sheds and garages (other than garden tools)
- Trivial household items, such as cleaning materials and light bulbs

#### **Items listed within reports, but not itemised or counted**

- General property contents, such as books, CD's, DVD's
- Extensive amounts of crockery, cutlery or ornaments
- High level items, above head height

cost of the report, to the IP, excluding VAT. It should be noted, that in instances where the IP has not furnished the Inventory Clerk with an up-to-date, legible and clearly set-out Inventory report or Inventory Remake report, to use at the Check-In visit, then no financial liability will exist.

Where the IP alleges that a Check-Out report contains omissions or discrepancies, LLE will be limited only to the financial liability that would have been brought against the Tenant by the Landlord, up to the full value of the deposit held, should the omissions or discrepancies have been listed within the report, ensuring that the Landlord does not enjoy betterment, fair wear and tear has been accounted for and the most appropriate cause of action is being taken. It will be necessary for the IP to prove that a loss has been suffered by their Client and to provide copies of any documentation, and/or information requested.

Where the IP alleges that a Periodic report contains omissions or discrepancies, LLE will be limited only to the financial liability of the cost of the report, to the IP, excluding VAT.

No financial liability will be payable on any report, should the IP have overdue payment terms with LLE.

LLE will have no financial liability for any indirect or consequential loss, suffered by the IP or its Clients, where there has been a delay in the production of any report.

Except in the case of Periodic reports, where a report is completed with a Landlord or Tenant residing in the property, our ability to conduct a full inspection may be restricted. In such instances, LLE accepts no financial liability for any omissions or discrepancies.

#### **Complaints**

Circumstances regarding Inventory, Inventory Remake, Check-In and Periodic reports giving cause for alleged complaint must be notified by the IP to LLE within seven days of the report date.




Circumstances regarding Check-Out reports giving cause for alleged complaint must be notified by the IP to LLE within thirty days of the report date.


Alleged complaints received outside of the timeframes stated above will not be considered, or investigated.

#### **Court Hearings**

In the event that a report is required to be used in evidence in any Court of Law, the report cannot legally be used unless the IP has settled all outstanding applicable charges and confirmation of this must be sought from LLE in writing

## Alarms



Type	Description	Working
Smoke Alarm	Entrance hall	Yes
		
Smoke Alarm	Landing	Yes
		
Carbon Monoxide Alarm	Lounge	Yes
		

Carbon Monoxide Alarm	Utility room	Yes
		

### Additional Information

Has the tenant witnessed the checking of all alarms?	Yes	
From a visual inspection only of the property and its contents is there any evidence of any Health and Safety matter that requires attention or investigation?	No	No.
Does the property have any other urgent works that require attention?	No	No.

## Meters

Meters	Serial No	Reading
Electric Meter	19M1235387	12739
		
Gas Meter	18039003	02686
		

## General Summary

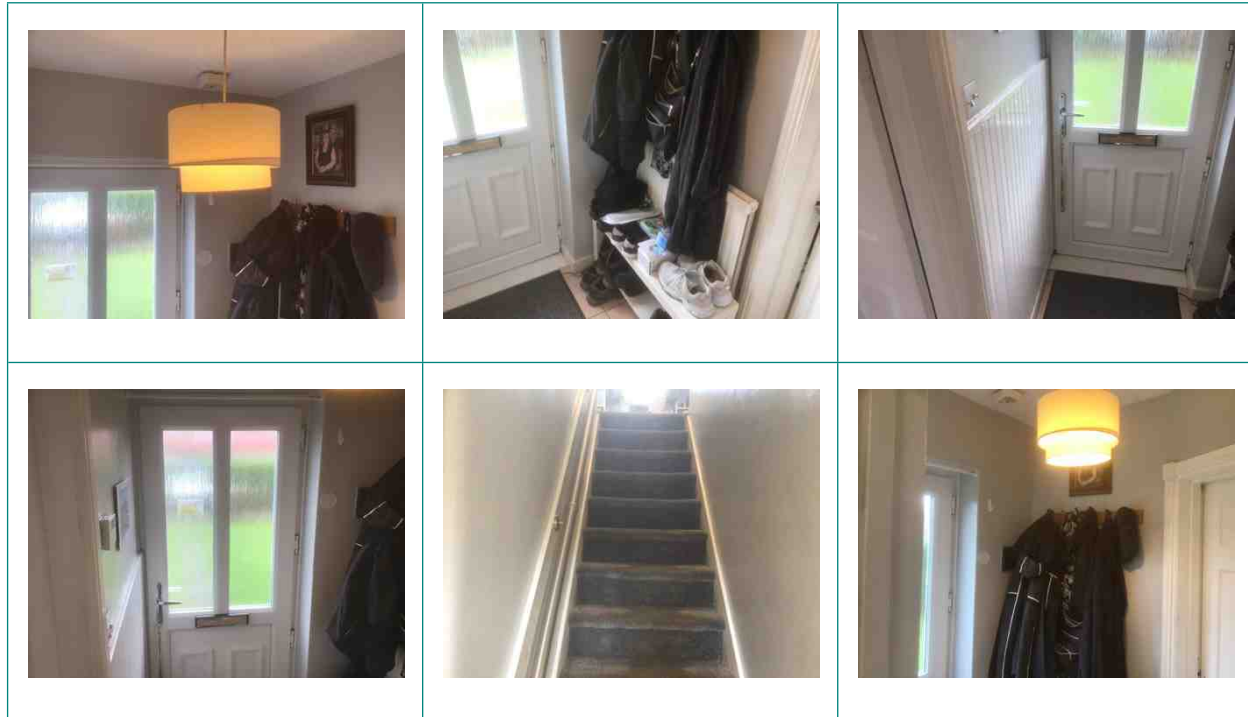
Overall Impression of Property AVERAGE	CLEAN	All areas clean and maintained
Kitchen Clean and Tidy	YES	Window requires further wipe.
Bathroom Clean and Tidy	YES	Clean as noted.
Carpets and Floor Coverings Clean	YES	Clean as noted.
Decorative Condition	CLEAN	Tenants have redecorated most of the property during their tenure
Any signs of unauthorised occupancy	NO	No.
Any signs of pets	NO	No.
Any signs of Smoking	NO	No.
Are there any obvious signs of damage and neglect	NO	Small damage to cupboard trim to right of oven
Any obvious signs of damp or leaks	YES	Bedroom 3 Tenant reports damp above window. Now redecorated, two small subsequent cracks in window reveal and adjoining wall

Is the garden being maintained	YES	Good seasonal tidy order
Any build up of rubbish or unwanted items	NO	No.



## Property Rooms

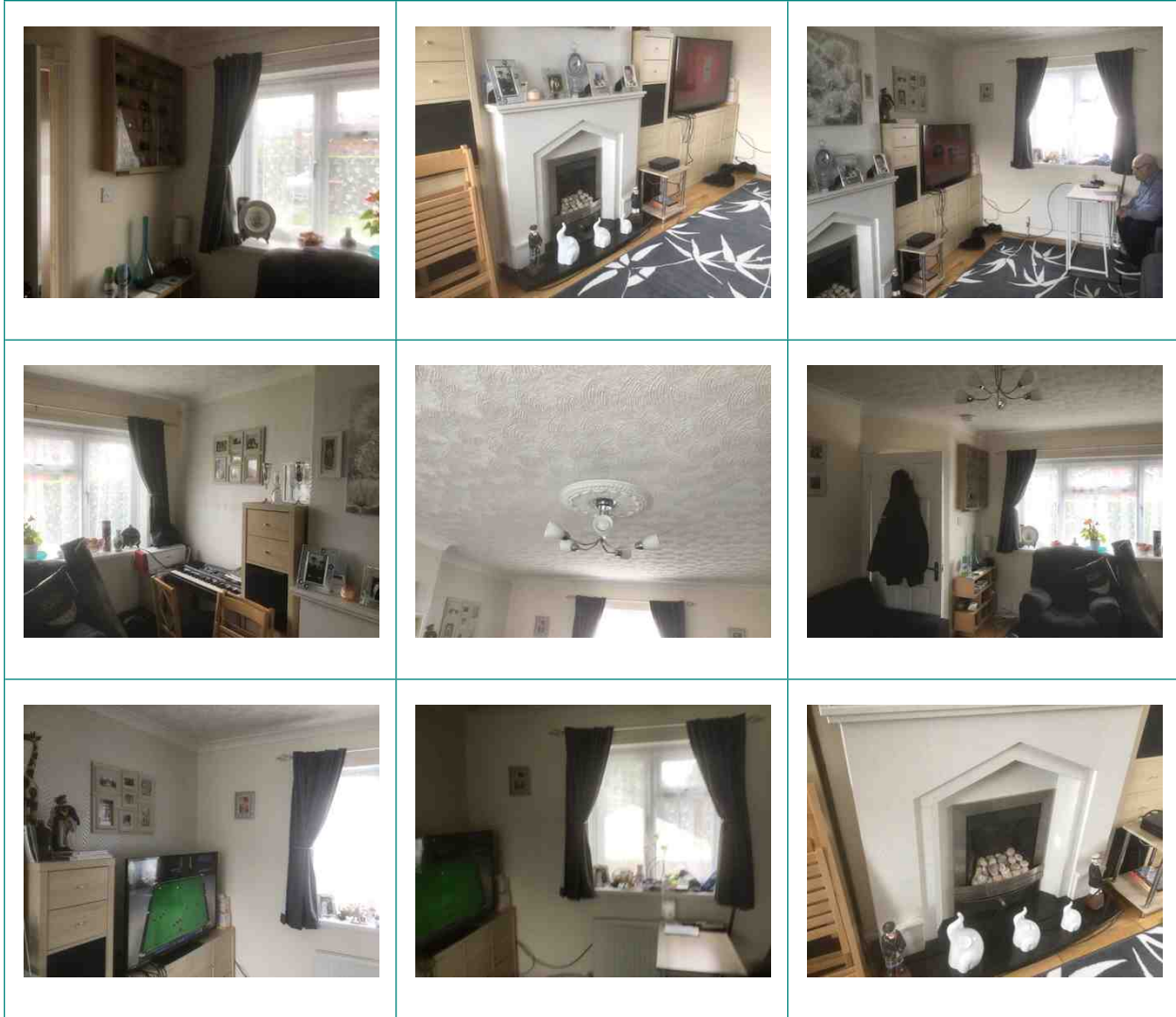
### 1. Entrance Hall



### **General Overview of Room**

Tiled entrance lobby, upvc door, emulsion walls, textured ceiling, single ceiling light. All in good order

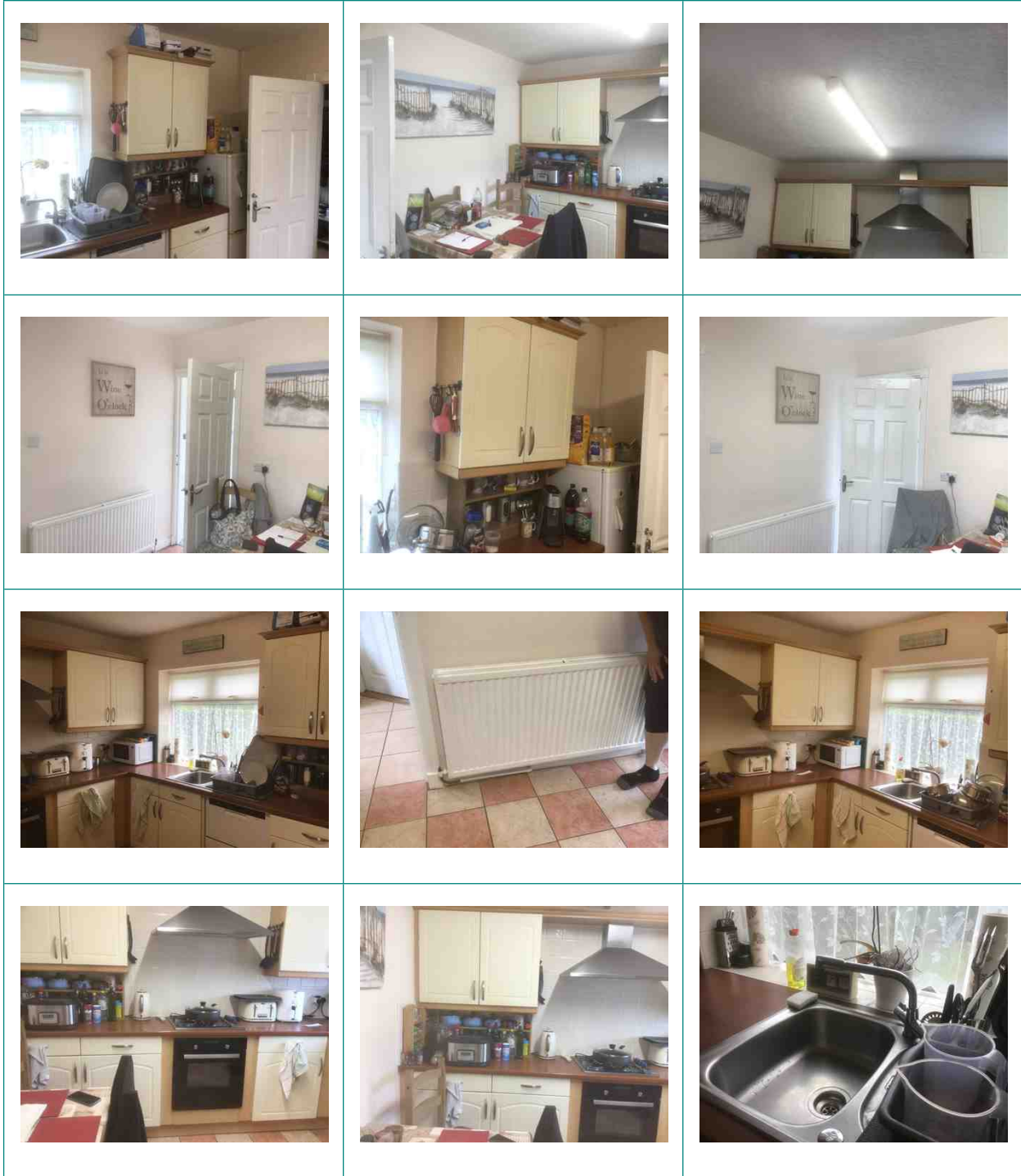
### 2. Lounge



## General Overview of Room

Through room with 2 x upvc framed windows, papered and emulsion walls, textured ceiling, fitted carpet, single ceiling light fitting, fitted fireplace. NB gas fire not used, as advised by gas engineer, because faux coals need replacing

### 3. Kitchen

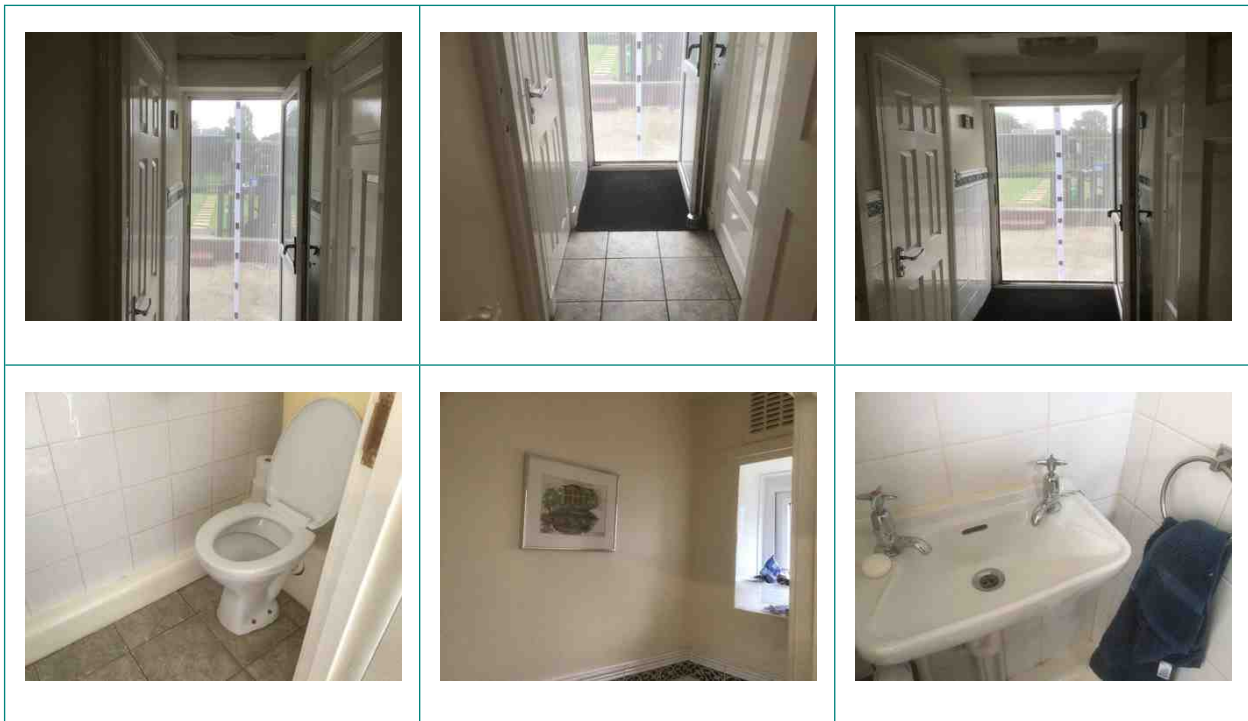


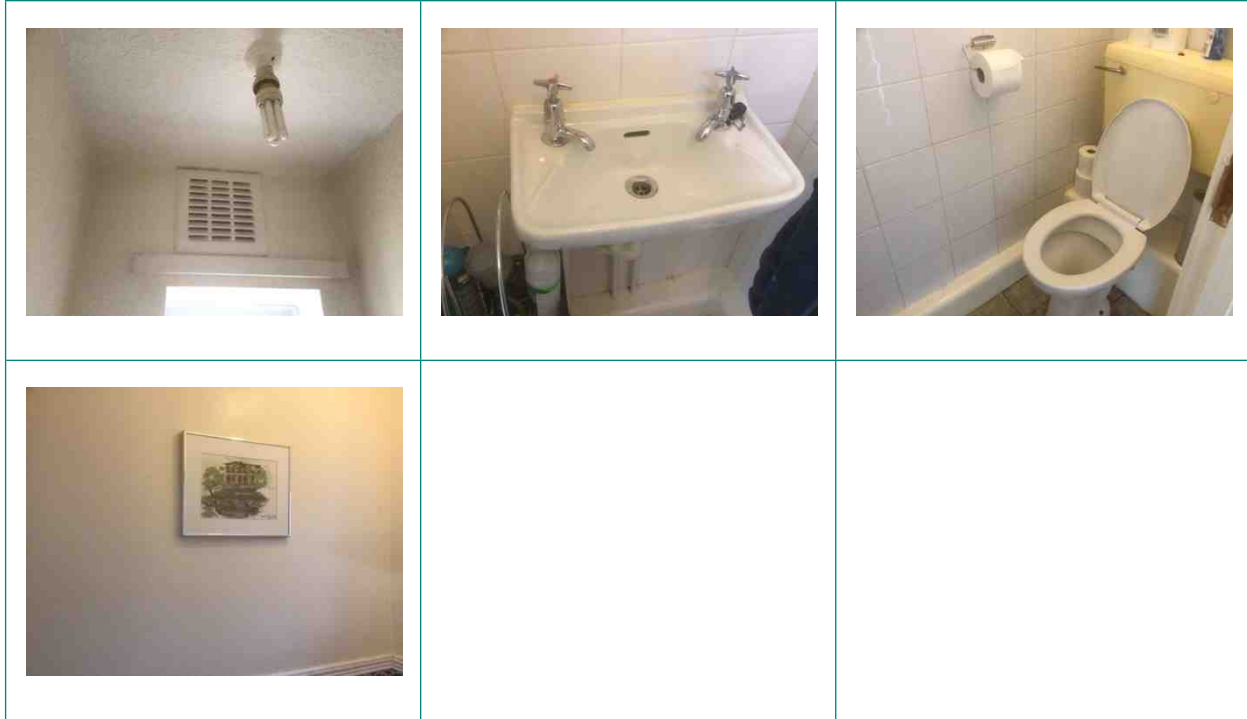


## General Overview of Room

Dining kitchen with tiled floor, emulsion walls, textured ceiling, strip light, radiator, base and wall units, upvc window, hob and extractor. Single oven recently replaced May 2021, like for like.

## 4. Toilet

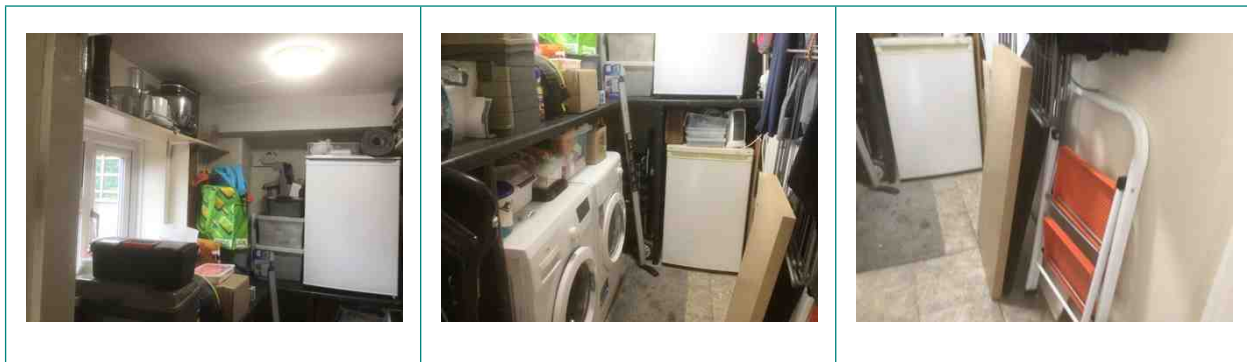




## General Overview of Room

Off rear corridor. Wall hung basin and toilet in white, part tiled walls, tiled floor, upvc window, single ceiling light

## 5. Utility Room

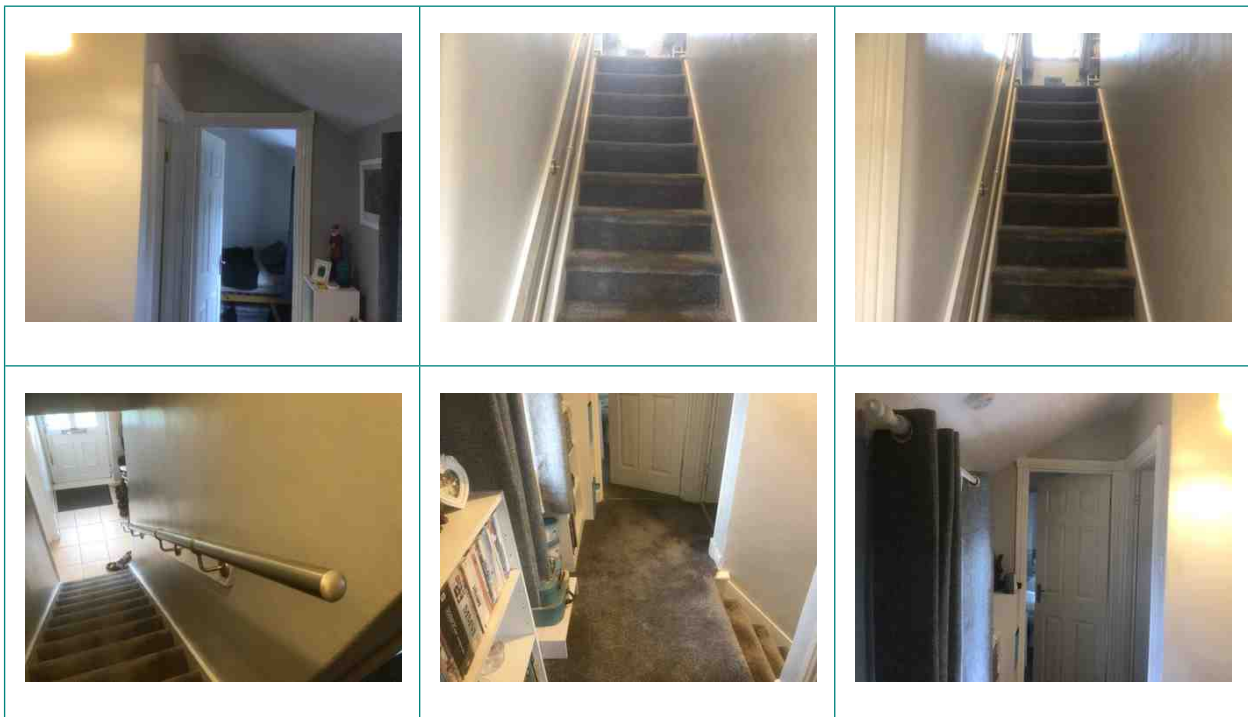


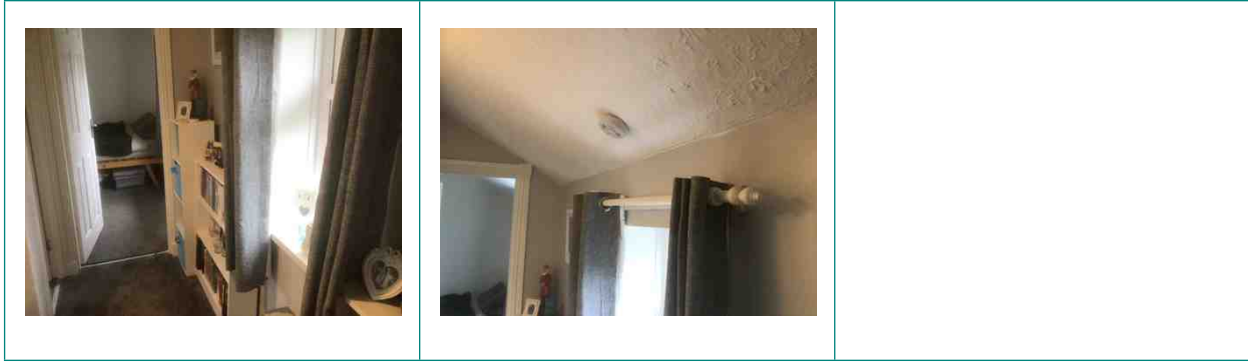


## General Overview of Room

Rear corridor from back door with utility room and toilet off.  
 Fitted worktop and shelving, plumbing for washer, gas and electric meters, consumer unit, gas fired boiler, tiled floor, light and power

## 6. Stairs/Landing

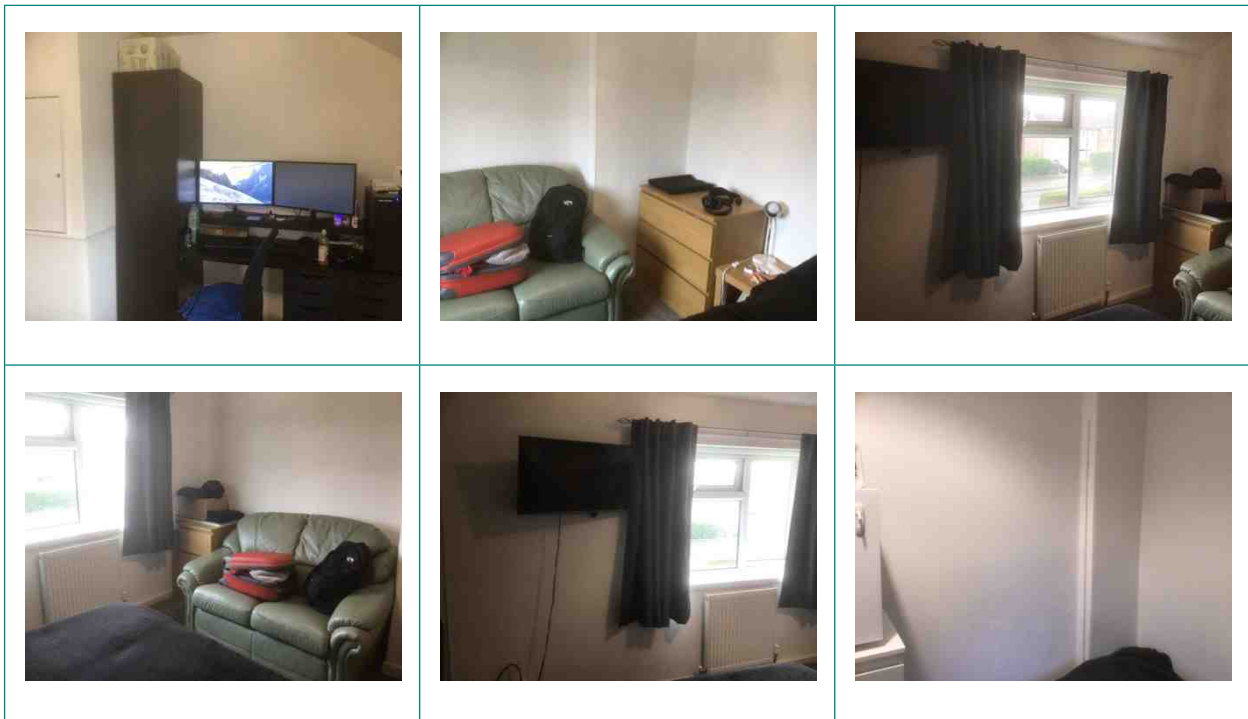


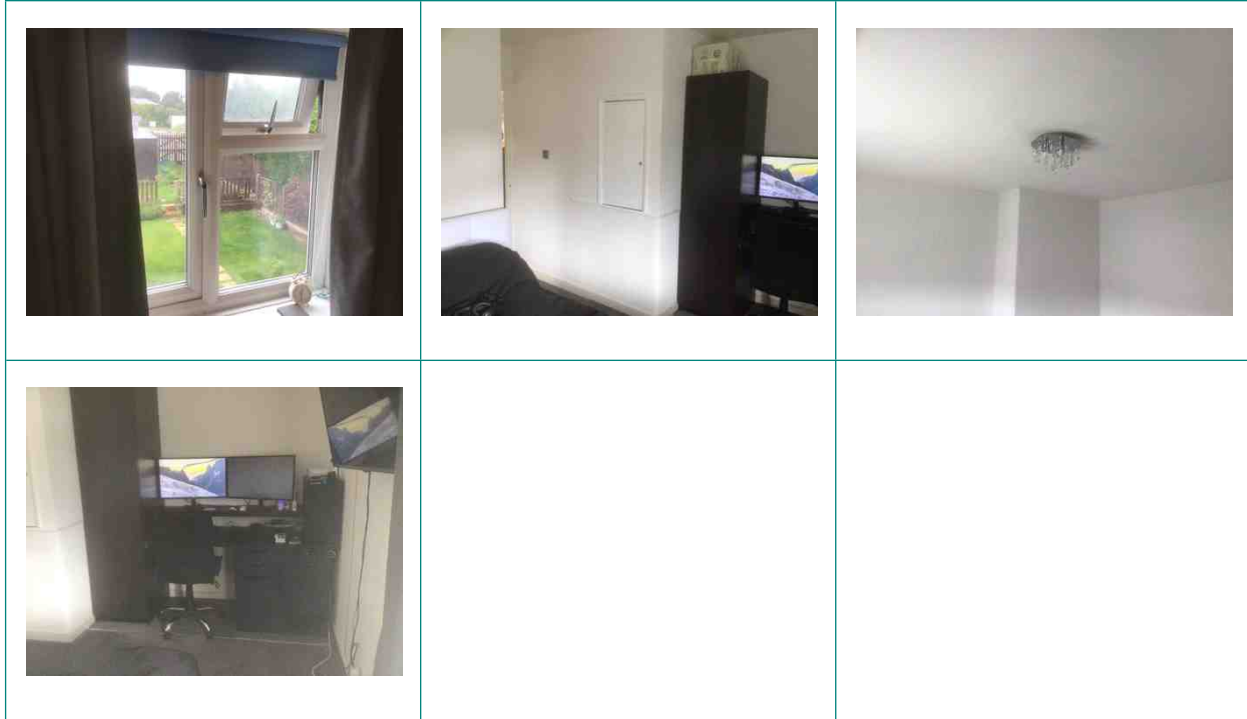


## General Overview of Room

Carpeted stairs and landing. Carpet replaced 2022. Emulsion walls, textured ceiling, single ceiling drop, window with upvc frame, metal handrail, replaced 2022.

## 7. Bedroom 1

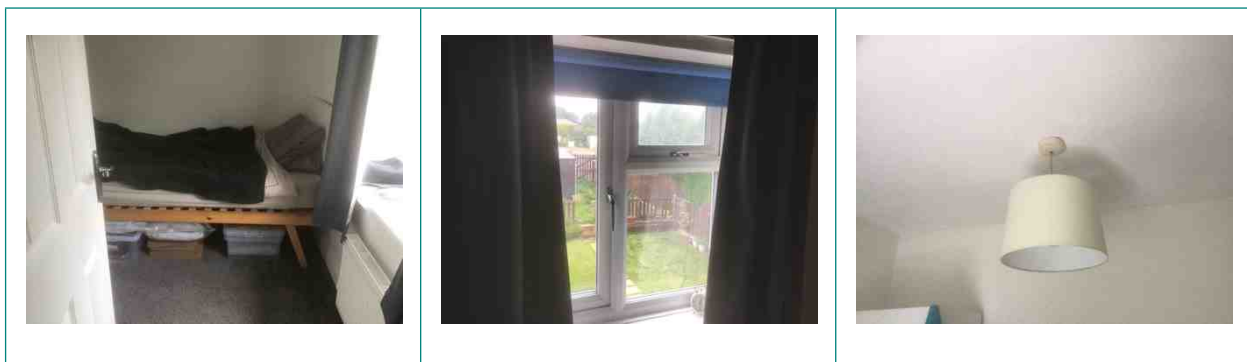




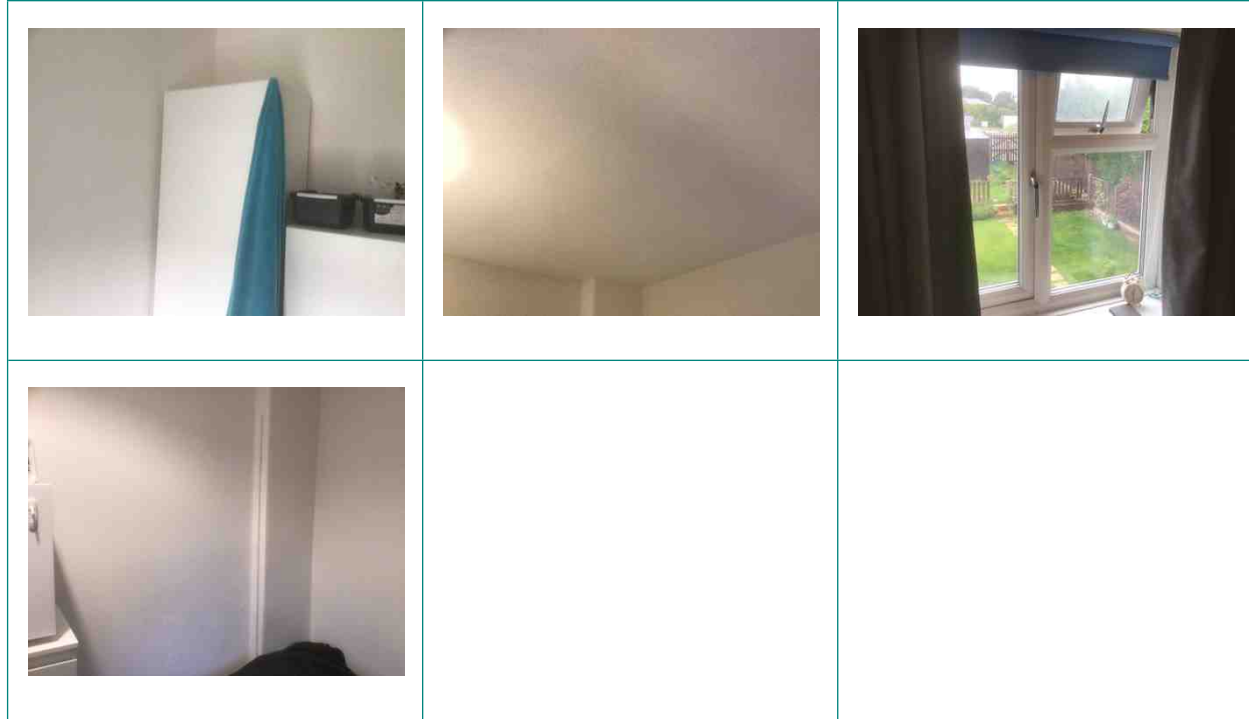
## General Overview of Room

Front bedroom, emulsion walls, textured ceiling, carpeted flooring, single ceiling light. Part built storage/wardrobe removed by tenant, made good, and carpet matched with existing

## 8. Bedroom 2



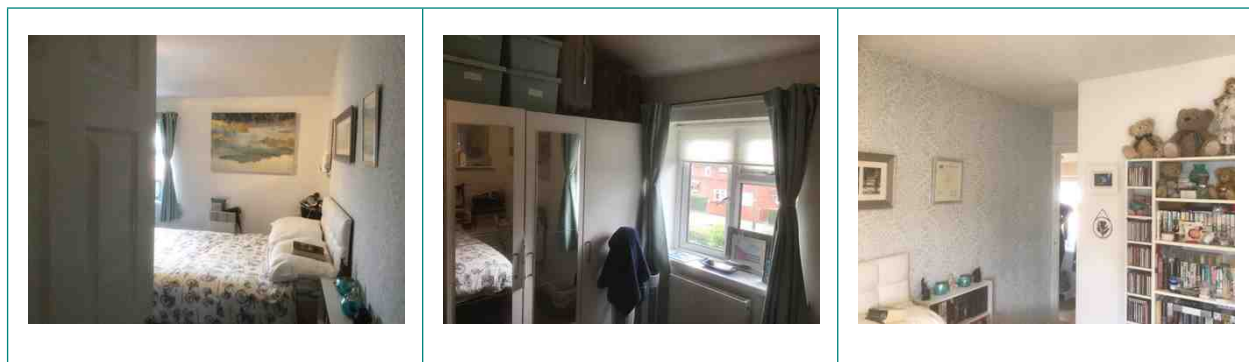


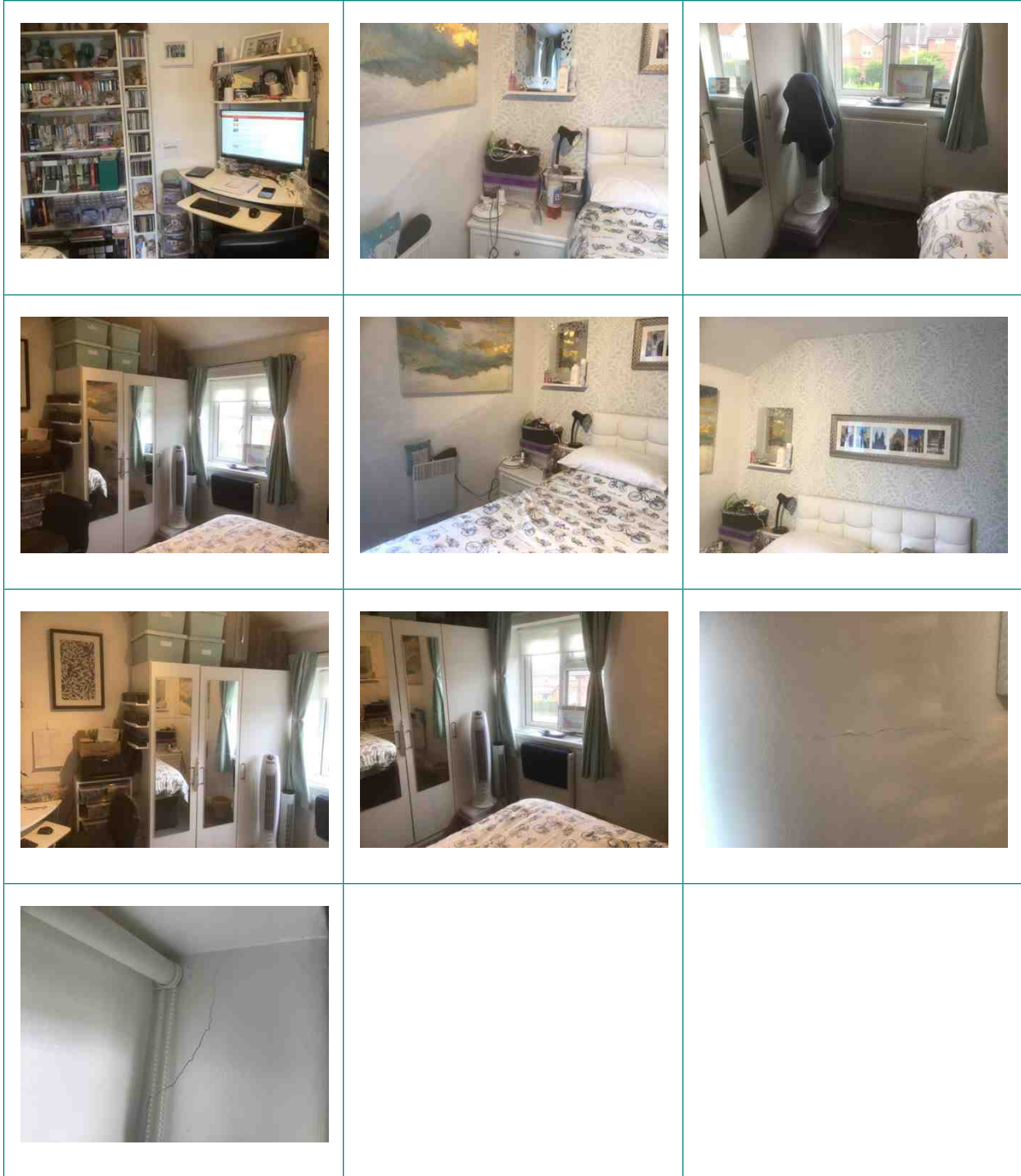


## General Overview of Room

Back bedroom, emulsion walls, papered and emulsion ceiling, single ceiling light, upvc framed window, carpeted flooring. Ceiling repaired and redecorated by tenant

## 9. Bedroom 3

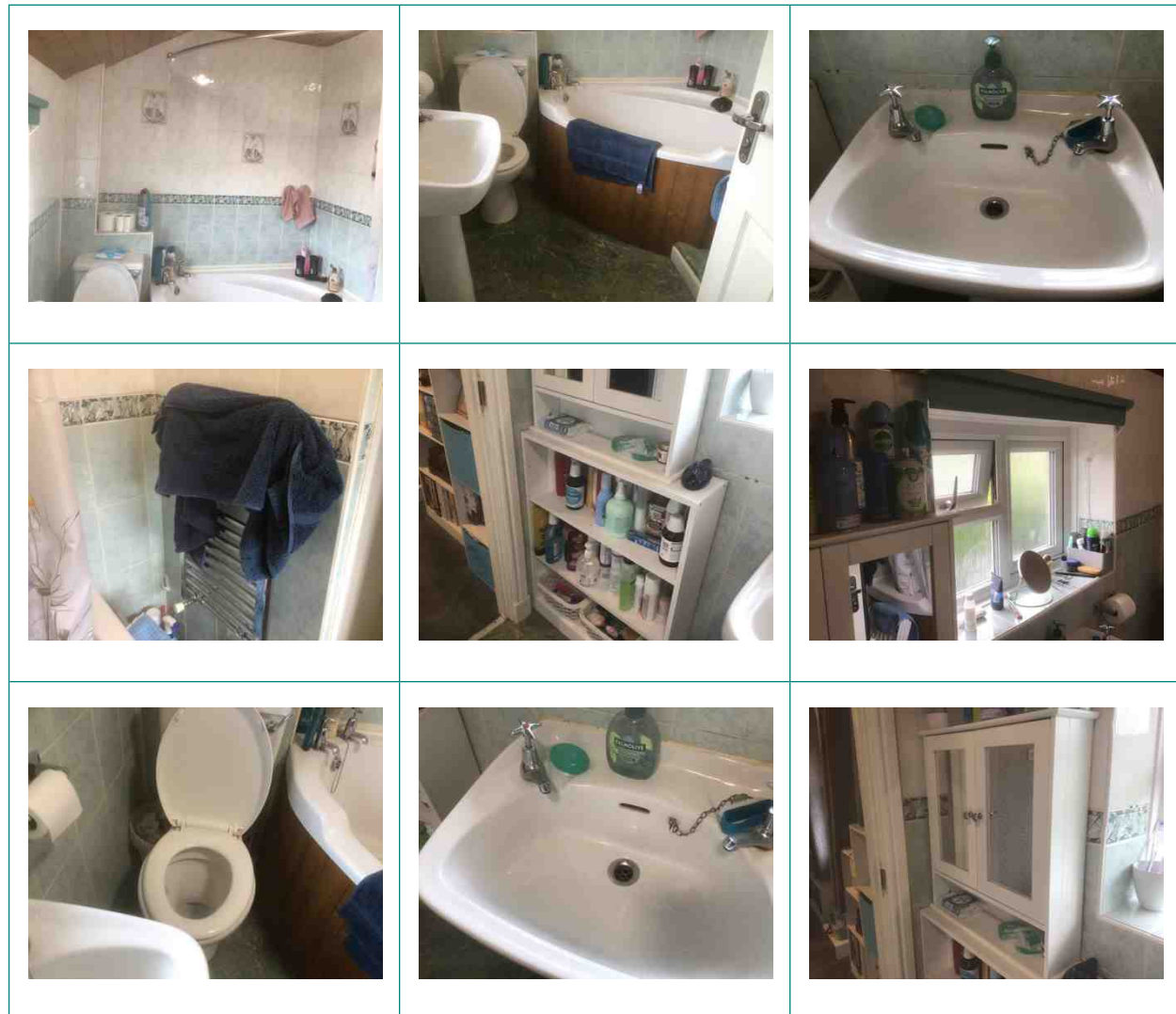


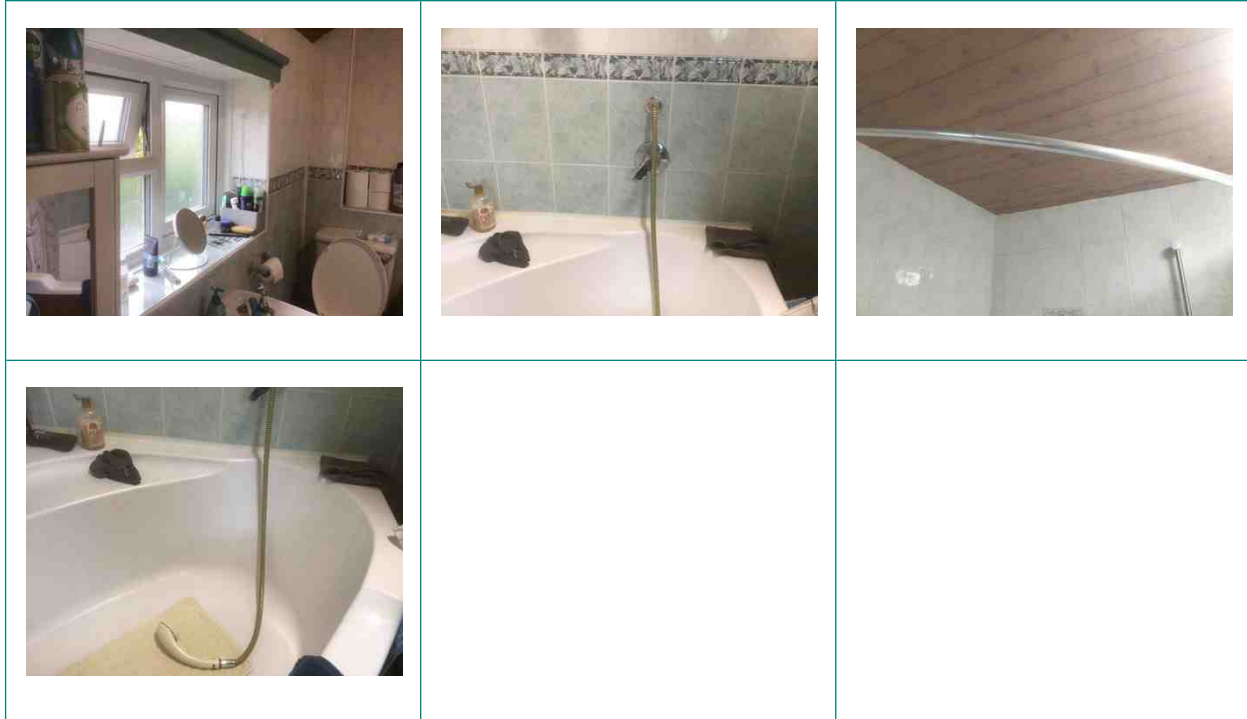


## General Overview of Room

Front bedroom, papered and emulsion walls, carpeted floor, textured ceiling, single ceiling light, upvc window frame. Socket by bed faulty, removed and replaced by tenant.

## 10. Bathroom 1





## General Overview of Room

Corner panelled bath with shower attachment, toilet and pedestal washbasin in white, upvc framed window, fully tiled, pine boarded ceiling. Curved metal shower curtain rail installed by tenant. Wash basin taps replaced by tenant

## 11. Front Garden





## General Overview of Room

Enclosed front garden, wooden gate, lawn , central pathway. Garden shed. Canopy above front door replaced by tenant with Perspex and plastic framed awning and aluminium bars, following deteriorating of existing structure

## 12. Back Garden





**General Overview of Room**

Fully fenced garden area on two levels, with lawn, pathway, flagged area. Fencing to left hand side replaced by tenant. Garden shed

**Declaration**

I/We the undersigned, affirm that if I/We do not comment on the Inventory by email 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 and that smoke and Carbon Monoxide Alarms, where fitted, have been tested for an audible alarm and recorded accordingly.  
 If the tenant(s) does not sign the report or comments within the review period, they are deemed to have agreed to the content of the report.

Signature	
Print Name	-

I am the	Inventory clerk
Date	28/07/2023
Tenants Comments	Requested consideration of loft insulation as bedrooms very cold in Winter.