

Periodic Inspection

Property Address:

Date of Report:

Report Reference:

The following notes were taken at the time of the periodic inspection, which should be read in conjunction with any Inventory or Check In reports previously completed.

Date:

Time:

Overall Impression of Property? Average

Kitchen clean and tidy? No

Bathrooms clean and tidy? Yes

Carpets and Floor Coverings clean? No

Decorative condition? Average



Are there any signs of unauthorised occupancy?	No
Are there any signs of pets?	No
Are there any signs of smoking?	No
Are there any obvious signs of damage or neglect?	No
Any obvious signs of damp or leaks?	No
Is the garden being maintained?	No
Any build up of rubbish or unwanted items?	No
Oil Tank Reading	n/a



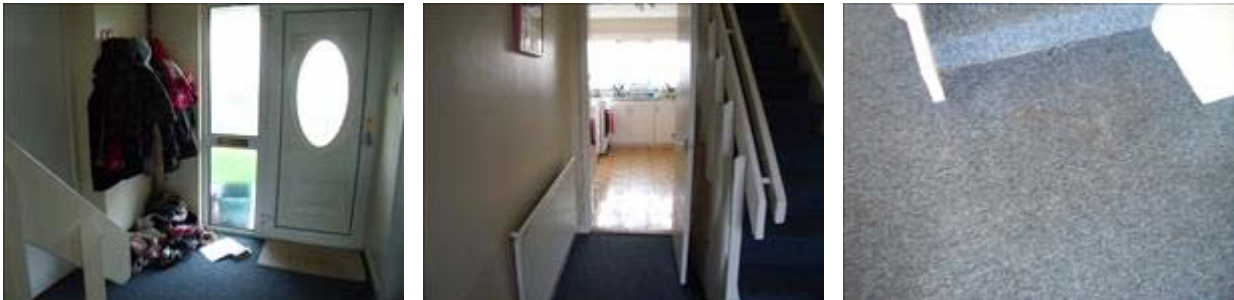
Rooms & Contents

Front Garden



Grass is long
Tenant stated that she will cut the grass now the weather is improving

Entrance Hall



Good order as visible except:

Carpet grubby and fraying to stairway and reception room 1



Lounge



Good order as visible except:

Heavy wear to flooring

Radiator is loose to wall



Dining Room



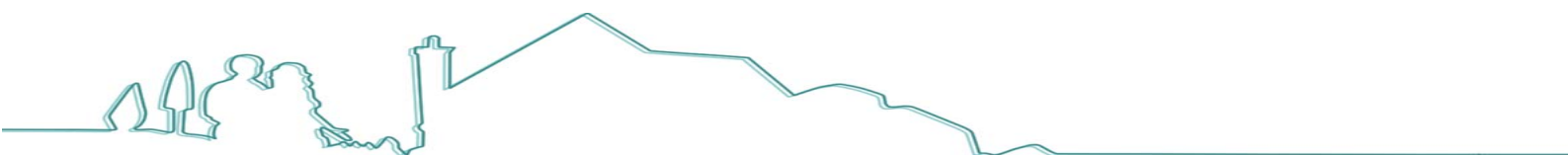
Good order as visible except:

Heavy wear to flooring

Kitchen



Good order as visible



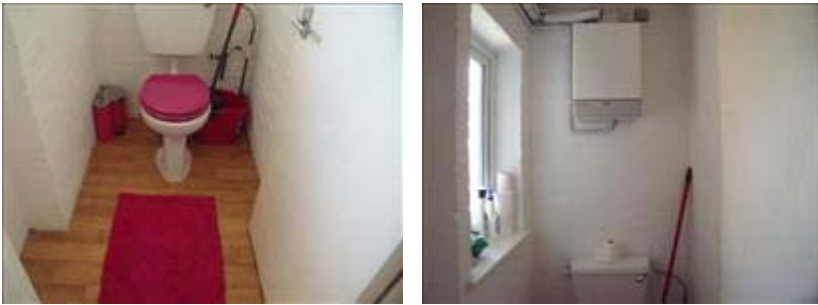
Utility Room



Good order as visible except:

General usage marks

Cloakroom



Good order as visible except:

Tenant has replaced the seat and lid



Reception Room 1



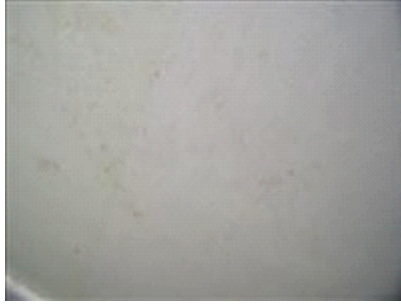
Good order as visible except:

Carpet fraying to threshold

Odd crayon type marks to walls



Stairway & Landing



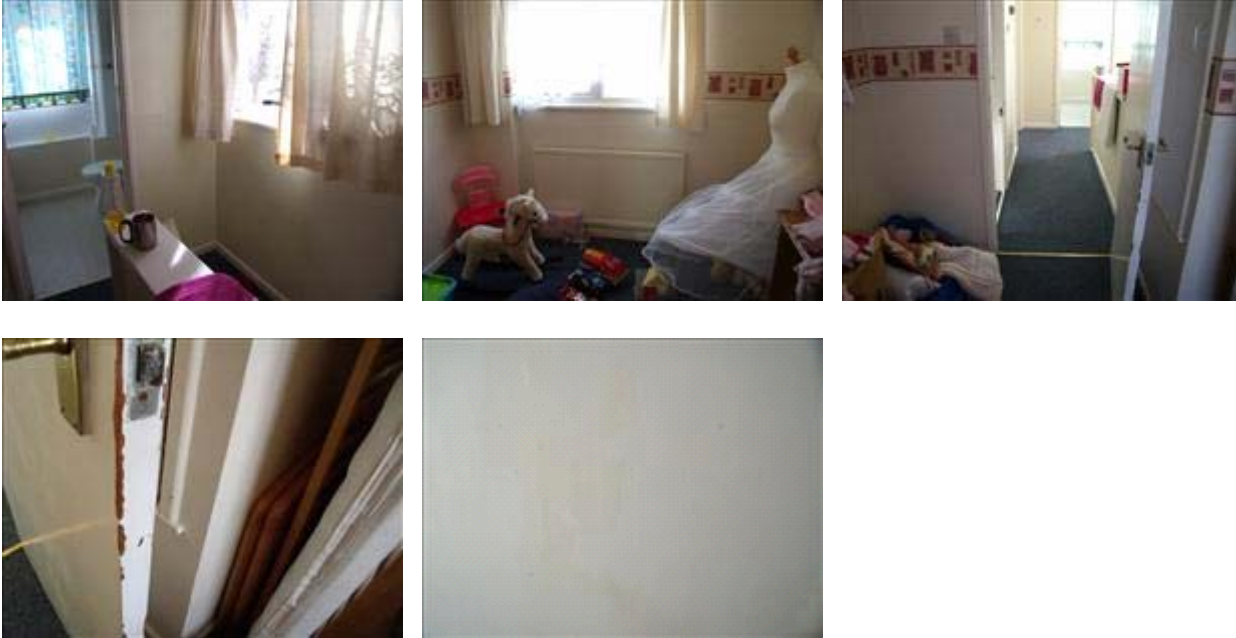
Good order as visible except:

Number of chips to banister
Tenant is in the process of painting this

Grubby marks to walls



Bedroom 1



Good order as visible except:

Door patchy/heavy chips to outer edge

Grubby marks to walls



Bedroom 2



Good order as visible except:

Tear to frieze



Bedroom 3



Good order as visible except:

Tear to frieze



Bathroom 1



Good order as visible except:

Tenant has repainted the walls cream

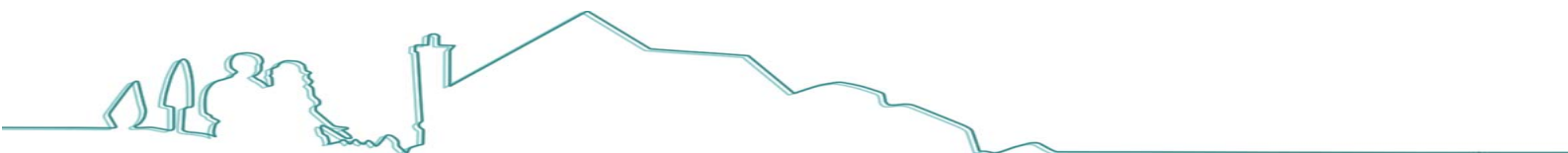
Number of chips to door

Back Garden



Fencing leaning/broken to left boundary

Tenant stated that the landlord is aware



Grass slightly long/weeds present

Tenant stated that she will be cutting the grass and weeding now the weather is improving



If the property is let on a furnished tenancy, please also complete the supplementary questionnaire.

Tenants Comments:

Tenant has removed the carpet from the lounge and dining room and is going to replace it

Radiator does not work in the lounge and is loose to the wall

Light switches do not work properly in the lounge

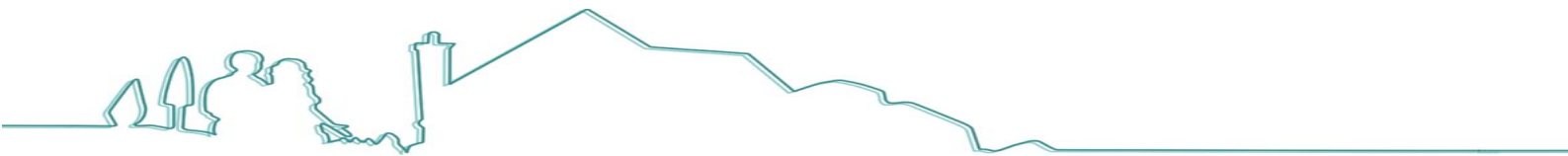
Light fitting in the kitchen keeps blowing bulbs

There has always been an unpleasant odour in reception room 1

Please use the following section to document any urgent or recommended follow up items or issues:

AREA	COMMENT
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Urgent Works Required?





Notes

This report has been produced to constitute a basic check on the manner in which the tenancy appears to be conducted and the on-going occupancy of the property. It does not by itself comprise an inventory or schedule of condition.

The Inventory Clerk compiling this report will not open cupboards, check individual appliances, examine pipe work or look into inaccessible areas. Checks for unauthorised occupants can only be made if the instructing party has provided details of the authorised occupiers.



Terms and Conditions

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 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

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
- Curtains or blinds will not be drawn to determine whether they open and close correctly, should the appearance of the curtain, fixing or pole appear fragile

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 furnishing 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 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.

