

Inventory and Check In



Prepared on behalf of A N Other

Property inspected by Lloyd Wade-Jones

Reference: 1114042016

Address

11 Sample Lane
Any-town
Essex
CM11 AAA



Carried Out

April
14th 2017

Contents

Notes	2
Disclaimers	4
Checklists	5
Areas	6
Exterior Front	6
Cleanliness	7
Hallway	8
WC	11
Living Room	13
Kitchen	15
Bedroom 1	18
Bedroom 2	20
Bathroom	22
Garden	25
Manuals	27
Meter Readings	28
Keys	29
Declaration	30

SAMPLE

Notes

Inventory Guidelines

This inventory provides a fair and accurate record of the contents and conditions of the contents of the property, and the property's internal condition.

Items are described for identification purposes only. In this context, the inventory should not be used as an accurate description of each and every piece of furniture.

Whilst every care is taken to provide a thorough report, any proposed changes, alterations, additions or queries must be made in writing to CENSEO PROPERTY LTD within 7 days of the date of this report.

CENSEO PROPERTY LTD are not experts in fabrics, woods, materials, antiques, art etc., nor a qualified surveyor. The inventory is not a structural survey and makes no comment in this regard nor does it comment on the external structure of the property.

The inventory of a room is generally carried out clockwise from the point of entry. Any measurements are approximate. Linen and blankets etc. are not examined.

This inventory has been prepared on the principal that all items are in good, clean condition. If not, any defects, damage or soiling will be stated. If the 'Condition' column is left blank, without any comments then the item is free of damage or defects.

Where certain specific matters are required to be covered in the report which would not in the ordinary course of business be commented upon, CENSEO PROPERTY LTD must be notified in advance at the point of instruction.

To ensure the inventory is as accurate as possible it is requested that the Landlord ensures all keys are tagged. Also, that the location and serial numbers of all utility meters have been provided to CENSEO PROPERTY LTD at the point of instruction.

It is the responsibility of the Landlord or Landlords agent to make sure that the property is ready to let and all works, cleaning, inclusion or removal of items are complete before the clerk attends to create the inventory.

Please ensure that instruction manuals are at the property for the tenants use.

Property left in lofts, cellars and locked rooms, which have not been inventoried are the sole responsibility of the landlord.

The fire and safety regulations regarding furniture, gas, electrical and similar services are ultimately the responsibility of the instructing principle who must make sure that he is aware of his obligations to offer the property in a safe condition and that he has seen the relevant explanatory booklets which are available.

- The Furniture & Furnishings (Fire) (Safety) Regulations 1988 as amended 1993.
- The Gas Safety (Installation and Use) Regulations 1994 as amended in 1998. The property must be inspected annually by a qualified Corgi registered gas engineer. Records of work must be maintained and a valid Landlords Gas Safety Certificate (CP12) must be provided by the Landlord to the tenant at the commencement of a tenancy and at renewal or upon the earlier expiry of an existing certificate.
- The landlord has an obligation to ensure that all electrical appliances supplied are safe and where necessary the Landlord must arrange for safety checks to be carried out in accordance with the Electrical Equipment (Safety) Regulations 1994.
- The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 Private sector landlords are required from 1 October 2015 to have:
 - at least one smoke alarm installed on every storey of their property which is used as living accommodation
 - a carbon monoxide alarm in any room used as living accommodation containing a solid fuel burning appliance (eg a coal fire, wood burning stove).

Smoke detectors & Carbon Monoxide detectors where fitted have had sounders tested, but this does not mean they are fully compliant. This is the responsibility of the landlord, who should ensure the alarms are in working order at the start of each new tenancy.

Relevant furnishings which have the appropriate label indicating compliance with the Furniture & Furnishings (Fire) (Safety) Regulations 1988 as amended, will where possible be noted in the report. However, it is the responsibility of the landlord to ensure that relevant items comply, and this report must not be interpreted as confirming that the regulations have been complied with or that the furnishings are compliant.

It is the responsibility of the landlord and the tenant or the respective agent to agree between themselves the accuracy of this report. If no additional comments are added to the inventory by the tenant, agent or landlord within 7 days of it being made then the inventory will be deemed to be accurate and a true depiction of the property and its contents as at the date made.

Check-Out Guidelines

The inventory will be used as the basis against which the condition of property will be fully checked at the end of the tenancy.

All personal possessions must be removed prior to the Check-Out Inspection and the Property must be ready for Check-Out. Failure to do so may result in an abortive visit together with an additional fee being charged

All furniture and items should be placed in rooms as described in the original inventory.

Any items stored during the tenancy must be unpacked and returned to their original places. Items not returned to their original places and therefore not found at time of Check-Out, may result in charges being incurred for these items.

The property should be left in a clean and tidy condition throughout, to a professional standard at the end of the Tenancy.

We suggest you refer to your Tenancy Agreement concerning Terms and Conditions relating to how the property should be left, especially with regard to the carpets, curtains, upholstery, etc.

There may also be other specific requirements placed on you as a tenant for example if there are solid fuel fire in the property the chimneys may require to be professional swept at the end of the tenancy and a receipt provided to prove this work has taken place.

SAMPLE

Disclaimers

The notes and disclaimer pages in this report should be read in conjunction with our full terms of business which are available on our Website.

By instructing CENSEO PROPERTY LTD to conduct this report and releasing keys to our clerk it is implied that you consent to be bound by our terms and conditions

Please note that the inventory clerks are not responsible for the following:

1. Testing showers / taps
2. Testing appliances
3. Moving furniture
4. Checking electrical items
5. Opening windows
6. Operating window blinds
7. Flushing toilets
8. Checking heating systems / radiators
9. Checking alarms
10. Inspecting loft contents
11. Removing and inspecting boxed items – it is the duty of the landlord / tenant to have all accountable items ready to check
12. Specifying names of plants / shrubs and trees – a general description will be made.

If the location and serial number of utility meters have not been provided before the time of the inventory compilation and it is not self-explanatory meter reading will not be taken and the report will be marked accordingly if a reading is required.

If the Landlord has informed CENSEO PROPERTY LTD of the location of an oil tank and the tank has a working gage or remote monitor where possible we will capture a reading on the day but this is purely as guild and any agreement around the amount of oil in the tank must be negotiated directly between the Landlord or Landlords agent and the Tenant.

Items are described for identification purposes only. In this context, the inventory should not be used as an accurate description of each and every piece of furniture.

Any complaint in respect of the services provided by CENSEO PROPERTY LTD should be made in writing (email is acceptable) within 7 days of the event.

Our correspondence details are:

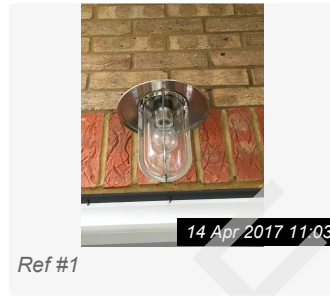
info@censeoproperty.co.uk

CENSEO PROPERTY LTD
27 Old Gloucester Street
London
WC1N 3AX

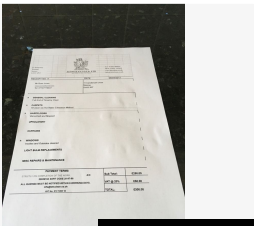
Checklist Item	Value	Comments
Evidence of Smoking?	No	
Evidence of Pets?	Yes	Grass area of garden has significant signs of digging. This has been re-seeded but is still visible.
Maintenance Issues?	No	
Smoke Alarm on every occupied floor?	Yes	
Cleaning Issues?	No	
Keys Handed Over?	Yes	

SAMPLE

1. EXTERIOR FRONT			
Item	Description	Condition	Tenant Comments
1.1 Door	Black wooden painted Door with white door framework. Silver letterbox with cover Silver door lever handle Silver effect door bell Silver effect metal light	All in good, working order	
1.2 Front Garden	Layed to gravel will well maintained shrubs. Outside tap		



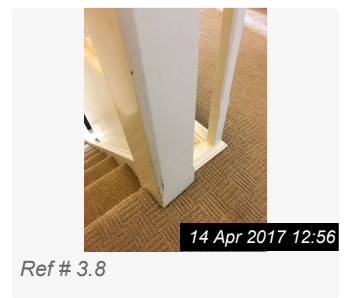
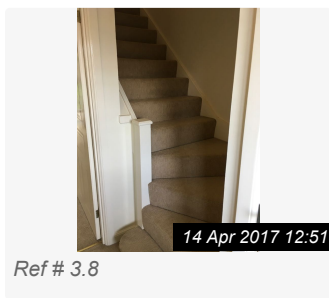
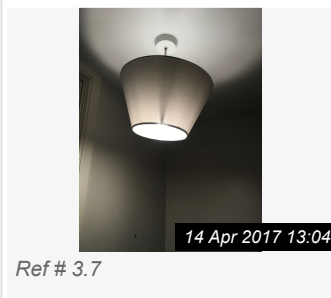
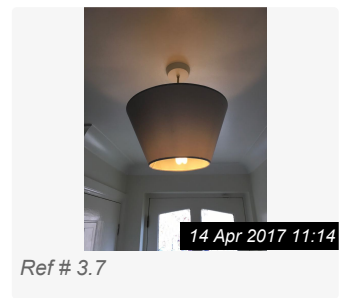
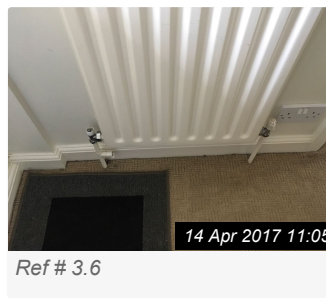
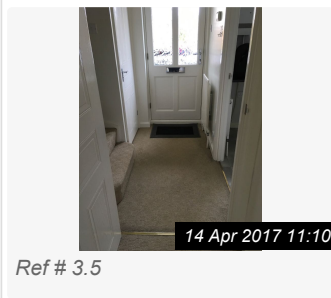
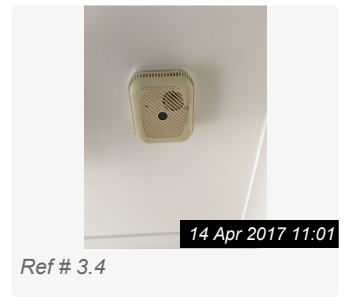
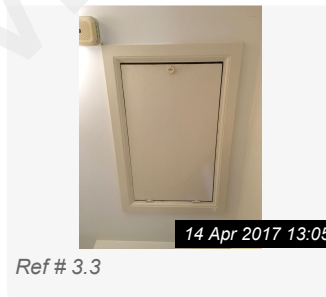
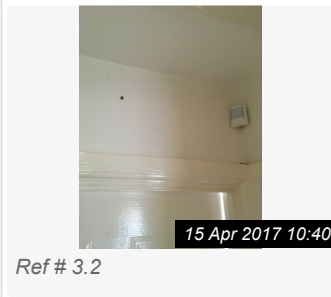
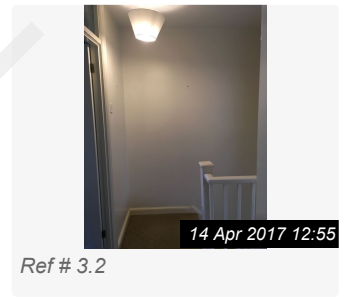
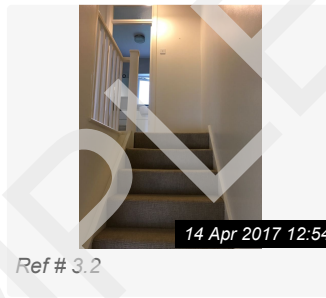
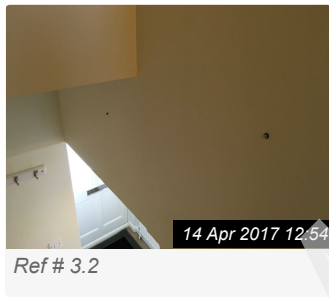
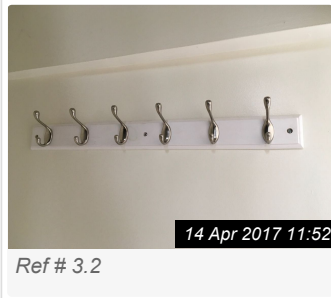
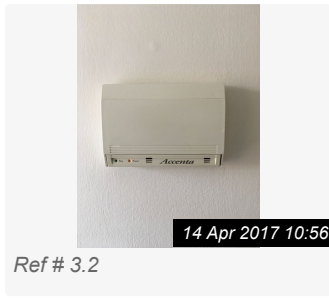
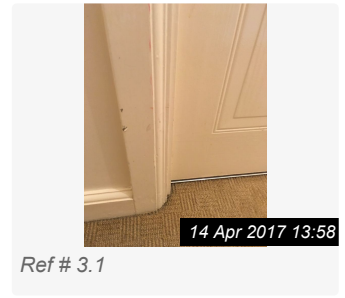
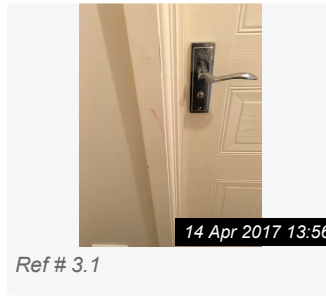
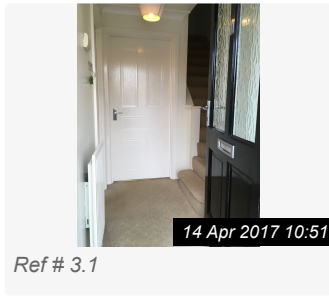
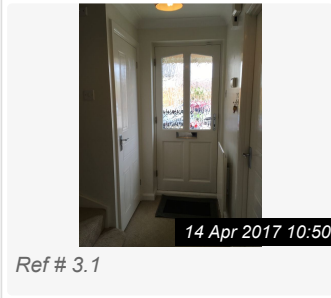
SAMPLE

2. CLEANLINESS		
Item	Condition	Tenant Comments
2.1 Additional	The property has been professional cleaned; recipe show as proof.	
 <p>Ref # 2.1</p>		

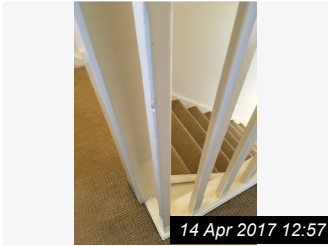
SAMPLE

3. HALLWAY			
Item	Description	Condition	Tenant Comments
3.1 Door	Front door wood painted white Hall- Wooden white panel doors to Kitchen Lounge and WC Landing- Wooden white panel door to Bathroom, Bedroom 1, Bedroom 2 & Airing Cupboard	Hall- In good clean order, no marks Landing- numerous light marks chips on Bathroom door frame	
3.2 Walls	Magnolia Keypad for alarm system Butterfly key hooks for three keys Door bell sounder Alarm bell Double gang light switch Single gang switch for upstairs light Coat rail with six metal effect hooks Thermostat for central heating	All in good, working order Alarm not tested Two screws in wall on stairs Three screws in wall on landing	
3.3 Ceiling	White emulsion with coving 2 smoke detectors, sounder tested. One on each floor Loft hatch on landing		
3.4 Skirting	White painted wooden		
3.5 Flooring	Beige Carpet, square pattern in carpet weave Brass effect edging to each room Grey and black rectangular door Mat	Cleaned to a professional standard	
3.6 Heating	Small single radiator	Valve cover missing on left hand side of radiator	
3.7 Lighting	2 Pendant fitting with light blue shade one in hall, one on landing	All in good, working order	
3.8 Stairs	Wooden stairs and banisters, painted white	Chipped and marked in places	
3.9 Airing cupboard	Hot water cylinder Loft hatch door opener Wooden shelf	Condition consistent with use 2 scuff marks on outside of door Inside of door discoloured in areas	

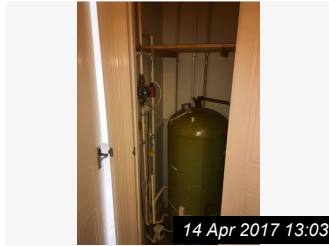
3. HALLWAY (CONT.)



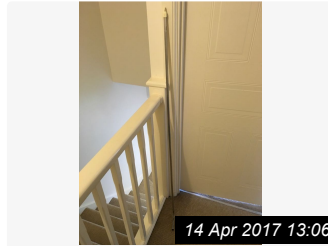
3. HALLWAY (CONT.)



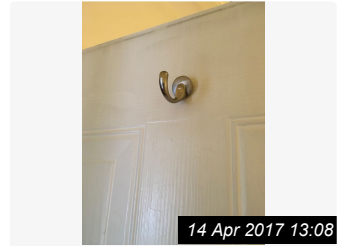
Ref # 3.8



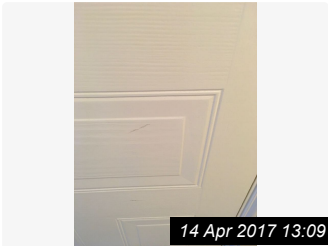
Ref # 3.9



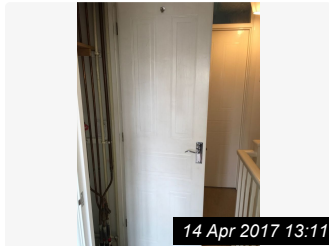
Ref # 3.9



Ref # 3.9



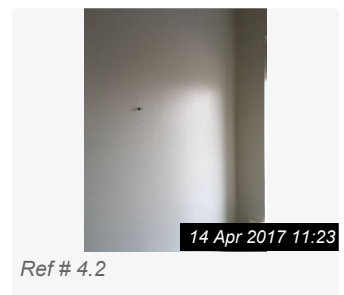
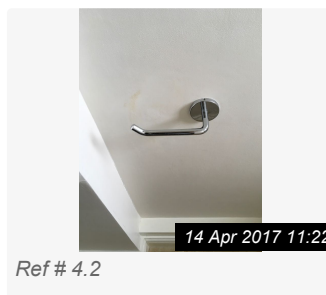
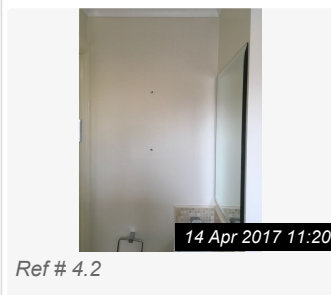
Ref # 3.9



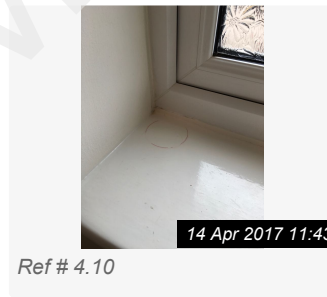
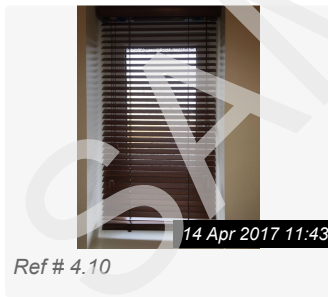
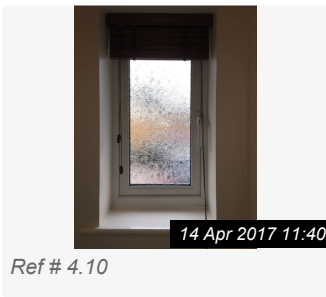
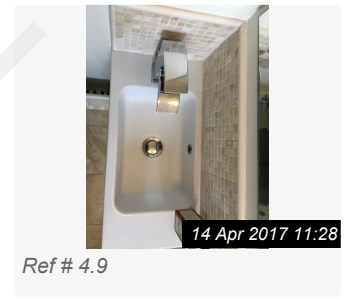
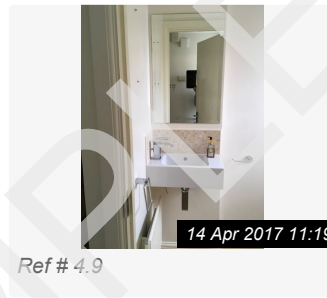
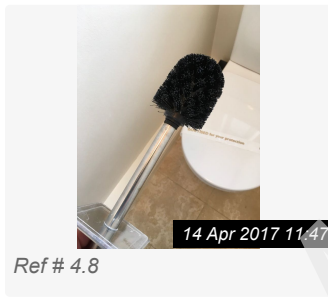
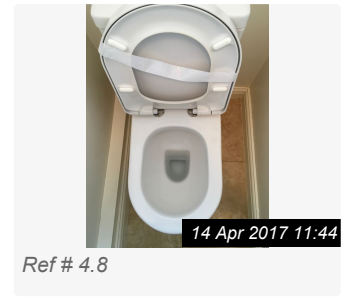
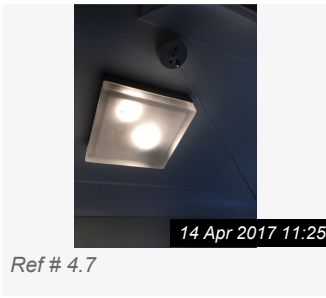
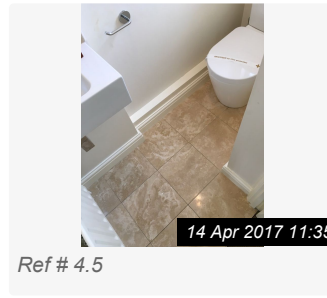
Ref # 3.9

SAMPLE

4. WC			
Item	Description	Condition	Tenant Comments
4.1 Door	Wooden painted white Silver effect door lever handle, lock to inside		
4.2 Walls	Magnolia Hand towel holder Toilet roll holder Beveled edge rectangular mirror over sink Main household fuse board	Three screws in wall where pictures have been hung Lightly marked behind toilet roll holder Some signs of delamination around edges of mirror	
4.3 Ceiling	White painted with coving		
4.4 Skirting Boards	White wood		
4.5 Flooring	Cream marble effect tiles		
4.6 Heating	Small radiator		
4.7 Lighting	Square ceiling mounted light with frosted glass cover Pull cord with decorative metal weight	In need of light clean	
4.8 Toilet	White china toilet with matching acrylic seat Square stainless steel toilet brush	Cleaned to a professional standard	
4.9 Sink	Rectangular white china hand basin Silver effect mixer tap with integrated plug and matching overflow Tiled splash-back		
4.10 Window	White UPVC double glazed casement with patterned glass. Lockable handle with key in lock Dark wood effect venetian blind	All in good, working order Small round red mark on window sill	
4.11 Skirting	White painted wooden	Clean and good	



4. WC (CONT.)

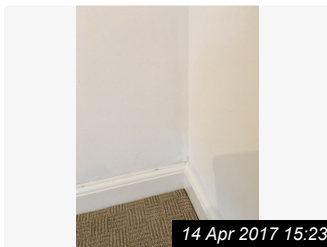


5. LIVING ROOM			
Item	Description	Condition	Tenant Comments
5.1 Door	White painted wooden door With panel effect Steel effect lever handle		
5.2 Flooring	Beige Carpet, square pattern in carpet weave Brass effect edging to each room	Cleaned to a professional standard Some carpet furniture indentations	
5.3 Walls	Magnolia	Condition consistent with use defects painted over discoloured in areas Screw in wall 3 2 screws in wall 4 Cable TV supply on wall 3	
5.4 Ceiling	White emulsion with coving to all walls		
5.5 Skirting	White painted wooden	Clean and good	
5.6 Heating	Radiator		
5.7 Lighting	Stainless steel three spot ceiling fitting.		
5.8 Patio Doors	UPVC double glazed patio doors Steel curtain rail with net curtain		
5.9 Window	UPVC double glazed With inbuilt cat flap. Window lock with key		
5.10 Under stairs cupboard	White panel door Cream carpet different from living room Main Alarm panel	Heavy scuffs and marks from use	
5.11 Electrics	Sockets	2 double sockets and TV socket on wall 2 Outside light switch on wall 3 2 double sockets on wall 4 Main BT socket on wall 4	



Ref # 5.2

14 Apr 2017 15:28



Ref # 5.3

14 Apr 2017 15:23



Ref # 5.3

14 Apr 2017 15:23



Ref # 5.3

14 Apr 2017 15:23

5. LIVING ROOM (CONT.)



Ref # 5.3



Ref # 5.3



Ref # 5.3



Ref # 5.3



Ref # 5.3



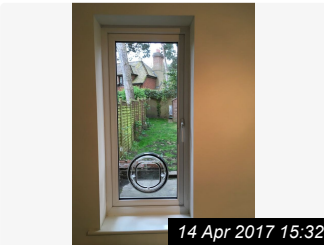
Ref # 5.4



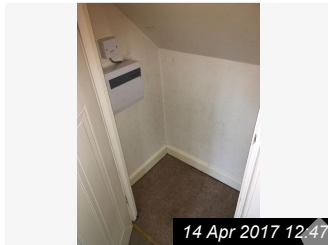
Ref # 5.6



Ref # 5.8



Ref # 5.9

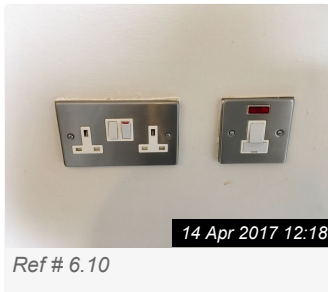
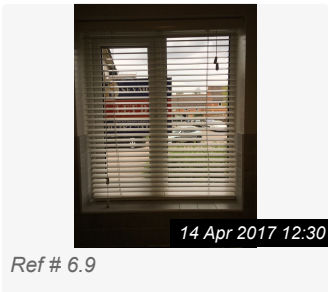
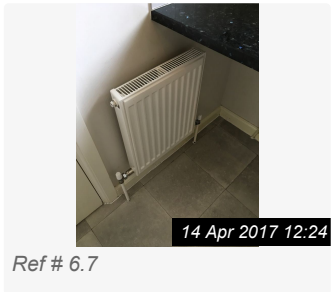
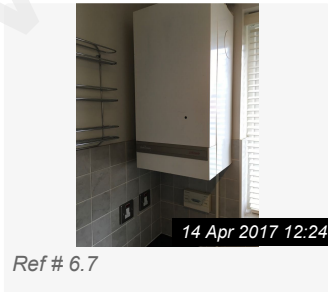
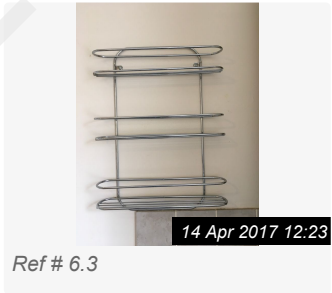
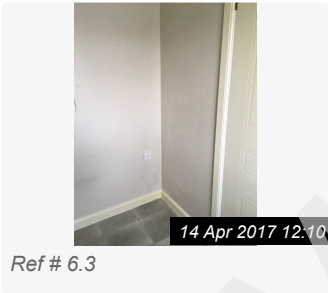
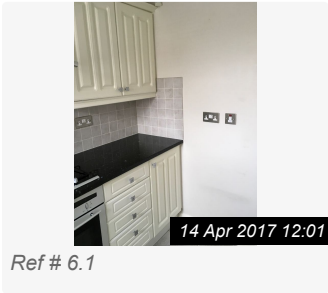
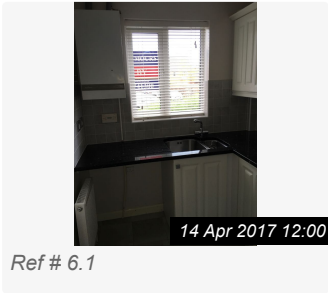


Ref # 5.10

SAMPLE

6. KITCHEN			
Item	Description	Condition	Tenant Comments
6.1 Kitchen units	White kitchen units with square metal handles 4 high level cupboard units all with two internal shelves 3 low level cupboard units two with single shelves and under sink unit with no shelf 1 draw unit with 5 drawers, metal cutlery tray in top draw Granite work surface with integrated drainer and double bowl stainless steel sink Space for washing machine beside sink	Condition consistent with use Small chip out of pelmet	
6.2 Door	White painted wooden door With panel effect Steel effect lever handle		
6.3 Walls	Magnolia Metal spice rack	Discoloured in areas	
6.4 Ceiling	White emulsion	Some staining around extractor unit	
6.5 Skirting	White painted wooden	Clean and good	
6.6 Flooring	Grey marble effect laminate	Clean and good	
6.7 Heating	Glow worm gas boiler and central heating controller Small double radiator		
6.8 Lighting	Metal effect ceiling mounted triple spot light	All in good, working order	
6.9 Window	UPVC Multi pane, one pane opens with handle and key in lock White wooden venetian blind		
6.10 Electrics	3 brushed metal effect wall sockets 3 brushed metal effect fused spurs 1 brushed metal effect cooker switch and single socket 1 brushed metal effect light switch	All in good, working order	
6.11 Kitchen sink	Stainless steel integrated 1 1/2 bowl sink	Cleaned to a professional standard Wooden cover is broken	
6.12 Extractor Unit	Neff unit with built in spotlights	Cleaned to a professional standard New carbon filter fitted	

6. KITCHEN (CONT.)			
6.13 Hob	Siemens gas hob with enamel fittings including wok holder	Cleaned to a professional standard	
6.14 Oven	Siemens electric fan oven and grill with two shelves and grill pan	Cleaned to a professional standard	
6.15 Alarm censor	Beside kitchen unit		



6. KITCHEN (CONT.)



14 Apr 2017 12:19

Ref # 6.10



14 Apr 2017 12:19

Ref # 6.10



14 Apr 2017 12:19

Ref # 6.10



14 Apr 2017 12:28

Ref # 6.11



14 Apr 2017 16:17

Ref # 6.11



14 Apr 2017 12:36

Ref # 6.12



14 Apr 2017 16:16

Ref # 6.12



14 Apr 2017 12:36

Ref # 6.13



14 Apr 2017 12:39

Ref # 6.14



14 Apr 2017 12:39

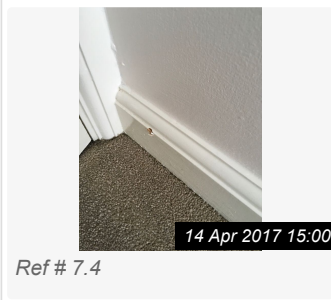
Ref # 6.14



14 Apr 2017 12:45

Ref # 6.15

7. BEDROOM 1			
Item	Description	Condition	Tenant Comments
7.1 Door	White painted wooden door With panel effect Steel effect lever handle		
7.2 Walls	Magnolia Paint	Good condition, picture hook on wall 3 Double socket on wall 2 2 double sockets on wall 3 Single blanking plate on wall 3	
7.3 Ceiling	White emulsion		
7.4 Skirting	White painted wooden, door stop on wall 1	Clean and good Small chip behind door on wall 1 and scuff marks further along Scuff marks on wall 2 under radiator and to right hand side	
7.5 Flooring	Dark cream carpet	Multiple furniture indentation	
7.6 Heating	Radiator	Chipped and marked in places	
7.7 Lighting	Fabric white square shade	All in good, working order	
7.8 Fitted Units	Series of fitted units white wooden panel effect	All in good, working order	
7.9 Window	UPVC Multi pane Two opening windows with locks and a single key White wooden venetian blind	Damage to blind on left hand side Pull cord missing from right hand side, but blind still operational	



7. BEDROOM 1 (CONT.)



Ref # 7.5



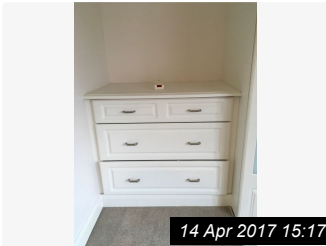
Ref # 7.5



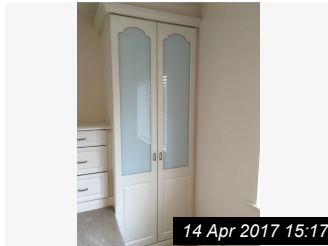
Ref # 7.6



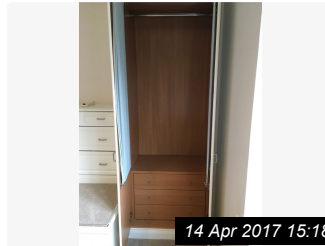
Ref # 7.7



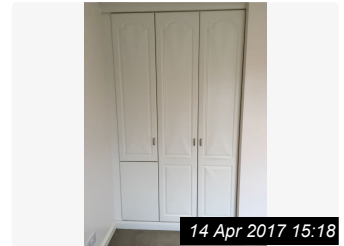
Ref # 7.8



Ref # 7.8



Ref # 7.8



Ref # 7.8



Ref # 7.8



Ref # 7.9



Ref # 7.9



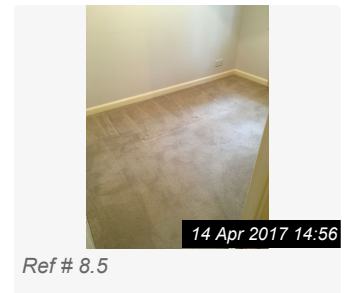
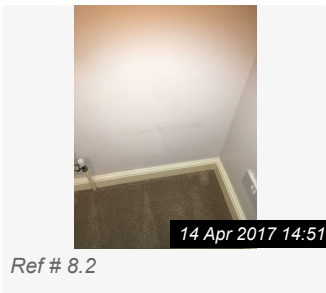
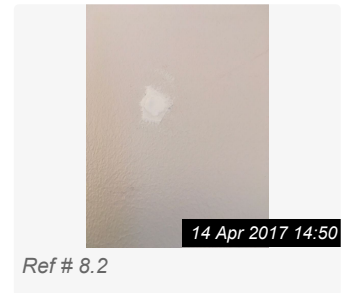
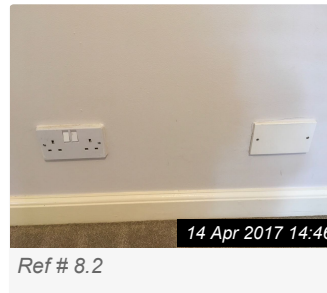
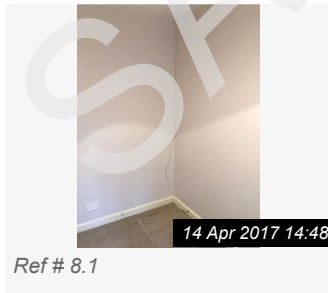
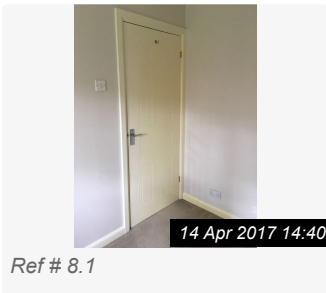
Ref # 7.9



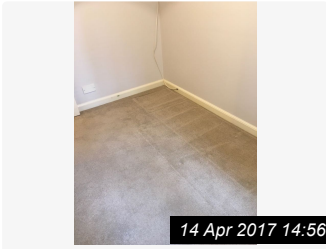
Ref # 7.9

SAMPLE

8. BEDROOM 2			
Item	Description	Condition	Tenant Comments
8.1 Door	Wooden painted Panel door with brushed metal hook	Clean and good	
8.2 Walls	Wall 1- White double socket and double blanking plate Wall 2- Cable TV flex brought down from the ceiling, double socket	Overall condition consistent with use Filler in wall 2 repairing whole Black scuff mark on wall 3 on right hand side of window Wall 4- light marks and scratches	
8.3 Ceiling	White emulsion		
8.4 Skirting	White painted wooden	Green mark on wall 1	
8.5 Flooring	Dark cream carpet	Multiple furniture indentation	
8.6 Heating	Radiator		
8.7 Lighting	Fabric white square shade	All in good, working order	
8.8 Window(s)	White UPVC double glazed casement double pained. One opening window with window lock and key White wooden venetian blind	Right hand pull cord on venetian blind has been repaired	
8.9 Door	White painted wooden door With panel effect Steel effect lever handle		



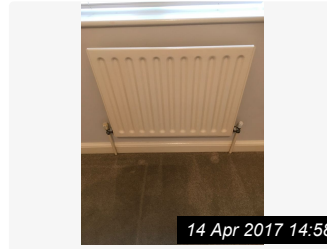
8. BEDROOM 2 (CONT.)



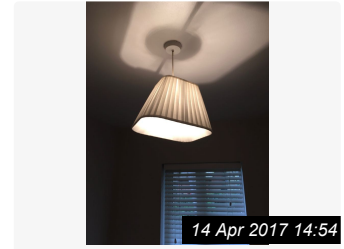
Ref # 8.5



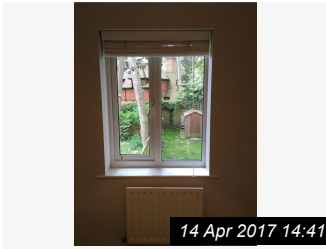
Ref # 8.5



Ref # 8.6



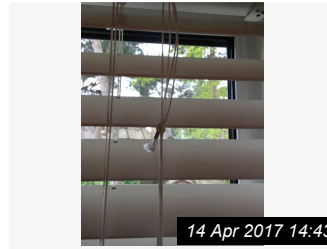
Ref # 8.7



Ref # 8.8



Ref # 8.8



Ref # 8.8

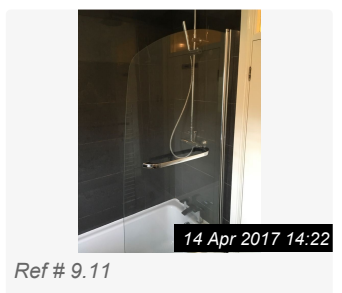
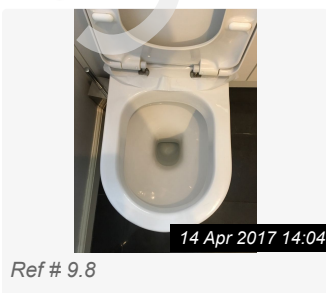
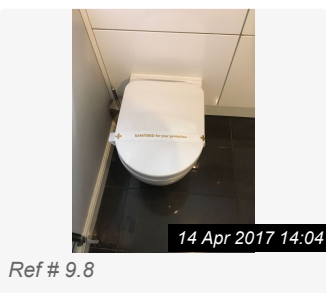
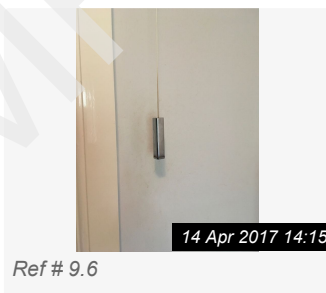
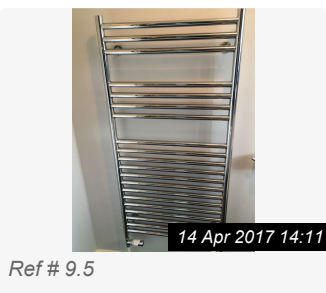
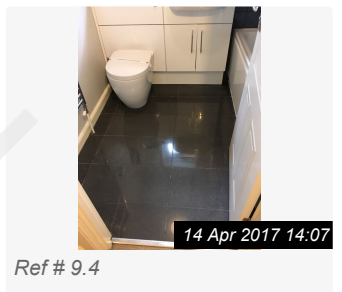
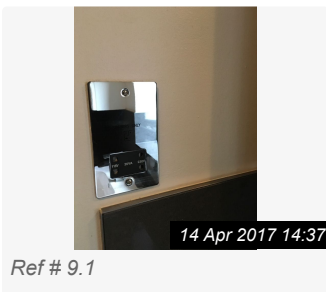
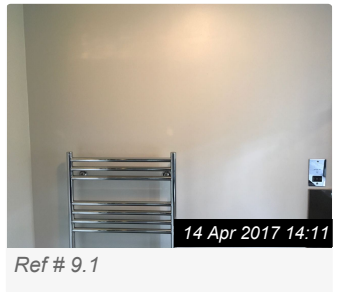
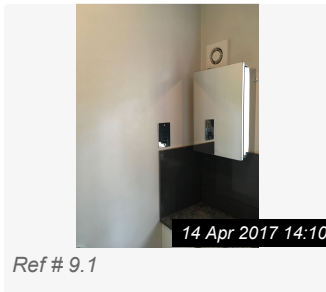
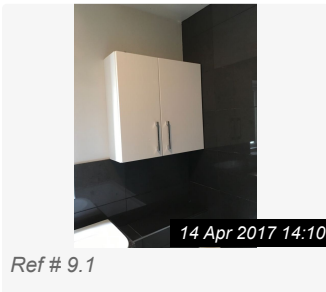
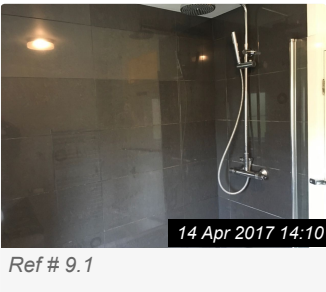
SAMPLE

9. BATHROOM			
Item	Description	Condition	Tenant Comments
9.1 Walls	Fully tiled walls around bath on wall 3, mid level tiles behind sink Black marble effect matching floor Grey painted on wall 1 and 2 Stainless steel toilet role holder Stainless steel shaver power point	Good condition, some discoloration in grouting Painted areas appears in good condition Some marks on wall behind pull cord	
9.2 Ceiling	White emulsion	Appears in good condition	
9.3 Skirting	White painted wooden	Clean and good	
9.4 Flooring	Black marble effect tiles	Good condition, some discoloration in grouting	
9.5 Heating	Stainless steel heated towel rail	Clean and good	
9.6 Lighting	Round frosted glass ceiling mounted fitting pull cord switch with square weight		
9.7 Door	White painted wooden door With panel effect Steel effect lever handle Double stainless steel hanging hooks on back of door		
9.8 Toilet	White china toilet with matching plastic seat Square stainless steel toilet brush	Cleaned to a professional standard	
9.9 Window	White UPVC double glazed casement with patterned glass. Lockable handle with key in lock	All in good, working order Small round red mark on window sill	
9.10 Sink	Large rectangular white china basin Silver effect mixer tap with integrated plug and matching overflow	Cleaned to a professional standard	
9.11 Bath	Acrylic white bath with stainless steel mixer taps and overflow.stainless steel plug stainless steel wall mounted shower with large fixed shower head and separate hand held shower head Glass shower screen with stainless steel handle	Cleaned to a professional standard overall Limescale marks on plug Limescale on small shower head Some staining on white sealant in top corner of bath	

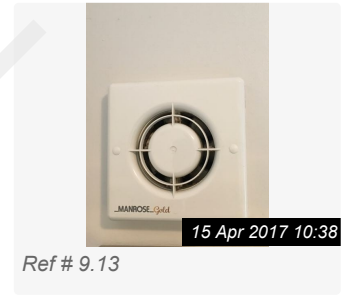
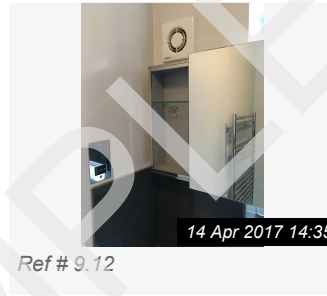
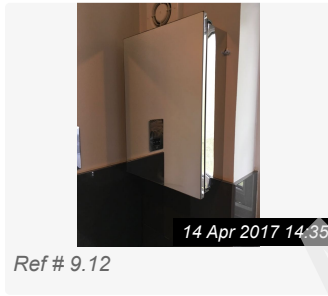
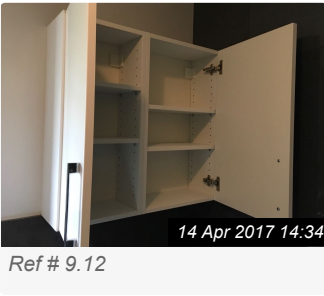
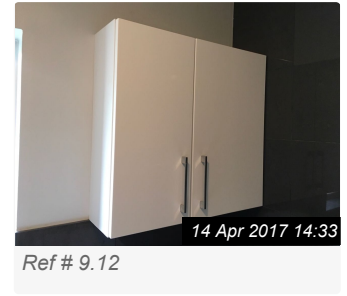
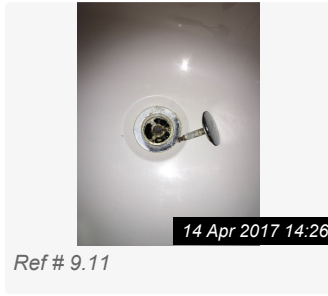
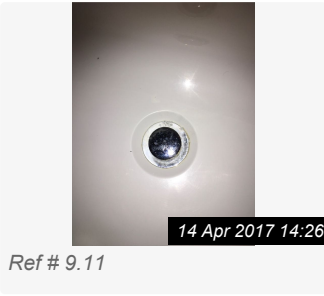
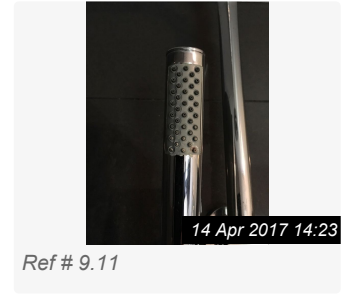
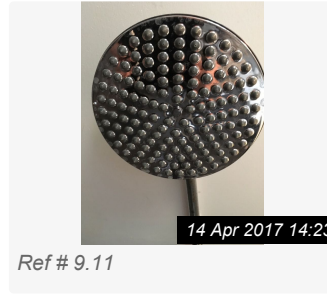
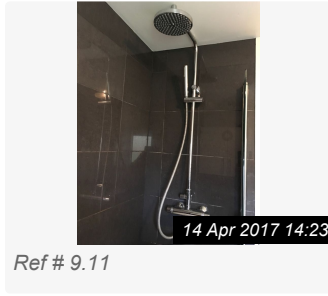
9. BATHROOM (CONT.)

9.12 Wall Units	White wood double unit with stainless steel handles Mirrored stainless steel single unit with glass shelf		
-----------------	--	--	--

9.13 Extractor	Manrose Gold wall extractor		
----------------	-----------------------------	--	--

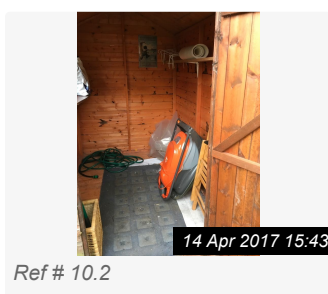
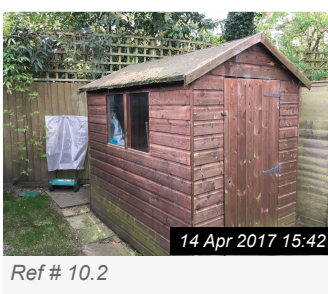
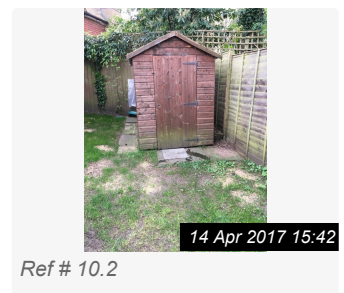
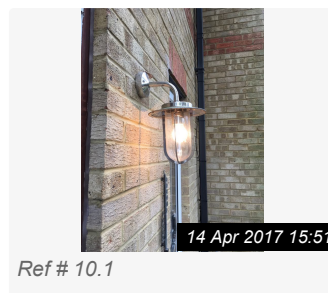
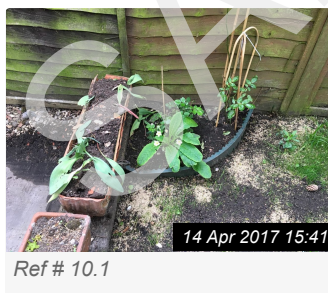
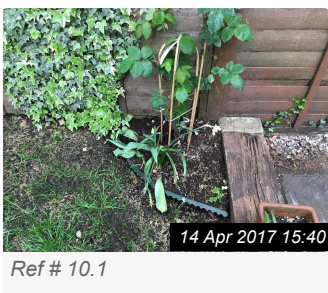
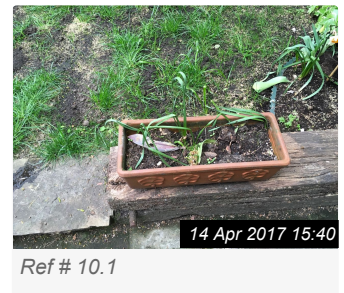
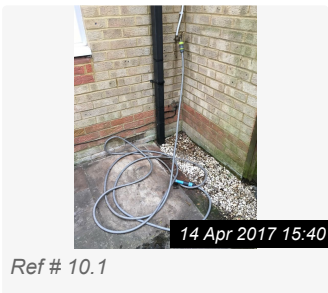
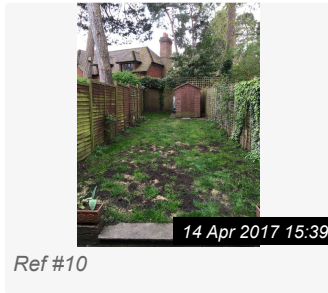
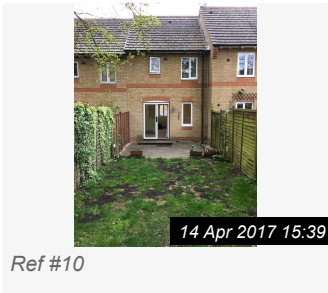


9. BATHROOM (CONT.)



SAMPLE

10. GARDEN			
Item	Description	Condition	Tenant Comments
10.1 Items in garden	Various as photos	Lawn has been recently re-seeded. Various plants and shrubs	
10.2 Shed	Garden shed with two window pains, various tools for maintaining garden	In working order	
10.3 Lawnmower	Flymo Easy Glide 300v with RCD Power Breaker by Masterplug	Appears in good condition	



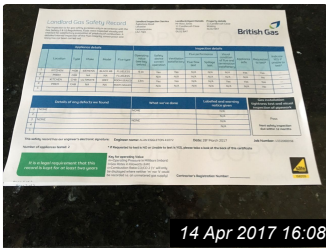
10. GARDEN (CONT.)



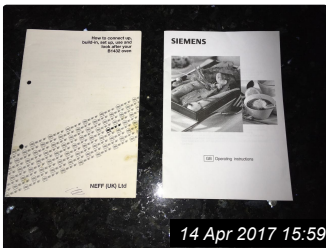
Ref # 10.3

SAMPLE

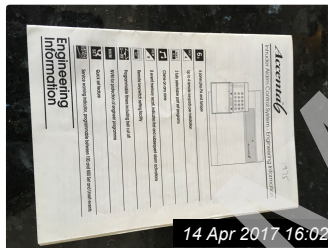
11. MANUALS		
Item	Description	Tenant Comments
11.1 Kitchen Appliance Manuals	Neff Extractor Hood Siemens Gas Hob	
11.2 Alarm System Manual	Alarm Code 1975	
11.3 Heating Manuals	Copy of original	
11.4 Gas Safety Certification	Current	



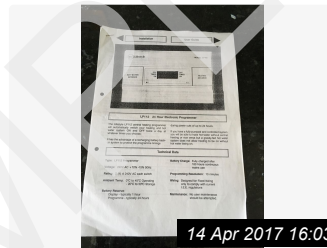
Ref #11



Ref # 11.1



Ref # 11.2



Ref # 11.3

12. METER READINGS			
Item	Serial Number	Reading	Tenant Comments
12.1 Gas Meter	Located under kitchen window E6S04557871556	001120	
12.2 Electric Meter	Located to the right of front door 17424954 2015	04024	
12.3 Water Meter	In front of property 14098086	00365	
12.4 Smart meter	The property has a smart meter that can give gas and electric readings. It is located in the living room.		



14 Apr 2017 13:35

Ref # 12.1



14 Apr 2017 10:47

Ref # 12.2



14 Apr 2017 13:53

Ref # 12.3

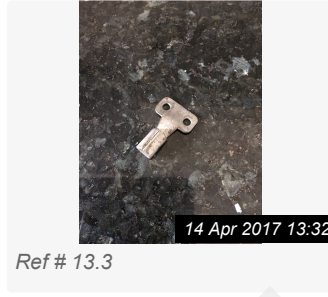
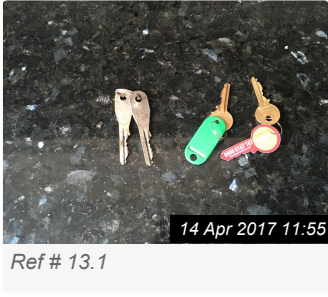


14 Apr 2017 13:52

Ref # 12.4

SAMPLE

13. KEYS		
Item	Description	Tenant Comments
13.1 Two front door keys		
13.2 Two patio door keys	One patio door key is slightly bent	
13.3 Meter Box Key		



SAMPLE

Declaration

I/We, the undersigned, having checked the inventory and schedule of condition at the commencement of the tenancy, find them to give an accurate account of the condition of the property and the said contents stated.

TENANTS ADDITIONAL DECLARATION

I/We understand that at the end of the tenancy the inventory will be checked again and any variance in the state of the property and items listed will be noted. After due allowance has been made for "fair wear and tear", I/We shall be liable to pay any repair or replacement, cleaning or making good of the property and/or items (as necessary) by way of an agreed deduction from my/our security deposit.

I/We further understand that the security deposit is only to cover possible charges occurring and that it is not, under any circumstances, to be regarded as the final months rent or a payment on account of rent.

It is essential that all items be returned to their respective rooms (as set out in this inventory) at the termination of the tenancy

Signed by the Landlord



A.N. Other

15 / 04 / 2017 13:15

Signed by the Tenant(s)



S. N. Other

15 / 04 / 2017 13:15

Terms & Conditions

The notes and disclaimer pages in this report should be read in conjunction with our full terms of business which are available on our Website www.cenceoproperty.co.uk;

Landlord and Tenant responsibilities

The general tenant and landlord responsibilities are summarised as follows as a guide only to help both parties. This is not intended to replace the detailed provisions within the Tenancy Agreement which has legal force.

Internal decoration

The tenant is responsible for keeping the interior of the dwelling in reasonable decorative order.

External works

The landlord:

- repairs to garden paths, walls, fences and gates where installed by the landlord
- the replacement of wheely bins every seven years where replacement is deemed necessary
- replacement of rotary clothes driers
- maintenance of communal amenity areas, unless these are the responsibility of the local council
- outside repair work involving structural repairs to walls, outside doors, windows (but not replacement of glass), roofs, chimneys, valleys, gutters, downpipes and house drains (excluding cleaning of gullies) - external paintwork

The tenant:

- care and upkeep of gardens and hedges
- cleaning of gully traps

Electrical repairs

The landlord:

- electrical wiring
- repair to electrical appliances, fires and heaters where fitted by the landlord
- door entry systems to communal blocks
- ceiling roses, lamp holders and flexes
- socket outlets and switches

The tenant:

- repair to electrical appliances, fires and heaters not installed by the landlord
- door bells and plug tops on appliances
- re-setting of trips and replacement of fuses, except main service fuses which are the responsibility of the grid supplier

Cooking and heating appliances

The landlord is responsible for landlord installed appliances:

- repairs to defective solid fuel cookers and stoves
- solid fuel room heaters
- fire hearth and surrounds

Plumbing

The landlord:

- clearing blocked sewers, drains and external waste pipes other than gullies and waste pipes blocked through tenant misuse
- boilers and hot water cylinders
- pipe work, radiators, fittings and valves

The tenant:

- stoppers and chains for baths, sinks and basins

Doors and windows

The landlord:

- window frames, sashes and window furniture
- repair of defective internal and external doors, saddles and door frames
- hinges, locks, handles, trapper bars and letter boxes on external doors

The tenant:

- hinges, locks and handles to internal doors
- kitchen and bedroom unit doors, door hinges, handles and catches on drawers
- draught proofing of doors and windows

- replacement of broken glass
- external washing of windows on a regular basis throughout the tenancy and at the end

Structural and other repairs

The landlord:

- walls, staircases and all structural timbers, roof, chimney and rainwater goods
- wall and floor tiling
- architraves, skirting boards, timber sills and other internal decorative woodwork
- airbricks and ventilators
- roofspace insulation (where the tenant has not been receiving grant aid)
- timber rot

The tenant:

- sweeping chimneys and the cost of any work required because of the failure to sweep chimneys
- internal plaster cracks on walls and ceilings

Fire safety standards

Landlord must:

- follow safety regulations
- provide a fire alarm on each storey and a carbon monoxide alarm in rooms with a usable fireplace or woodburner
- check tenants have access to escape routes at all times
- make sure the furniture and furnishings they supply are fire safe
- provide fire alarms and extinguishers (if the property is a large HMO)

Tenants must:

- make sure fire alarms, smoke detectors and carbon monoxide alarms are kept in working order and must not take out batteries or cover these

Gas installation safety

Landlord has duties under the Gas Safety (Installation and Use) Regulations 1998 to arrange maintenance by a Gas Safe registered engineer for all pipe work, appliances and flues, which they own and have provided for your use.

Landlord must also arrange for an annual gas safety check to be carried out every 12 months by a Gas Safe registered engineer. They must keep a record of the safety check for 2 years and issue a copy to each existing tenant within 28 days of the check being completed and issue a copy to any new tenants before they move in.

Electrical installation safety

Landlords are required by law to ensure:

- That the electrical installation in a rented property is safe when tenants move in and maintained in a safe condition throughout its duration.
- That a House in Multiple Occupation (HMO) has a periodic inspection carried out on the property every five years.
- That any appliance provided is safe and has at least the CE marking (manufacturer's mark that it meets all the requirements of European law).

To meet these requirements a landlord will need to regularly carry out basic safety checks to ensure that the electrical installation and appliances are safe and working.

Energy performance certificates

Landlord will need to get an Energy Performance Certificate (EPC). It rates the energy efficiency of a property and is based on the building's energy performance - for example, how much heat is lost through the roof. An EPC also takes account of the property's heating and lighting. EPCs do not cover domestic appliance performance, like washing machines. An EPC is valid for ten years - even if new tenants move into the property during that time. Landlord should give a copy of the property's current EPC to each new tenant.

Smoke alarms and monoxide

From the 1 October 2015 landlords must ensure that a smoke alarm is fitted on every floor of their property where there is a room used wholly or partly as living accommodation. They will also have to put a carbon monoxide alarm in any room where a solid fuel is burnt, such as wood, coal or biomass and includes open fires. It does not include gas, oil or LPG. Landlords or agents will then have to ensure that the alarms work at the start of each new tenancy. For example by pressing the test button until the alarm sounds.