

General Guidance Notes for Furnished Lettings

Your Inventory has been prepared by Landlord Direct and the following notes are intended as a helpful and informative guide to the basic working methods used by our Company.

Unless otherwise stated in the check-in column of the Inventory, it is accepted that a listed item is in good condition, free from any obvious significant defects and the property is handed over in a clean and tidy condition.

While all reasonable care has been taken to ensure that this report is accurate, no responsibility can be accepted for any omissions or mis-description however occasioned. No words of description contained in this report shall be construed as having any technical or definitive meaning, but shall have only the meaning intended by the person preparing the report.

For Online Inventories – The Inventory should be carefully read and any additional comments that the tenant wishes to make should be made on the online form in the appropriate section before acceptance of the document is submitted. Any further comments must be made **within 10 days** of the first keys being collected for the property. If the Inventory form is not submitted within this time, it is taken that the tenant agrees to its content.

For Hard Copy Inventories - The Inventory should be carefully read and any additional comments should be made by the tenant in the column next to the appropriate item. The Inventory should be signed by the tenant and returned to Landlord Direct **within 10 days** from the date of checking into the property. If the signed Inventory is not received within this time, it is taken that the tenant agrees to its content.

Use of Abrasive Materials

Please DO NOT USE any abrasive cleaning materials on any of the following:-

Ceramic Hob
External Oven Surfaces
Stainless Steel Surfaces
Kitchen Appliances
Kitchen Units
Bath Surfaces
Shower Trays
Floors

Appropriate cleaning materials should be used, carefully following the instructions

The cost of any damage to items in the property, caused by the use of inappropriate cleaning materials will be deducted from the deposit at the end of the tenancy.

Condensation

Unnecessary damage can be caused by the build up of condensation in properties, which may also result in further charges being made to your deposit if it considered to have been avoidable.

It is important to ensure that properties are well ventilated wherever possible, by opening windows and using extractor fans (where fitted), especially in bathrooms and kitchens. Moisture build up can often be caused when showering or drying washing, and this can result in condensation and mildew developing on tiles and in window casings particularly.

If your property has blinds fitted to the windows, it is also important to open them on a regular basis, as moisture can also get trapped between the blinds and the window fittings, causing further possible damage.

Use of Blu Tac or Sellotape on Walls

Many deductions for decorating from deposits are due to damage caused by the use of blu tac, selotape or other similar products that have been stuck to walls.

Damage caused by the oil content of such products, or the tearing of paper or paint on the walls will often result in the wall having to be touched up or redecorated entirely.

We do not prohibit the practice of hanging posters to the walls, but feel you should be aware of these possible charges and would suggest that you perhaps limit the number of walls which may become affected.

Termination of Tenancy

The Inventory will be checked at the end of the tenancy. The Tenant must be ready to vacate the property and hand over the keys, otherwise a return visit will be necessary, for which additional charges will be made.

The property should be clean and tidy on leaving. Particular attention will be paid to the condition of the kitchen and bathroom. A cleaning charge will be added if the property is unsatisfactory.

All items should be ready and in the same location as shown on the Inventory. Items that have been stored away for the duration of the tenancy must be unpacked and returned to their original location. All kitchen equipment and china should be laid out and in the location shown. If the Inventory clerk has to search for items it could result in charges being made to the Tenant. Leaving items in lofts or sheds etc. may result in their being listed as missing and a charge being made.

A written report of any obvious or significant discrepancies and variations will indicate whether there is any liability to the Tenant or whether such deterioration might reasonably be considered as normal fair wear and tear. Normal wear and tear is assessed generally on the length of the tenancy and type of occupancy.

Thank you for your co-operation.