

Interim Visit Report



Example House 1, Interim Lane, Interim Town, Interimshire, England, EG123

TENANT NAME

Joe Bloggs

TENANCY TYPE

Single

REPORT CONFIRMED BY

Tom Smith

TENANCY START DATE

03/04/2018

REPORT CONFIRMED DATE

02/04/2018

Maintenance Action Required

Toilet	Status Icons
Toilet	Tenant not responsible Missing Needs replacing
Bedroom	Status Icons
Blinds	Tenant not responsible Needs repair
Back Garden	Status Icons
Side Gate	Tenant responsible Needs repair

Urgent – Immediate Attention

Flush button requires fixing in toilet.

Non-Urgent – Less Immediate Attention

Side gate, blind and wall rendering outside.

Glossary of Terms

For guidance, please find a glossary of terms used within this report:

Condition

Very Poor: Extensively damaged/faulty. Examples: large stains; upholstery torn; very dirty.

Poor: Extensive signs of wear and tear. Examples: stains/marks/tears/chips.

Fair: Signs of age. Examples: frayed; small light stains/marks; discolouration.

Good: Signs of slight wear. Examples: generally lightly worn.

New Item: Still in wrapper or with new tags/labels attached. Recently purchased, installed or decorated.

Cleanliness

Very Poor: Not cleaned. Requires cleaning to a good or excellent standard.






Poor: Item dusty or dirty. Requires further cleaning to either good or excellent standard.

Fair: Evidence of some cleaning, but signs of dust or marks.

Good: Item cleaned and free of loose dirt.

Excellent: Item immaculate, sparkling and dust free.

Status Icons

-  Disagreed by tenant
-  Needs repair
-  Beyond fair wear and tear
-  Needs replacing
-  Missing

Interim Visit Details

✓ Access Checklist

24 hours notice or more given prior to visit

YES

Tenant(s) present during visit

YES

✓ Safety Certificates and Legislation Compliance

Gas safety certificate received within the last 12 months?

YES

Relevant smoke/heat alarms present and test function(s) working?

YES

Relevant carbon monoxide alarm(s) present and test function working?

YES

Electrical safety certificate (EICR) received within the last 5 years?

YES

Safety Certificate Photos (Optional)

02/04/2018



02/04/2018



✓ Tenancy Related Issues

Rental payments are up to date?

YES

Complaints received about the tenant?

NO

Evidence of smoking?

NO

Evidence of sub-letting?

NO

Evidence of pets?

NO

Evidence of damage over and above fair wear and tear?

NO

Risk Avoidance Checklist (inside the property)

Tenant(s) have access to all escape routes in the event of a fire?

YES

Evidence of damp/mould on walls/ceilings?

NO

If 'Yes' to the above, does damp/mould relate to condensation?

NO

Evidence of poor grouting to tiles or gaps in the bath sealant?

NO

Evidence of damage to electrical fixtures & fittings, frayed cables, cracked power points?

NO

Evidence of fraying carpets, especially on stairs?

NO

Risk Avoidance Checklist (outside the property)

Are the lawns, in a good seasonal order?

YES

Are the plants/shrubs/trees in a good seasonal order?

YES

Evidence of any uneven paving slabs/decking?

NO

Evidence of loose roof tiles?

NO

Weeds growing out of guttering?

NO

Evidence of damp on outside walls?

YES

Risk Avoidance (Outside) Notes:

Wall leading down steps has signs of damp. Raised within the room/space section.



Room Details

The small thumbnail images in this section can be used as a reference point. **Larger copies** of these images can be found in the **'Room Image Library'** section towards the end of this report.

Entrance/Hallway

Item	Description	Condition	Cleanliness
General Overview (1 photo)	No issues highlighted in relation to tenancy agreement. No maintenance tasks raised.	● Good	● Good

General Overview

(02/04/2018)



Toilet

Item	Description	Condition	Cleanliness
General Overview (1 photo)	No issues highlighted in relation to tenancy agreement.	● Good	● Good
Toilet (2 photos)  Tenant not responsible  Missing  Needs replacing	Flush button is missing.	● Missing	● Missing

General Overview

(02/04/2018)



Toilet

(02/04/2018)



(02/04/2018)



Living Room/Lounge

Item	Description	Condition	Cleanliness
General Overview (1 photo)	No issues highlighted in relation to tenancy agreement. No maintenance tasks raised.	● Good	● Good

General Overview

(02/04/2018)



Kitchen

Item	Description	Condition	Cleanliness
General Overview (1 photo)	No issues highlighted in relation to tenancy agreement. No maintenance tasks raised.	● Good	● Good

General Overview

(02/04/2018)

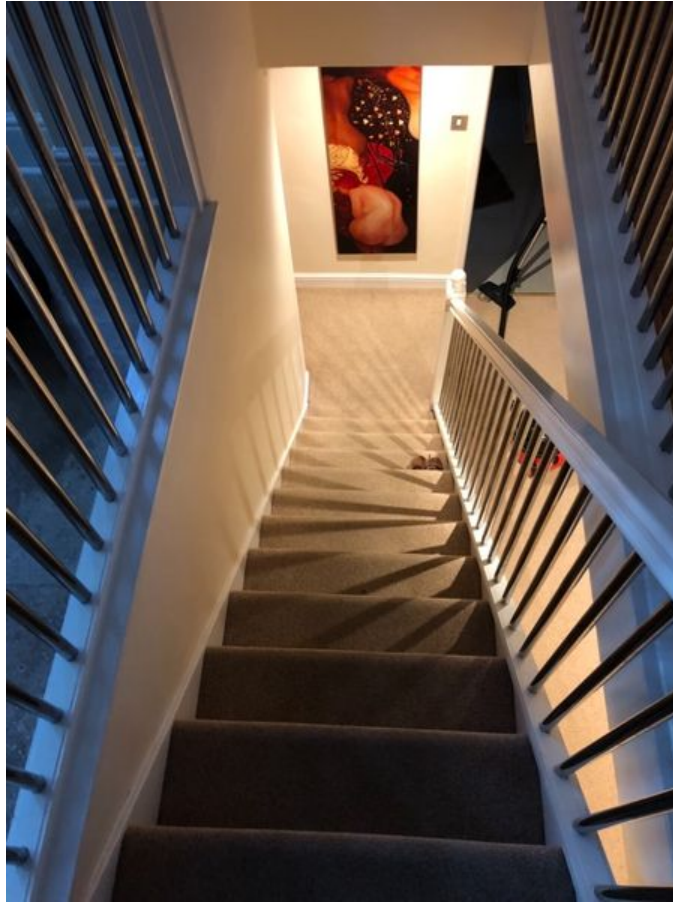


Stairway/Landing

Item	Description	Condition	Cleanliness
General Overview (1 photo)	No issues highlighted in relation to tenancy agreement. No maintenance tasks raised.	● Good	● Good

General Overview

(02/04/2018)



Bedroom

Item	Description	Condition	Cleanliness
General Overview (1 photo)	No issues highlighted in relation to tenancy agreement. No maintenance tasks raised.	● Good	● Good
Blinds (1 photo)  Tenant not responsible  Needs repair	Left hand cord is damaged and gets stuck inside mechanism.	● Good	● Good

General Overview

(02/04/2018)



Blinds

(02/04/2018)



Back Garden

Item	Description	Condition	Cleanliness
General Overview (1 photo)	No issues highlighted in relation to tenancy agreement.	● Good	● Good
Side Gate (1 photo) 👤 Tenant responsible 🔧 Needs repair	Hinge is detached from side gate.	● Fair	● Good
👤 Tenant responsibility			
Wall (1 photo) 👤 Tenant not responsible 🔧 Needs repair	Rendering has signed of wear adjacent to steps leading to garden.	● Poor	● Good
Decked Area (1 photo) 👤 Tenant not responsible 🔧 Needs repair	Wood is rotting across the joints.	● Poor	● Fair

General Overview

(02/04/2018)



Side Gate

(02/04/2018)



Wall

(02/04/2018)



Decked Area

(02/04/2018)



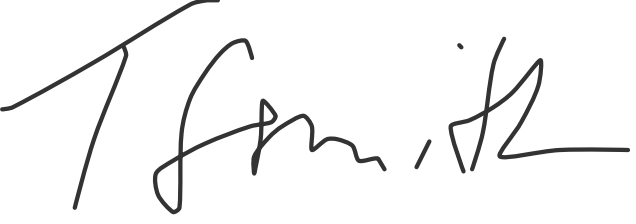


Declaration

Was the tenant present during the inspection

YES

Inspector Signature



Name:

Tom Smith

Date:

02/04/2018 at 11:11am

Disclaimer

This report has been prepared by an inspector who is not an expert in buildings, furnishings, decorations, woods, antiques or a qualified surveyor.

This report relates only to the furniture and all the landlord's equipment and contents in the property. It is no guarantee, or report on, the adequacy of, or safety of, any such equipment or contents, merely a record that such items exist in the property at the date of preparing the report and the superficial condition of same.

The inspector will not take water readings unless the meter is clearly visible within the property or attached to an exterior wall at low accessible level.

Windows throughout the property have not been tested for function or operation. Descriptions are purely based on the superficial appearance of windows, frames and locks. The inspector can accept no liability arising from any failure of the windows or parts thereof to function properly at all.

Inspectors do not check gas or electrical appliances and give no guarantee with regard to the safety or reliability of such items. It should be noted that inspectors are not required to inspect smoke or carbon monoxide alarms, testing such alarm 'test functions' may occur. However, this is no guarantee, or report on, the adequacy of these alarms. It is merely a record that batteries were present (if tested) upon completion of this report.

The inspector cannot undertake to move heavy items of furniture or to make searches in inaccessible locations such as loft spaces, cellars, locked rooms and high level cupboards, or to unpack items. Inspectors reserve the right not to handle or move items deemed to be fragile or valuable. In addition, the inspectors reserve the right not to handle items that may be of a health hazard and to generalise/summarise on such items deemed to be unsuitable for further inspection.

Furniture and furnishings (Fire) Safety Regulations 1988 – (1993)

The fire and safety regulation regarding furnishings, gas, electrical and similar services are ultimately the responsibility of the instructing principle. Where the inventory notes "Fire Label Present", this should not be interpreted to mean the item complies with the "furniture and furnishings (fire) (safety) (amendments) 1993". It is a record that the item had a label as described or similar to that detailed in the "guide" published by the Department of Trade and Industry January 1997 (or subsequent date). It is not a statement that the item can be considered to comply with the regulations.

Safety Certificate and Legislation Compliance

The safety certificate and legislation compliance checklists in this report are no guarantee, or report on, the adequacy of, or safety of, any such liability contents, merely a record that such steps have been offered by the Inventory Hive software to highlight issues that may exist at the property at the date of preparing this report. Inventory Hive accepts no responsibility for the contents of these steps. It is the responsibility of the Inspector and Tenant to agree upon the accuracy of these steps.

Health & Safety / Insurance Risk-Avoidance Steps

The safety certificate and legislation compliance checklists in this report are no guarantee, or report on, the adequacy of, or safety of, any such liability contents, merely a record that such steps have been offered by the Inventory Hive software to highlight issues that may exist at the property at the date of preparing this report. Inventory Hive accepts no responsibility for the contents of these steps. It is the responsibility of the Inspector and Tenant to agree upon the accuracy of these steps.

What should I know about the check-out process?

At the beginning of the tenancy it is important to note any specific discrepancies on the inventory that you do not agree with i.e marks on walls, carpets, etc. If no such additional notes are made via the electronic process at the start of the tenancy, the inventory will be deemed as accepted as read.

The condition of the property at the start of the tenancy, as described in the inventory will be compared to the condition of the property at the end of tenancy. Details of any alterations to the property after the inventory has been agreed upon will be recorded by an inspector (Inventory Hive user).

A 'Check-Out' report will be conducted to determine any changes to the inventory. The tenant should gain permission from the managing agent/landlord if they wish to remove or store any items during the tenancy and this should be confirmed in writing by the managing agent/landlord.

The inspector cannot undertake to move heavy items of furniture or to make searches in inaccessible locations such as loft spaces, cellars, locked rooms and high level cupboards, or to unpack items. Inspectors reserve the right not to handle or move items deemed to be fragile or valuable. In addition, the inspector reserves the right not to handle items that may be of a health hazard and to generalise/summarise on such items deemed to be unsuitable for further inspection.

What should I know before the check-out report is created?

All items should be returned to their original position (as detailed on the inventory); this includes stored or boxed items not used during the tenancy. Any items listed as 'Item Missing' can often result in a replacement cost or a charge being made. Managing agents/landlords may also charge for the removal of unapproved items left by a tenant at the end of the tenancy that were not included in the original inventory.

At the time of the property 'Check-Out' all personal items (including consumable items) should have been removed and cleaning of the property completed. Generally, no further cleaning is permitted once the 'Check-Out' inspection has commenced. Tenants should be advised of the date and time of the 'Check-Out' and provide access, or let the appointed inspector know the details of their departure of the property. Additional costs are sometimes charged by managing agents/landlords if the inspector is not able to complete the 'Check-Out' inspection due to the tenant not being ready to vacate or if they are delayed.

Issues to look out for during the tenancy...

Cleaning

Soiling is not considered to be 'Fair wear & Tear', (as defined by the House of Lords as 'reasonable use of the premises by the tenant and the ordinary operation of natural forces, i.e; the passage of time). Generally speaking, tenants are liable for the property to be cleaned to the same standard as detailed in the inventory at the start of the tenancy.

Soft Furnishings

Excessive discolouring which cannot be attributed to sun bleaching and/or the passage of time, soiling or damage may result in repair or cleaning costs being charged by tenants. Discolouration due to smoke, staining, burns or tears to curtains may also incur costs.

Flooring

Carpets should either be professionally cleaned or vacuumed including edges and corners depending on the level of soiling and/or the terms of tenancy agreement. Receipts for professional cleaning should be given to the inspector at the time of the 'Check-Out' inspection. Hard floors require sweeping and mopping where necessary (in accordance with any specialist cleaning materials/advice provided by the managing agent/landlord).

Decoration

As specified in the majority of tenancy agreements, tenants should gain signed, written permission (keep a copy) from the managing agent/landlord prior to putting nails, pins and other fixtures into walls and ceilings and should avoid the use of tac or tape. Written consent must also be obtained prior to any redecoration. Additional marks/fittings are often noted at the 'Check-Out' and any damage or repair work required is often charged to tenants by managing agents/landlords.

Beds & Linen

Mattresses, divan bases, pillows, and duvets are often inspected for soiling where practically possible. Costs may be incurred by tenants for clearing, compensation or a percentage of the replacement charge by the managing agent/landlord in the event that any such items are soiled beyond that noted to the inventory. Beds should not be made up at the time of the 'Check-Out' inspection and any linen should be left clean, pressed and folded.

Kitchen Surfaces and Sinks

Kitchen surfaces and sinks are often inspected for knife cuts, cup marks, scorch and burn damage. Using appropriate items such as chopping boards and heat pads will help prevent damage.

Crockery, Chinaware, Kitchen Utensils

These items are often checked for soiling, chips and damage. If damage has occurred that is not considered as consistent with 'fair wear and tear', compensation or replacement costs may be incurred by the tenant.

Keys

All keys listed in the inventory should be kept safe and handed back at the 'Check-Out'. When keys get lost or are not returned to the managing agent, landlord or inspector, tenants are often charged for replacement keys or possibly for the changing of locks. Any additional keys cut during the tenancy should also be returned to the tenant.

TV aerial, aerial points and satellite dishes

Where a TV aerial point is listed this refers to the socket fitting on the wall only - it does not confirm that an aerial is installed. Similarly, if a satellite dish is listed this does not imply that a satellite system is installed.

TV aerial - if a TV aerial is installed at the property this does not guarantee a clear terrestrial, satellite, or digital reception. Due to the generally poor reception in the Rugeley area, tenant(s) may need to purchase a booster aerial, Digi box or investigate alternatives at their own expense. Should tenant(s) decide to install an aerial or sky dish, permission should be obtained from the landlord in the first instance. Thereafter terms and conditions can be agreed and confirmed in writing.

Insurance

You must obtain the relevant home insurance. An insurance broker will advise on the best packages and details available.

Gardens & Exterior Areas

Most tenancy agreements state that the tenant is responsible for the maintenance of gardens and exterior areas such as driveways unless agreed in writing otherwise. This includes the cutting of lawns, weeding and maintaining the garden, paths, driveways, flowerbeds etc according to the season. If the standard is found to be below the condition as detailed to the inventory, (with consideration given for a change in season) tenants are often charged for necessary work to bring the affected area back the required level.