INVENTORY FLEX

Flat 123, Sample street, Sample city, AB1 CD3

5th March 2024

Mid Term Inspection



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Contents

Disclaimers 2

Areas 4

- Schedule of condition 4
- Alarms 5
- Entrance Hall 6
- Reception & Open Plan Kitchen 7
- Terrace 8
- Bedroom 1 9
- Balcony 10
- En Suite 11
- Bedroom 2 12
- Bathroom 13

Declaration 14

Tenant Initials: _____

Disclaimers

This inventory, check-in, mid-term or check-out report, is prepared by inventory clerk, and is compiled as an as seen snapshot at the time of a property inspection, and should be seen as nothing more than a fair record of a property's internal condition and its contents and does not form any part of a valuation or structural report. This report is compiled on the basis that all items listed are in good order and clean at time of inspection, unless stated otherwise. Any defects or soiling are noted where appropriate. The clerk preparing the report is not an expert in antiques, furniture style, fabrics etc. All descriptions within this report are for identification purposes only in order that each item can be compared to its condition at the commencement of the tenancy. It is normal practise not to include detailed description of the following items: a) exact number of cutlery, b) exact number & title of books, c) exact type & number of plants, c) food items, consumable & cleaning items, d) miscellaneous items such as garden tools & items found in sheds, garages & loft conversions unless instructed to do so by the Landlord or Managing Agency. Where inventories are completed with tenants in situ - i.e. tenants already occupying the property and it is deemed difficult for the inventory clerk to differentiate between that belonging to the Landlord or tenant, the report may contain inaccuracies for which the clerk will not be held responsible, especially if areas or conditions prohibit easy viewing. It is the responsibility of the Landlord/Managing Agent/Tenant to check all reports, and Inventory Clerk will not be held liable for any differences, unless notified within a 7 days period from receipt of the report.

SAFETY DISCLAIMER
We do not undertake to move heavy items of furniture or access lofts, high-level cupboards or any other inaccessible places. Contents, which have been left in the above-mentioned areas, which have not been inventoried, are the sole responsibility on the Landlord. Any electrical appliances will be tested for power only and only where practicable. Boilers, gas fires, water supply and radiators are not tested. We test all water outlets where possible and practical and it will be noted in our report if there is an issue.

METER READINGS
All meter readings will be taken when accessible and the relevant utility companies must check all meter readings, as we cannot be held responsible for any discrepancies. We are not held liable should meters not be located or inaccessible to read. For Health and Safety reasons, we do not expect our clerks to access high-level areas, which involve using ladders/chairs.
IMPORTANT: where a meter is either inaccessible or poses a risk of injury to the clerk, then notice will be given as to why, with suggestions made as to how to gain readings.

FURNITURE & FURNISHINGS (FIRE) (SAFETY) REGULATIONS 1988 as amended 1993
The Fire & safety Regulations regarding furnishings, gas, electrical & similar services are ultimately the responsibility of the instructing principle. Where the inventory notes FFR label seen, this should not be interpreted to mean that the item complies with the furniture & 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 to the regulations as published by the Department of Trade & Industry, January 1997, (or subsequent edition), attached at the time the inventory was complied.

SMOKE AND CO DETECTORS
The inventory clerk – only where requested - will push button test relevant detectors or alarms, with the aim of demonstrating proper working order as per the 2015 UK legislation and the manufacturers' instructions at the time of inspection. At no time will the clerk be held responsible for a detector's proper working order, damage or malfunction, and will only report on any response if any from a detector or alarm. Following tenancy start, it is the tenant's responsibility to inspect any smoke or CO detectors fitted in the property at regular intervals, to ensure they are in full working order as per the manufacturers' instructions, although it is the Landlord's responsibility to ensure the correct products are appropriately fitted.

MAINTENANCE ISSUES
We recommended should any maintenance issues arise you contact the Landlord/Managing Agent immediately so they can deal with the matter. Should we recommend items require maintenance once a property has been checked out, this is purely stating that an item will require fixing/attention, we are not advising as to whose responsibility this and your tenancy agreement will need to be checked.

CHANGES TO PROPERTY
We recommend that if you wish to make any changes to the décor or remove any of the Landlords belongings you contact the Landlord/Managing Agent for permission and have this confirmed in writing to ensure there are no discrepancies at the end of the tenancy.

THE INVENTORY REPORT
An inventory report is made following a property inspection, listing and describing each and every component and content of a property in the context of "as seen" at the time of the inspection. As seen, meaning a written and photographed "snapshot", to be used as the basis of how the property's condition and its contents were seen by the inventory clerk. The inventory may have additional notes or observations added by relevant parties to make more accurate the report.
IMPORTANT: unless stated otherwise - in brackets following an item's description - the listed item is assumed to be in good order, although not necessarily new or perfect.

THE CHECK-IN:
As the name implies, the inventory clerk, tenant, or tenant's representative uses this report to qualify the accuracy - with any additional notes or information - of the inventory at move-in.
IMPORTANT: a check-in is not a duplication or substitute for an inventory, although it may accompany or support an inventory in distinguishing anything, which needs adding to, or altering within the inventory. The check-in report may vary in style according to Landlord or Letting agents' needs, but typically will include a record of meter readings and keys recorded at time of tenant move-in.

TENANTS INFORMATION FOR CHECK-OUT
The property should be left in a clean and tidy condition especially carpets, curtains, windows, upholstery appliances etc. We would suggest that you refer to your tenancy agreement in this matter. If you are not ready to leave it may not be possible to carry out the

Tenant Initials: _____

checkout. In this case a return visit will be necessary resulting in a cancellation charge. All keys to the property must be handed over at the time of checking out to the Inventory clerk or alternatively to the agents prior to the checkout taking place. The Inventory Clerk acts as an independent and reasonable body and will avoid unnecessary criticism or derogatory comments when compiling or checking the Inventory. At the termination of the tenancy, the inventory will be checked and any obvious or significant discrepancies will be reported to the Managing Agent/Instructing Principal. This report will indicate whether in our opinion the tenant is liable for the deterioration or whether it is considered fair wear & tear. Normal fair wear and tear will be assessed on the lengthy of the tenancy and type occupancy. Important key points at the checkout: All cleaning should be completed prior to the checkout appointment as per the tenancy agreement. All personal items must be removed prior to the check out. All items should be in the same location as per the inventory, any stored items should be unpacked and returned to the same location. If the Inventory clerk has to search for items or you still have belongings in the property to be removed this will result in additional charges being made to the tenant. All beds should be left unmade with the linen folded. Bedding & towels should be cleaned & ironed where relevant. All food items should be removed, freezers defrosted & doors left open & electricity turned off. All light bulbs etc. should all be in working order or as at check in

Tenant Initials: _____

1. Schedule Of Condition

Ref	Name	Condition
1.1	General Condition	Overall good condition
1.2	General Cleanliness	Overall in clean condition
1.3	Condition of Kitchen and Appliances	Good condition. Washing machine needs cleaning due mould marks to door seal and soap tray.
1.4	Condition of carpets & flooring	Good condition. Iron burn mark seen to Bedroom 2 carpet flooring.
1.5	Have any decorations been altered (via tenant)	None
1.6	Condition of bathroom & sanitary ware	En suite sink waste plug is blocked.
1.7	Condition of grouting & sealant to bathrooms & kitchen	Good condition.
1.8	Evidence of water leakage	Stains seen to en suite ceiling above shower cubicle.
1.9	Evidence of damp/condensation type residue	None
1.10	Smoke detectors present & condition	Yes
1.11	Any evidence of pets?	None
1.12	Evidence of smoking?	None
1.13	Any signs of Over-Occupancy	None

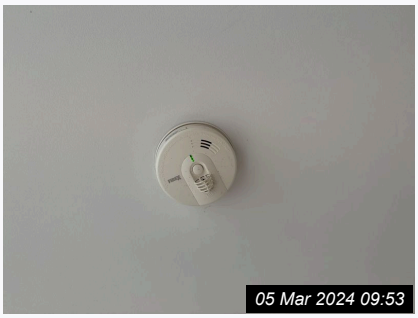
Tenant Initials: _____

2. Alarms

Ref	Name	Location Room & Floor	Test Result
2.1	Smoke Alarm	Entrance Hall	Tested- Alarm heard
2.2	Heat Alarm	Kitchen	Tested- Alarm heard



Ref #2.1

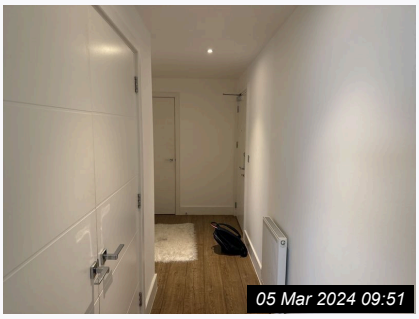


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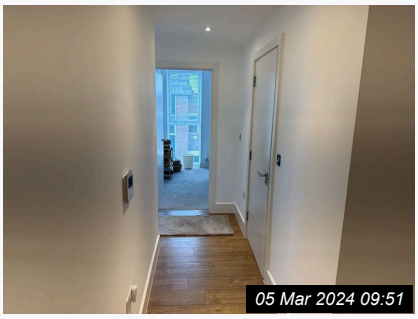
Tenant Initials: _____

3. Entrance Hall

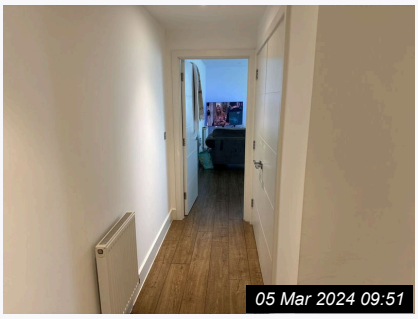
Ref	Name	Answers		Comments
3.1	Throughout	Clean: Undamaged: Working:	Yes Yes Yes	Mould marks seen to washing machine door seal and soap tray.



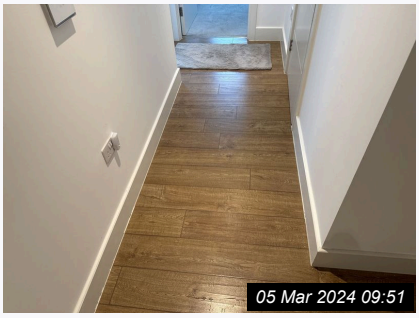
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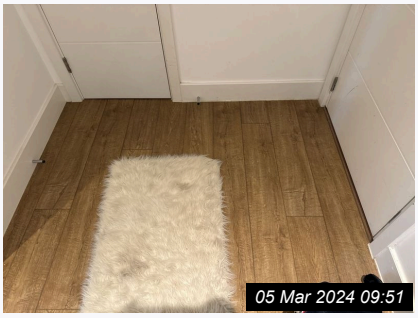
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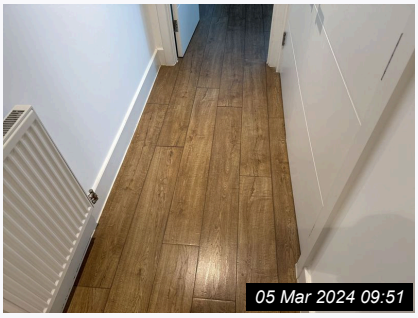
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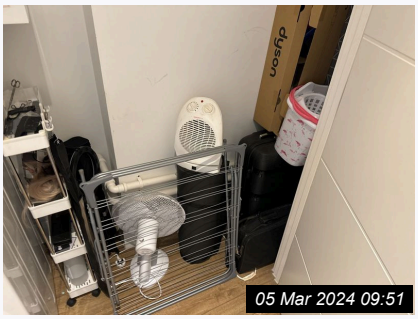
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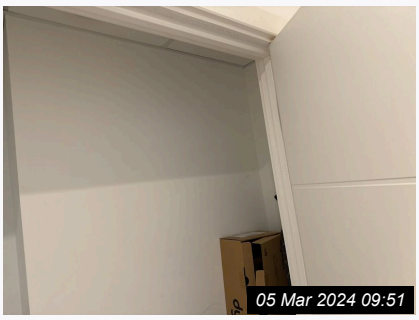
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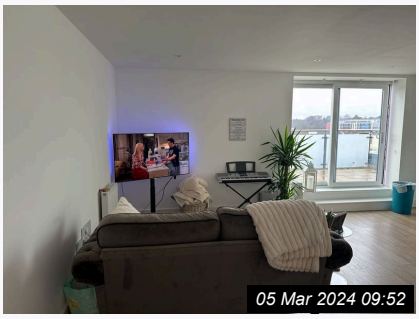


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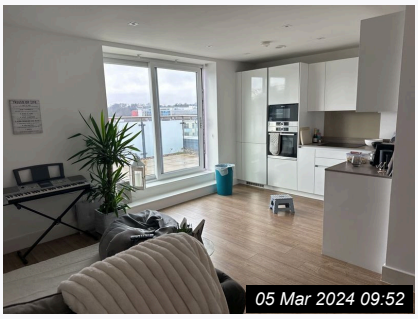
Tenant Initials: _____

4. Reception & Open Plan Kitchen

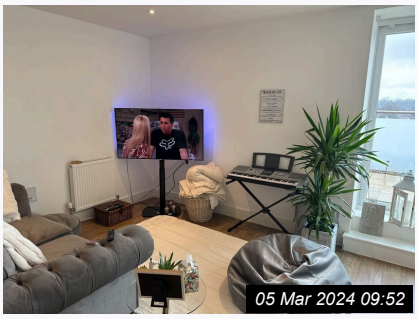
Ref	Name	Answers		Comments
4.1	Throughout	Clean:	Yes	
		Undamaged:	Yes	
		Working:	Yes	



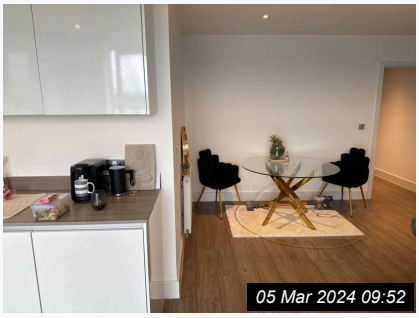
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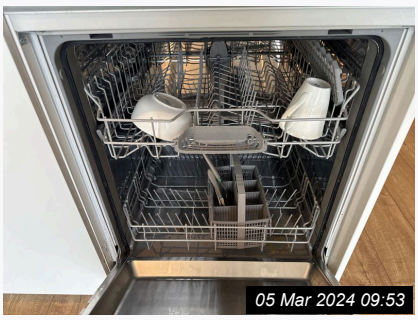
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Ref #4



Ref #4



Ref #4

Tenant Initials: _____

5. Terrace

Ref	Name	Answers		Comments
5.1	Throughout	Clean:	Yes	
		Undamaged:	Yes	
		Working:	Yes	



Ref #5



Ref #5

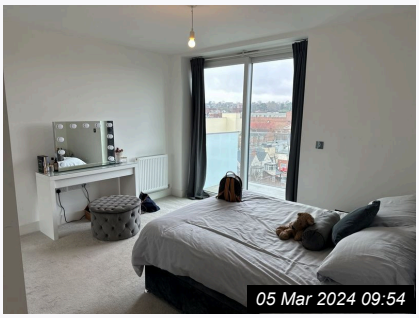


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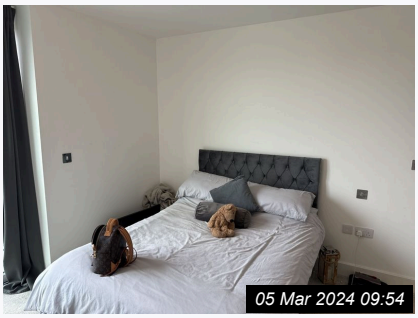
Tenant Initials: _____

6. Bedroom 1

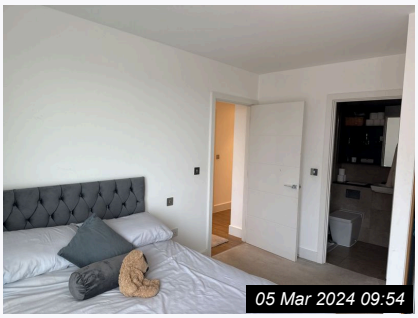
Ref	Name	Answers		Comments
6.1	Throughout	Clean:	Yes	
		Undamaged:	Yes	
		Working:	Yes	



Ref #6



Ref #6



Ref #6



Ref #6

Tenant Initials: _____

7. Balcony

Ref	Name	Answers		Comments
7.1	Throughout	Clean:	Yes	
		Undamaged:	Yes	
		Working:	Yes	



Ref #7



Ref #7

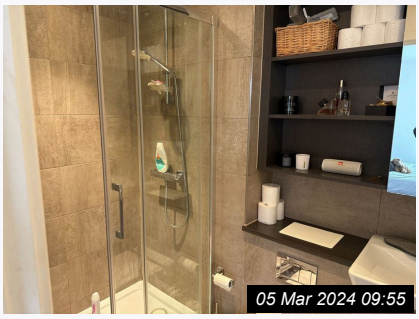


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Tenant Initials: _____

8. En Suite

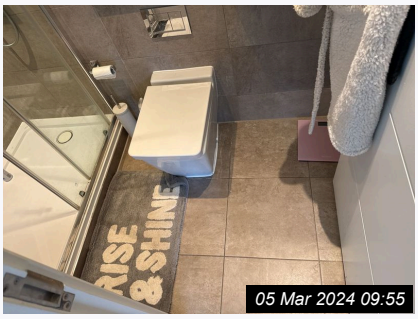
Ref	Name	Answers		Comments
8.1	Throughout	Clean: Undamaged: Working:	Yes No Yes	Sink waste plug is blocked. Stains to ceiling above shower cubicle.



Ref #8



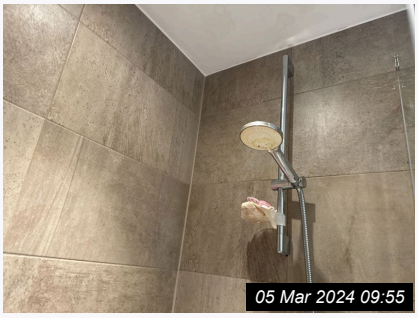
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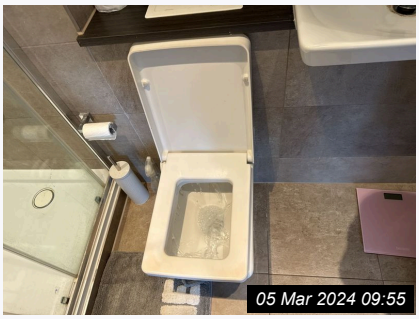
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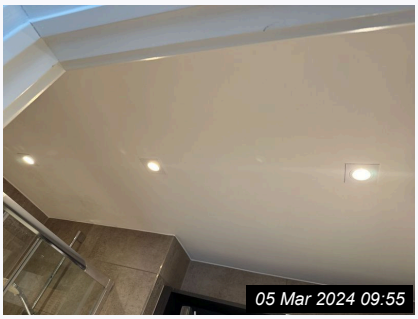
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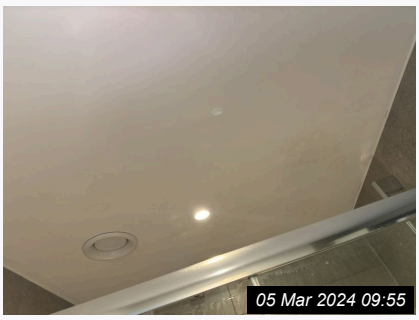
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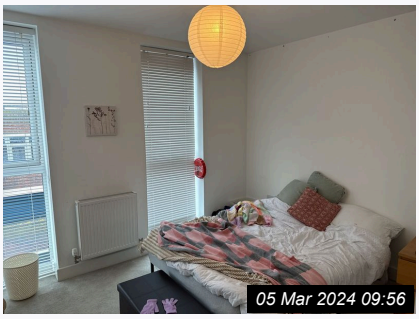


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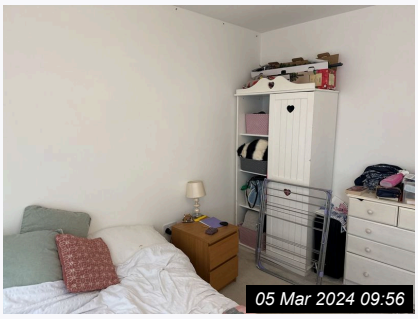
Tenant Initials: _____

9. Bedroom 2

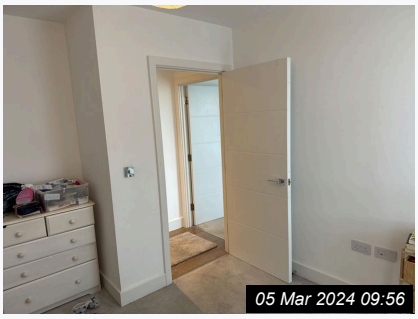
Ref	Name	Answers		Comments
9.1	Throughout	Clean:	Yes	Iron burn mark to floor upon entry.
		Undamaged:	No	
		Working:	Yes	



Ref #9



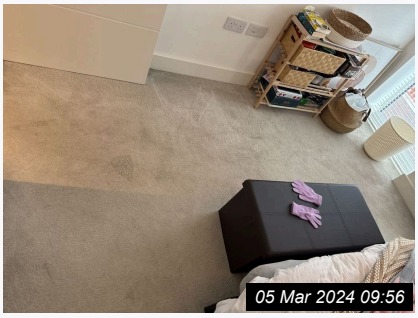
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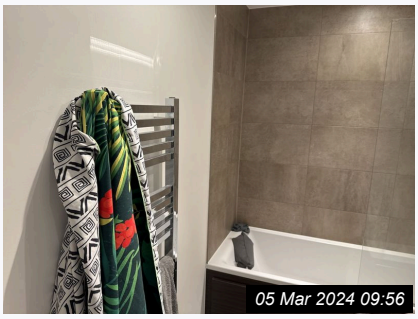
Tenant Initials: _____

10. Bathroom

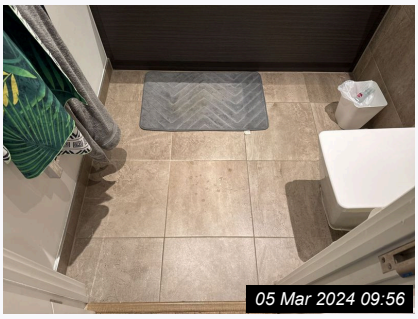
Ref	Name	Answers		Comments
10.1	Throughout	Clean:	Yes	
		Undamaged:	Yes	
		Working:	Yes	



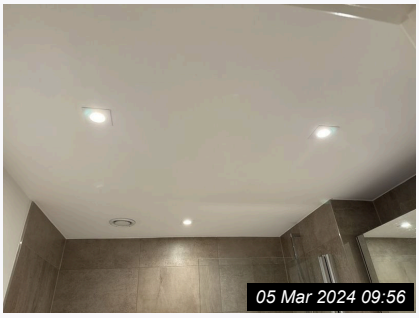
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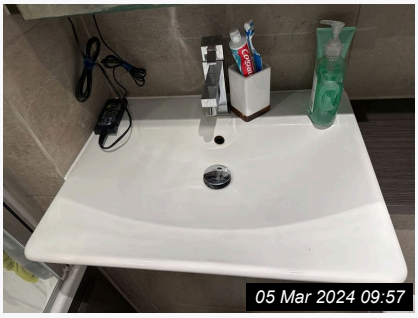
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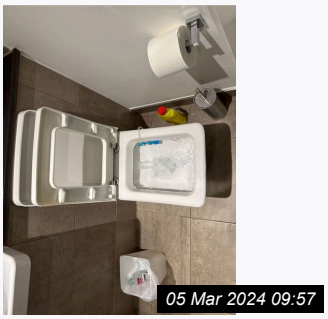
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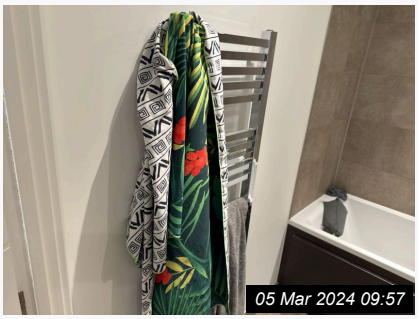
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Ref #10

Tenant Initials: _____

Declaration

I/We the undersigned, affirm that if I/we do not comment on the Inventory in writing 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.

Pending signing by the Tenant

SAMPLE NAME

Date / /

Signed by the

Signatures

Print Name

Date / /

Terms and Conditions

Terms and Conditions for Inventory Services
1. Introduction
1.1 These Terms and Conditions govern the provision of Inventory Reports, Inventory & Check-In Reports, and Check-Out Reports by Inventory Flex ("the Company").
1.2 By instructing our services, the Client agrees to be bound by these Terms and Conditions.
2. Definitions
2.1 "Client" refers to the individual, landlord, letting agent, property management company, or tenant who commissions the service.
2.2 "Inventory Report" refers to a detailed document describing the condition and contents of a property at the start of a tenancy.
2.3 "Inventory & Check-In Report" includes an Inventory Report with additional documentation confirming the tenant's presence and agreement with the property's condition at the start of the tenancy.
2.4 "Check-Out Report" refers to an assessment of the property at the end of the tenancy, noting any changes or damages.
2.5 "Fair Wear and Tear" means the reasonable deterioration in the condition of a property due to normal use over time.
3. Scope of Services
3.1 The Company provides independent and unbiased reports detailing the condition of the property and its contents at the time of inspection.
3.2 The reports are compiled using written descriptions and photographic evidence to ensure accuracy.
3.3 The reports do not serve as a valuation or survey and do not cover the internal state of appliances, heating systems, or electrical wiring.
3.4 All reports will be provided in **PDF format** for ease of access and consistency.
4. Bookings & Cancellations
4.1 Bookings must be made in advance and are subject to availability.
4.2 Cancellations made within 24 hours of the scheduled appointment may incur a cancellation fee.
4.3 The Company reserves the right to decline bookings at its discretion.
5. Client Responsibilities
5.1 The Client must ensure that the property is accessible at the agreed time of inspection.
5.2 The Client must provide any relevant documents or prior reports to assist in the accuracy of the inventory process.
5.3 If the tenant is present during the check-in, they must sign the report to confirm agreement with its findings. Failure to sign does not invalidate the report.
6. Fair Wear and Tear & Disputes
6.1 The Company makes reasonable efforts to distinguish between fair wear and tear and tenant damage in the Check-Out Report.
6.2 The final decision regarding any deposit deductions remains with the landlord, agent, or deposit protection scheme.
6.3 The Company does not mediate disputes but provides independent documentation to assist in resolving them.
7. Report Accuracy & Liability
7.1 The Company ensures reports are accurate at the time of inspection, but it is the Client's responsibility to verify their contents.
7.2 Any discrepancies or concerns must be raised within 7 days of receiving the report.
7.3 The Company shall not be liable for any loss or damages arising from the use of its reports, except in cases of proven negligence.
8. Fees & Payment
8.1 The Client agrees to pay the fees as agreed at the time of booking.
8.2 Payments must be made in full upon completion of the service or within the agreed payment terms.
8.3 Late payments may incur additional charges.
9. Confidentiality, Data Protection & Report Retention
9.1 The Company complies with all relevant data protection laws and ensures that Client information is kept confidential.
9.2 Personal data will only be used for the purpose of providing services and will not be shared with third parties without consent.
9.3 Reports will be stored for a maximum period of **12 months** from the date of issuance, after which they will be permanently deleted from our system. Clients are advised to **retain copies** for their records.

Tenant Initials: _____

10. Amendments & Governing Law
10.1 The Company reserves the right to amend these Terms and Conditions at any time.
10.2 These Terms and Conditions are governed by the laws of England and Wales.
11. Contact Information
For any questions regarding these Terms and Conditions, please contact us at:
Email: info@inventoryflex.co.uk
Website: www.inventoryflex.co.uk

Tenant Initials: _____