

# CHECK-IN CHECK-OUT & INVENTORY FEES

## INVENTORY & CHECK-IN

## CHECK - OUT & REPORT

<b>1</b>	BEDROOM	<b>£162</b>	<b>£108</b>
<b>2</b>	BEDROOM	<b>£192</b>	<b>£117</b>
<b>3</b>	BEDROOM	<b>£233</b>	<b>£131</b>
<b>4</b>	BEDROOM	<b>£276</b>	<b>£158</b>
<b>5</b>	BEDROOM	<b>£303</b>	<b>£170</b>

### INVENTORY REPORT

The property inventory reports are compiled by a qualified and experienced clerk, who is certified by the Association of Independent Inventory Clerks (AIIC). The clerks are trained to spot the smallest details and produce a report which contains numerous photographs supporting their findings. The clerk also ensures all smoke alarms/carbon monoxide alarms etc. are situated where they are required and tested & working for power. The clerk also checks and makes notes of important items such as fire labels and safety cleats for blinds etc. This helps to ensure the Landlord is protected and in line with legislation. The inventory report is a very important document and is used for comparison at the end of the tenancy when the tenants check out. A thorough & detailed inventory report enables a clerk to make non-bias and factual recommendations for deductions from a tenants deposit. In the event of a dispute the Inventory Clerk will be viewed by the court as being independent and non-bias.

### CHECK IN

The tenant will be met on the day that they are moving into the property by the inventory clerk at an agreed time. The inventory clerk will walk the tenants around the property highlighting any details picked up on the inventory report. The clerk will provide important information to the tenant regarding the care & upkeep of the property during the tenancy. The inventory clerk takes the utility meter readings, and records any keys that are being handed over onto the inventory report as well as a separate checking in sheet, which the tenant signs to confirm. The smoke detectors and carbon monoxide sensors are checked again to confirm they are in working order and the tenant signs to confirm that this has been done. The inventory report is then sent to the tenant and they are given 7 days to check through the report and make any relevant comments they feel necessary, if the clerk does not agree with any of the comments made, they will return to the property to re-inspect. Once the inventory is completed and signed by the tenant, a full and complete copy will be sent to the Landlord, and also kept on file.

### CHECK OUT

The tenant will be sent a list of checking out procedures by Honey Lettings prior to the check out day. This highlights exactly what is expected of the tenant prior to the check out being carried out. The tenant will be met on the day of check out by the inventory clerk at an agreed time. The clerk will use the original inventory report to inspect the property and will record any issues found such as damage, cleaning issues, missing items, walls or areas painted a different colour, changes to carpets, appliances etc. as well as the condition of any external areas. The utility meter readings will be taken and included on the report, and the clerk will record all keys handed back, making a note of any missing or additional keys. If the property has been cleaned by a third party company or any maintenance work, chimney sweeping etc. has been carried out, the clerk will include a copy of the invoices onto the report as evidence. This final check out report will be used to work out any deductions that are to be made from the tenants deposit. Again in the event of a dispute the inventory clerk will be viewed by the court as being independent and non-bias.

ALL PRICES INCLUDE VAT @ 20%