

# CHECK-OUT & INVENTORY FEES

Inventory Report  
Accompanied

CHECK - OUT

<b>1</b>	BEDROOM	<b>£177</b>
<b>2</b>	BEDROOM	<b>£214</b>
<b>3</b>	BEDROOM	<b>£240</b>
<b>4</b>	BEDROOM	<b>£295</b>
<b>5</b>	BEDROOM	<b>£340</b>

- All costs include VAT @ 20%
- Check-In & Initial Inventory Fee paid by the tenant

## INVENTORY REPORT

The property inventory reports are compiled by a qualified and experienced clerk, who is certified by the Inventory Clerk Association (ICA). The clerks are trained to spot the smallest details and produce a report supporting their findings. The inventory report will be compared with the checkout report and recommendations for deductions made. In the event of a dispute the Inventory Clerk will be viewed by the court as being independent.

## CHECK-IN & CHECK-OUT

The tenant will be met on the day that they are moving into the property at an agreed time and provided with a copy of the inventory. The tenant will be shown around the property with items on the inventory pointed out. The tenant has the opportunity to add additional comments to the inventory if applicable. The utility meter readings, and list the keys that are being handed over. The smoke detectors and carbon monoxide sensors are checked for power and the tenant signs to confirm that this has been done. The tenant then signs the check in declaration. A final copy of the inventory will be provided to both the landlord and tenant.

## DEPOSIT DEDUCTIONS

At the end of the tenancy a second Inventory report will be created by the clerk which will specify the difference between the check-in and check-out report. This report will also recommend who is responsible for the work replied in return the property to it's initial state.

IF YOU HAVE ANY QUESTIONS REGARDING OUR FEES, PLEASE ASK A MEMBER OF STAFF