

## Important Guidance Notes for Tenants. Please read carefully.

- **Please note:** It is strongly advised that you examine the contents of this inventory prior to signing it. ATD Limited cannot be held responsible for any errors or omissions. Any discrepancies need to be agreed directly between the landlord and the tenant. **This must be in writing and within 5 working days of receipt of the Inventory**
- Should you fail to do this, the content of this Inventory and Schedule of Condition will be deemed to have been in the condition noted herein in the event of any dispute between you and the landlord or his letting agent.
- This Inventory presents a precise record of the contents and condition of the property on the date the inventory was taken. It is the responsibility of the tenant, landlord or his agent to agree on the accuracy of this report and it is recommended that both parties sign it in confirmation.
- Once you have agreed the contents of this inventory and condition schedule this document will be used at the termination of the tenancy to determine any damage and dilapidations that have occurred during the term of the tenancy.
- All descriptions within this inventory are for identification purposes only and should not be used as an accurate description for each and every item of furniture and equipment nor should it be construed as a structural survey. ATD do not comment on the exact specification of items and are not experts in furniture, fabrics, antiques, woods or materials.
- ATD can only describe an item as it is and will not state whether antique or designer and unless known manufacturers names will not be used. Where possible and practicable to do so model and serial numbers of appliances are noted.
- Rooms that are locked or inaccessible including lofts, attics, eaves storage areas cellars, together with garages, sheds, greenhouses and outbuildings remain the sole responsibility of the landlord unless specifically agreed in writing otherwise. ATD will not move large or heavy items of furniture or appliances
- At the termination of the tenancy items that have been stored or moved must be returned to the position as mentioned within this inventory to prevent possible charges being incurred and to prevent items being inadvertently noted as "missing". **All cleaning, maintenance & repairs should be completed prior to the date and time of 'Checking Out'**
- General settlement cracks are accepted and are not mentioned unless deemed necessary and unless stated in the schedule of condition columns to the contrary. All items will be deemed to be in clean order and all glazing intact and free of cracks unless specified to the contrary.
- All light bulbs are in working order unless specified to the contrary

### Disclaimer

This inventory and schedule of condition is not a report on or a guarantee of the working condition and safety of any equipment or contents. It purely records the existence of such items in the property at the date of preparation

### Utilities

Tenants must contact utility companies to set up accounts in their name(s). Accounts must be closed and settled at the end of the tenancy. Some agents / landlords may require proof of settlement to enable release of deposit. Where meter readings have not been provided due to inaccessibility tenants should contact the relevant utility company to read the meters(s) within 24 hours of the start of the tenancy.

### Maintenance

Any and all maintenance matters must be reported to the agent / landlord immediately as failure to do so could result in additional damage which may then become the responsibility of the tenant.

**The Fire and Safety regulations covering furnishings, gas and electrical items alike are the responsibility of the Landlord.** Furniture & Furnishing items recorded have an attached 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)

### Keys

In the event that ALL keys provided to the tenant(s) during the course of the tenancy are not returned at the termination of the tenancy the landlord or his agent reserves the right for security purposes to change the locks as necessary and to charge the tenant(s) accordingly

### Mould Growth and Ventilation

It is important in order to prevent condensation and mould growth that moisture especially on or around windows is wiped down on a regular basis. Where dehumidifiers are supplied these must be used regularly when necessary. Suitable ventilation of the property is required in order to keep mould growth under proper control.

### Insurance

Please note that the landlords insurance will not cover tenant possessions. Tenants should ensure that they take out adequate contents insurance for peace of mind. We recommend that this also insures the tenant against accidental damage to the landlords' property and possessions.

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