

Attention to Detail (Newcastle) Limited
Inventory and Management Service Terms and Conditions of Business

Date..... Instructions for the property at

.....Post Code.....

I / We hereby appoint Attention to Detail (Newcastle) Limited (referred to hereafter as ATD) to prepare the following :

**Inventory & Schedule of Condition report / Check In / Check Out report / Periodic Visit report / New Build
Defect Advice Report / Arrange Energy Performance Certificate**

1. Preliminary Matters

I warrant and agree as follows:

- (a) That all furniture and furnishings at the property to be included in an inventory and to be included in the letting, do comply with the Furniture and Furnishings (Fire) (Safety) Regulations 1988. (Fire Regulations) as amended. If any furniture or furnishings do not comply with these regulations these will be removed from the property prior to the commencement of any tenancy
- (b) That all electrical wiring in the property together with any electrical appliance to be included in the letting are safe and comply with any relevant safety regulations
- (c) That if there is a supply of gas to the property, all pipe work and appliances are safe and will be so certified by the completion of a Gas Safety Inspection by a qualified Corgi registered contractor and the issue of a Landlords Gas Safety Inspection Record immediately prior to the commencement of a tenancy
- (d) It is my responsibility to ensure that all statutory regulations are complied with as a condition of letting and ATD will not accept any responsibility for any non compliance with the above matters.

2. ATD Services

Specification of services provided:

2.1 Inventory & Schedule of Condition - ATD will attend the property to compile a record of all contents to include decorations, flooring, and all items to remain together with a schedule of condition against each & every item. This will be on a room by room basis to record any noticeable defects and damage from a visual inspection. ATD will take electric and gas meter readings where accessible together with digital photographs where practicable. The inventory is in 4 columns as follows:

Column 1 denoting the item is in 'new' or 'as new' condition. Column 2 denoting the item is in 'good condition' with no obvious defects, marks or scratches. Column 3 denotes the item is in 'average' condition being effected by some 'wear and tear' minor scratches, marks & defects existing and Column 4 denotes that the item is in 'worn' condition being 'tired' and suffering considerable 'wear and tear. Each item will also contain where relevant, additional comments in a 'Schedule of Condition' column.

2.2 Check In - ATD will attend the property at the commencement of a tenancy to meet the tenants in order to go through the inventory and condition schedule on an item by item basis and to agree the contents. ATD will obtain signatures on the documentation and obtain a receipt for keys if applicable.

2.3 Check Out – ATD will attend the property at the end of the tenancy review the original signed inventory and condition schedule and by comparison check all the details, provide a report advising apparent damage, allowing for fair wear and tear. The report will include missing items, cleanliness, forwarding addresses when possible and updated meter readings.

2.4 Periodic or Mid Term visit – ATD will attend the property by appointment with the tenant during the period of the tenancy. This is a general inspection to advise the general manner in which the tenant is performing their tenancy obligation and can incorporate specific aspects if requested

2.5 Defect Advice Reports for New Build Homes – ATD will attend the property, usually prior to completion of the purchase and prepare a general internal visual inspection of the following specified areas, in order to identify readily visible defects at the time of the visit. Items to be inspected:

Plastering, joinery, doors, ironmongery, kitchen cupboards and worktops, tiling, grouting, seals, sanitary ware, sinks and taps, decorations, locks, handles and catches, glazing, floor coverings, windows (internal and glazing inspection) radiator / heater fitments (no testing carried out) **NB.** ATD can not confirm how long it will take the developer to remedy any advised defects nor can ATD confirm that the developer or warranty provider will remedy such defects.

2.6 Arrange Energy Performance Certificates – ATD can provide through their panel of independent qualified and experienced Energy Performance Inspectors the necessary pre tenancy certificates in compliance of current legislation. Please ring for a quote based upon the size and type of your property

3. Provisos

- (a) Where any room or storage area (including outbuildings, sheds, greenhouses) are locked and no key provided ATD will not take inventory of any contents in such location. No item of a dangerous, combustible or inflammable nature which may prove dangerous to the tenant should be stored in any such locked room.
- (b) ATD will not enter lofts, eaves or similar areas to take inventory
- (c) Unless specifically agreed in writing no inventory will be taken of the contents of outhouses, greenhouses, sheds.
- (d) Where possible and accessible and the information available ATD will take a note of the manufactures name and if shown the model and / or serial number of appliances when taking inventory
- (e) Unless these are in matching sets, items of 'a cutlery, crockery pans and utensils will be recorded as 'a selection of.....'

- (f) No negligence will be accepted by ATD should defects occur after any inspection to make an Inventory or Defects Advice Report has been carried out and ATD shall not be liable in this event.
- (g) Clients Statutory Rights shall not be adversely affected by these Terms and Conditions. ATD shall endeavour to carry out all services with skill and due diligence.
- (h) ATD is not accredited to inspect and does not inspect utilities such as mains Gas, Electricity or Water. This is covered by the Utility Company responsible for the service.

4 Charges

(a) You have requested that ATD provide you with the service as described in clause.....above and our fee for such work will be £.....(words.....) payable when booking the report. All fees for work requested will be due to ATD irrespective of whether any proposed tenancy proceeds. All fees are inclusive of VAT.

5. Declaration

ATD are not surveyors and can make no comment as to the structural condition of any property. ATD are also not experts in material, fabrics, woods antiques or art. We recommend that personal items of value are not included in a tenancy

I / We have read and fully understand these Terms and Condition of Business with Attention to Detail (Newcastle) Limited. I / We confirm that we accept your Terms and Conditions of Business and that we are fully authorised to instruct ATD to proceed as above.

Full Name(s) in Capitals:

Signed by / For and on behalf of the owner(s)

Full correspondence address :

.....Post Code.....

Home Telephone :.....Mobile :

Email address.....

Dated