



Inventory & Check In

PROPERTY ADDRESS

123 Sample Street
Sample City
Sampleshire
AB1 2CD

CONDUCT DATE

March 29th 2021

PRODUCED BY

Clerky Clerk

ON BEHALF OF

Mr Example

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Notes

SRP Consultancy Ltd cordially reminds tenants of the following on conclusion of the Tenancy:

1. Inventory

A full check will be made of the inventory. All personal possessions should be removed before Check Out and the property prepared. This includes returning all keys. Should the property not be prepared for Check Out, the appointment will be cancelled and a re-scheduling charge made. In order to avoid any charges for misplaced property or for time spent locating and repositioning items, all furniture and other items should be returned to their original locations in line with the inventory. This includes any items that may have been packed away and placed in storage.

2. Cleaning

It is a requirement that a thorough, in-depth end of tenancy clean of the property is undertaken to a professional standard. In order to avoid unfavorable Check Out reports and considerable charges for further cleaning, if tenants choose to undertake the cleaning themselves, they should consider the following:

- Has lime scale build-up on taps, shower heads and waste fittings been removed?
- Have ceramic kitchen and bathroom tiles been thoroughly cleaned?
- Has burnt on food and grease been cleaned from ovens, wire racks, hobs and grill pans?
- Have kitchen cupboards and drawers been cleaned inside and out?
- Have detergent dispensers and filters of washing machines, tumble dryers and dishwashers been cleaned and cleared?
- Has the paint work on skirting boards, architraves and picture rails been cleaned?
- Have the windows and frames been cleaned, inside and out?
- Have air vents and extractor fans been cleared?
- Have light fittings including shades been cleaned and any non-functioning bulbs replaced?
- Are carpets and flooring clean and free from stains?
- Has upholstery been thoroughly cleaned and any stains removed?
- Have curtains been dry cleaned or laundered and blinds cleaned?
- Have linen and towels been freshly laundered?

The inventory will be checked during Check Out and a note made of any inconsistencies with the original. Allowances for "fair wear and tear" will be made and outside of these, where necessary, the tenant will be liable for the cost of repairs, replacements, cleaning or making good. Typical discrepancies may include:

Carpets: stains, spots, tears, heavy shading, burns

Flooring: damage from heavy usage, scratches or scrapes, stains, burns

Furniture: spoiling, tears, scratches, chips, dents, breaks, stains, water or liquid marks or rings

Curtains: tobacco discoloration, tears, not freshly cleaned

Walls: chips, tobacco discoloration, stains, holes from picture hooks, blue tack marks

Woodwork: chips, dents, scratches, tobacco discoloration

Fireplace: non-permitted use, mantelpiece and hearth damage, un-swept chimneys

Mattresses: soiling, staining

Linen: staining, soiling, tears, not freshly laundered

Gardens: un-swept or un-weeded patios, lawns, paths or driveways, un-maintained borders or bushes, etc.

There is an expectation that the property will be left at a similar level of cleanliness as described in the original inventory, in particular relating to material items. An unsatisfactory level of cleaning will normally lead to most landlords or managing agents engaging a contract cleaner, the cost for which will be deducted from the deposit.

3. Carpets

Generally there will be a requirement to have carpets professionally cleaned but this depends on the agreement and/or length of tenancy. Any costs to professionally remove staining or soiling will be charged to the tenant and compensatory charges will be made to cover any damage such as cigarette burns. If carpets are deemed damaged beyond repair and need to be replaced, the tenant will be liable for part or all of the cost of replacement.

4. Crockery, Glassware, China and Utensils

All crockery, glassware and kitchen utensils, etc. should be properly cleaned and readily accessible. Items will be examined for soiling, cracks, stains, chips, burn marks, pans with loose handles, etc. Any items that were packed away during the tenancy duration should be unpacked, cleaned and reinstated in the original location.

5. Decorations

General wear and tear, such as a few marks and scuffs on woodwork and walls, is usually acceptable. However, any excessive marking will be noted in the Check Out report. This might include marks caused by picture hooks, crayon or pencil marks, wallpaper tears, excessive rubbing of furniture, large chips to woodwork, etc.

6. Beds

Beds should not be made up for Check Out so that they can be easily examined. Beds together with their bases, mattresses and pillows will be examined for damage, soiling and staining that were not previously recorded in the inventory. The cost of any cleaning required will be the responsibility of the tenant, as will part or all of the cost of any necessary replacement. Any linen and bedding should be laundered and pressed and placed in the appropriate storage location.

7. Furniture

Checks will be made on polished furniture for soiling, scratches, ring marks, burns and damage to joints and any discrepancies recorded in the Check Out report. As repair and re-polishing costs can be high, it is in the tenant's interest to take steps to protect furniture by using table cloths and mats, etc.

8. Soft Furnishings

Soft furnishings should be found in a similar condition on Check Out as they were when the tenancy commenced. Charges for repair or replacement may be deducted from a tenant's deposit and any staining, soiling or excessive damage will incur professional cleaning charges. Tenants are therefore reminded to take steps to protect soft furnishings as far as is practicably possible.

9. Keys

All keys listed on the inventory must be available on Check Out and clearly labelled ready to hand back. Any further sets of keys made during the tenancy should also be returned. Throughout the duration of the tenancy, keys should be kept safe. In the event that any keys are lost, there may be a charge to the tenant to replace the locks.

Disclaimers

Only the furniture, furnishings and all contents and equipment in the property that belong to the Landlord are covered by this inventory report. This report does not constitute any guarantee of or report on the safety or adequacy of any such contents or equipment. It serves purely as a record of the superficial condition of the items and that they exist in the property on the date of preparation of the inventory report. The person responsible for preparing this inventory report is not a qualified surveyor neither are they an expert on antiques or materials, etc. The report should not be construed as a structural survey report or used as an accurate description of every item of furniture or equipment, etc. Please check the inventory thoroughly. Whilst every care is taken in carrying out all of our inventories and checkouts, we cannot be held liable in the event of errors or omissions.

In accordance with the Smoke and Carbon Monoxide Alarm (England) Regulations 2015, the landlord is required to have at least one smoke alarm installed on every storey of their properties and a carbon monoxide alarm in any room used as living accommodation containing a solid fuel burning appliance (e.g. a coal fire or wood burning stove). It is also recommended, although not a legal requirement, that any rooms containing gas or oil burning appliances are fitted with carbon monoxide alarms. After that, the landlord must make sure the alarms are in working order at the start of each new tenancy.

This section sets out the presence and location of smoke or carbon monoxide alarms and whether they were tested for power supply. If no alarm is found where it is believed there should be one, this will be stated in the notes as an observation. Only alarms that can be accessed safely will be tested by SRP Inventory clerks. Disclaimer: Where the inventory notes the presence of smoke and carbon monoxide alarms, if tested by SRP Inventories, this will be for power supply and should not be interpreted to mean that these items are fully working and that the property complies with the 2015 regulations. SRP Inventories take no responsibility for damage or malfunction during the testing of such alarms.

1. Exterior Front

Ref	Name	Description	Condition	Additional Comments
1.1	Main Gate	Black painted metal gates with large sliding bolt lock; 1 x Large silver padlock; 1 x Floor connecting large bolt lock	Intact; Worn consistent with age; Slight rusting around the locks, but no major damage; Sign to the front, which says 'No Parking, Keep it Clear, 24 Hour Access Required'	
1.2	Fencing	Black painted metal fencing with spikes to the top	All intact; Worn consistent with age	
1.3	Secondary Gate	Black painted double gate; Large black metal bolt lock; Large sliding metal bolt lock; 1 x Large silver padlock	Intact; Worn consistent with age; Minor rust spots developing	
1.4	Sign 1	'Warning Anti Climb Spikes'		
1.5	Sign 2	'CCTV in operation 24 hour recording'		
1.6	Sign 3	'No Parking, keep Clear 24 Hour access required'		
1.7	Sign 4	'Warning, 24 Hour CCTV Monitoring'		
1.8	Sign 5	'Strictly No Parking Gates in USE'		
1.9	Walls	Brown bricked walls to the right hand side	All intact	
1.10	Flooring	Concrete and gravel mixture flooring	Worn consistent with age; Slightly muddy in places; Light leaf litter present; A few small weeds present to the edges	
1.11	Exterior Walls	Brick walls painted cream	Worn consistent with age; Slightly green and soiled to the lower level; 5 x Painted brackets visible	
1.12	Camera	Wall mounted CCTV camera in white metal casing	Intact	
1.13	Sign 6	Wall mounted sing 'Danger Fragile Roof Do Not Work On'		

1. Exterior Front (Cont.)

1.14	Sign 7	Wall mounted yellow sign 'CCTV in Operation 24 Hour Recording'		
1.15	Sign 8	Wall mounted white and blue metal sign 'Groundworks 95 LTD, Devils Lane, Egham, Surrey TW20 8HF'		
1.16	Sign 9	Wall mounted white and blue sign with picture of person crossed out		
1.17	Sign 10	White and blue sign with picture of a hand crossed out	Small crack to the side	
1.18	Sign 11	Wall mounted white metal sign 'Customers Are Not Permitted in the Workshop'	Very heavily rusty and worn, but secure	
1.19	Outdoor Tap	Wall mounted metal	Intact	
1.20	Keyhole	Wall mounted keyhole for control of the metal rolling door	Intact; In good working order	
1.21	Double Door 1	Black painted metal double door; Black metal fitting to the top with solid circular padlock by STOP LOCK; Further metal fitting with further solid metal padlock by STOP LOCK	Doors are in very good order and intact; No major damage present; All of the locking mechanisms are in good condition	
1.22	Side Door	Solid wooden side door with 2 x black metal brackets; Metal latch with black padlock by SQUIRE	Worn consistent with age; Metal fittings slightly rusty; 4 x Screws protruding; Intact	
1.23	Security Door	Black painted metal security door with 2 x integrated locks and silver handle	Intact; In good condition	
1.24	Rolling Door	Large silver metal rolling door with silver metal cover to the top	In good operation order; Cover to the top has large indentation to the centre and further indentation to the top right corner	
1.25	Oil Tank	Large dark green plastic oil tank with black hatch; Brass padlock present	Intact; Generally in good order	

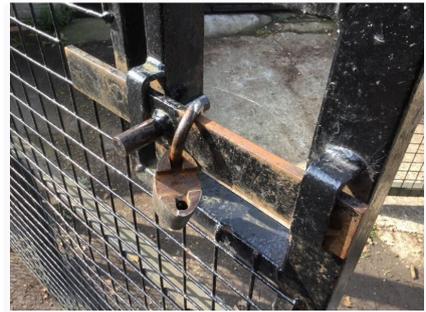
1. Exterior Front (Cont.)



Ref #1



Ref #1



Ref #1



Ref #1



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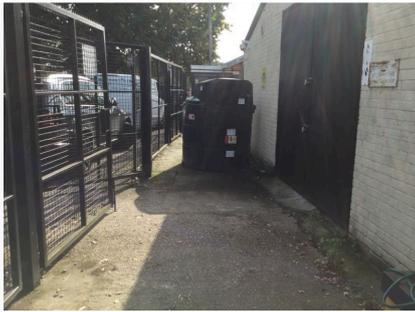


Ref #1



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1. Exterior Front (Cont.)



Ref #1



Ref #1



Ref #1



Ref #1



Ref #1



Ref #1



Ref #1

2. Warehouse

Ref	Name	Description	Condition	Additional Comments
2.1	Front Door Interior	Double solid metal doors grey painted; Each door with solid floor connecting bolt lock	In very good condition; In good operational order	
2.2	Front Door Frame	Black painted metal	Intact; Worn consistent with age; Slight rusting to the hinges	

2. Warehouse (Cont.)

2.3	Flooring	Concrete flooring painted grey	Worn consistent with age; Lots of light leaf litter and mud present; Various uneven areas; Most of the paintwork is worn and missing; Number of carpet tiles covering the far right; Few yellow spray paint signs to the far right; Large oil patch to the far centre	
2.4	Walls	White painted bricked walls; Right hand side walls are white painted chipboard; 2 x Shelves mounted to the back wall; 1 x Wooden shelf	Worn consistent with age; Various marks present; Various cables attached; Lots of cobwebs to the top edges; Various protruding screws visible; Various protruding fittings; Heavily cobwebbed and discoloured to the far right areas; Large metal pipe protruding to the far right corner; Right hand side chipboard walls have numerous screws and nails protruding; Generally discoloured and marked with age; Top areas have lots of small mould spots throughout; Heavy scuffs and scratches seen to the centre; Sign 'Caution Asbestos'; Further sign 'Do Not Cut or Drill'; Large yellow spray paint 'Do Not Kee Klamp'; Numerous screws and nails present; 5 x Green metal brackets; 2 x Grey metal brackets; Various further wooden fittings; 1 x Corkboard with blue front; Heavily marked with use throughout	
2.5	Roofing	White wooden panels and plastic coagulated panels	Worn and marked with age; Many of the panels to the right of the room have lots of ingrained damp marks and mould spots; Many of the panels to the right hand side of bowing with use; A number of large repair marks visible in places; Mostly appears intact and fully able to guard against rain	
2.6	Rear Door	Solid metal rolling rear door; Key operated opening system	In good operational order	
2.7	Windows	5 x Blue painted wooden framed windows single glazed	All worn and marked with age; Heavily cobwebbed; 1 x Glazed panel heavily cracked to the first window on the left, otherwise all glazing intact	
2.8	Blind	Single flower patterned roller blind present to the far left window	Heavily aged and marked with use	

2. Warehouse (Cont.)

2.9	Beams	Black painted metal beams for the roofing	All intact; Worn consistent with age
2.10	Smoke Alarm	3 x Beam mounted smoke alarms	Please see end of report for alarm testing results
2.11	Lighting	4 x Beam mounted striplights	All are tested and working
2.12	Switches And Sockets	Silver metal plates switches and sockets as fitted; Brown POWRTROL switch for the rear; Wall mounted grey switch with fire break glass red panel to the centre; Large grey fuse box to the top right on entry; Key control for sliding door to the right on entry; White plastic light switch; Grey metal power control box to the left back wall; Solid grey metal power override box to the far left centre; Grey metal fuse box to the far left under the window; Further white plastic socket to the left under the window	All appear intact; Electrical items not tested; Most of the white plastic sockets are very heavily stained and marked with age
2.13	Heating System	Ceiling mounted green heating system by POWRMATIC	Worn consistent with age; Lower corners are slightly rusty
2.14	Decontamination Unit	Large white decontamination unit with 2 x striplights	Unable to fully inspect as currently being used for storage, but generally appears to be in good condition; Lights are tested and working
2.15	Fence Panels	Assorted mid wooden fence panels	All are new; All intact
2.16	Broom	Large wooden broom	In good condition
2.17	Scaffolding	Assorted grey metal scaffolding poles; Further scaffolding poles to the top right of the roofing	All intact
2.18	Trolley	Blue metal trolley on wheels with 2 x wooden boards to the base	Worn consistent with age; Rusty and marked throughout

2. Warehouse (Cont.)

2.19	Packaged Flooring	6 x Large boxes of packaged flooring	All new; All intact	
2.20	Tiling	20 x Large boxes of tiling	All new; All intact	
2.21	Paint Pots	4 x Large assorted paint pots	All in good used order	
2.22	Bubble Wrap	1 x Very large roll of bubble wrap	New; Still in packaging	
2.23	Digger 1	Grey and red TAKEUCHI digger, model TD210R	Not tested; Appears to be in good used order	
2.24	Lawnmower	Green and white ride on lawnmower by ATTILA	Worn consistent with age; Not tested	
2.25	Portable Power Supply	Large yellow portable power supply with 2 x tyres by COMPAIR	Worn consistent with age; Not tested; Company sticker present on the side	
2.26	Branch Cutter	Large orange branch cutter by LISTER WILDER	Appears recently purchased; In good condition; Not tested	
2.27	Electric Rollers	2 x Large electric rollers by BOMAG	1 x Roller appears new with new stand; Other appears in used order; Stand in used order; No major damage visible	
2.28	Tipper Truck	1 ton tipper by THWAITES; 4 x Large tyres; Ride on seat to the top	Appears recently purchased	
2.29	Wheelbarrows	5 x Green metal wheelbarrows	All are new	
2.30	Ladder 1	Yellow and blue ladder	In used order; Intact	
2.31	Ladder 2	Silver folding ladder	In used order; Intact	
2.32	Gym Equipment	1 x Silver and red exercise bike; 1 x Silver and black exercise walker; 1 x Silver and black running machine by REEBOK	Electrical items not tested; All are in used order	

2. Warehouse (Cont.)

2.33	Spades	<p>6 x Spades in blue with wooden handles;</p> <p>10 x Spades in black with wooden handles;</p> <p>4 x Spades in orange with wooden handles;</p> <p>2 x Spades in grey with wooden handles;</p> <p>10 x Spades in blue with wooden handles</p>	<p>All are new;</p> <p>All are in packaging</p>	
2.34	Garden Forks	5 x Orange plastic garden forks	<p>All are new;</p> <p>All are in packaging</p>	
2.35	Sledge Hammers	5 x Orange handled sledge hammers	<p>All are new;</p> <p>All are in packaging</p>	
2.36	Punch Bag	Ceiling mounted punch bag with 2 x gloves provided	In good used order	



Ref #2



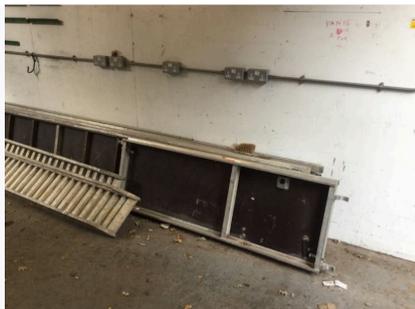
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2. Warehouse (Cont.)



Ref #2



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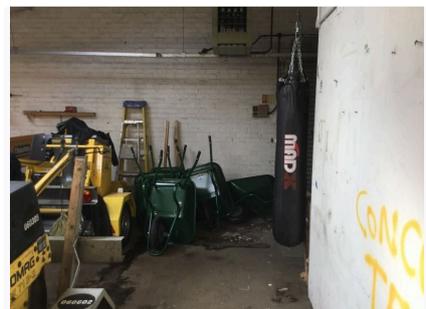
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2. Warehouse (Cont.)



Ref #2



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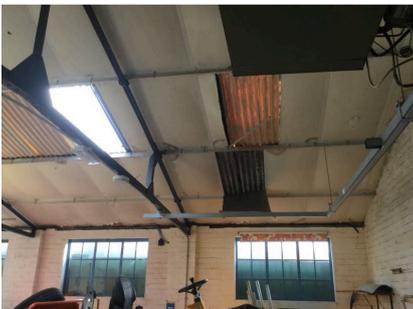
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2. Warehouse (Cont.)



Ref #2



Ref #2



Ref #2



Ref #2



Ref #2



Ref #2



Ref #2



Ref #2



Ref #2



Ref #2

3. Storage Room

Ref	Name	Description	Condition	Additional Comments
3.1	Door	Blue painted wooden door; Cream painted to the interior; Silver push down handles with lock; Glazed panel to the front	All fittings intact; Scratched and marked with use; Lots of discolouration and heavy rub marks present throughout; Very heavy scratching and scuffing to the lower level interior	
3.2	Flooring	Continuation of grey painted concrete flooring	Worn consistent with age and use; Light debris present	
3.3	Walls	White painted bricked walls; Wooden panelling to the back wall and facing wall	All in good order where visible; Number of protruding screws and marks present; Bricked walls worn consistent with age with heavy chipping and marking throughout; Heavily dusty and cobwebbed to the far right areas	
3.4	Shelving 1	Solid metal shelving unit with 2 x wooden sections	Worn consistent with age; 2 x Wooden sections missing	
3.5	Shelving 2	Solid metal shelving unit with 4 x wooden sections	All intact; 1 x Shelf slightly bowing	
3.6	Shelving 3	Freestanding silver metal shelving unit with 5 x shelves	Rusty and worn with age, but intact	
3.7	Shelving 4	Black and grey metal shelving unit with 4 x metal shelves	Heavily scuffed and marked with use, but intact	
3.8	Shelving 5	White and orange metal shelving unit with 2 x large shelves	Intact; Worn consistent with age	
3.9	Beams	Solid metal beams	Intact; Various cables and screws attached	
3.10	Lighting	4 x Striplight mounted to the beams	2 x Light bulbs have expired	
3.11	Smoke Alarms	2 x Mains fitted smoke alarms mounted to the beams	Please see end of report for alarm testing results	
3.12	Roofing	Wooden laminate boards with painted plastic corrugated panels	All are generally very discoloured and marked with age; Numerous large water residue marks and mould spots visible; No obvious gaps present where rain water can come through, but very heavily aged and marked throughout	

3. Storage Room (Cont.)

3.13	Switches And Sockets	Silver metal plated as fitted; Single cream plastic BT socket	All intact where visible; Worn consistent with age	
3.14	Emergency Light	Wall mounted	Appears recently installed; In good condition	
3.15	Back Door	Single panel mid wooden doors; Silver push down handle with lock	Worn consistent with age; Number of white paint marks present	
3.16	Interior Door	Mid wooden panelled door leading to further storage area; Chicken wire grating to the top; Silver push down handle with lock; 1 x Key present	All intact; Worn consistent with age	
3.17	Boundary	Mid wooden boundary to the right with chicken wire attached	All intact	
3.18	Gas Meter	Wall mounted gas meter with gas shut-off valve	In good condition	
3.19	Fuse Box	Wall mounted large fuse box with grey metal cover	Intact	
3.20	Electricity Meter	Wall mounted electricity meter with consumer unit and associated cables	Intact	
3.21	Plastic Sheets	6 x Large rolls of white plastic sheets	All in good condition	
3.22	Side Tables	6 x Solid wooden side tables with black decorative metal legs	All are in used order; Generally scratched and marked	
3.23	Chairs	5 x Black plastic chairs with black coated legs	All in good used order	
3.24	Bar Stool	Dark wooden bar stool with orange rubber seating	Heavily in use; 2 x Sections to the legs are broken	
3.25	Mattress	2 x Pink and green single mattress; 2 x Grey single mattress	Fire safety label seen; All appears slightly used, but no major damage visible	
3.26	Seating	Large seat present, which appears to be from a van; 4 x Seated sections	No major damage; In good used order	

3. Storage Room (Cont.)

3.27	Boxed Items	Assorted boxed items throughout, mainly appear to be cables and packaging	All are intact; No major damage to the boxes; Not fully inspected
3.28	Trolley	Large red trolley with 2 x tyres	Heavily in use and chipped, but intact
3.29	Diesel Container	Large grey and red diesel container	Intact
3.30	Strip Lighting	5 x Spare striplights with covers	Intact
3.31	Light Bulbs	Large collection of assorted striplight bulbs	All appears new; All in packaging
3.32	Wooden Off-Cuts	Large collection of wooden off-cuts	All intact where visible
3.33	Tyre Tracks	2 x Large black rubbery tyre tracks	Both appear new
3.34	Sheets	Large collection of assorted white dust sheets	All appear new
3.35	Assorted Items	1 x Microwave; 1 x Laptop; Various personal items in boxes; 1 x Grey TV; Various clothes and clothes in bags; 1 x Black suitcase	All appear to be in used order; Items not fully inspected



Ref #3



Ref #3



Ref #3

3. Storage Room (Cont.)



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3

3. Storage Room (Cont.)



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3



Ref #3

3. Storage Room (Cont.)



Ref #3



Ref #3

4. Meters

Ref	Name	Description	Condition	Additional Comments
4.1	Electric Meter	Storage Room; K95R21698;	234639	
4.2	Gas Meter	Storage Room; 0151568S;	0934	
4.3	Water Meter	No water to the premises		



Ref # 4.1



Ref # 4.2

5. Keys

Ref	Name	Description	Additional Comments
5.1	Keys At Check In	1 x Front Gate Padlock; 1 x Top Main Door Padlock; 1 x Lower Main Door Padlock; 1 x Storage Room; 1 x Equipment Padlock	

5. Keys (Cont.)



Ref # 5.1

6. Smoke Alarm

Ref	Name	Description	Condition	Additional Comments
6.1	Warehouse	3 x beam mounted; Mains fitted; Tested and working		
6.2	Storage Room	2 x beam mounted; Mains fitted; Tested and working		



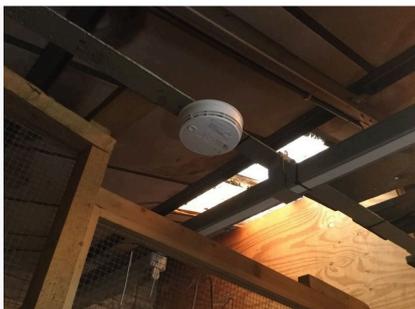
Ref # 6.1



Ref # 6.1



Ref # 6.1



Ref # 6.2



Ref # 6.2

7. Carbon Monoxide Alarms

Ref	Name	Description	Condition	Additional Comments
7.1	Comment	Not required as no solid burning fuel to the property		

Property Images

Property Images



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.

TERMS AND CONDITIONS – IMPORTANT – PLEASE READ

S.R.P. Inventories is 100% dedicated to delivering an exceptional service to all its clients. So that we can be clear on what we should expect from each other, we have set out a series of policies and procedures which form our terms and conditions of business.

Unless we agree otherwise between us, our terms and conditions of business will apply as soon as we accept your instructions to undertake an inspection. Any person related to the Client Property in any way who instructs S.R.P. Inventories to undertake any Services on their behalf accepts our terms and conditions in full.

The Client Contact is responsible for regularly reviewing our terms and conditions and any additional terms or notices published on the S.R.P. Inventories website. No variation of our terms and conditions will be effective unless agreed in writing by S.R.P. Inventories.

Our full terms and conditions of business can be found at [www.srpinventories.co.uk] and should be read thoroughly before instructing us. We have summarised some of the most significant points below, but we must stress the importance of reading the terms and conditions in full for total clarity on issues including:

- Our Services and the specific terms that apply to each of them
- How we approach Regulations and Legislation
- Our Cancellation and No-Show Policy
- Our Policies and Procedures relating to Keys to Client Property
- Property Sizes and Pricing
- Our Fees, Payment Terms and Refund Policy
- Our Quality Commitment Policy, Feedback and Complaints Procedure
- Our Privacy and Confidentiality Policies and Terms
- Our Data Protection, Copyright and Non-Disclosure Policies

You'll also find a glossary of definitions and terms together with other legal terms and conditions.

General Terms

The following is an extract only from our General Terms:

1. All reports compiled by S.R.P. Inventories are intended as an independent, accurate and fair record of the property including its fixtures and fittings, furniture and décor. The report allows items to be visually identified only. Our clerks will not attempt to verify the details of the manufacturer or the date of production.
2. Reports should never be considered a guarantee of safety or adequacy of any equipment, furniture or contents. They are simply a record of the existence of such items at the time the report is compiled.
3. Where no comments are entered into the condition column of any report, it is accepted that the items are visibly free from defects, damage, soiling or missing parts.
4. The responsibility of agreeing the accuracy of any report lies with the landlord and tenant, or the agent.
5. All measurements given in any reports are approximate.
6. Colours stated in reports, for example silver and gold, are intended as a description of the colour rather than a metal.
7. Our clerks will not attempt to place any financial value on a property or its contents, neither will they seek to ascertain whether an item is reproduction or genuine.
8. Whilst we make a commitment to taking exceptional care over all our reports, we cannot be held liable for any errors or omissions.
9. The landlord or Client Contact has final responsibility for checking the report once delivered. Any dispute over the contents of the report must be notified in writing to us within seven working days upon which we will take appropriate steps to attend to the issues reported.
10. All reports must be digitally signed and dated via the System by the tenant within 7 days. Any discrepancies must be reported in writing within 7 days of the report date otherwise it will be accepted that the report is accurate.
11. It's not our responsibility to test electrical items and we can't be held liable for any faults. We'll check fitted light bulbs and light switches only to make sure they work and only when it is safe and practical to do so. All listed electrical items should be considered complete, as in including plugs and flexes, unless otherwise stated.
12. We'll inspect floor coverings, rugs and carpets to check whether they are adequately clean and then we'll note any defects, as long as they are safely accessible and not obscured.
13. We'll count and check bed linen, towels, etc. and note whether they have been freshly laundered. It's up to our clerks whether they include any soiled items in the inspection and report.
14. Mattresses will only be inspected where accessible but our clerks won't go ahead if the bed is made up.
15. We'll list the presence of intruder alarms, CCTV and other security measures, however they should be considered untested.
16. If at any time our clerks feel unsafe or they have concerns for their health for any sound reason, we reserve the right to cancel the inspection at that point without liability. Our clerk will report any concerns immediately to the Client Contact.
17. We'll take every care to ensure the clerk's tools of the trade are in full working order; however we cannot be held responsible for the failure of any tools such as tablet devices or cameras, etc.

Exclusions

Please note the following exceptions to our Services as listed in our full terms and conditions:

1. Where it is deemed dangerous or a risk to health or safety to enter a client property or any part of its interior or outbuildings associated with it, the clerk will not proceed and there will be no liability on our part for any costs or losses incurred as a result. The clerk will immediately inform the Client Contact.
2. Our clerks will not enter a property where:
 - a. The entryway is blocked by rubbish or some other obstacle
 - b. There is broken glass or other sharp or hazardous objects on the pathway leading to the property or on the floor inside the property
 - c. There is a dog or other potentially dangerous or threatening animal present
 - d. There is evidence of pest or vermin infestation
 - e. There is fear of threat or violence
 - f. There is any risk at all to their health or safety
3. Our clerks will not complete parts of the report relating to areas of the property that are not readily accessible. These include:
 - a. Basements and cellars
 - b. Storage lofts that are not fully and legally converted and accessed by a fitted staircase
 - c. Poorly lit rooms
 - d. Locked rooms
 - e. Rooms blocked by obstacles

- f. Any room or part of a property that appears in any way potentially hazardous
- 4. The clerk will not move heavy or large items in order to compile the report and S.R.P. Inventories will not be liable for any detail obscured by such items at the time of the inspection. Items that will not be moved may include but are not limited to:
 - a. Sofas and armchairs
 - b. Furniture including tables and coffee tables
 - c. Beds
 - d. Wardrobes, cupboards or cabinets
 - e. White goods
- 5. Where possible the clerk will attempt to check both sides of a mattress and any slats of a bed base, however where the mattress is particularly heavy then it will not be deemed safe to proceed. This will be noted in the report.
- 6. Our clerks will not inspect any outdoor areas or outbuildings during hours of darkness.
- 7. Where there is evidence of bug or pest infestations such as bed bugs or cockroaches, our clerk will abort the inspection, vacate the property and report immediately to the Client Contact. We cannot be held responsible for any costs or losses incurred due to our clerk's decision to abort the inspection under such circumstances.
- 8. Other than basic checking of light switches to check for functioning light bulbs, our clerks will not inspect any gas or electrical appliances; machinery; boilers; radiators; water supply or any similar items and will not be responsible for any faults relating to such items.
- 9. Our clerks will take applicable meter readings and photographs, however, where meters are located above head height, obscured by shrubbery or in some other inaccessible or hazardous location, or located on public land or below ground level, then the clerk will not take readings and will note as such in the report.
- 10. Our clerks will only carry out testing of smoke and carbon monoxide alarms where they are located above head height or in an accessible location.
- 11. We won't handle or move any items such as ornaments that appear to be valuable or antique.
- 12. Reports will not include consumables; plants; individual book titles; items packed for storage or any other miscellaneous items.
- 13. Our clerks will not search through cluttered drawers or cupboards and will not unpack any wrapped or boxed items in order to inspect them.
- 14. Windows are checked only for cleanliness and condition but will not be tested. It is the tenant's responsibility to report defective windows to the Client or landlord.
- 15. Our clerks are not responsible for making up beds; switching off appliances or closing/locking windows and will not accept any responsibility for any faults, loss or damage connected with such.

Should you have any queries concerning what is and what is not included in our Services, please contact us immediately.