

Terms & Conditions

1. General Information

An Inventory is produced to provide a fair and accurate record of the general visual condition of the property, in terms of decorative order, cleanliness, condition of contents and/or fixtures and fittings.

Check-Out reports are produced to provide a general, relative description of the property, in relation to the original Inventory and Check-In report. A description of any discrepancies will be listed, which will include differences in the condition of items, items which are missing and items which are now present that were not originally listed.

Periodic reports are produced to evidence that the property is generally being looked after by the Tenant and that there are no problems with the property. A Periodic report is not compiled against the original Inventory or Inventory Remake report.

The number of photographs and comments on each report will vary in line with the overall size of the property. The descriptions within a report remain for identification purposes only.

Reports will be delivered within 2 working days of the date the report was carried out.

2. Exclusions & Exceptions

Reports do not include a building survey and will not comment upon the fabric of the building.

Green Inventories Clerks are not qualified surveyors and cannot give advice or valuations on items within the property or of its structural integrity.

Should you require a building survey Green Inventories can help you to source a qualified surveyor.

- Heavy items of furniture will not be moved to check the condition beneath or behind the item
- Windows are not opened to determine whether they open and close correctly, keys left for windows and doors will be pictured in the report, aside from the number of main entry keys the application of additional keys supplied will not be specified.
- Appliances left in the property will be noted and their general cleanliness commented upon however Green Inventories will not test or verify the working conditions of the equipment provided. Any reference to appliances or electrical items left in the house should not be deemed as evidence of their working order.
- Any electric, heating or plumbing will not be tested by the clerk to confirm their working order.
- Every attempt will be made to test smoke alarms where it is possible for the clerk to do so. Security systems are not tested. Green Inventories take no responsibility for checking

whether the correct number and type of Smoke Alarm(s) or Carbon Monoxide Alarm(s) have been installed in the correct position(s) within the property.

3.b. Some rooms and areas may be excluded from reports should the clerk struggle to access the space these areas include but are not limited to:

- Lofts and attics including any contents within these spaces.
- Inaccessible rooms and spaces including any contents within these spaces.
- Rooms housing a dog, or any other potentially dangerous animal
- Outbuildings such as garages, sheds and any contents within etc will not be included unless previously negotiated with Green Inventories for an additional cost.
- Garden and external areas must be signposted to the clerk if they are to be included, pictures of external spaces will be taken but perishable items such as plants, fish etc will not be itemised or counted.

Items excluded from reports:

- Perishable items inside the house such as houseplants and food items
- Trivial household items, such as cleaning materials and light bulbs Items listed within reports, but not itemised or counted
- General property contents, such as books, CD's, DVD's
- Extensive amounts of crockery, cutlery or ornaments
- Items that are inaccessible or not visible to the clerk, i.e. above head height.

Meter Readings

Provided the Inventory Clerk can easily locate and is made aware of the gas, water, electricity and oil meters, the applicable readings will be included within a report. If the Inventory Clerk is unaware of, or is unable to locate the meters, the meters will remain unread.

Furniture & Furnishings (Fire) (Safety) Regulations 1988.

It is the landlords responsibility to ensure that furnishings comply with the regulations as set out above. However, a check will be made to see if the various items have a fire safety label attached; this should not, however, be interpreted as confirming that the Regulations have been complied with, or that the furnishing are compliant.

The Electrical Equipment (Safety) Regulations 1994 The Plugs & Sockets (Safety) Regulations 1994

It is the Landlords responsibility to ensure that appropriate certificates are provided to the tenant. However, where PAT or EICR tests have been carried out by an engineer and supplied to Green Inventories certificates can be provided to the tenant.

The Gas Safety (Installation and Use) Regulations 1994

Where the relevant Gas Safety Certificate has been noted on the report as seen, it should not be interpreted that the gas appliances contained within the property are compliant – it is merely confirmation that the certificate existed on the date of the Inventory Clerk's visit to the property.

3. Amendments to reports

Any discrepancies regarding the content or descriptions detailed within the report should be brought to the attention of Green Inventories, in writing, within seven days of the report date. Within this time frame where the Tenant or Landlord provides additional photographs or notes these may be appended to the report if the clerk deems the comments and or photographs to be fair and true.

If a report is required to be used in evidence in any Court of Law, the report may not be used unless the landlord or agent has paid all invoices for the report in full.

4. Sustainability

Where possible Green Inventories endeavours to take a sustainable approach.

- Reports will be sent via email to the landlord or agent.
- Inventory reports and check ins will be conducted at the same appointment to reduce travel