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## Property Inventories

### Introduction

Landlords are legally required to provide information at the start of a tenancy. The provision of an inventory is a legal requirement in England and can often be overlooked or a “sketchy” list of contents.

Not providing a detailed inventory report of a dwelling and its contents at the start of a tenancy can increase the likelihood of tenancy deposit disputes against a tenancy deposit scheme. An inventory provides evidence of the condition of the property and claim expenses.

Tenants with a significant number of documents and prescribed information about tenancy deposits. The inventory is a legal requirement in England and can often be overlooked or a “sketchy” list of contents.

An inventory report of a dwelling and its contents at the start of a tenancy can increase the likelihood of tenancy deposit disputes against a tenancy deposit scheme. An inventory provides evidence of the condition of the property and claim expenses.

**In Wales, it is mandatory for landlords to provide contract-holders with an inventory within 14 days of the start of the tenancy, unless a contract-holder agrees to exclude the requirement for an inventory. However, where a property is let on a fixed-term basis, there are no further requirements for a permanent fixture inventory.**

S27 Renting Homes (Wales) Regulations 2022 – 2022 No. 23 (W.11)

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S27 Renting Homes (Wales) Regulations 2022 – 2022 No. 23 (W.11)

### What is an inventory?

An inventory (sometimes referred to as a “schedule of condition”) is a document that provides a detailed list of the contents of a property and any contents at the start and end of a tenancy. Most landlords and agents often produce these themselves, but using an independent clerk can provide useful unbiased evidence.

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### What information should be included?

Inventories should cover all the contents of a property, including furniture, appliances but even small items like light fittings, floors, handles and their condition.

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Inventories should cover all the contents of a property, including furniture, appliances but even small items like light fittings, floors, handles and their condition. If damage is caused the Landlords should be notified immediately.

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should be able to re  
Preparation can be  
to identify absolute  
take photographs, f

Key errors identified

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maintain the prop  
tenancy. It is sensib

- The brand or ma  
new or only 1-2  
accepted by Lan  
would not be re  
irreparable, whe  
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- Details of any m  
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- If a previous ten  
within the inven
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outbuildings and
- It is recommend  
clearly labelled t
- Once completed  
other than man  
amendments.

### **How to carry out a**

Once a formal inven  
the tenant and land  
The following steps

tenant rather than foot the bill themselves.

tively simple and requires a visit to the property  
erty, its' location and condition and if possible,  
ormal inventory schedule.

utes on adjudication are that:

the items in each room;

items nor their condition or state of cleanliness.

ory, the clearer the tenant's obligations to  
ould reduce potential disputes at the end of the

their age, where known. For example, if a sofa is  
recorded. Standard wear and tear must be  
overall letting expenses. At adjudication a tenant  
the cost of an older item which becomes  
on is likely to be considered reasonable to cover

atches to walls, furniture, carpets, etc, including  
n room's decoration e.g., newly decorated  
r painted and the colour of walls.

re lingering smells, these should be included  
ours which may be present.

in good order, the lawn mown, details of  
equipment, etc.

clear and incorporated into the inventory itself  
e inventory.

e saved in pdf format so it cannot be altered,  
f the respective parties who should initial any

out together, along with photographic evidence  
agents) should inspect the property together.

Agree a mutually convenient time to check each item described in the inventory and the condition of the property.

- Ensure two copies of the inventory are made. The Tenant should sign and date the inventory to ensure it is accurate, with evidence of the condition of the property.
- Arrange to test the property's fire and smoke alarms and explain the tenant's obligations for caring for them. The Tenant should be aware of the location of any fire extinguishers.
- Any issues of disrepair should be recorded in the inventory and those requiring the Landlord to carry out works should be recorded and signed off by the Landlord once the works have been completed.

### **How to carry out a check-out inventory**

Much like the check-in inventory, the check-out inventory should be carried out in the presence of the tenant in attendance. The check-out report should be in writing and signed by the tenant. The property at the end of the tenancy should be in the same condition as at the start of the tenancy. The tenant's consent to enter the property should be recorded in the inventory.

- The original check-out inventory should be signed by the tenant at the time of the walk-through and bring a camera to take photographs of the property.
- Check all switches, sockets and appliances are working during the walk-through.
- Ensure meter readings are taken and recorded before the tenant leaves before paying the utility bills.
- Any discrepancies between the check-in and check-out inventory or damage or loss should be recorded clearly in the check-out report.
- Any sums to be repaid to the Landlord should be added to the report with reasons for the loss or damage. The tenant should have the opportunity for this to happen and in turn the Landlord should expedite repayment.
- Ensure the tenant is aware of the amount of the deposit and ensure they provide a written objection to that effect and that the amount can be deducted from the deposit.
- If the tenant does not agree to the amount, the matter can be referred for adjudication.

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tenant for a walk through of the property and to agree the inventory. This should be used as an opportunity to agree any agreed amendments made.

Once agreed, both the Landlord and Tenant should sign the inventory (including any amendments) is to be kept in their records.

The Landlord should explain the tenant's obligations for caring for the property and the tenant is aware of the location of any fire extinguishers.

Any issues of disrepair should be recorded in the inventory and those requiring the Landlord to carry out works should be recorded and the inventory updated once the works have been completed.

The Landlord should ensure the tenant is able to carry out the check-out inventory with the parties who produced the original check-in inventory. The tenant should be aware first hand of the condition of the property at the end of the tenancy. Before the tenancy ends, the tenant's consent to enter the property should be recorded in the inventory.

The Landlord should ensure the tenant signs the inventory at the time of the walk-through and bring a camera to take photographs of the property.

The Landlord should ensure the tenant is aware of the condition of the property during the walk-through.

The Landlord should ensure the tenant leaves before paying the utility bills.

Any discrepancies between the check-in report for loss or damage should be recorded clearly in the check-out report.

Any sums to be repaid to the Landlord should be added to the report with reasons for the loss or damage. The tenant should have the opportunity for this to happen and in turn the Landlord should expedite repayment.

The Landlord should ensure the tenant is aware of the amount of the deposit and ensure they provide a written objection to that effect and that the amount can be deducted from the deposit.

If the tenant does not agree to the amount, the matter can be referred for adjudication.

- If there are no problems, the deposit is returned as expected, the Landlord should promptly apply the deposit.

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