



PREPARING YOUR PROPERTY FOR INVENTORY

Most important...

We conduct hundreds of tenant check in appointments each year, and the two most common complaints from your new tenants are:

- 1) Inadequate cleaning that is not to professional standard
- 2) Unwanted personal items and bric-a-brac left behind by the landlord

Overlooking these issues always gets the new tenancy off to a very bad start and invariably has to be sorted at short notice by the agent. Not only is this frustrating, the work will inevitably cost you considerably more than it would if these were planned and dealt with in advance.

Producing the detailed Inventory report takes approximately 4 days to produce from the time of compilation. Where time constraints exist, we will do the compilation just before the tenant moves in and then summarise our findings when they arrive for the check in appointment. During the compilation, our Inventory Clerk will describe each room and item in great detail, making note of condition and cleanliness.

Saxon also take high quality photographs of all the main rooms for insertion within the inventory document. Please ensure each room is tidy and free from your own belongings to help us produce a picture that shows each room in the possible way.

We strongly advise Landlords to employ a professional cleaner, especially for the carpets (where fitted) as this helps to avoid ambiguity at the check out, and ensures the tenants have an obligation to have the carpets professionally cleaned at the end of the tenancy.

Utility Meters...

Please ensure meters are clearly labelled and location identified.

Water meters are only read when they are: (a) easily located (b) accessible (c) clean and legible

Keys...

Prior to inventory compilation we will need all the keys intended for issue to the new tenant.

Please ensure the keys are clearly labelled, and remove all keys that are surplus to requirement.

If the agent or other contractors need further access to the property, please ensure they are issued with 'Management Keys' to gain access to the property.

Instruction Manuals...

We recommend you provide tenants with a photo-copy of the instruction manuals and keep the originals for safe keeping. Please remove guarantee forms and assembly leaflets etc, as they are of little use to the tenant.

Linen...

Please do not make the beds because it all has to be removed as part of our inspection process. Linen should be freshly laundered, ironed and folded.