



| <i>Service</i> | | <i>Studio</i> | <i>One Bed</i> | <i>Two Bed</i> | <i>Three Bed</i> | <i>Four Bed</i> | <i>Five Bed</i> |
|---|--------------------|---------------|----------------|----------------|------------------|-----------------|-----------------|
| <i>Inventory & Check In / Schedule of Condition</i> | Unfurnished | £95.00 | £105.00 | £125.00 | £145.00 | £165.00 | £175.00 |
| | Furnished | £105.00 | £115.00 | £135.00 | £165.00 | £185.00 | £205.00 |

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|------------------|--------------------|---------------|----------------|----------------|------------------|-----------------|-----------------|
| <i>Check Out</i> | Unfurnished | £70.00 | £85.00 | £105.00 | £125.00 | £145.00 | £165.00 |
| | Furnished | £85.00 | £100.00 | £120.00 | £140.00 | £160.00 | £180.00 |

The rates above are based on the property having one bathroom and no outside space. If there are additional rooms, for example an additional bathroom or garden, these are charged at an additional £15 per room

| <i>Service</i> | <i>Price</i> |
|-------------------------------------|--------------|
| Mid Tenancy Inspection 1-3 Bedrooms | £50.00 |
| Mid Tenancy Inspection 4+ Bedrooms | £70.00 |

NB: For a check out, if no original inventory report is available from the time of check in, our clerk will need to prepare a schedule of condition. Please check the rates above for a price for this service.

Congestion Charge

If our clerk has to drive into the congestion charging zone to either collect or return keys, or attend a property for any service, please note that an additional £15 will be added to the invoice. If our clerk attends multiple times in the same day, only one additional £15 will be added.

Description of Services

Inventory & Check In Report with Schedule of Condition

Our inventory report is a detailed list of all fixtures, furniture and contents in a property along with a schedule of condition. We will also check for fire safety labels, smoke / fire alarms, CO alarms and test where accessible. We shall also record any keys released to the tenant and take meter readings. We will also state the condition and cleanliness of each item (where applicable). The clerk may not be able to gain access to hard to reach areas, such as lofts, cellars, sheds or locked areas or areas which pose a risk to the clerk. The recording of items in these hard to reach areas may therefore not be included in the inventory report and is the sole responsibility of the landlord to report those items, however every effort will be made by the clerk to record all items.

Check In

This is the service to be used when you already have an inventory reported prepared by Ivy House Residential Limited from a previous tenancy and you simply need update the report for a new tenancy. We will also check for fire safety labels, smoke / fire alarms, CO alarms and test where accessible. We shall also record any keys released to the tenant, and take meter readings. This report will be comprehensive and will have a number of photographs to accompany the written report.

Check Out

A check out is performed at the end of tenancy. We are able to use our own report (if prepared at the commencement of tenancy), or another inventory clerk's report and we will send you our report noting any differences from the commencement of tenancy. We will also check the smoke / fire alarms, CO alarms and test where accessible. We shall also record any keys returned by the tenant, and take meter readings. This report will be comprehensive and will have a number of photographs to accompany the written report.

Property Visit

We are able to visit your property mid tenancy to carry out a general check of the premises and advise of any maintenance issues. We generally attend with a tenant present. These visits last approximately 15-20 minutes and you will be provided with a report showing photos of each room, and details of any issues our clerk has noted in those rooms.

Cancellation Fee

If we attend a pre booked appointment and we are unable to carry out the required service due to tenant / landlord fault, we will charge a cancellation fee of 30%.

2 Ivy House Residential Limited.

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Registered in England & Wales Company No. 11023782

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