



INVENTORY SERVICES

Price List

Ref: Pricelist
Effective: 1st June 2010

Residential Property

| Property size | Inventory | | | | Check In or Out | |
|--|--|--------|-----------|--------|-----------------|-----------|
| | Unfurnished | | Furnished | | Unfurnished | Furnished |
| | New | Retake | New | Retake | | |
| Studio/1 Bedroom | £55.00 | £36.00 | £70.00 | £46.00 | £45.00 | £58.50 |
| 2 Bedroom | £60.00 | £39.00 | £83.00 | £54.00 | £50.00 | £65.00 |
| 3 Bedroom | £70.00 | £46.00 | £95.00 | £62.00 | £55.00 | £71.50 |
| 4 Bedroom | £80.00 | £52.00 | £115.00 | £75.00 | £60.00 | £78.00 |
| 5 Bedroom | £90.00 | £59.00 | £130.00 | £85.00 | £65.00 | £84.50 |
| All inventories include gas and electric meter readings, tests on smoke alarms and carbon monoxide alarms (where fitted), confirmation of whether electrical equipment has a PAT Test label and what the test date is, and general observations relating to any damage, repair or cleaning issues. | | | | | | |
| Same day or Sundays | We are sometimes able to take and type inventories for unfurnished properties on a "same day" urgent basis, or Sundays subject to time availability and being able to complete the inventory make by 12.00 noon. Our fee for this is the above rates plus 50%. | | | | | |
| Combined Inventory and Check In | If we prepare an inventory and undertake the Check In we will discount the combined total by 10%. i.e. 2 bedroom unfurnished Inventory & Check In = £99. | | | | | |
| Interim Inspections | Property inspection with full typed report emailed to you. Covers internal and external condition including maintenance recommendations and tenant comments. (If present) £17.50 per property, regardless of size. (Minimum of two properties per booking) | | | | | |
| Inventory remake from Agents Check Out (No visit) | Many agents undertake the Check Out inspection themselves. We will prepare a new inventory that incorporates any changes from your verbal or email confirmation. £15.00 per property, regardless of size (Subject to our having prepared the initial inventory) | | | | | |
| New build and refurbishment snagging | Inspect new build and refurbished property prior to exchange and/or completion. Fully detailed and itemised snagging list provided, including digital photographs on a CD. £same price as Unfurnished Inventories Re-inspection following completion of snagging £45.00 per property, regardless of size | | | | | |
| Inventory Photographs | We normally store digital photographs on our server and also keep backup copies on our archive system. We do not usually send copies to agents unless specifically asked to. There is an additional £5.00 fee if you want photographs copied onto a CD and mailed to you with a signed statement confirming the date the photographs were taken. | | | | | |
| Printed Inventories | We usually email new inventories to agents in either Word or PDF format, whichever is preferred. We will also post two unfolded printed copies to agents for an additional £5.00. | | | | | |

Whenever possible we prefer to take inventories at least four days before new tenants move into a property. This allows us sufficient time to type and email the inventory to the agent so they have it available for the tenants on the day they move in.

When we email inventories to agents we also attach any comments relating to damage or repair issues that we have observed. Please note that we are not qualified surveyors and advise agents, landlords and tenants to seek independent professional advice if they are unsure about the condition, safety or any other aspect of a property or its contents.

Commercial Premises

We have a long history of inspecting commercial premises for both landlords and tenants. We can undertake a range of services that includes:

| Service | Details | Price |
|---|--|--------------|
| Pre-tenancy inspection | Usually undertaken for the tenant. Report highlighting dilapidations, including photographs. Recommendations as to costs involved in bringing premises up to acceptable standards. Very useful when negotiating lease terms. | From £85.00 |
| Inventory and Schedule of Dilapidations | Usually undertaken on behalf of the tenant prior to completing the lease. Highlights any potential problem areas. Includes photographs. | From £125.00 |
| Stock take | Pre purchase or lease stock take and inventory make. Usually a necessity when purchasing or leasing an on-going business. | From £195.00 |
| DDA Compliance | Inspection and full report detailing how and where commercial premises achieve and fail to achieve compliance with the Disability Discrimination Act. | From £175.00 |
| Snagging | Inspect new build and refurbished property prior to exchange and/or completion or occupation. Fully detailed and itemised snagging list provided, including photographs. | From £180.00 |

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If you are unsure as to what services you might need please call us to discuss your requirements and we will prepare a quotation detailing the service we believe to be the most suitable.

Discounts are available for volume commitment on an agreed regular basis – please ask us for further details.