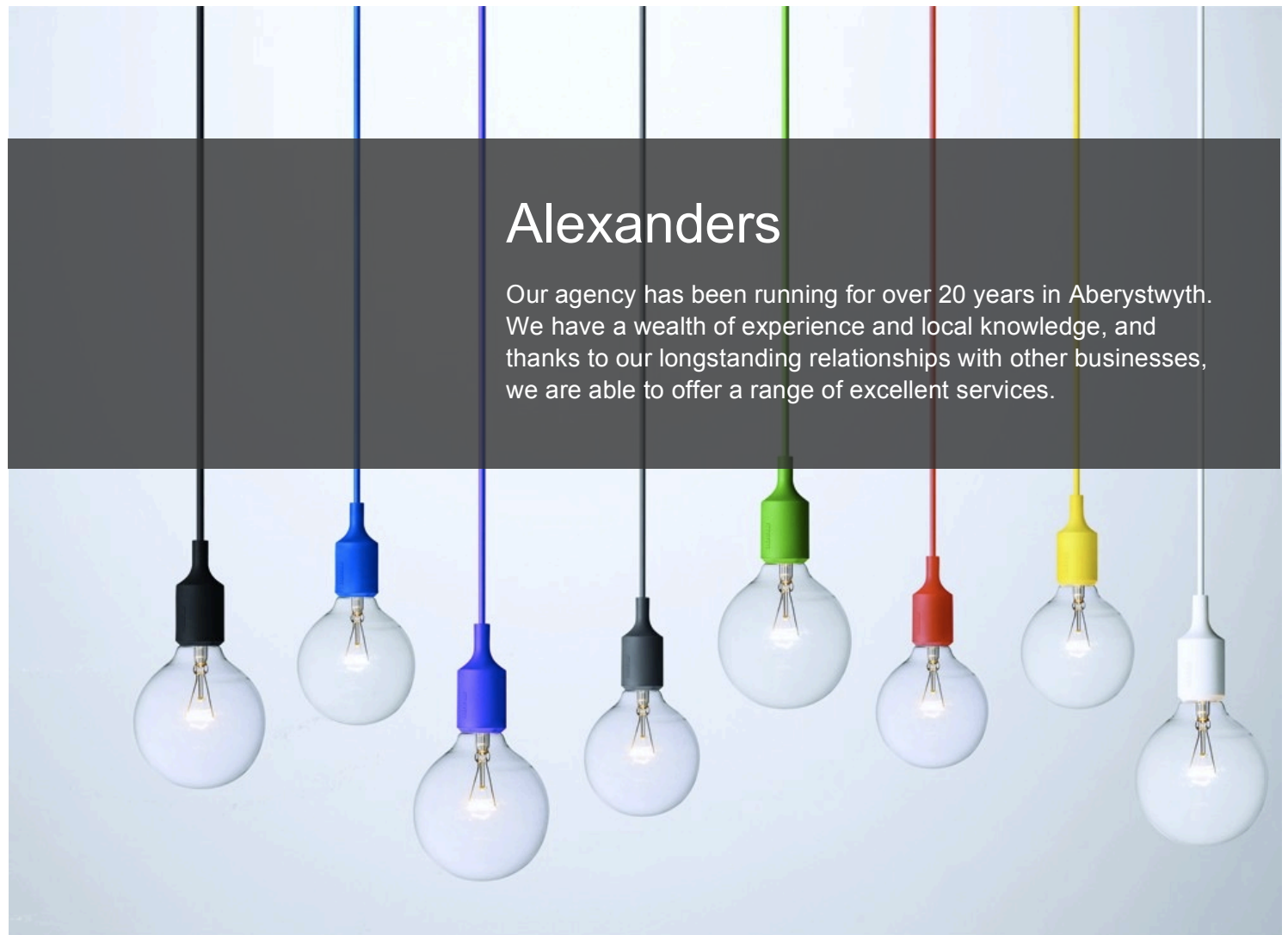


A close-up photograph of a magnifying glass resting on a red and white patterned carpet. The magnifying glass is tilted, and its lens is focused on the red part of the carpet. The background is a light-colored, textured surface.

alexanders
Residential

Inventories

Condition and Move ins/outs



Alexanders

Our agency has been running for over 20 years in Aberystwyth. We have a wealth of experience and local knowledge, and thanks to our longstanding relationships with other businesses, we are able to offer a range of excellent services.

A photographic report of condition is essential when entering an agreement and taking responsibility for a property.

You can sign, comment and access your inventory online, viewing all details and relative photographs, at any time during your tenancy.

An inventory benefits you by ensuring that you are not accountable for dilapidations prior to your tenancy.

On page 6 of this guide you can find links, these will direct you to the homepages for the schemes we are affiliated with.

Safe Agent We're a registered agent, which means that we are regulated by this client money protection scheme. This means that your money is safe.

Nals Being part of the National Approved Letting Scheme means that we uphold a high standard of service.

Welsh Landlord Accreditation As a joint initiative this scheme concentrates on standards of knowledge and professionalism. To become accredited each landlord or agent must attend and pass an accreditation course.

Tenancy Deposit Scheme The money you pay as a deposit will be registered and held in trust for the duration of the tenancy. The TDS impartially arbitrate any disputes

The Property Ombudsman As a member we follow a strict code of practice.

Maras We use a professional referencing agency to obtain information to determine the suitability of tenants.

This Guide

Here you can find details for how to use your inventory, your responsibilities regarding the upkeep of a property and reporting problems and a checklist guide so you don't miss anything when moving out.

Your responsibilities

The rules of your tenancy will be outlined in your lease, however here are included a few guidelines to follow.

- **Maintenance**

Alert your landlord or agent of any maintenance concerns (faults/breakages) as soon as you become aware of them. If you don't know how to use the oven or heating system, ask! 😊

The furnishings and interior of a property are yours to take care of. i.e. Don't leave the iron on the floor or place hot pans on the work surface.

Likewise, you should keep upto garden maintenance by ensuring that plants don't get overgrown and control weeds.

It's important to heat and ventilate a property, to avoid condensation, which can lead to damp, and burst water pipes in the winter. You should leave your heating on a timer through the cold months.

- **Rubbish Disposal**

You should ensure that rubbish isn't left outside your property or even worse, inside! Don't let it build up. Make sure it's bagged properly and put out on the day of collection. Seagulls can often be a pest on collection day. it's not unusual to see people's rubbish strewn down the road. Recycling is collected weekly and general waste every fortnight.

- **Holidays**

If you are leaving the property unoccupied, you should make sure it's heated and in a safe state. You need to let your landlord or agent know you are going away, this can especially apply over school or university term breaks.

- **Subletting**

Under no circumstances can additional persons reside at a property you lease. If you do take on a lodger or have someone staying at your home, this becomes a problem and you'll be breaking the terms of your lease.

- **Smoking**

Smoking is not allowed in any properties we manage. Doing so is both dangerous, in breach of your lease and can be cause for intensive cleaning at the end of your tenancy.

- **Alterations**

You must not make any alterations or additions to the property. If you wish to make any changes, you must outline your proposals in writing and receive permission before carrying them out.

- **Noise**

Don't cause a nuisance to neighbours with music, parties etc

- **Pets**

Unless explicitly stated and agreed, no pets are permitted in the properties we manage.



“A weed is but an unloved flower”

- Ella Wheeler Wilcox

Move Out Check List

-Things to do/check before you move out

Doors

- ✓ All keys ready to hand over (front, back, shed, garage etc).
- ✓ Any dints or scratches are reported.
- ✓ Lock mechanism and handles are in good order.

Floors

- ✓ All floors are vacuumed or mopped as necessary.
- ✓ Watch out for under beds, fridge doors and other furniture.
- ✓ If any odour or excessive dirt is present flooring may require professionally cleaning.

Walls

- ✓ Clean splashbacks and be aware that excessive scuffs and marks will require redecoration.
- ✓ Holes, use of blue tac, door knob marks and dents will require repair.

Windows

- ✓ Polish the inside of all windows and outside where possible.
- ✓ Watch for chips and damage, although glass is not expensive, the replacement work can be.
- ✓ Oven must be thoroughly cleaned inside and out. Be careful of your methods of cleaning dependent on surface material. If you have problems with controls or extractors let us know in advance.
- ✓ Fridges and Freezers should be emptied, wiped down and defrosted.
- ✓ Clean out powder/detergent compartments and doors/seals.

Kitchen

- ✓ Remove all personal items, such as cutlery and pots and pans.
- ✓ Leave sink in a clean condition and remove any bits in the drainer.
- ✓ Wipe down counter tops, excess damage due to carelessness (not using trivets/chopping boards) will require repair.



Lighting

- ✓ Ensure lighting is in working order and replace necessary light bulbs.
- ✓ Report any issues or difficulties with lighting.

Furniture

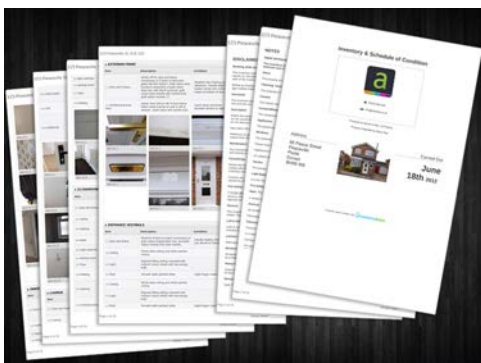
- ✓ Polish where necessary.
- ✓ Clean under sofa cushions and dirt from fabrics.
- ✓ Ensure items are located in the correct rooms – as shown in your inventory.

Fixtures and Fittings

- ✓ Wipe down/dust items.
- ✓ Dust and clean skirting and architraves.

Garage and Garden/interior

- ✓ Remove all personal items and rubbish from the property. Do not leave rubbish bags outside the property.
- ✓ Cut any grass and remove weeds. Plants should be cut back/pruned where necessary.
- ✓ Sweep up dirt and dispose of waste.



Your responsibilities

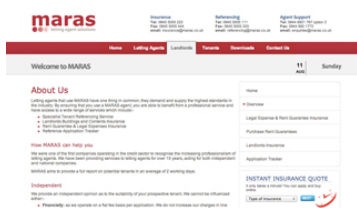
The rules of your tenancy will be outlined in your lease, however here are included a few guidelines to follow.



Safe Agents

The main reason of being a registered **Safe Agent** is so that you the tenant know that we are part of a client money protection scheme, which means that your money is kept separately to that of the business. This might seem to make sense and be an obvious way to manage accounts, however it's not a legal requirement, so not everyone follows this practice.

www.safeagents.co.uk



Maras Referencing

In using a professional referencing company we uphold strict standards, providing high service and giving you access to a number of unique services. Applications are processed within an average of 2 working days and progress can be viewed online via the tracker service.

www.maras.co.uk



The Tenancy Deposit Scheme

Your deposits must be protected with an authorized scheme – that's the law. We've found the TDS to offer the best service for our clients. At the end of the tenancy we will negotiate with you as to how the deposit should be split (if required at all) and we follow certain regulations through the stages of taking, registering, negotiating and returning your deposit to ensure that it is protected.

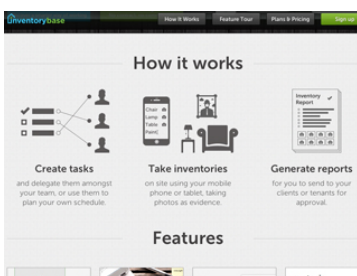
www.thedisputeservice.co.uk



National Approved Letting Scheme

Being a Nals agent we agree to follow steps in an effort to make your tenancy as easy as possible, ensure you are adequately information and certain service standards are met.

www.nalscheme.co.uk



Inventory Base

We use Inventory Base to produce a thorough photographic report on the condition of the property and any items within, to use as a record against inspections and your move out. This protects you by eliminating the possibility of being held accountable for previous damage or the condition of contents. Just in case. You can view this online before your moving out to make sure you leave the property in good condition.

