

## Inventories

### Summary

Inventories have always been an important tool when agreeing the condition of a property at the start and end of a tenancy. The introduction of The Tenancy Deposit Schemes (Scotland) Regulations 2011 mean that they are now an invaluable document (“evidence”) in any dispute between the Landlord and tenant.

### The inventory must now contain the following:

- A statement that the condition of the property is good. Any item that would previously have been marked as adequate, fair or poor must be removed or repaired prior to a new tenancy commencing
- A table of contents must be included on the front page and a reference number given for each individual item
- The tenants initials and the date must be on each page of the inventory, with a signature and date on the final page

### Preparation of the inventory:

- Approximately 48 hours before the commencement of a new tenancy the property is inspected and the inventory prepared
- On commencement of the tenancy the tenant is given three copies of the inventory. One copy is watermarked as “unchecked”. The other two copies of the inventory issued to the tenant are for the tenant to use when they inspect the property. They are instructed to mark any discrepancies on each copy of the inventory and then return one copy to Campbell and Dean. The watermarked “unchecked” inventory evidences that the tenant has been supplied with two copies of the inventory
- The tenant has seven days to complete the two copies of the inventory. If the inventory is not returned then it is deemed accurate
- Any items which are noted on the returned inventory will be reviewed and inspected, if required. Then they will either be considered as fair or changed on the inventory with the agreement of the tenant
- When a tenant gives notice: Campbell and Dean will send a letter acknowledging the tenants written notice with an information sheet on handing back the property; explaining the condition that we expect the property to be returned in.

Campbell and Dean do this in order to mitigate any disputes on the exit inspection and to reduce the number of items that will be deemed incidentals of letting e.g. missing light bulbs. (Incidentals of letting such as these can no longer be deducted from the deposit)

- On the day that the tenant returns their keys to Campbell and Dean we will meet the tenant at the property for the exit inspection. The inventory is used to record the property condition on exit with reference to the condition at entry. The tenant agrees the inventory and signs accordingly

**Some points to be aware of:**

- Only function, colour and damage for all non-electrical items can be included
- No high value items should be left in the property
- Any item that the landlord believes may not be deemed “good” should be removed or repaired prior to the inventory being completed. Deductions from the tenants deposit will not be allowed for items not deemed as “good”
- Items listed on an inventory which break during the course of the tenancy must be repaired or replaced as necessary. No item can be listed as “will not be replaced if broken”. A landlord may therefore decide that it is prudent to not supply items such as kettles, toasters etc.
- Out-buildings, sheds, attic space etc. are not included in the inventory