

PiMS Ltd
PROFESSIONAL INVENTORY MANAGEMENT SERVICES LTD

Mid Term Report

For

162 West Parade , Lincoln , Lincolnshire , LN1 1LF

Date Of Report - 01-10-2018

Report Prepared By - Emma Hamilton



Property of PiMS Ltd

Report Instructed By:

Richard Pullin



REPORT INDEX

Report Information	3
What Is Included In The Report	5
Advice For Tenants	9
Property Particulars	12
Overview Of Property Inspected	12
Property Utilities Meters	12
Property Safety Features / Equipment	13
Smoke Alarm & CO Detectors	13
Inspection Notes	13
Quick View - State Of Cleanliness Of Property Rooms / Areas	14
Mid Term Inspection Information	15
Property Rooms / Areas	17
1: Entrance Area/Landings - Schedule Of Condition	17
2: Kitchen - Schedule Of Condition	17
3: Living Areas - Schedule Of Condition	18
4: Bedrooms Ground Floor - Schedule Of Condition	18
5: Bathroom/s Ground Floor - Schedule Of Condition	19
6: Bedrooms 1st Floor - Schedule Of Condition	19
7: Bathroom/s 1st Floor - Schedule Of Condition	21
8: Bedrooms Top Floor- Schedule Of Condition	21
9: Schedule Of Condition Overview	22
10: Outside Areas - Schedule Of Condition	24
Guidance Notes And Signatures	26
Signatures & Contact Information For Tenants	26
Details & Signature Of Clerk	26

Report Information

Your Inspection Document

This inspection document known as the "Report" is impartial, unbiased and is delivered in a format that is easy to read and understand. The report will be one of the following main report types - **Inventory / Check In / Mid Term Inspection / Check Out / Schedule of Condition**. All of the properties main fixtures and fittings contained within in each room or area will be listed individually and contain a standard description format as follows: Name of room / Inspection area, name of element (Wall, floor, switch window etc), being inspected. The overall colour of element, element general condition. The element description will follow this format: Type, Feature, Finish, Comments. The element will then list any serious problems which we call "**Observations**". The text here will be in **red** so the reader can easily identify problems. If there is no information detailed in the Observation area the clerk has found the item serviceable and in the condition described in the report. Minor conditions may be described in the item description. A full photographic record will be taken of the elements and observations, and all rooms / inspection areas will have overview photographs to give the reader an understanding of the layout of the room.

Words And Their Meanings

What particular words mean within this report: Example 'Gold', 'Steel', 'Wood', 'Mahogany', etc are used to describe the colour of an item it does not mean that the item is made from that particular material, metal or element. These descriptive words are used by PiMS Ltd to help describe the appearance, look & feel of the element. New elements will only be detailed as such when they are a new fitting never used before or in a high standard of refurbishment. These elements may still be in their wrappings, or supplied with a receipt. Reference to wall numbers (if used), i.e. wall #1, will always be the wall that the door or entrance way is situated in and then round in an anti clockwise motion from there. This is also known as the rear wall, so anti clockwise round from there will give the layout as Rear Wall, RHS (Right hand side) Wall, Front Wall, LHS (Left hand side) Wall. Sometimes walls are described using the windows, radiators, doors, other room items as locators. i.e Window wall, Radiator wall.

The Inventory Clerk / Company Compiling The Report

PiMS Ltd and the Inventory Clerks they work with are highly qualified, accredited and trained Professional Inventory Clerks. They are not professional or qualified trades people for the purpose of conducting the report, nor a qualified surveyor or Valuer. This means they are not plumbers, electricians, heating or gas safe experts etc. **The Clerks reports on what he / she observes, nothing more.** The clerk will test lights and appliances by switching them on / off, toilets and taps by flushing etc. Heating by switching up the thermostat etc.

This report will not necessarily mention structural defects and does not give any advice on the cost of any repair work, or the types of repair which should be used.

How The Inspection Is Carried Out

The inventory clerk will inspect all interior rooms / areas of the property plus any exterior areas that the tenant has access to, including gardens, garages, out building etc. Communal areas will not be inspected unless agreed in advance. Lofts and cellars are only inspected with prior agreement with the Clerk / Inventory company as specialised Insurances and Health and Safety measures may have to be in place before doing so. Other areas within the property that will not be inspected will be instructed by the Landlord / Agent. These may include rooms / areas set aside to contain the Landlords personal effects etc. This will be via prior arrangement. It is advised that these areas be secured at all times with no access granted to the tenants.

Terminology And Quantity

Where there are numerous or substantial amounts of general items or low value items, example books, cutlery, bric-a-brac, cupboard contents etc the Clerk may employ such terminology as “ **A number of books / Many books**” etc. The plural term Cutlery, Glasses, Plates etc is used when counting individual items would be time consuming. If an accurate record of the exact number of individual items are required this must be agreed in advance with the Clerk and the extent of the contents to be counted so an accurate time scale maybe calculated and the cost of carrying out the extra work.

Ownership And Copyright:

This report remains the property of the company / person producing the report and shall not be used or copied without their written permission.

What Is Included In The Report

The Smoke And Carbon Monoxide Alarm (England) Regulations 2015

As of 1st October 2015: Only standard battery driven smoke alarms & CO detectors are tested, where possible. This test will be for power only and is not a statement that the alarms are in full working order should an incident occur. The inventory clerk will take no responsibility for damage or malfunction during the testing of such alarms. **Please note that Hard Wired Communal Systems cannot be tested by the Clerk**

Emergency Fitting Of Smoke Alarms And Carbon Monoxide Detectors

On the occasion that the inventory clerk has been instructed by the Landlord / Agent, in writing, verbally or by email, to fit either or both smoke alarm(s) or carbon monoxide detector(s) to a property whilst conducting a report, the clerk is not liable for any damage to paintwork or other surfaces when the temporary fixing tape /adhesive used to secure the smoke alarm(s) / carbon monoxide detector(s) is removed.

WORLD FIRST - Unique 'Before & After' Check Out Report Style

We offer the Worlds first 'Before & After' style Check Out report. Instead of having two separate documents (Inventory / Check In & Check Out), we have amalgamated the two reports into one, to produce this new type of report that we call the **'Before and After'** Check Out.

Here's how it works:

1. The report is produced in a 'Landscape format'
2. The page is split 50/50 down the middle with a dividing line
3. On the left side of the page you have the original information from the Inventory / Check In (Before)
4. On the right side of the page you have the Observations made at Check Out (After)

Using the original Inventory / Check In Report completed by us, when new **Observations** (damages, cleanliness issues, missing property or any other positive or negative change), are added to the Check Out side, the corresponding items from the original Inventory / Check In are displayed on the left side so an easy and quick comparison including full text and evidential photographs can be made.

Items from the original Inventory / Check In that have not been commented on in the Check Out are not displayed. Why? There is no need to read about an item if it is in the same condition at the end of the tenancy as it was at the start.

All Reports Available in 59+ Languages

As this is a legal document, please contact us and we can arrange a copy of the completed report in any one or more of the following languages within minutes:

Afrikaans, Arabic, Azerbaijani, Belarusian, Bengali, Brazilian, Bulgarian, Burmese, Chinese - Cantonese, Chinese - Mandarin, Croatian, Czech, Danish, Dutch, English, Estonian, Filipino, Flemish, French, German, Greek, Gujarati, Hakka, Hindi, Hmong, Hungarian, Italian, Japanese, Javanese, Korean, Latvian, Lithuanian, Malay / Indonesian, Nepalese, Northern Min / Simplified Chinese, Persian / Farsi, Polish, Portuguese, Punjabi, Romanian, Russian, Serbo-Croatian, Slovak, Somali, Spanish, Swedish, Tamil, Telugu, Thai, Turkish, Turkmen, Ukrainian, Urdu, Uzbek, Vietnamese, Wu, Xiang.

Check Out Report Guidance

If the inspection carried out is a Check Out Report we will base our observations on the information detailed in the original Inventory / Schedule Of Condition / Check In report carried out at the start of the tenancy. If the original Inventory is not available then the Clerk will conduct a full Check Out/ Schedule of Condition Report based on what they professionally observe.

Glossary of Terms

Cleanliness

5 Star - Cleaned to A Professional Standard (Evidence of Professional Clean Receipt/Confirmation From Landlord/Agent)

- Property Immaculate, Dust Free.
- Appliances and Bathroom Fittings Spotless.
- Carpets Steam-Cleaned/Vacuumed.
- Floors Swept, Mopped and Washed.
- Furniture in Good Clean Order.

4 Star - Cleaned to A Good Domestic Standard - Except Where Noted

- Property Cleaned to A Very High Standard, Dust Free.
- Appliances and Bathroom Fittings Clean.
- Carpets Steam-Cleaned/Vacuumed.
- Floors Swept and Washed.
- Furniture in Good Clean Order.

3 Star - Light Cleaning Required Throughout

- Some Light Cleaning May Be Required - As Noted.
- Appliances and Bathroom Fittings Clean.

- Carpets in Clean Order.
- Floors Swept and Washed.
- Furniture in Good Clean Order.

2 Star - Many Areas Require Thorough Domestic Clean/Professional Clean Where Noted

- Property/Item Showing Wear and Tear, Requires Further Cleaning.
- Appliances and Bathroom Fittings Require Cleaning.
- Carpets and Floors Need Vacuuming.
- General Dusting Required as Noted.
- Furniture May Require Cleaning.

1 Star - Professional Cleaning Required Throughout

- Whole Property/Area Described Requires Cleaning to Bring to A Suitable Standard.
- Kitchen/Bathroom Require Further Cleaning.
- Carpets Need Steam Cleaning/Vacuuming.
- All Areas Are Dirty/Dusty.
- Furniture Requires Cleaning.

Overall Condition

5 Star - Excellent, Brand New, Newly Refurbished

- Furniture/Appliances/Items - Brand New in Original Wrapping or Tags Attached.
- Walls/Ceilings Newly Painted.
- Carpets Brand New/Just Fitted/Professionally Cleaned
- Oven/Hob/Extractor - Professionally Cleaned

4 Star - Good Condition Overall (No Obvious Faults in Appearance or Functionality)

- Furniture/Appliances/Items - Good/Excellent Condition.
- No Obvious Faults in Appearance or Functionality.
- Light Wear and Tear Present.

3 Star - Good (Minor Cosmetic Damage, Functionality Not Impaired)

- Furniture/Appliances/Items - Functionality Not Impaired.
- Minor Cosmetic Damage.
- Some Signs of Age, Small Marks or Stains, Fraying or Discolouration.

2 Star - Poor Overall Condition (Showing Considerable Wear & Tear, Maintenance Issues. Many Abrasions, Marks, Tears, Chips Present)

- Furniture/Appliances/Items - Still Functional.
- Generally, In A Poor Condition.
- Many Signs of Wear and Tear, Stains/Marks or Chips.

1 Star - Very Poor Condition (Not Functional)

- Furniture/Appliances/Items - Torn/Dirty, Large Stains/Marks, Damage.
- Extensive Damage or Faulty.
- Not Fit for Purpose in Current State.

Advice For Tenants

The following is a guide on how to present the property on the day of Check Out and its return to the Landlord / Agent.

The Inventory Clerk will conduct a Check Out report on the last day of the tenancy or the date agreed with your Agent / Landlord.

On this date you must have removed all personal effects, prepared and cleaned the property for inspection by the Clerk at the agreed time.

The Clerk will use a copy of the report produced at the start of tenancy. He / She will use this report as a guide and report on the current condition of fixtures, fitting and contents. Attention will be given to damage, fair wear and tear and cleanliness. The clerk will report on both "Positive" and Negative" observations. **Example of a positive observation:** "On the inventory it stated that two light bulbs in the kitchen were not working. On Check Out they are working". **Example of a negative observation:** "The oven is now dirty. On the Inventory when the tenant moved in it was clean."

It is the tenants responsibility to ensure that the property its fixtures, fittings and contents are in the same condition or better including state of cleanliness, as it was presented to them on Check In, with allowance for "Fair Wear & Tear".

Cleanliness issues can not be classed as "Fair Wear & Tear". Ensure the standard of cleanliness in all areas is the same or better as the day of Check In.

Any issues will be detailed into the Check Out report with supporting descriptions and evidential photographs.

The following are the main problem areas for cleanliness on Check Out:

A: Cookers / Ovens / Hobs / Extractor Hoods - Burnt on grease to interiors and tops. Tacky grease to controls, sides and glass areas.

B: Washing / Drying Machines - Dirty to inner doors, rubber seals, soap drawers, controls and to tops of units.

C: Fridges / Freezers - Dirty to rubber door seals, interior walls and baskets. Dirt to tops

of units. Dents to exterior surfaces.

D: Dishwashers - Dirty interiors especially around hinge areas. Dents to interior door surfaces.

E: Limescale On: Taps, glass shower doors, heads, hoses, riser bars etc, sink drainers and tiles surrounding showers etc.

TIP - Eco cleaning advice: White vinegar is a good way to remove lime scale. Using cotton wool, soak in the vinegar then apply to lime scaled surface, like papier-mache. Leave overnight, rinse with cold water and the item will shine like new.

F: Soft Furnishings: Including cloth sofas / chair covers, beds and mattress, curtains, rugs, carpets etc should be professionally cleaned removing all stains and marks.

G: Walls & Skirting Boards: Rub marks, dirty marks etc need to be cleaned off especially around door handles, switches, sockets etc. In bedrooms where the bed has been against a wall and a headboard not used there will be a long horizontal dirty rub mark. This needs to be removed. If you have repainted walls etc with the Landlords / Agents permission ensure that the wall is returned to its original colour if that was part of the agreement.

H: Don't Spot Paint! - Where marks have occurred on walls, if they are covered up by "Spot painting" this will stand out even though it may be a similar colour the shade will be different.

I: Condensation & Mould: Modern double glazing can effectively seal a property similar to plastic bag, trapping moisture inside that can lead to mould forming where air is slow to circulate or comes in contact with a cold surface. Including behind static furniture - wardrobes, chest of drawers, sofas etc and on walls that are next to windows or are exterior walls, also at wall corners adjoining ceilings etc. It is the tenants responsibility to ensure the condensation / mould does not form within the property. We advise tenants to use a good quality dehumidifier daily, to remove excess moisture within the air to elevate / stop mould forming.

DID YOU KNOW - The average adult breathes out as much water vapour as they do going to the toilet each day! This on top of the water vapour created from cooking, drying clothes and showering is the main driver for creating condensation and mould within the home.

J: Gardens - If these areas are for your use only ensure they are left in a neat and tidy condition, the grass cut, patio, driveways, borders and planters weeded, hedge / bushes trimmed.

Finally, if you have paid for a professional clean then please leave a copy of the receipt in the property so the clerk can copy it into the report supporting the fact that the property has been professionally cleaned.

*****PLEASE READ VERY IMPORTANT*****

This Inspection Document must be signed by the tenant(s) or their representative ideally at the time of Check In and their details completed (Full name and email address), if present, and returned with any amendments as required, to the Landlord / Agent within SEVEN DAYS from the start of the tenancy. If the report is not returned by the tenants within this timescale, any future discrepancies will not be admissible.

Property Particulars

Overview Of Property Inspected

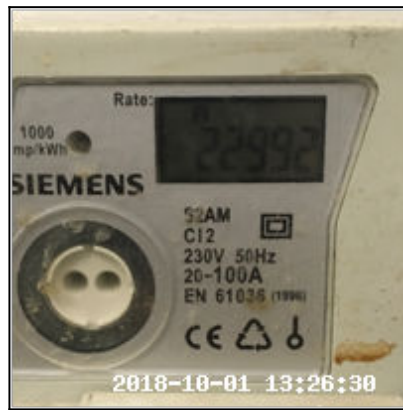
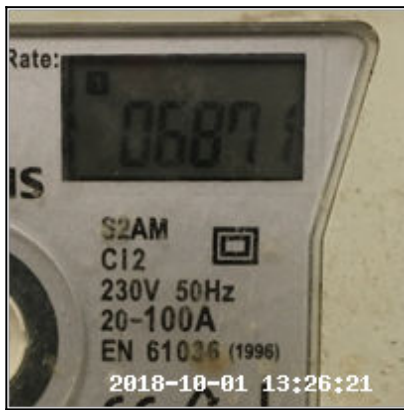
Property Furnished	Furnished
Property Type	Licensed HMO
Property Style	Converted
Stopcock Location	Under Sink
Security Alarm	None

Property Utilities Meters

Utility	Location	Serial Number	Reading	Meter type	Comments	Date Recorded
Gas Meter	Outside To Front	K1304056	27184.69	Tariff	None	01-10-2018



Utility	Location	Serial Number	Reading	Meter type	Comments	Date Recorded
Electric Meter	Under Stairs Cupboard	F02FE73665	Rate 1-06871 Rate2-22992	Tariff	None	01-10-2018



Utility	Location	Serial Number	Reading	Meter type	Comments	Date Recorded
Water Meter	Not Found	None	None	None	None	30-09-2018

Property Safety Features / Equipment

Type	Status	Comment	Valid To Date
Fire Blanket / Fire Extinguisher	Present	None	NA
Gas Safety Certificate	Present	None	NA

Smoke Alarms & CO Detectors

None provided.

Inspection Notes

Smoke Alarms Not Tested As Hard Wired

Washing Machine Reported As Broken

Dryer Does Not Dry

Damp To Middle Bedroom On 1st Floor And Bathroom On 1st Floor

Quick View - State Of Cleanliness Of Property Rooms / Areas

Area	State	Cleaning Receipt Date
Overall Cleanliness	Light Cleaning Required Throughout	NA
Carpet(s)	Light Cleaning Required Throughout	NA
Hard Flooring	Light Cleaning Required Throughout	NA
External Areas	Cleaned To A Good Domestic Standard - Except Where Noted (If Applicable)	NA
Windows (Inside)	Light Cleaning Required Throughout	NA
Windows (Outside)	Light Cleaning Required Throughout	NA
Curtains and Blinds	Light Cleaning Required Throughout	NA
Furnishings	Light Cleaning Required Throughout	NA
Kitchen Overview	Light Cleaning Required Throughout	NA
Oven / Hob / Cooker / Extractor Hood	Many Areas Require Professional Cleaning	NA
White Goods	Light Cleaning Required Throughout	NA
Bathroom Overview	Light Cleaning Required Throughout	NA
Bath / Shower / Furniture	Light Cleaning Required Throughout	NA

Mid Term Inspection Information:

Question	Answer	Comment
Full Property Access	Yes	None
Tenants Present	Yes	None
Evidence Of Sub-Lettings	Yes	None
Evidence Of Pets	No	None
General Maintenance Issues	Yes	Large Damp To 1st Floor Middle Bedroom - Reported To Landlord By Washing Machine Broken - Reported By Tenants. Due To Be Checked This Afternoon Apparently Washing Machine Is Also Dryer - Does Not Dry.
Evidence of Damage	No	None
Evidence Of Smoking	No	None
Evidence Of Condensation / Mould	Yes, Bathroom, Bedroom	Large Damp To 1st Floor Middle Bedroom - Reported To Landlord By Tenant Spot Damp To 1st Floor Bathroom Ciling

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Property Rooms / Areas

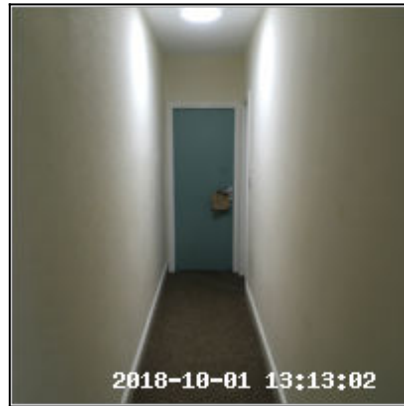
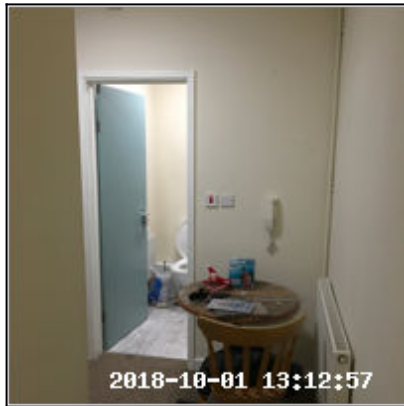
1: Entrance Area/Landings - Schedule Of Condition



1.1 Schedule Of Condition

Overall Colour:	General Condition:
	Good Condition - No Obvious Faults In Appearance Or Function

Property of PjMS Ltd



1.1 Schedule Of Condition

1.1 Schedule Of Condition

1.1 Schedule Of Condition

Serial #	Observations - Observation - (Mid Term)
1.1.1	

2: Kitchen - Schedule Of Condition



2.1 Schedule Of Condition

Overall Colour:	General Condition:
	Good Condition - No Obvious Faults In Appearance Or Function

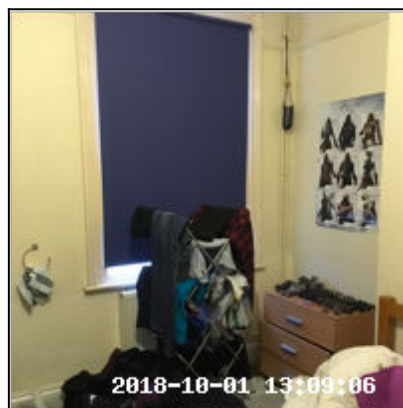
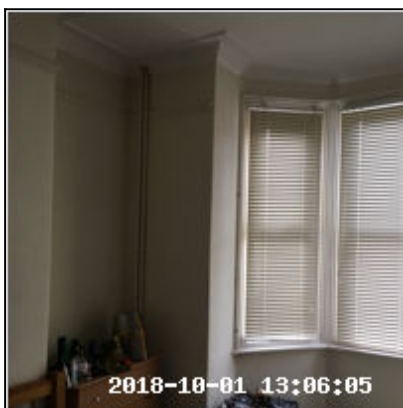
Serial #	Element	Element Description
2.1.1	Observations	Comments: Washing Machine Broken

3: Living Areas - Schedule Of Condition

3.1 Schedule Of Condition

Overall Colour:	General Condition:
	Good Condition - No Obvious Faults In Appearance Or Function

4: Bedrooms Ground Floor - Schedule Of Condition



4.1 Schedule Of Condition

Overall Colour:

General Condition:

Good Condition - No Obvious Faults In Appearance Or Function

5: Bathroom/s Ground Floor - Schedule Of Condition

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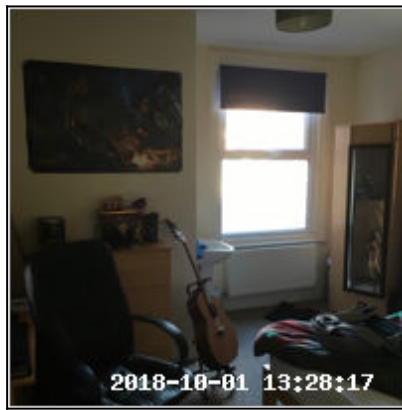
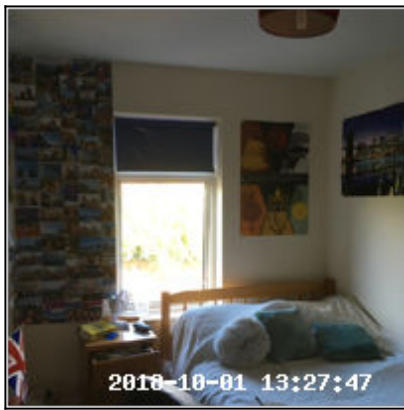
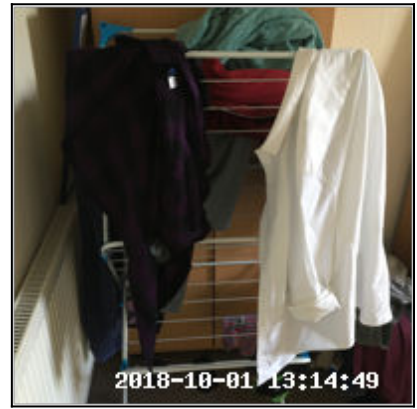
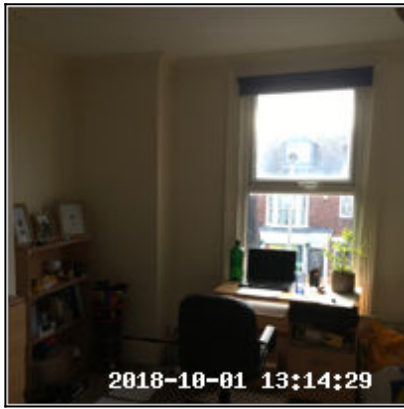
5.1 Schedule Of Condition

Overall Colour:

General Condition:

Good Condition - No Obvious Faults In Appearance Or Function

6: Bedrooms 1st Floor - Schedule Of Condition



6.1 Schedule Of Condition	
Overall Colour:	General Condition:
	Average- Minor Cosmetic Damage / In Working Condition

Serial #	Element	Element Description
6.1.1	Observations	Comments: Bedroom To Mid 1st Floor Has Damp Issue - Reported

7: Bathroom/s 1st Floor - Schedule Of Condition

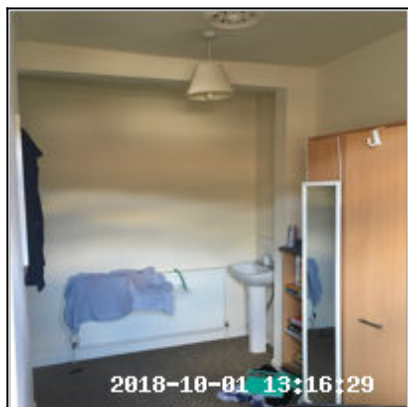
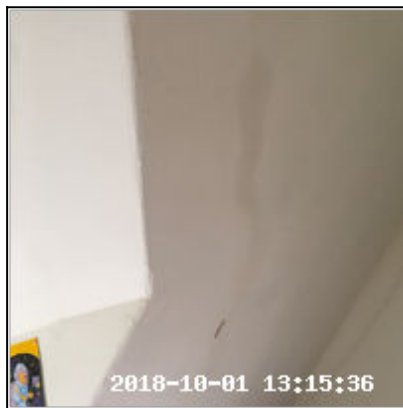


7.1 Schedule Of Condition

Overall Colour:	General Condition:
	Average- Minor Cosmetic Damage / In Working Condition

Serial #	Element	Element Description
7.1.1	Observations	Comments: Damp Spots Above Show And To Corner Of Ceiling Above Toilet

8: Bedrooms Top Floor- Schedule Of Condition



Property of PiMS Ltd

8.1 Schedule Of Condition	
Overall Colour:	General Condition:
	Good Condition - No Obvious Faults In Appearance Or Function

Serial #	Element	Element Description
8.1.1	Observations	Comments: Damp Previously Reported By TT At Front Bedroom But None Seen. TT Advised To Report To Landlord If It Reappears And PiMS Can Come Down To Check

9: Schedule Of Condition Overview

9.1 Doors - General Overview	
Overall Colour:	General Condition:
	Average- Minor Cosmetic Damage / In Working Condition

9.2 Ceilings - General Overview

Overall Colour:	General Condition:
	Good Condition - No Obvious Faults In Appearance Or Function

9.3 Lighting - General Overview

Overall Colour:	General Condition:
	Good Condition - No Obvious Faults In Appearance Or Function

9.4 Walls & Tiling - General Overview

Overall Colour:	General Condition:
	Good Condition - No Obvious Faults In Appearance Or Function

9.5 Windows & Sills - General Overview

Overall Colour:	General Condition:
	Good Condition - No Obvious Faults In Appearance Or Function

9.6 Switches / Sockets - General Overview

Overall Colour:	General Condition:
	Good Condition - No Obvious Faults In Appearance Or Function

9.7 Radiators & Heaters - General Overview

Overall Colour:	General Condition:
	Good Condition - No Obvious Faults In Appearance Or Function

9.8 Flooring - General Overview

Overall Colour:	General Condition:
	Good Condition - No Obvious Faults In Appearance Or Function

9.9 Curtains / Blinds - General Overview

Overall Colour:	General Condition:
	Good Condition - No Obvious Faults In Appearance Or Function

9.10 Kitchen Appliances - General Overview

Overall Colour:	General Condition:
	Average- Minor Cosmetic Damage / In Working Condition

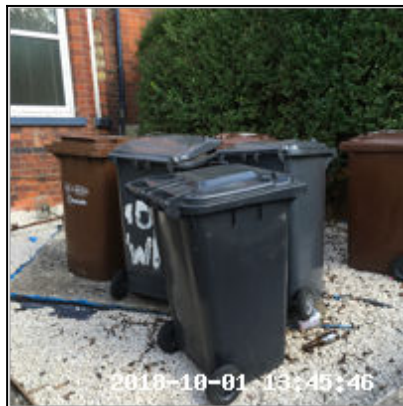
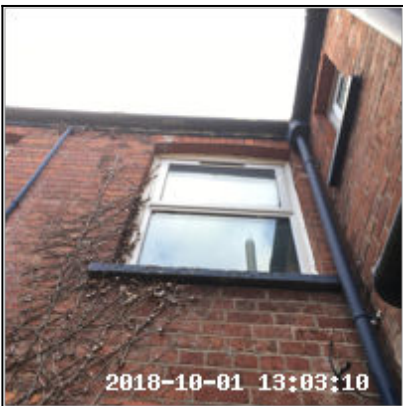
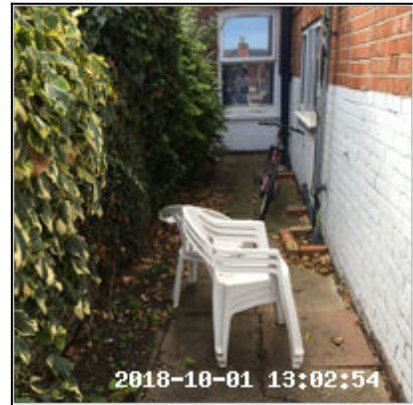
Serial #	Element	Element Description
9.10.1	Kitchen Appliances - General Overview	<p>Kitchen Appliances - Condition: Minor Burnt Of Grease To Oven</p> <p>Kitchen Appliances - Present: Cooker X01, Freezer X01, Fridge X01, Microwave X01, Oven X01, Washer Dryer X01</p> <p>Comments: Washer Dryer Not Drying- Machine Not Working But Reported</p>

9.11 Loose Furniture & Effects - General Overview

Overall Colour:	General Condition:
	Good Condition - No Obvious Faults In Appearance Or Function

10: Outside Areas - Schedule Of Condition

Property of PjMS Ltd



10.1 Schedule Of Condition	
Overall Colour:	General Condition:
	Average- Minor Cosmetic Damage / In Working Condition

Serial #	Element	Element Description
10.1.1	Observations	Comments: Rubbish To Front Garden. Tools and Aerial Present. Bins Full

Guidance Notes And Signatures

INFORMATION FOR TENANTS / TENANTS REPRESENTATIVE:

Please complete your full details below including email address and signature. By adding your email address you will automatically be sent a copy of the report.

Question:

"Who should complete the below requested information?"

Answer:

1. To be completed by all Tenants present at Check In
2. To be completed by all representatives of Tenants present at Check In

Question:

"Who should complete full details including email address but NOT signature?"

Answer:

1. Tenants who are present should complete the details of the other parties to the tenancy who are not present, including their full names and email addresses so that a copy of the report can be sent to them via email.

DECLARATION FOR TENANTS AND THIER REPRESENTATIVES PRESENT AT CHECK IN:

Great care and effort has been invested to ensure this inspection document is a true, impartial and unbiased, reflection of the property its fixtures and fittings at the time of Check In. It is your responsibility to check this inspection document and report any discrepancies to the Agent / Landlord within seven days of the start of the tenancy.

I / we confirm receipt of this inspection document and will notify the Agent / Landlord of any amendments as required. We sign this declaration to confirm that we understand the document we have received and receipt of the keys to the property as listed above and for the property its fixtures, fittings and contents:

No Tenant(s) or Representatives of the Tenant(s) where present at the Mid Term Report.

Details & Signature Of Clerk:

I Confirm that this report reflects my assessment of the property.

Assessor First Name	Assessor Last Name	Assessor Signature
Emma	Hamilton	