



INVENTORY CLERK

CHECK LIST

These essential aspects that must be carried out during any Inventory, Check In or Check Out work.



PHOTOGRAPH

Photograph of front of property (include entire block if a flat)



METER READINGS

Take and photograph all meter readings Email reports@hinchpm.com and bookings@hinchpm.com if any cannot be found at this stage



ALARMS

Test and photograph all smoke and carbon alarms – email reports@hinchpm.com and bookings@hinchpm.com if any not audible or not in the correct location at this stage. (1 smoke alarm required per level and carbon alarm required in same room as any solid fuel burning appliance)



KEYS

Photograph and record breakdown of all keys



DICTATION

Either dictate the property including testing all windows and water supplies (for inventory) or update the previous report, including the same tests (check in)



PHOTOS IN

Take photographs each room (a minimum of 8 per room including 2 general view images)



SOC

Complete the Schedule of condition



UPON LEAVING

Either lock up and return the keys to the letting agent, or meet the tenant at the arranged time to complete the check in