

Acceptance of the services is deemed to be an acceptance of the fees due and these terms and

*The Clerk* is the representative of Astage Hill whom has inspected the premises for the purpose of preparing the inventory or carrying out either the check in or check out

*The Premises* is the dwelling and the contents of which are listed in the report

*The Inventory* is the list of items, fixtures and fittings at the premises to be prepared in accordance with the following conditions.

1. Upon acceptance of instructions, the Clerk will inspect or arrange the inspection of the Premises for the purpose of compiling the Inventory.
2. The Inventory will be a list of the furniture, fixtures, fittings and household effects with a description of the state of decoration and condition of the interior and its effects at the premises.
3. All items on the inventory are assumed to be in good, clean and undamaged condition unless otherwise stated.
4. For the inspection, The Clerk will not move items of furniture or similar and the report will be based upon the visible condition of the fixtures, fittings and household effects.
5. The Inventory does not purport to be a report of value for the premises and or the contents therein, nor is it a guarantee of, or report of, the adequacy of, or safety of any of the equipment or contents. It is a list of such items within the premises and the superficial condition of the items and the decorative state of the premises.
6. Significant defects will usually be damage, usage or soiling that may constitute remuneration at the termination of the tenancy of the premises.
7. The Inventory may state when an item of furniture or furnishing has been seen to have a label advising that it complies with Furniture and Furnishings (Fire and Safety) Regulation 1988, as amended 1993. It should not be assumed that other items not stated comply with this regulation. Compliance with the relevant UK Fire regulations is the responsibility of the owner/managing agent not Astage Hill. It is recommended that all bedding, soft furnishings or any item which is filled/padded be checked that they comply with current regulations. Regulations on furniture purchased in foreign countries may not meet UK standards. It is the Owner/Agents responsibility to ensure all items adhere to relevant current UK regulations.
8. Electrical items will be tested for power only and not a full systems check, unless the Clerks deems testing unsafe. Items must be complete with flex plugs and bulbs, unless otherwise stated.
9. Floor coverings, rugs and carpets will be inspected to the extent that they are sufficiently clean and any defects noted.
10. Mattresses will be inspected where accessible, lifting is at the clerks discretion. A mattress will not be examined if the bed is made up.

11. Bed linen, towels and similar items will be inspected to check they have been freshly laundered and not necessarily counted. Heavily soiled items will be checked at the discretion of the clerk and noted.
12. For the inspection, The Clerk will not move heavy items of furniture or similar. Astage Hill reserves the right not to handle/move valuable ornaments. The report will be based upon the visible condition of the fixtures, fittings and contents.
13. It is NOT common practice to include in the inventory; numbers and titles of books, plants, consumables, items which are packed for storage or miscellaneous items other than large items of garden equipment.
14. Lofts, basements (cellars) for storage and their contents will not be listed in the Inventory. Nor will the Clerk undertake to search through overcrowded drawers or cupboards to locate items.
15. At the termination of the tenancy, receipts may be required to for items which need to have been professionally cleaned.
16. Windows are only checked to ensure that they are clean with no visible broken glass. It is the responsibility of the tenant to report any non-opening windows to the Landlord/Managing Agent.
17. Intruder alarms will only be listed as 'present'. They will not be tested for adequacy.
18. Astage Hill reserves the right to apply an additional charge when unnecessary time is incurred, because the Clerk is unable to locate any items which have been moved throughout the tenancy and have not been replaced in their original position.
19. Astage Hill reserves the right to apply a charge when a Clerk is unable to gain access to the premises at an agreed time, or within a reasonable period thereafter. There will be no further obligation under the terms and condition save the entitlement to invoice the relevant party the proportion of the fee that would have been due had the instruction been completed.
20. Astage Hill shall be entitled to charge a fee to the person or persons or company who has given the instruction. If the instructions are given by a letting agent this contract is deemed to be made between Astage Hill and the letting agent as the principle and the invoice rendered to be payable by the letting agent unless agreed in writing with Astage Hill.
22. If the invoice has not been paid in full within 28 days of receipt, then without prejudice to any other right, Astage Hill will be entitled to charge interest on the amount owed at 1% above the base rate set by Barclays Bank on the date of the invoice, compounded weekly from the date of the invoice until full payment has been received.
23. Carbon monoxide alarms and smoke alarms will be tested via pushing the button to ascertain if a beep is heard, inaccessible alarms will not be tested
24. Pictures will be take at the clerks discretion, the lack of a supporting picture does not indicate that a defect, damage or similar is not present. Pictures may not necessarily be updated regularly and are for guidance only.