

Inventory Management Essentials



The tenant can expect to receive their full deposit back, unless the landlord (or letting agent) can provide **evidence** to support their claim over deductions.



mydeposits considers that many deposit disputes are won or lost on the quality of the inventory and check out documentation.



A robust inventory and check out report (completed at the beginning and end of the tenancy) will help identify changes throughout the tenancy.



Inventory Management top tips

With Suzy Hershman, Head of Dispute Resolution at mydeposits

A combined inventory and check-in report sets out a full list of the contents and fixtures in the property together with their condition. Ideally, it should be accompanied by photos or a video.

At the end of the tenancy, a good comparative check-out report should be produced that records all the differences found with further photos or video to support the findings.

Remember!

- 1 Always date the reports
- 2 Define any of the terms or abbreviations used within the documents for consistency
- 3 Fully describe the condition and cleanliness of the property and its contents
- 4 Photographic/video evidence should be used to support your reports
- 5 Any photos which are not included in the main report should be digitally dated and if not, signed and dated by your tenant (tip: check your phone/device/camera settings)
- 6 You must allow the tenant the opportunity to see and sign the reports
- 7 Reports can be compiled by anyone but where they are prepared by a landlord or letting agent the tenant's signature is a MUST.

For further information, download our top guides on inventories and disputes at: www.mydeposits.co.uk

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