

ASTLL5

Prepare inventories for owned properties to let



Overview

This standard is about creating inventories for properties to let. An inventory describes the condition of all the fixtures, fittings and decoration of a property as well as any furnishings and other items which might be provided with the property.

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Performance criteria

- You must be able to:*
- P1 Ensure that appropriate arrangements have been made for access to the property requiring an inventory including obtaining keys
 - P2 Ensure that you are aware of the locations of the meters at the property
 - P3 Ensure that you have made appropriate arrangements for your own safety and security at the time of conducting the inventory
 - P4 Ensure that a methodical approach is taken in the preparation of the inventory
 - P5 Ensure that meter readings for utilities are taken at the time of the inventory
 - P6 Ensure that a consistent approach is taken when detailing the condition of furniture, fixtures, fittings and decoration
 - P7 Ensure appropriate use of photographs to support the inventory comments
 - P8 Secure the property on departure

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Knowledge and understanding

You need to know and understand:

- K1 Legislation, guidelines and codes of practice relating to the preparation of inventories
- K2 The purpose of inventories for residential property and the reason why inventories must comply with legislation
- K3 The importance of the timing of the preparation of an inventory
- K4 Why it is important to ensure your own safety and security when recording an inventory
- K5 What should be recorded on an inventory and the level of detail which is required
- K6 Procedures for ensuring a consistent approach to recording inventories
- K7 Additional factors which should be taken into account with fitted appliances
- K8 Where and how the inventory should be kept and how it can be accessed
- K9 The responsibilities you have to the tenant / licensee in relation to the inventory

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Suite Residential Landlords

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