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### Overview

This standard is about creating inventories for properties to let both as a landlord/owner and as an agent acting on behalf of a landlord/owner. When acting as agent for an owner/landlord you must ensure their approval as to the content of the inventory.

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 current relevant 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/licencee in relation to the inventory

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<b>Originating organisation</b>	Asset Skills
<b>Original URN</b>	ASTLL5; ASTRL15
<b>Relevant occupations</b>	Managers; Managers and Proprietors in Other Service Industries; Managers and Senior Officials; Property Managers; Contract Managers
<b>Suite</b>	Residential Property Letting and Management; Residential Landlords
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