

# Property Condition Report & Inventory

*A simple step to protect your property and your investment*

**GREEN DOOR**  
LETTINGS



## What is it?

- 👉 A detailed record of your property's condition and contents at the start of a tenancy.
- 👉 Includes clear photographs and written descriptions of everything from carpets and flooring to walls, decoration, fittings, and fixtures.
- 👉 Signed by the tenant to confirm agreement of condition.



## Why it's useful

- ✓ Creates a formal, signed record of the property's condition on move-in day.
- ✓ Reduces disputes at the end of a tenancy. Everyone is working from the same agreed record.
- ✓ Essential evidence if you need to make a claim on the tenant's damage deposit.
- ✓ Saves time, stress, and uncertainty in resolving disagreements.



## What can happen without one

- ⚠️ End-of-tenancy disputes turn into your word against theirs.
- ⚠️ Difficulties proving damage or missing items, meaning deposit claims may fail.
- ⚠️ Greater risk of losing money on repairs or replacements you shouldn't have to cover.

***Peace of mind, in writing & in pictures. See rate schedule for prices.***

## Our Services Explained.

	Tenant Find Service Only	Fully Managed Service
	<b>£595.00</b> Flat Fee	12% of rent + <b>£387.00</b> <small>35% Discounted Tenant Find Service</small>
Property Appraisal	✓	✓
Property Advertising	✓	✓
Property Enquiry Management & Bookings	✓	✓
Accompanied Viewings	✓	✓
Tenant Checks & Screening	✓	✓
Right-to-rent, previous landlord references, employer & affordability checks, credit check	✓	✓
Tenancy Agreement Generation	✓	✓
Collection of Damage Deposit	✓	✓
Collection of First Months Rent	✓	✓
Tenant Check-In	✓	✓
Protection of Damage Deposit (Legal requirement)		✓
Notification of New Tenancy to Utility Companies		✓
Collection of Monthly Rent		✓
Rent Arrears Management		✓
Annual Compliance Certificate Management		✓
Monthly & Annual Income Statements		✓
Regular Property Inspections		✓
Day-to-Day Tenant Management / Contact Point		✓
Mobile Apps for Smarter Portfolio Management		✓
Handling any maintenance Issues that arise*		✓
Paying Contractor Invoices		✓
Tenant Check-out		✓

\*surcharge of 10% on any 3rd party supplier / contractor works arranged



## Additional Costs & Rate Schedule

Item	£££
Gas Safety Certificate	£35.00 <small>Arrangement fee + cost of certificate</small>
EICR	£35.00 <small>Arrangement fee + cost of certificate</small>
EPC	£35.00 <small>Arrangement fee + cost of certificate</small>
<b>Property Condition Report &amp; Inventory (1-2 bed)</b>	<b>£105.00</b>
<b>Property Condition Report &amp; Inventory (3-4 bed)</b>	<b>£135.00</b>
<b>Property Condition Report &amp; Inventory (5+ bed)</b>	<b>£165.00</b>
Tenancy Renewal Fee (Fully managed clients, tenants in-situ)	£110.00
Key Cutting	£10.00 per key
Smoke Alarm & Installation	£35.00
Other call-out fees as & when required	£50.00 <small>For 1st hour</small> £30.00 <small>Per hour thereafter</small>
Cleaning Fee's	On request
Maintenance/contractor invoice surcharge	10% of invoice value