



# Professional Inventories

## Student Lets

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## The Law

We classify large student properties as HMOs, so you need to know what to expect in each property you inspect.

1. Smoke Detectors in every room
2. Hard wired Smoke Detectors must be installed, and inter linked so all alarms sound when fire is detected.
3. Emergency lighting to illuminate escape routes.
4. Fire doors on every risk room, doors must self close, and have a fire rating of 30 minutes +
5. Door locks must not require a key to unlock from the interior of the room, e.g. Thumb Turn
6. Fire Extinguisher training if they are present
7. Fire Blanket present in kitchen
8. Minimum room sizes (6.51 Square Metres for 1 person)
9. HMO license (Requirements can change depending on the local council)

The above requirements are the very basic. All properties are also subject to the normal lettings laws that we are used to seeing like Gas Safe, EPC, EICR, Right To Rent, PAT, etc. There are many extra requirements depending on the local council.

Though it is not the Inventory Clerk's job to check these, it is always good to know so that you can document the property correctly. EG Professional Inventories App has a description for self closer when describing a door and you can document any safety certification in the Safety section of your report. Or taking a photo of the inside of the door instead of the outside to show that the correct lock is present.

## The Report

Everything outside of Inspection Areas and Smoke Detectors will typically be the same as any other property you inspect.

### Smoke Detectors

As mentioned above, each room requires a detector. This means if you know you are going to a 6 bed house, there will be a minimum of 7 to 8 detectors. You can prepare by adding a smoke detector entry for each bedroom before you arrive. This will allow you to photograph and test each smoke detector instead of adding it and typing the location. It

may only save 5 minutes, but it can make an enormous difference if your parking goes over or just need to take a 5 minute break.

## Inspection Areas

Student properties often have a bad rep. This is not the case, because of the legal obligations for the landlord. They are often better than your typical 2 bed flat. It just feels worse when your inspection takes longer. Yes, you will come across that one property that isn't cleaned, but it's a tiny percentage, not more than your typical rental property but when you're doing 100 student properties in 3 months compared to 100 'normal' properties in 6 months, the percentage feels higher.

On the whole, descriptions do not differ from any other property, but an HMO will have the same doors, walls, flooring and furniture throughout the property. A 2 bed flat might have rooms of various colours and decorative styles. HMO'S don't they are often the same throughout allowing you to use the copy tool provided in Professional Inventories App.

## Observations

Best practice dictates that you should have a separate observation for each issue

- Observation 1 - Door Handle Loose
- Observation 2 - Door Edges Chipped
- Observation 3 - Door Dusty
- Observation 4 - Coat Hook Installed Since Inventory

With student lets it may be a good idea to combine maintenance observations into one entry and cleaning into another

- Observation 1 - Door Handle Loose, Doors Edges Chipped, Coat Hook Installed Since Inventory
- Observation 2 - Door Dusty

This will save you a small amount of time but on a 4 hour job this soon adds up and still allows for your extra reports (Maintenance Issues Report and Cleaning Issues Report) to still work and be readable by your clients and their contractors who only need specific information.

Professional Inventories App has developed a great time saving system to document cleaning Observations, just add Cleaning Issues to each room and document all cleaning issues in this element.

In our experience, at a very minimum, student properties are professionally cleaned before any new tenant takes residence. Some maintenance issues are resolved, but not all. Chips to Doors and Doors Frames might not be repaired, but a loose handle will be.

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1.1 Cleaning - Overview

Overall Colour:

Professional

Overall Condition:

Good - Minor Cosmetic Damage / In Working Condition

PREVIEW

Professional Inventories

1.1 Cleaning - Overview

1.1 Cleaning - Overview

Serial	Element	Element Description
1.1.1	Room Cleaning - Overview	Room Cleaning - Overview : 3 Star - Light Cleaning Required Throughout

Serial #

Room Cleaning - Overview - Observation (Inventory & Check In)

1.1.1	<div>Floor Dirty</div> <div>Skirting Boards Dusty</div> <div>Cobwebs To Corners</div> <div>Skirting Boards Dusty; Floor Dirty; Windows Dirty / Discoloured; Cobwebs To Corners</div>
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1.1.1 Floor Dirty

1.1.1 Skirting Boards Dusty

1.1.1 Cobwebs To Corners

1.1.1 Skirting Boards Dusty; Floor Dirty; Windows Dirty / Discoloured; Cobwebs To Corners

1.1.1 Skirting Boards Dusty; Floor Dirty; Windows Dirty / Discoloured; Cobwebs To Corners

1.1.1 Skirting Boards Dusty; Floor Dirty; Windows Dirty / Discoloured; Cobwebs To Corners

2: Kitchen

3: Airing Cupboard

4: Bathroom

PREVIEW

Professional Inventories

Reports
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 Credit Store

## Roll Over Reports

Professional Inventories Apps Before & After Check Out is a significant feature allowing property managers to save time. With this you can copy a recent Before & After Check Out into a new Inventory, meaning all descriptions and observations from the Inventory are present in your new report plus all the observations from the recent check out. Now you just need to double check the descriptions and take new photos of each element and observation.

## Check-In's

Assuming that you are doing a physical Check-In there could be anywhere between 1 to 20 people present. Students, Parents, Friends, Siblings, Agent, Landlord may possibly all attended though it is rare I have been to Check-Ins with at least 12 people present. Allow yourself extra time when booking this job so you can answer any questions attendees may have. Most of the questions you get are the same as any other check-in, When is bin day? How do you use the heating? Etc. If you do have to address any issues like cleaning or damage then be honest about the fact that you don't know, asking them to address their concerns to the agent, don't promise cleaning will occur or damage be repaired.