

Inspections

In keeping with ARLA recommendations all generated documents refer to inspections as 'periodic property visits'.

There are 5 core steps.

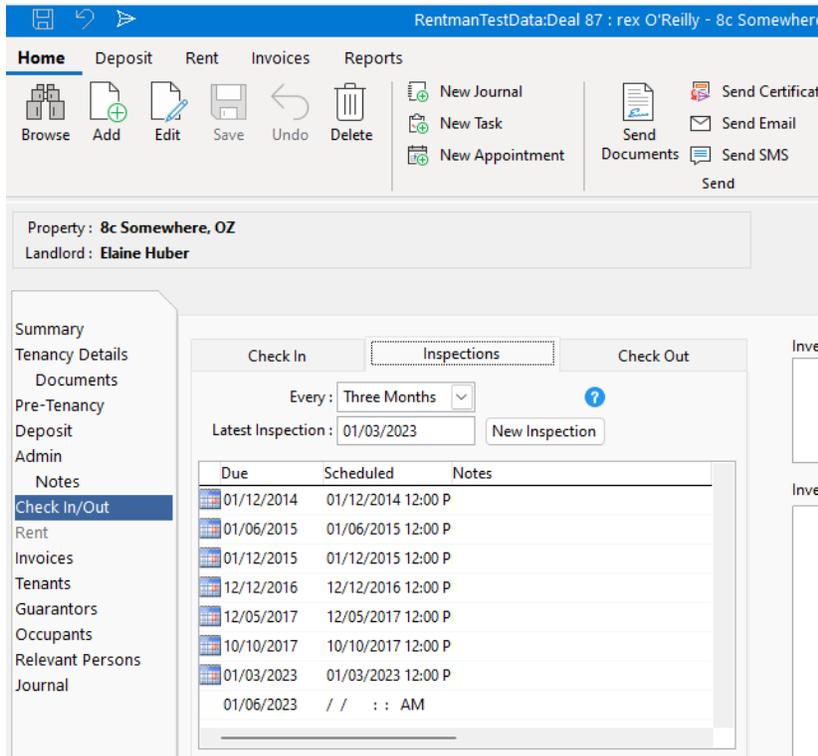
1. Rentman puts the inspection into the todo list
2. You send a letter to the tenant to schedule an appointment
3. You make the appointment
4. You perform the inspection and update rentman with the findings
5. You send the inspection report to the landlord.

To begin, look at the company preferences screen, defaults tab - we have a new inspections tab.

The screenshot shows the 'Company Preferences' window with the 'Defaults' tab selected. The 'Inspections' sub-tab is active, displaying the following configuration options:

- Inspection Item 1: Exterior Decoration
- Inspection Item 2: Interior Decoration
- Inspection Item 3: General Condition
- Inspection Item 4: Cleanliness
- Inspection Item 5: Floors
- Inspect Let Only Properties every: Never
- Inspect Managed Properties every: Never
- Assign New Inspections to: Property Manager
- Show Inspections: 78 days in advance

Here we can setup the default inspection interval for let-only and managed properties. We can also set the agent to whom new inspections are assigned and how far in advance inspections appear in the todo list. You can also change the text of each item if you wish.



The deal screen (check in/out tab) has the specific inspection period for each tenancy as well as a history of past inspections. You can click the 'new inspection' button but it should not be necessary as rentman will create new inspections automatically.

Each day, roughly when the rents are calculated, rentman will create new inspections when they become due and they will appear in the todo list.

Note also that rentman creates a new inspection on schedule (using the 'Due' date) regardless of the previous one's status or appointment date. E.g. If you schedule an inspection for every 3 months beginning 1st January then rentman will create inspections on 1st Jan, 1st Apr, 1st July and 1st September regardless of when the inspections were actually done (or not done at all).

This way you will have a complete history with, if necessary, comments as to why an inspection was late or didn't get done.

Send	Propref	Deal	Property	Postcode	Due	Scheduled	Agent	Email	Telephone	Contractor	Letter sent	Notes	Selfiscld	MovedOut	Property	ym
<input type="checkbox"/>	1	5	14 Hampstead Gardens, NW3 ZYV NW3 ZYX	OZ	01/03/2023	01/03/2023 12:00	Admin	tenant@nigel.t 1234567890								
<input checked="" type="checkbox"/>	84	87	8c Somewhere, OZ	OZ	01/06/2023	// //	Admin	tenant@nigel.t 1234567890								
<input type="checkbox"/>	82	88	5 North Street,		12/06/2023	01/01/2023 13:30	Admin	nigel@dotgor								
<input type="checkbox"/>	1	5	14 Hampstead Gardens, NW3 ZYV NW3 ZYX	OZ	01/07/2023	01/09/2023 12:00	Admin	nigel@here.nc 1234567890	inventory peo							
<input type="checkbox"/>	83	90	123 Exemplest, 12345	12345	30/08/2023	// //	Admin	thais@champi;	inventory peo							
<input checked="" type="checkbox"/>	84	87	8c Somewhere, OZ	OZ	01/09/2023	// //	Admin	tenant@nigel.t 1234567890								
<input checked="" type="checkbox"/>	1	5	14 Hampstead Gardens, NW3 ZYV NW3 ZYX	OZ	01/12/2023	// //	Admin	nigel@here.nc 1234567890								

Note that postcodes are shown in a separate column so you can sort the list by postcode when you are scheduling appointments.

Double click on an inspection to open the inspection screen.

Inspection

Property: **8c Somewhere, OZ**
 Tenants: **rex O'Reilly**
 Due Date:

Scheduling | Report | Attachments

Negotiator:

Contractor:

Scheduled:

Notes:

Letter Sent:

Report Sent:

Skipped due to Covid-19

The inspection has a due date (the date on which the inspection is due) and a scheduled date (the date and time of an appointment made with the tenants).

When they contact you (or you decide to make the inspection at YOUR convenience) click the 'make appointment' button to create the appointment; inspection appointments will appear in the diary as ordinary appointments. The scheduled date/time will be updated automatically by rentman when you save the appointment.

Appointment

Home

Follow Up:

Date: Every: until

Start: Subject:

End: Location:

Negotiator: [Click for Options](#)

Applicant: [Click for Options](#)

Property: [Click for Options](#)

Landlord: [Click for Options](#)

Current Tenants

Name: rex O'Reilly
 Contact Telephone: 1234567890
 Contact Email: tenant@nigel.t

**** Check EPC for 8c Somewhere, Over The Rainbow** We have no keys for 8c Somewhere, Over The Rainbow.**

The report tab of the inspections screen is where you enter the findings of the inspection.

Inspection

Property : 8c Somewhere, OZ
Tenants : rex O'Reilly
Due Date : 01/06/2023

Scheduling Report Attachments

Exterior Decoration : Very Poor
Interior Decoration : Poor
General Condition : Reasonable
Cleanliness : Good
Floors : Excellent

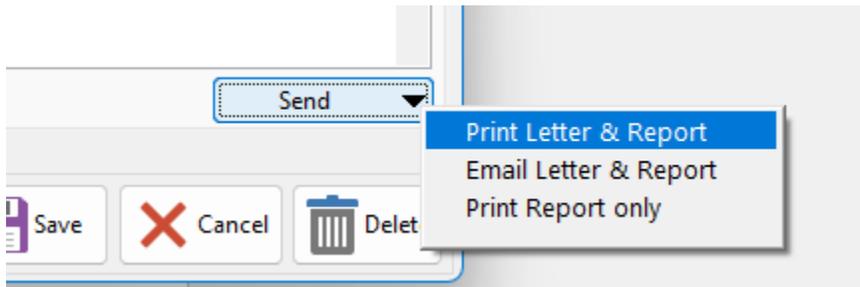
Comments : Generate good condition by paintwork getting shabby

Action : interior also needs painting but could be delayed till end of tenancy.

Send

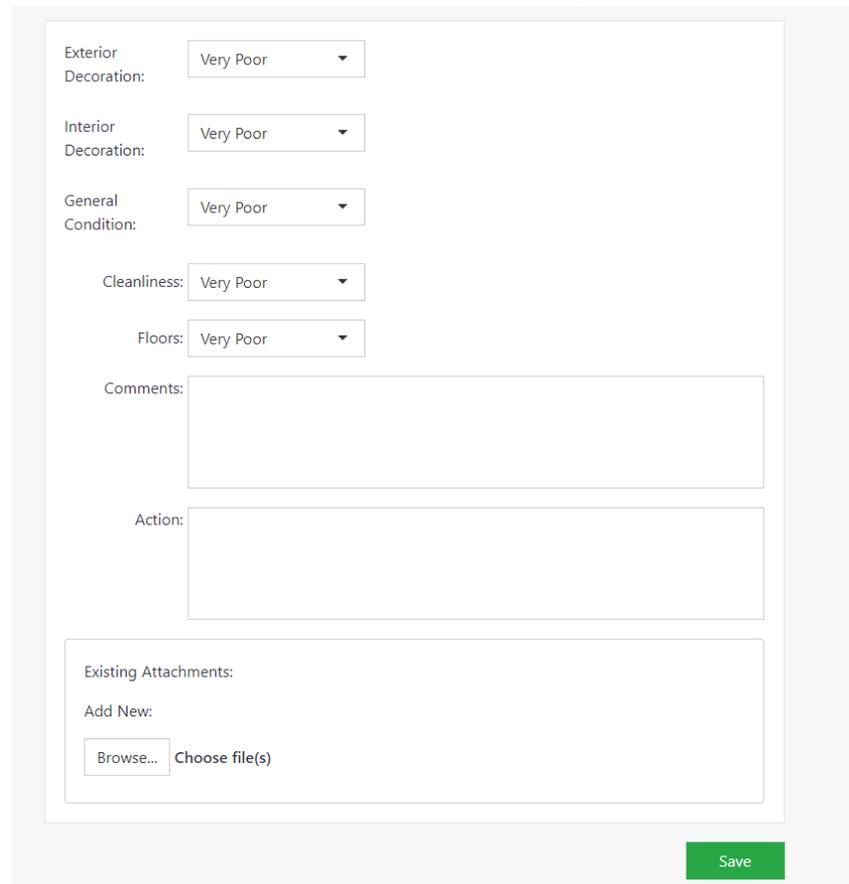
Attach Save Cancel Delete

The 'send' button will print or email the new inspection report to the landlord as a pdf file.



Tip. If still paper-based print the 'report only' before you go to the appointment and you will have a blank paper copy to fill in while you are there.

But the findings can be entered direct using rentman.online with an iPad or mobile phone... by 3rd party contractors and/or negotiators/property managers.



The screenshot shows a web form for entering inspection findings. It features several dropdown menus for different categories, all currently set to 'Very Poor'. Below these are two text input fields for 'Comments' and 'Action'. At the bottom, there is a section for attachments with a 'Browse...' button and the text 'Choose file(s)'. A green 'Save' button is located at the bottom right of the form area.

Exterior Decoration:	Very Poor
Interior Decoration:	Very Poor
General Condition:	Very Poor
Cleanliness:	Very Poor
Floors:	Very Poor

Comments:

Action:

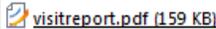
Existing Attachments:

Add New:

Choose file(s)

See <https://rentman.online/documents/RentmanOnline.pdf>

Once findings have been entered into rentman the inspection will move to the "Inspection Reports to be sent" list.

Subject:	Property Visit
Attached:	

24 October 2011

Our Ref : 257/613

Dear A AutoTest 1

re: 47 Summerville Road

I write to inform you that a recent periodic property visit was carried out at the property and am pleased to enclose the visit report.

During the visit the following comments were made
Generally good condition but paintwork getting shabby.

and the following actions were recorded.
Exterior needs painting as soon as possible. The interior also needs painting but could be delayed till end of tenancy.

Yours Sincerely

The text of this letter/email comes from the rentman document "inspectionreport" and again can be customised to each user's requirements.

Property Visit Report

Property Address :	47 Summerville Road, Egham TW20 0XY				
Tenants :	fred bloggs2, joe smith2, vbgfcx vcx				
Contact Details :	m:vfdsa w:vfcds				
Date and Time of Visit :	/ / : :				
Exterior Decoration :	Very Poor	Poor	Reasonable	Good	Excellent
Interior Decoration :	Very Poor	Poor	Reasonable	Good	Excellent
General Condition :	Very Poor	Poor	Reasonable	Good	Excellent
Cleanliness :	Very Poor	Poor	Reasonable	Good	Excellent
Floors :	Very Poor	Poor	Reasonable	Good	Excellent
Comments :	Generally good condition but paintwork getting shabby.				

Actions :	Exterior needs painting as soon as possible. The interior also needs painting but could be delayed till end of tenancy.
Agent :	Nigel

Inspections will remain in the “Inspection Reports to be sent” todo list until the report is sent to the landlord.

Management		Fire Safety	Accounts																																						
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <ul style="list-style-type: none"> ☑ Tenancies ☑ Deposits ☑ Tenants about to move in ☑ Tenancies expiring ☑ Tenancies renewing Tenancies approaching rent anniversary Check Ins and Check Outs Tenants with visas expiring Completed tenancies due for re-assignment </div> <div style="width: 75%;"> <p>Inspection Reports to be sent (1) <small>Right-Click on grid for options</small> Search: <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Propref</th> <th>Deal</th> <th>Property</th> <th>Due</th> <th>Scheduled</th> <th>Agent</th> <th>Notes</th> <th>Propertymanager</th> </tr> </thead> <tbody> <tr style="background-color: #0070C0; color: white;"> <td>1</td> <td>5</td> <td>14 Hampstead Gardens, Hampstead</td> <td>01/07/2023</td> <td>01/09/2023 12:00</td> <td></td> <td></td> <td>Nigel Gomm</td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </tbody> </table> </div> </div>										Propref	Deal	Property	Due	Scheduled	Agent	Notes	Propertymanager	1	5	14 Hampstead Gardens, Hampstead	01/07/2023	01/09/2023 12:00			Nigel Gomm																
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