

# Inclusive and ultimate baliff packages



## What is an Inclusive Possession Package?

### 1. Once instructed

#### LfL will:

- a) Submit an email confirmation.
- b) For voluntary and abandoned properties, ensure possession is obtained within two working days of receipt of instruction.
- c) On all bailiff evictions, ensure that the contractor is at the property 15 minutes prior to eviction time.
- d) Contact you if there are reasons that the eviction cannot proceed.
- e) Contact you once vacant possession has been obtained and provide any further information.
- f) Complete a checkout report. Any personal belongings will be detailed on the inventory and a full portfolio of photographs will be provided.

### 2. Lock change & security

#### LfL will:

- a) At the time of possession, ensure that locks are changed to ALL external doors on a like for like basis. A maximum of five locks is included within the package and any additional/specialist locks require immediate authorisation.
  - b) Change patio door locks where possible and secure top and bottom by surface-mounted locking bolts.
  - c) Check all windows and secure if necessary.
  - d) Change locks to garages and outbuildings where possible or alternatively fit a hasp, staple/padbolt and padlock. Under no circumstances will locks be changed to communal doors. Where access cannot be gained, we will refer to the client for authorisation to obtain a copy of the key or take an impression.
- On completion of the lock change, the contractor will provide two sets of keys to the managing agent or appointed representative of the client.

### 3. Boarding

If any windows or doors need reboarding we will seek authorization from you beforehand as additional charges may apply.

### 4. Personal belongings

We will not remove any personal belongings unless instructed to do so by the client.

#### On possession LfL will:

- a) Take a basic inventory of personal possessions remaining at the property.
- b) Place a standard 14 day notice in a prominent location (e.g. front window) if specified by the client.

### 5. Hazardous waste

LfL will contact the client at possession to seek authorisation to remove any hazardous waste and flammable materials.

## 6. Mains services

LfL will take meter readings of the below and provide them on the possession report.

- a) Gas
- b) Electricity
- c) Water
- d) Oil

If there are any issues with the utilities LfL will advise the client immediately.

## 7. Photographs

A set of "Before" photographs will be taken immediately on possession, room by room.

A second set of "After" photographs will be taken showing the following areas:

- a) Locks changed.
- b) Utility meters.
- c) Rooms containing possessions.
- d) All possessions remaining (small items are often bagged).
- e) Front and rear elevations.
- f) Front and rear gardens.
- g) Any other issues which may affect marketability (e.g. nearby housing).

Photographs will be taken of any area where additional expenditure is requested in order to provide visual information to the client.

Additional photographs may be included if deemed necessary/informative.

## 8. Reports

LfL will provide a report to the client within five working days of possession, comprising the following:

- a) Property assessment, including utility meter serial numbers and readings.
- b) Details of any additional works required.
- c) Lock list, including key signatory details.
- d) Detailed chattels inventory.
- e) Full set of "before" and "after" photographs.

LfL will notify the client as soon as possible of any delays in submitting the report.

*(Additional travelling expenses may be required for remote mainland or island destinations)*

**Cancellation fee on the day of possession:**

**£80-00 + VAT**

## 9. Ultimate Package

This includes a lock change, drain down, service switch off, removal of rubbish, remaining belongings to be neatly stacked with small items bagged, property cleaned, and gardens tidied. This service is designed to get a property on the market for sale in good order and we have a quick turnaround, between 3-4 working days.