

# GUIDE TO DILAPIDATIONS

Returning properties to their agreed condition and meeting legal obligations

**40-60%**  
average saving  
off initial landlord  
dilapidations  
settlement figure

“

It is important to choose a property partner that has experience managing dilapidations projects and ensuring best value.

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# What is a Schedule of Condition?

**Whether you are a landlord or a tenant you may have heard the term 'schedule of condition' but never dared ask what it means - fear not our property experts will explain!**

A schedule of condition is a document that provides a detailed record of the condition of a property or building at a specific point in time. It is often used in real estate transactions or when a tenant is taking on a lease for a property. The schedule of condition typically includes a written description of the property, as well as photographs or drawings that show the state of repair of the property's various components, such as its walls, windows, doors, and roof.

The purpose of a schedule of condition is to provide a clear and accurate record of the property, which can be used for reference in the future if there is a dispute or disagreement about the maintenance and upkeep of the property.

## **WHAT SHOULD BE INCLUDED IN THE SCHEDULE?**

A schedule of condition should include a detailed description of the property, as well as photographs or drawings that accurately depict the property's various components.

The description should be as detailed as possible and should include information about the property's age, construction, and any significant features or defects. The photographs or drawings should show the property from multiple angles and should include close-ups of any significant elements, faults and flaws.

The schedule of condition should also include the date that it was prepared, as well as the name and contact information of the person or company who prepared it.



### **HOW DOES THE SCHEDULE OF CONDITIONS RELATE TO DILAPIDATIONS?**

A schedule of condition is often used in conjunction with a schedule of dilapidations as part of a dilapidation claim. Dilapidations are the legal term for the damage or neglect of a property that occurs during a tenant's occupation. If a tenant fails to properly maintain a property, the landlord may be able to make a dilapidations claim against the tenant to seek compensation for the costs of repairing the property.

A schedule of condition can provide evidence of the property's condition at the start of the tenant's occupation, which can be used to support a dilapidations claim. The schedule of condition can also help to determine the extent of any damage or neglect, and can be used to calculate the costs of repair.

### **WHAT SHOULD YOU DO WHEN GIVEN A SCHEDULE FOR A PROPERTY YOU INTEND TO LEASE?**

When given a schedule of condition for a property you intend to lease, it is important to carefully review the document to ensure that it accurately reflects the true state of repair of the property. You should pay particular attention to any defects or issues that are noted in the schedule of condition, and consider whether these will have any impact on your use or enjoyment of the property.

If you have any concerns about the property's condition, it is a good idea to discuss these with the landlord or property owner to see if they can be addressed before you sign the lease.

**Additionally, it is a good idea to take your own photographs or drawings of the property to supplement the schedule of condition, so that you have a clear record from your perspective.**



# What is a Schedule of Dilapidations?

**As a tenant you may have been presented with a Schedules Of Dilapidations at the end of your lease.**

A schedule of dilapidations is a document that outlines the necessary repairs and improvements that need to be made to a property in order to bring it back to a satisfactory condition. This document is typically prepared by a chartered surveyor, who will inspect the property and identify any defects or issues that need to be addressed. The schedule of dilapidations is then used by the owner of the property to plan and carry out the necessary work, and to ensure that the property is brought back to a satisfactory condition in a timely and cost-effective manner.

## **HOW IS A SCHEDULE OF DILAPIDATIONS ISSUED AND CREATED?**

A schedule of dilapidations is typically prepared by a chartered surveyor, who will carry out a thorough inspection of the property in question. The surveyor will look for any defects or issues that need to be addressed in order to bring the property back to a satisfactory condition. This may include things like cracks in the walls or roof, dampness, or structural issues.

Once the surveyor has identified all of the necessary repairs and improvements, they will compile this information into a schedule of dilapidations. This document will typically include detailed descriptions of the defects or issues that need to be addressed, along with an estimated cost for each repair or improvement. The schedule of dilapidations is then issued to the owner of the property. The owner can then use this document to plan and carry out the necessary work, and to ensure that the property is brought back to a satisfactory condition in a timely and cost-effective manner.

**In some cases, the schedule of dilapidations may also be used as a negotiating tool in discussions between the property owner and the tenant or leasing company.**

**Centric's advice and repair services save our customers 40-60% on average off the initial landlord dilapidations settlement figure.**

# DILAPIDATIONS SERVICES

## SAFE, LEGAL, ASSURED

**It's common practice for organisations to adapt their workspace to their specific demands and specifications. However, if you're renting or letting the space, your lease agreement may stipulate that the property must be returned to its original state when you leave.**

### EXPERTS IN PROPERTY

A Schedule of Dilapidations will normally be sent to you by the landlord when you notify them of your intention to terminate the lease. This is a list of tasks that must be finished before the building can be restored to its original state.

We'll help you to compare this timetable to your original lease, to make sure you understand what condition you must restore the facility to.

Centric will be able to restore the building to its proper state by adhering to your Schedule of Conditions and Schedule of Dilapidations.

### STREAMLINE YOUR PROJECT TO REDUCE STRESS

Your end-of-tenancy work will be less stressful if you use a qualified fit-out business. Centric can manage every facet of your project; giving you the assurance that the job will be finished quickly, at an extraordinary standard, on schedule and within budget.

We'll be able to organise the work, start the space's design, and provide you with realistic pricing and timeline after we've finished the initial evaluation and consultation.

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#### Dilapidations Services:

- Planned Property Maintenance
- Dilapidations Surveys & Consultancy
- Restoration
- Furniture, Fixtures & Equipment
- Commercial Dilapidations
- Alternative Dispute Resolution
- Aftercare
- Tenant Advice
- Landlord Advice
- Schedule of Conditions
- Schedule of Dilapidations





## CASE STUDY

***“Since working with Centric we have been ecstatic with their level of commitment and performance. They helped us save nearly £50k on our dilapidations and they went on to fit-out our fantastic new offices too!”***

The company had been leasing a medium sized office space for the past 10 years. As they grew and expanded, it became clear that the current office space was no longer sufficient to meet the needs of the business. As a result, the company decided to move to a larger, more modern office space. However, upon vacating the old office, the landlord claimed that the company was responsible for various dilapidations (i.e., disrepair or deterioration) to the property and demanded payment for the repairs.

***“They have a thorough understanding of properties, and how to make sure projects run smoothly.”***

The landlord estimated the cost of these repairs to be £100,000 and demanded that they were paid as part of its dilapidations liability.

Centric went through all legal documents and schedules and compiled a full project plan. The team were able to argue that many of the issues identified by the landlord were not the result of any neglect or damage, but rather the result of normal wear and tear. We pointed out the property was well maintained, clean and tidy and had various improvements, such as installing energy-efficient lighting and replacing the air conditioning system.

After negotiations, Centric helped the company to reach a settlement in the region of £50,000.00 towards the repairs, with the understanding that this payment would cover any dilapidations liability. The company was then able to move on to its new, larger office space with the peace of mind that the dilapidations issue had been resolved.

**Centric were also able to help them with the fit-out of their fantastic new workspace!**

PROPERTY EXPERTS... BUILT ON TECHNOLOGY

# BESPOKE BUSINESS CONSULTATION

**40-60%**  
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By providing the kind of collaborative consultancy service that really gets to the heart of your unique business needs, we're able to deliver solutions that are far more tailored and relevant. It means our partnership is stronger too.

We'd love to come and meet you to see how we can help your business, so we are offering a **Bespoke Dilapidations Consultation** to all prospective clients looking to ensure best value at the end of lease negotiations.

***It's simple to book your Dilapidations Consultation***

Call our team on **01229 821 212** or drop us an email at [sales@centric-office.co.uk](mailto:sales@centric-office.co.uk) and we'll arrange a time to suit you.

## 6-STEP DILAPIDATIONS SERVICE

### 1. ASSESS

Analyse your current situation, your contracts and original Schedule of Conditions against the Schedule of Dilapidations.

### 2. PRICE

Produce a fully costed programme of work in order to satisfy the Schedule of Dilapidations.

### 3. NEGOTIATE

Utilise our programme and costs as a tool to negotiate a settlement with the landlord or property owner.

### 4. PROJECT PLAN

If no settlement is reached, we will schedule the programme of repairs.

### 5. REPAIR WORK

Utilising Centric's network of experts to undertake all required work in a fully managed, 'done for you' service.

### 6. MOVE AND FIT-OUT

As part of our partnership, we can assess and design a new workspace for you. Fit-out your new premises before helping you move in and then manage your new facility.

**Centric treat your property as if it was our own and remove all the stress.**



# THE CENTRIC WAY

CONSULT, BUILD, MANAGE & MAINTAIN

**Centric are property experts that consult, build, manage and maintain all types of property.**

## CONSULT

We're not like others in our industry. We offer a consultancy-led approach not a simple list of services. We give clients the collaborative and tailored experience that leads to the best results.

## BUILD

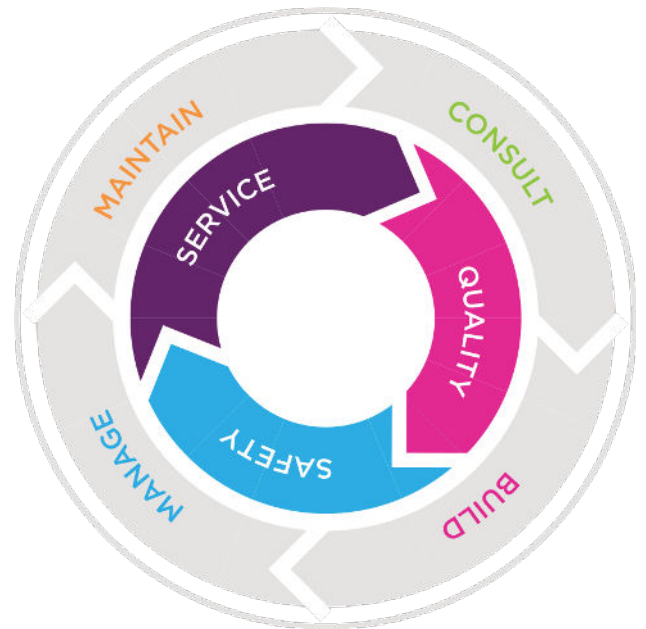
Specialising in the building or refurbishment of commercial, retail and educational spaces, our Fit-Out team safely deliver projects on time and under budget.

## MANAGE

Our technology-backed Integrated FM won't just keep your building running safely and smoothly but keep your people happy too; this in turn will save your business money.

## MAINTAIN

From a simple fix to major refurbishment after a fire or flood; our team of specialists are always on hand to take care of your property and give you peace of mind.





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## ACCREDITATIONS

From Health & Safety to Quality and the Environment; we maintain every accreditation you would expect from a business dedicated to doing things right. It's just one of the reasons why leading names trust us.



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