


TD Property Inventories

Check In report for:

	<p>Address</p> <p>Flat 10 Town County ABI 2CD</p>
	<p>Summary</p> <p>This is an unfurnished two bedroom flat with one hallway, one bathroom, one en-suite, one reception room and one kitchen area.</p> <p>It is located on the first floor of a purpose built building.</p>
<p>Report prepared on behalf of:</p>	<p>The Instructing Principle</p>
<p>Check In date:</p>	<p>09.12.2019</p>
<p>Report compiled by:</p>	<p>Tash Dutrieu</p>

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Using this document

This Check In report details the property's meter readings at the time of the Check In visit, as well as a breakdown of the front door keys issued and the general condition that the property was in.

This report should be used in conjunction with the accompanying Inventory report in order to confirm the property's full condition.

Abbreviations and Terminology

The following abbreviations are used throughout this document:-

R. H. S.	Right hand side
L. H. S.	Left hand side
U. L.	Upper level
M. L.	Middle level
L. L.	Lower level
O. D. U.	Old defects under - this is used where an item of décor, e.g. a wall, has been painted but chips or other minor defects are still visible under the paintwork. This is only used to cover defects/damage accrued through normal wear and tear, and does not imply any defects to the building's general structure
M. C. A.	Marks consistent with age - this is used where an item of furniture is aged, and any marks or defects are consistent with a timeworn item
N. T.	Not tested
N. I.	Not inspected

Other Terms

The following terms may be used in this document:-

'Rear wall' is used to describe the wall with the door to enter the room.

'Structural crack' is used to imply a visible settlement crack or joining crack. It does not imply defects to the building's structure that would normally be found by a professional surveyor.

'Good timeworn condition' is used to imply that an item of old furniture is in a well-maintained condition.

'Brand new, unused condition' will be used only where it is obvious at the time of inventory that the item is new, i.e. It is still in its wrapper or with new tags/labels attached.




'Good condition' is used when an item is showing signs of slight wear and/or is generally lightly worn.

'Signs of wear' and **'use marked'** are used to imply that an item is showing marks or minor defects consistent with standard, long term use.


'Well worn' is used to imply that an item is aged with signs of wear and tear consistent with normal use of that item.

'Poor condition' is used to imply that an item has extensive signs of wear and tear or extensive stains/marks/tears/chips but is still functional.

'Oversights' is used to indicate that a further wipe clean is required.

Meter readings				
Item	Serial number & location	Supplier	Check In reading	Photos
1.1 Electricity meter	D15B002857 Located in the locked cupboard behind the bin store Access is through the bike shed, L.H.S. of the bin store (code C2679Z). The meter cupboard is through the door at the end; code for the meter door is 1475	EDF	09034	
1.2 Gas meter	G4 A5023153 15 01 2015 Located in the 3 rd meter box along the external wall, L.H.S. of the communal front door	EDF	01197	
1.3 Water meter	310095551 Located under the L.H.S. meter cover, forward of the gated entrance by the visitors' parking spaces	Thames Water	000244,761	

Tenants' initials:- _____

Keys		
Item	Description	Photos
2.1 Door keys issued	3 x Yale type keys for the communal front door 3 x Yale type keys for the front door 2 x black gate fobs 3 x post box keys <i>Other keys present in the property as per the accompanying Inventory report.</i>	

Health and safety			
Item	Present	Location	Tested for power
3.1 Smoke detector	Yes	- Hallway - Kitchen	Yes
3.2 Carbon monoxide detector	Yes	- Kitchen	Yes
3.3 Fire extinguisher	No	-	-
3.4 Fire blanket	No	-	-

General condition of the property	
Area	Description
4.1 General	Consistent with the age of the property and having been lived in
4.2 Cleaning	Cleaned to a professional standard with a few oversights
4.3 Décor	Few light signs of wear with a few small scuffs & edge chips in areas
4.4 Flooring	Wooden flooring use marked with scuffs
4.5 Lighting	1 not working
4.6 Windows	Generally clean & smear free on the inside; further clean required to the outside of all windows
4.7 Curtains & blinds	All working
4.8 Linen	N/A
4.9 Upholstery	N/A
4.10 Garden	N/A

Tenants' initials:- _____


Tenants' details	
Tenants' names	Details already provided
Contact telephone number	Details already provided
Email address	Details already provided


Declaration

I/We certify that I/We, the undersigned tenant(s), confirm that we have received the keys to this property and that this report constitutes an accurate record of the general condition of the property.

I/We understand that it is our responsibility to go through both this and the accompanying Inventory report in detail and that we have seven days in which to satisfy ourselves that the contents of the reports are a true reflection of the inventory and condition of the property.

Where the tenant has not been present at the Check In, it is recommended that they check the accuracy of these reports and in the event of a disagreement, they discuss their findings with the instructing principal (landlord or estate agent) within seven days of the date of this report.

Name of tenant	A Tenant
Signature	
Date	09.12.2019

Name of Check In clerk	Tash Dutrieu
Signature	
Date	09.12.2019

Tenants' initials:- _____