


CHECK IN REPORT

Date	26 th July 2021	
Address	Confidential	
Property Type	1 bedroom – furnished	
Check In Date	26 th July 2021	
Check Out Date	-	
Letting Agent	Confidential	

IMPORTANT INFORMATION

Please note that the inventory clerk acts as an independent and reasonable body and will avoid any unnecessary criticism or derogatory comments when compiling the inventory/check-in and check-out.

This inventory/check-in report will be checked at the end of the tenancy and all items should be in the same location listed. At checkout, if the inventory clerk has to search for items, it could result in charges being made to the tenant. The Managing Agent or Landlord must be informed of any items removed or added to the property. Failure to do so may result in charges being made for the replacement of items removed and removal charges for the unwanted items added to the property.

If the property was professionally cleaned at the start of tenancy, it is the tenant's responsibility to get it professionally cleaned at the end of tenancy.




This report has been prepared on the accepted principle that in the absence of comments, an item is free from obvious damage or soiling. All items are in a good & clean condition unless otherwise stated in the comments.

The inventory clerks are **NOT** responsible for the following:


- Testing showers/taps
- Testing appliances
- Testing electrical items
- Testing heating systems/radiators
- Testing security alarms
- Removing and inspecting boxed items
(It is the duty of the landlord/tenant to have all items ready to check)
- Testing intercoms
- Opening/shutting windows
- Flushing toilets
- Moving furniture
- Inspecting loft contents
- Specifying names of plants/shrubs and trees
(Only a general description will be made)

It is the landlord's/letting agent's responsibility to ensure that all instruction manuals are at the property and that all keys are tagged.

KEYS LIST

Check In		Location	Check Out	
	2x Keys	Front Door		
	2x Keys	Balcony		
	2x Keys	Windows		
Smoke Detectors	Tested – working	–		Smoke Detectors

METER READINGS

Heating:	Serial Number:	Location:	
N/A	Check In	Check Out	
Electricity:	Serial Number:	Location: Downstairs Hallway	
	Check In	Check Out	
	10120		
Water:	Serial Number:	Location: Hallway cupboard	
N/A	Check In	Check Out	

SCHEDULE OF CLEANING & CONDITION

CHECK IN		CHECK OUT
Property has been professionally cleaned	General Condition of Property	-
Good condition, mostly unmarked	Paintwork & Décor	-
Good & clean condition, few chip marks as noted	Carpets & Hard Floors	-
Good & clean condition, blinds operational	Windows & Blinds	-
Good & clean condition	Furniture	-
Good & clean condition	Sanitary ware	-
Good & clean condition, no chip to worktop	Kitchen Units & Worktop	-
Good & clean condition, power tested	Appliances	-
N/A	Balcony	
1 light not working in the bathroom	Maintenance Issue to report	-

ENTRANCE/HALLWAY (CHECK-IN PHOTOS)



ENTRANCE/HALLWAY (CHECK-IN PHOTOS)



ENTRANCE/HALLWAY (CHECK-IN PHOTOS)



ENTRANCE/HALLWAY (CHECK-IN PHOTOS)



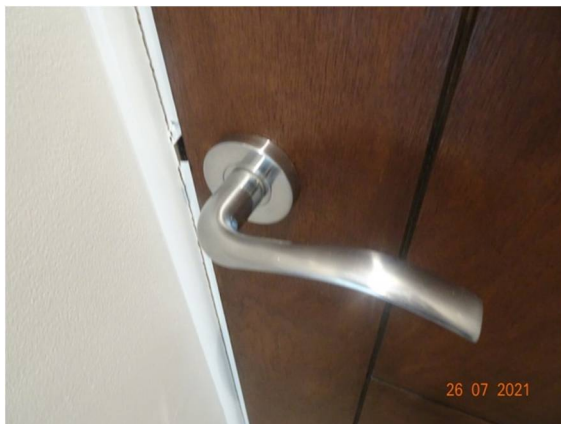
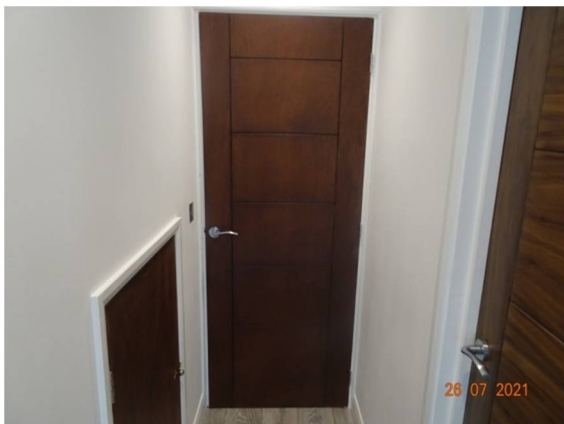
ENTRANCE/HALLWAY

	ITEM	DESCRIPTION	CHECK IN CONDITION	CHECK OUT CONDITION
1	FRAME DOOR	Front – painted white Rear – the same External – solid wood door with chrome number 1 attached with 2 screws and 2 chrome locks Internal – the same with satin latch lock & stainless steel twist lock	Good condition Good condition Good condition, wiped down & clean, 2 nicks to centre at lower level Good condition, wiped down & clean, chip mark to top edges to the right side, locks operational, usage marks to latch lock	
2	CEILING	Painted white	No marks seen, cobweb free	
3	FIXTURES	<ul style="list-style-type: none"> White plastic smoke detector 	Tested – working	
4	WALLS	Painted white	Light marks to immediate left upon entry at lower level near the sockets, 1 small gouge mark to the right of bedroom at mid-level, chip marks to angle edges to the right of utility cupboard	
5	FIXTURES	<ul style="list-style-type: none"> White plastic entry phone Thermostat 	In working order In working order	
6	FIXED LIGHTING	4x LED recessed spotlight	Tested – working	
7	SKIRTING	Painted white	Good condition, wiped down & clean	

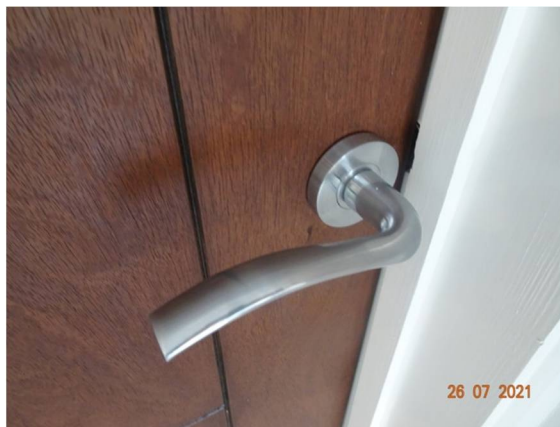
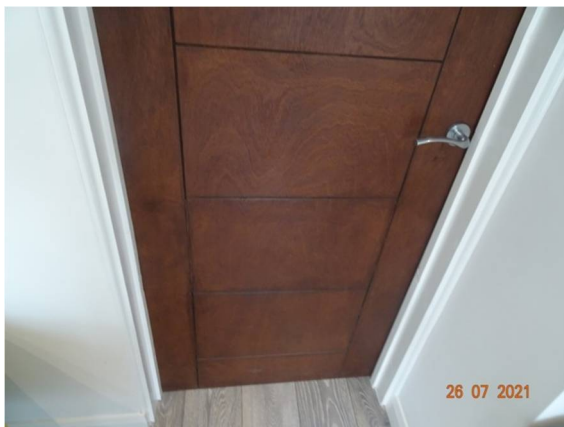
ENTRANCE/HALLWAY

	ITEM	DESCRIPTION	CHECK IN CONDITION	CHECK OUT CONDITION
8	FLOOR	Light wood laminate flooring	Good & clean condition	
9	FITTED IN CABINET	Painted white wooden frame Solid wood door with stainless steel knob handle Inside – Painted white walls & white tiled flooring 1 orange power battery	Good condition, all wiped down & clean, door damaged near handle, handle not fitted properly, clean to interior, light run marks to walls, some usage marks to floor	
10	UTILITY CUPBOARD	Painted white wooden frame Solid wood door with stainless steel lever handle Inside – Décor as hallway 1 LED recessed spotlight 1 white plastic smoke detector Grey Warmtec heat unit with associated pipework Fuse box	Good condition, all wiped down & clean, light scratch to door to left side at lower level, clean to interior, water stain to ceiling to left side, some rub marks to left side wall at low level	
11	SOCKETS & SWITCHES	Brushed steel switches Brushed steel fan isolator switch White plastic switches Brushed steel & white sockets	Intact, wiped down & clean Intact, wiped down & clean Intact, wiped down & clean Intact, wiped down & clean	

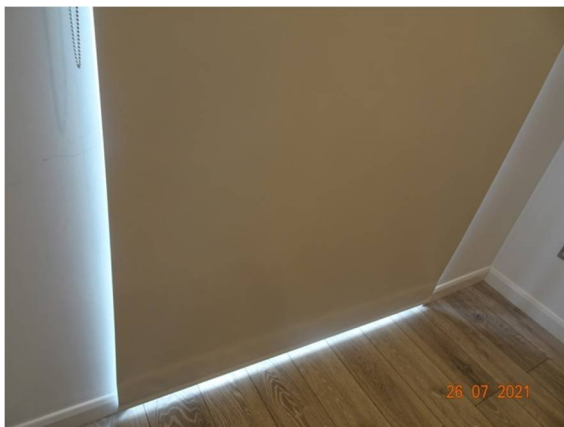
BEDROOM (CHECK-IN PHOTOS)



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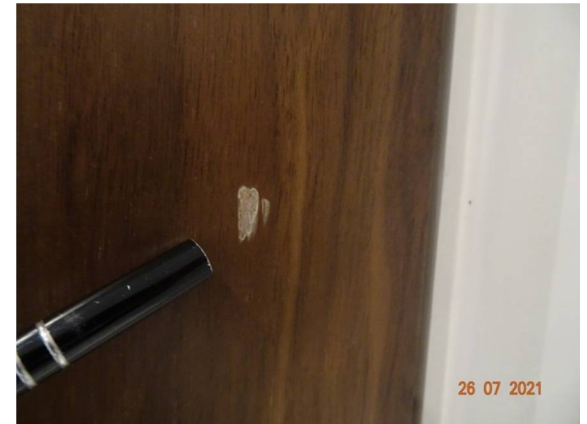
BEDROOM

	ITEM	DESCRIPTION	CHECK IN CONDITION	CHECK OUT CONDITION
1	FRAME DOOR	Front – painted white Rear – the same External – solid wood door with stainless steel lever handle Internal – the same	1 mark to left at mid-level Good condition Good condition, wiped down & clean Wiped down & clean, 1 nick to left side at mid-level, black marks near handle, light marks at low level	
2	CEILING	Painted white	No marks seen, cobweb free	
3	FIXTURES	<ul style="list-style-type: none"> White plastic smoke detector 	Tested – working	
4	WALLS	Painted white	Rub marks to left & right of windows at mid & lower level	
5	FIXTURES	<ul style="list-style-type: none"> Thermostat 1 rectangular canvas 	In working order Good & clean condition	
6	FIXED LIGHTING	5x LED recessed spotlights	Tested – working	
7	JULIET BALCONY DOOR & BLIND	2 white framed double glazed doors with 1 stainless steel lever lockable handle White roller blind with silver beaded cord secured to perspex hook affixed to wall	All wiped down & clean to interior & exterior, handle operational In good working order	
8	SKIRTING	Painted white	Good condition, wiped down & clean	

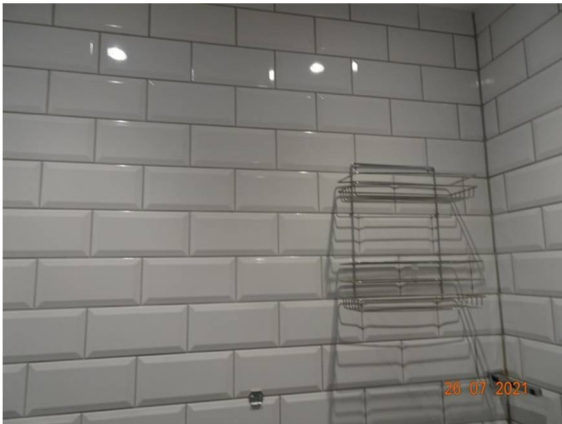
BEDROOM

	ITEM	DESCRIPTION	CHECK IN CONDITION	CHECK OUT CONDITION
9	FLOOR	Light wood laminate flooring	Good & clean condition, 2 chip marks to right of bed & 1 chip to foot side & few rub marks at entry	
10	FITTED IN WARDROBE	<p>White wooden fitted in wardrobe with 4 mirrored doors to front with 4 silver handles</p> <p>Inside –</p> <p><u>To the left:</u></p> <p>White wooden hat shelf White hanging rail White wooden shelf 3 white wooden pull out drawers White gliding mesh drawer</p> <p><u>Contents:</u></p> <ul style="list-style-type: none"> • 2 white pillows <p><u>To the right:</u></p> <p>White wooden hat shelf 2x white hanging rails</p>	Good condition, all wiped down & clean, handles intact, clean to interior, shelves & rails intact, drawers slide out freely	
11	FURNITURE	<ol style="list-style-type: none"> 1. Green tub chair with black wooden legs, 6 buttons to back rest & matching seat cushion, 2 blue & 1 green scatter cushions 2. Grey fabric double divan bed base with chrome feet & matching headboard 3. White double mattress 4. White wooden bedside unit with 2 pull out drawers 	<p>Good & clean condition, legs intact</p> <p>Good & clean condition</p> <p>Light stain to top, clean to reverse</p> <p>Good & clean condition, drawers slide out freely</p>	
12	SWITCHES & SOCKETS	<p>Brushed steel switches</p> <p>Brushed steel & white sockets</p>	<p>Intact, wiped down & clean</p> <p>Intact, wiped down & clean</p>	

BATHROOM (CHECK-IN PHOTOS)



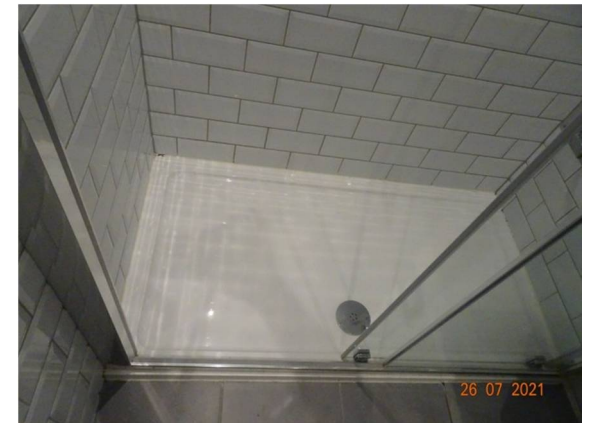
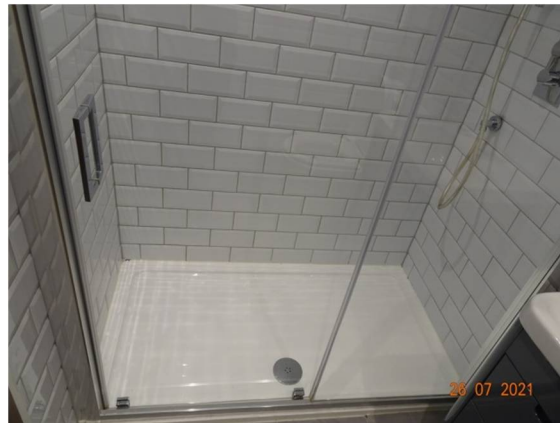
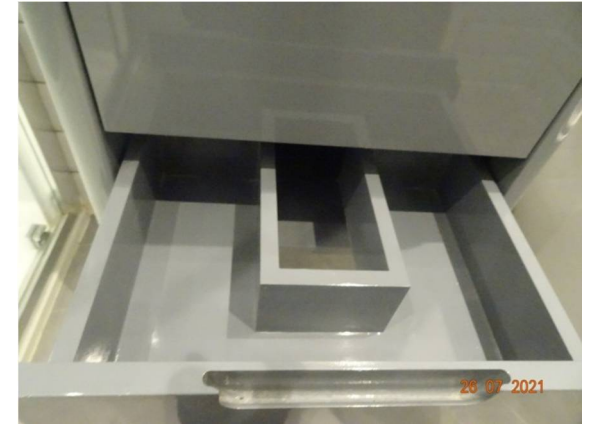
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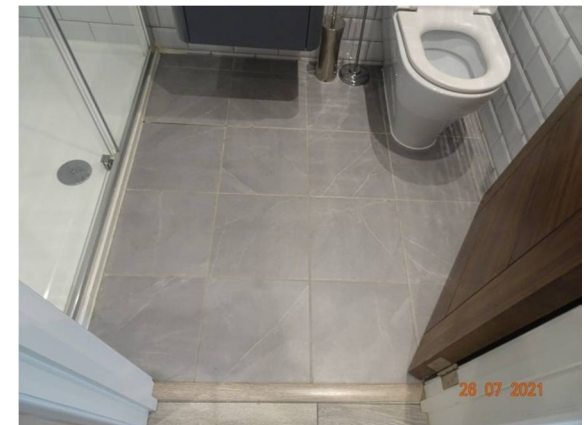
BATHROOM (CHECK-IN PHOTOS)



BATHROOM (CHECK-IN PHOTOS)



BATHROOM (CHECK-IN PHOTOS)



BATHROOM

	ITEM	DESCRIPTION	CHECK IN CONDITION	CHECK OUT CONDITION
1	FRAME DOOR	Front – painted white Rear – the same External – solid wood door with stainless steel lever handle Internal – the same with lock	Good condition Good condition Wiped down & clean, light scratch at upper level, black mark near handle Wiped down & clean, white mark to right side at upper level, few white spots to centre at mid-level, lock operational	
2	CEILING	Painted white	Light paint flaking seen, cobweb free	
3	FIXTURES	<ul style="list-style-type: none"> White plastic extractor fan 	In working order, wiped down & clean	
4	WALLS	White ceramic high gloss tiles with grey grouting	Good condition, all wiped down & clean, 1 chrome fixture & hook to right side	
5	FIXTURES	<ul style="list-style-type: none"> Chrome 2-tier shower caddy Brass framed mirror 	Intact, lightly tarnished Good & clean condition	
6	FIXED LIGHTING	4x LED recessed spotlights	Tested – 1 not working	
7	FLOOR	Grey ceramic tiles with cream grouting	Good & clean condition, 1 tile loose to left under the hand basin, few rust marks to left of toilet	

BATHROOM

	ITEM	DESCRIPTION	CHECK IN CONDITION	CHECK OUT CONDITION
8	TOILET	White ceramic toilet with cistern Chrome push flush White plastic seat & lid	Good & clean condition, flushes & drains well, seat loose	
9	HAND BASIN	White ceramic hand basin Chrome overflow Chrome waste & pop up plug Chrome mixer tap Below: 2 grey wooden high gloss pull out drawers	Good & clean condition, plug & tap operational Good & clean condition, slide out freely	
10	SHOWER ENCLOSURE	White ceramic shower base Chrome waste Chrome twin shower controls Chrome showerhead slider rail with plastic caddy Chrome hose & chrome showerhead Chrome showerhead slider rail Chrome round ceiling showerhead Tempered glass sliding door with chrome handles	Good & clean condition, light mould marks to sealant to left side corner and to the right side , all fixtures intact & operational	
11	MISC.	<ul style="list-style-type: none"> 1 chrome toilet brush set 1 chrome free standing toilet roller holder 	In used condition In good condition	

RECEPTION/OPEN PLAN KITCHEN (CHECK-IN PHOTOS)



RECEPTION/OPEN PLAN KITCHEN (CHECK-IN PHOTOS)



RECEPTION/OPEN PLAN KITCHEN (CHECK-IN PHOTOS)



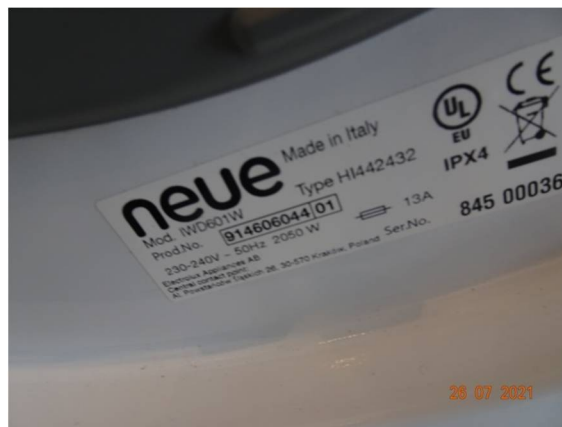
RECEPTION/OPEN PLAN KITCHEN (CHECK-IN PHOTOS)



RECEPTION/OPEN PLAN KITCHEN (CHECK-IN PHOTOS)



RECEPTION/OPEN PLAN KITCHEN (CHECK-IN PHOTOS)



RECEPTION/OPEN PLAN KITCHEN

	ITEM	DESCRIPTION	CHECK IN CONDITION	CHECK OUT CONDITION
1	CEILING	Painted white	No marks seen, cobweb free	
2	FIXTURES	<ul style="list-style-type: none"> White plastic smoke detector 	Tested – working	
3	WALLS	Painted white	Light rub marks to the right of kitchen units at mid-level, rub mark to left of windows at lower level	
4	FIXTURES	<ul style="list-style-type: none"> Thermostat 1 black framed picture 1 oak wooden framed picture 	In working order Good & clean condition Good & clean condition	
5	FIXED LIGHTING	10 x LED recessed spotlights	Tested – working	
6	WINDOWS & BLINDS	2x white framed sash windows each with chrome locking mechanism & 2 hooks 2x white wooden venetian blinds with cords secured to perspex clip affixed to wall	Good & clean condition, locks operational In good working order	
7	SKIRTING	Painted white	Good condition, wiped down & clean	
8	FLOOR	Light wood laminate flooring	Good & clean condition, 1 chip mark forward of kitchen unit drawers	
9	SWITCHES & SOCKETS	Brushed steel switches Brushed steel & white sockets	Intact, wiped down & clean Intact, wiped down & clean	

RECEPTION/OPEN PLAN KITCHEN

	ITEM	DESCRIPTION	CHECK IN CONDITION	CHECK OUT CONDITION
10	FURNITURE	<ol style="list-style-type: none"> 1. Grey suede 2 seater sofa with chrome legs, 2 matching back rest cushions, 2 matching seat cushions, 2 matching scatter cushions & 2 mustard coloured scatter cushions 2. Glass bridge coffee table 3. Round glass top dining table with chrome leg support 4. 3 white wooden dining chairs with chrome legs 	<p>Good & clean condition</p> <p>Good & clean condition</p> <p>Good & clean condition, 1 scratch to top surface</p> <p>Good & clean condition, light rub mark to 1 chair</p>	
11	MISC.	<ul style="list-style-type: none"> • Black with white patterns rectangular rug • White coat hanging stand • 1 black virgin modem • Homeowner manual folder • 1 glass vase with pebbles • Smart meter 	<p>Good & clean condition</p> <p>Good & clean condition</p> <p>In good working order</p> <p>Do not remove from property</p> <p>Good & clean condition</p> <p>In good working order</p>	
12	KITCHEN UNITS	Selection of white wooden high gloss wall units, floor units & drawers with matching kickboards	Good & clean condition, clean to interior, doors & shelves intact	
13	WORKTOP	Grey speckled sparkly granite worktop	Good & clean condition, no chip or damage seen	
14	SINK	<p>Stainless steel sink</p> <p>Chrome swan neck mixer tap</p> <p>Chrome waste & plug</p> <p>Matching worktop drainer</p>	Good & clean condition, tap slightly loose	
15	EXTRACTOR	<p>No Brand Name</p> <p>Grey integrated extractor with 1 filter</p> <p>2 push buttons & 2 LED lights</p>	Good & clean condition, tested for power, lights in working order	

RECEPTION/OPEN PLAN KITCHEN

	ITEM	DESCRIPTION	CHECK IN CONDITION	CHECK OUT CONDITION
16	HOB	Brand Name – ZANUSSI Black ceramic electric hob Four electric zones Touch screen controls	Good & clean condition, tested for power	
17	OVEN	Brand Name – ZANUSSI Stainless steel control panel 2 chrome controls & timer with 3 buttons Tempered glass door with chrome handle Inside – 2 wire trays & 1 roaster tray with grill	Good & clean condition, tested for power, light working	
18	FRIDGE	Brand Name – ZANNUSI Serial No. 84500689 Rear of the door – 3 tinted blue plastic daily shelves with 1 lid & 1 white plastic lid Inside – 5 safety glass shelves with white trims & 2 tinted blue plastic salad containers	Good & clean condition, light in working order, some ice frost to rear panel at upper level	
	FREEZER	3 tinted blue plastic drawers, 2 ice tray & 1 ice pack	Good & clean condition , frost free	
19	WASHING MACHINE	Brand Name – NEUE Integrated washing machine Serial No. 84500036 White detergent container White surround door with handle Grey rubber seal	Good & clean condition, tested for power	
20	DISHWASHER	Brand Name – ZANUSSI Serial No. 82524845 Integrated door Inside – two plastic coated wire trays & one grey cutlery holder	Good & clean condition, tested for power	

DISCLAIMER

This inventory is undertaken by an independent inventory clerk and provides a fair and accurate record of the condition and contents of the property, and the property's internal condition. It is the responsibility of the landlord or the respective agent and the tenant to agree between them the accuracy of this report.

The person preparing the inventory is not an expert in fabrics, woods, materials, antiques etc. or a qualified surveyor. The inventory should not be used as an accurate description of each piece of furniture and equipment, or as a structural survey report. Plants and shrubs are not listed.

The Fire and Safety Regulations regarding furnishings, gas, electrical and similar services are ultimately the responsibility of the Instructing principal. Where the Inventory notes "Fire Label Attached", this should not be interpreted to mean the item complies with the "furniture and furnishings (fire) (safety) (amendments) 1993". This is a record that the item had a label as described or similar to that detailed in the Guide to the Furniture & Furnishings (Fire) (Safety) Regulations as published by the Department of Trade and Industry, January 1997, (or subsequent edition), attached at the time of the inventory compiled. It is not a statement that the item can be considered to comply with the regulations.

A smoke alarm is equipped on each storey of the premises which is wholly or partly used as living accommodation. During the tenancy it is a tenant's responsibility to ensure the detectors work and it is their responsibility to change the batteries during the tenancy. However, should the detectors become faulty during the tenancy landlords are responsible for replacing them. Guidance from the Department for Communities and Local Government advises that alarms should be tested in line with the manufacturers' recommendations. It should be noted that alarms have been tested for power supply only. Alarms have not been smoke or CO tested. It is the responsibility of the occupant to conduct on-going testing of alarms in keeping with the recommendations.

All care and diligence will be undertaken to carefully check the property and its contents, however, our representative cannot move extremely heavy contents, nor will attempt entry to inaccessible places. Our clerks will not report on areas such as overcrowded drawers & cupboards and therefore full responsibility will remain with either the acting agent or the landlord. Properties containing large amounts of assorted crockery, cutlery, glasses etc. will not have items listed individually but will be listed as "assorted items".

Settling cracks to walls and ceilings are accepted and will not be mentioned unless necessary. Mattresses will be inspected where accessible and will not be examined should the bed be made up.

DECLARATION

I/we acknowledge receipt of this inventory and confirm that all items are in the condition stated. I/we have read and checked this inventory and agree that it is a true record as at the time of taking occupancy and that any discrepancies found have been noted and the agent concerned has been made fully aware.

You are reminded that it is your responsibility at the beginning of the tenancy to note any specific discrepancies on the inventory that you do not agree with. If no such additional notes are made within 7 days of inventory completion, the inventory will be deemed to have been read and accepted.

Tenants' Name

Signature

Date

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Landlord's Name

Signature

Date

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