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# **Inventory & Check-In Report**

for

**Add a Cover Photo using the  
'Appointment Details' screen**

Instructed by

Prepared By

Date of Report

09/January/2015

Amended By

13/January/2015

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# About the Report

## **This report:**

This report provides an impartial and easy to follow schedule of condition for each of the main features of the property on a room by room basis, together with details of its contents if present. It has been prepared on the understanding that where no comment on the condition of an element or item is made by the inventory assessor, the element or item is taken to be in good serviceable condition and without defect(s). This report will specifically comment on, and identify defects or elements in poor condition that have been observed during the inspection and will be described in the narrative of the report/ evidenced in the photographs contained in the report.

Where the words 'silver', 'chrome', 'oak', 'pine', etc. are used, it is understood that this is a description of the colour and type of the item and not the actual fabric. The description of the listed items is for identification purposes only. New items will only be described as such when they are in a new building, still in their wrappings, or with a receipt. Reference to wall numbers, i.e. wall #1, will always be the wall that the door or entrance way is situated in and then round in a clockwise motion from there.

Where an inventory report is compiled at an old property, it must be understood that the condition of the fabric and contents are normally age worn and age marked unless otherwise noted.

## **What this report does not tell you:**

The person preparing this report is not an expert on fabrics, woods, materials, antiques etc: nor a qualified surveyor or Valuer. This report will not necessarily mention structural defects and does not give any advice on the cost of any repair work, or the types of repair which should be used. Fixtures and fittings are listed and described; they are not tested and no comment is made as to the working condition.

## **What is inspected?**

The inventory assessor carries out a visual inspection of the inside of the main building together with any contents and will carry out a general inspection of the remainder of the building including the exterior cosmetic elements and any permanent outbuildings. Inaccessible areas and loft areas will not be inspected.

Belongings left by the landlord in a locked room or outbuildings will not be included and are the sole responsibility of the landlord. Items of little monetary value are listed and described generically; i.e. a bookshelf could be described as containing 'a number of paperback books'. Similar items will include used bedding, used kitchen utensils, tableware etc.

## **Ownership:**

This report remains the property of the instructing party and shall not be used or copied without their written permission.

***IMPORTANT: This report must be signed by the tenant(s) and returned to the issuing agent within 5 working days from the commencement of the tenancy. If the report is not returned by the tenant(s) within this timescale, any future discrepancies will not be admissible.***

## Tenant guidance notes

It is expected that the property and its contents will be in a similar condition of cleanliness as noted in the original inventory. If the standard of cleaning is not satisfactory, most managing agents or Landlords will employ a contract cleaner - the cost of which will be deducted from the tenant's deposit. Where professional cleaners are used, receipts should be retained and produced if required.

All cleaning must be thorough and the property left tidy at the end of the tenancy. The main areas for concern are set out below:

- Carpets should be professionally cleaned before the end of a tenancy in accordance with the inventory or tenancy agreement and vinyl/tiled flooring should be left clean and free from cracks or tears.
- Curtains should be professionally cleaned before the end of a tenancy in accordance with the inventory or tenancy agreement.
- The decor throughout the property should be in the same state and condition as at the start of the tenancy as detailed within the original inventory. Charges may be incurred if picture hooks, nails, screws or screw holes etc have been added and not removed and the area made good. Charges may also be incurred where excessive wear is noted. Remove finger prints and excessive marks from the decor. Whilst reasonable wear and tear is expected, your fingerprints to walls and doors will be considered a cleaning issue.
- Refrigerators/Freezers should be defrosted and left switched off and open to avoid smelling.
- Ovens, Hobs, Extractor Hoods, and Microwaves should be cleaned of burnt on deposits and grease and doors/seals cleaned.
- Tumbles Dryers, Washing Machines and Dishwashers should have filters emptied, soap drawers cleaned of deposits and doors/seals cleaned.
- Gardens where applicable should be left in a neat and tidy order, the lawns having been cut, borders and planters weeded, hedges trimmed and pathways/patios weeded and swept.

# Property Information

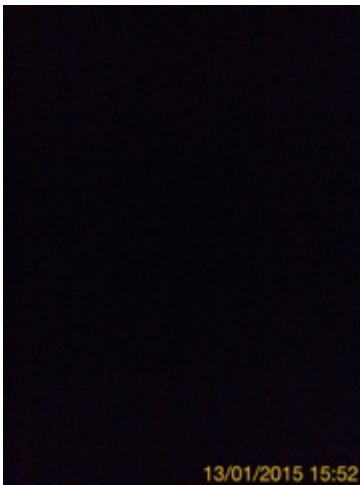
## General:

Property Furnished	Unfurnished
Property Type	
Property Style	
Stopcock location	
Security Alarm	No

## Utility Meters:

	Location	Serial Number	Reading	Meter type	Date recorded
<b>1: Electric</b>					13/01/2015

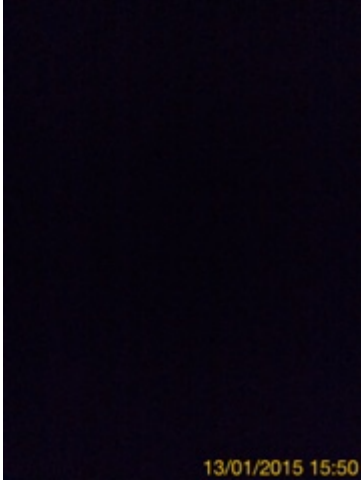
1: Electric



Keys:

	Location	Number	Comments
<b>1: Yale</b>	-	1	Released.

1: Yale Key



Safety:

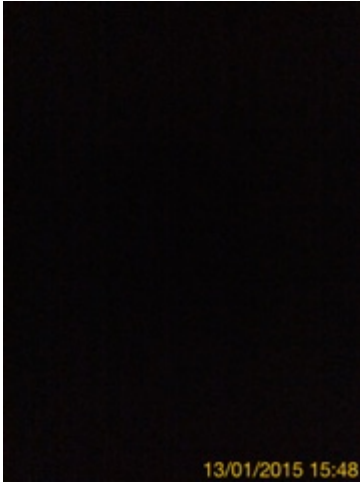
Gas Safety Certificate	No
PAT Certificate	No
Window Locks/ Keys	No
Smoke Detectors Present	No
CO Detectors Present	No

Cleaning Condition:

General cleanliness	
Bathroom	
Bathroom Fittings	
Curtains and Blinds	
Carpets	
Hard flooring	
Kitchen	
Hob and Oven	
Kitchen white goods	
Mattress(s)	
Upholstery	
Windows (Inside)	
Windows (Outside)	
Woodwork	

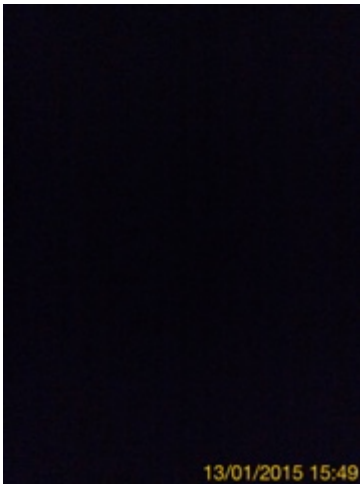
## 1: General

### 1.1 EPC



### 1.1 EPC

### 1.2 Instruction Manuals



### 1.2 Instruction Manuals

## 2: Entrance Hallway

### 2.1 Doors

	Good Overall - no obvious faults in appearance or functionality
--	---

### 2.2 Walls

White	Good Overall - no obvious faults in appearance or functionality
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### 2.3 Skirting & Architrave

White	Very Poor Condition - not fit for purpose in present state
-------	--



2.4 Flooring	
	Good Overall - no obvious faults in appearance or functionality

2.5 Ceiling & Coving	
White	Good Overall - no obvious faults in appearance or functionality

2.6 Lighting	
	Excellent - unused; as new condition

2.7 Windows	
White	Good Overall - no obvious faults in appearance or functionality

2.8 Electrical	
White	Good - minor cosmetic damage; functionality not impaired

### 3: Cupboard

3.1 Doors	
White	Good Overall - no obvious faults in appearance or functionality

	Element	Element Description	Observations (Inventory & Check-In)
3.1.1	Door & Frame	Wood, Painted	

3.2 Walls	
White	Good Overall - no obvious faults in appearance or functionality

3.3 Skirting & Architrave	
White	Very Poor Condition - not fit for purpose in present state

3.4 Flooring	
	Good Overall - no obvious faults in appearance or functionality

3.5 Ceiling & Coving	
White	Good Overall - no obvious faults in appearance or functionality

3.6 Lighting	
	Excellent - unused; as new condition

3.7 Windows	
White	Good Overall - no obvious faults in appearance or functionality

3.8 Electrical	
White	Good - minor cosmetic damage; functionality not impaired

## 4: Kitchen / Breakfast Room

4.1 Doors	
White	Good Overall - no obvious faults in appearance or functionality

	Element	Element Description	Observations (Inventory & Check-In)
4.1.1	Door & Frame	Wood, Painted	

4.2 Walls	
White	Good Overall - no obvious faults in appearance or functionality

4.3 Skirting & Architrave	
White	Very Poor Condition - not fit for purpose in present state

4.4 Flooring	
	Good Overall - no obvious faults in appearance or functionality

4.5 Ceiling & Coving	
White	Good Overall - no obvious faults in appearance or functionality

4.6 Lighting	
	Excellent - unused; as new condition

4.7 Windows	
White	Good Overall - no obvious faults in appearance or functionality

4.8 Electrical	
White	Good - minor cosmetic damage; functionality not impaired

## 5: Utility Room

5.1 Doors	
White	Good Overall - no obvious faults in appearance or functionality

	Element	Element Description	Observations (Inventory & Check-In)
5.1.1	Door & Frame	Wood, Painted	

5.2 Walls	
White	Good Overall - no obvious faults in appearance or functionality

**5.3 Skirting & Architrave**

White	Very Poor Condition - not fit for purpose in present state
-------	--

**5.4 Flooring**

	Good Overall - no obvious faults in appearance or functionality
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**5.5 Ceiling & Coving**

White	Good Overall - no obvious faults in appearance or functionality
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**5.6 Lighting**

	Excellent - unused; as new condition
--	--------------------------------------

**5.7 Windows**

White	Good Overall - no obvious faults in appearance or functionality
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**5.8 Electrical**

White	Good - minor cosmetic damage; functionality not impaired
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**6: Lounge**

**6.1 Doors**

White	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Inventory & Check-In)
6.1.1	Door & Frame	Wood, Painted	

**6.2 Walls**

White	Good Overall - no obvious faults in appearance or functionality
-------	---

**6.3 Skirting & Architrave**

White	Very Poor Condition - not fit for purpose in present state
-------	--

**6.4 Flooring**

	Good Overall - no obvious faults in appearance or functionality
--	---

**6.5 Ceiling & Coving**

White	Good Overall - no obvious faults in appearance or functionality
-------	---

**6.6 Lighting**

	Excellent - unused; as new condition
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**6.7 Windows**

White	Good Overall - no obvious faults in appearance or functionality
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**6.8 Electrical**

White	Good - minor cosmetic damage; functionality not impaired
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**7: Conservatory**

**7.1 Doors**

White	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Inventory & Check-In)
7.1.1	Door & Frame	Wood, Painted	

**7.2 Walls**

White	Good Overall - no obvious faults in appearance or functionality
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**7.3 Skirting & Architrave**

White	Very Poor Condition - not fit for purpose in present state
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**7.4 Flooring**

	Good Overall - no obvious faults in appearance or functionality
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**7.5 Ceiling & Coving**

White	Good Overall - no obvious faults in appearance or functionality
-------	---

**7.6 Lighting**

	Excellent - unused; as new condition
--	--------------------------------------

**7.7 Windows**

White	Good Overall - no obvious faults in appearance or functionality
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**7.8 Electrical**

White	Good - minor cosmetic damage; functionality not impaired
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**8: Stairs And Landing**

**8.1 Doors**

White	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Inventory & Check-In)
8.1.1	Door & Frame	Wood, Painted	

**8.2 Walls**

White	Good Overall - no obvious faults in appearance or functionality
-------	---

**8.3 Skirting & Architrave**

White	Very Poor Condition - not fit for purpose in present state
-------	--

**8.4 Flooring**

	Good Overall - no obvious faults in appearance or functionality
--	---

**8.5 Ceiling & Coving**

White	Good Overall - no obvious faults in appearance or functionality
-------	---

**8.6 Lighting**

	Excellent - unused; as new condition
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**8.7 Windows**

White	Good Overall - no obvious faults in appearance or functionality
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**8.8 Electrical**

White	Good - minor cosmetic damage; functionality not impaired
-------	--

**9: Bathroom**

**9.1 Doors**

White	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Inventory & Check-In)
9.1.1	Door & Frame	Wood, Painted	

**9.2 Walls**

White	Good Overall - no obvious faults in appearance or functionality
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**9.3 Skirting & Architrave**

White	Very Poor Condition - not fit for purpose in present state
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**9.4 Flooring**

	Good Overall - no obvious faults in appearance or functionality
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**9.5 Ceiling & Coving**

White	Good Overall - no obvious faults in appearance or functionality
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9.6 Lighting	
	Excellent - unused; as new condition

9.7 Windows	
White	Good Overall - no obvious faults in appearance or functionality

9.8 Electrical	
White	Good - minor cosmetic damage; functionality not impaired

## 10: Bedroom 1

10.1 Doors	
White	Good Overall - no obvious faults in appearance or functionality

	Element	Element Description	Observations (Inventory & Check-In)
10.1.1	Door & Frame	Wood, Painted	

10.2 Walls	
White	Good Overall - no obvious faults in appearance or functionality

10.3 Skirting & Architrave	
White	Very Poor Condition - not fit for purpose in present state

10.4 Flooring	
	Good Overall - no obvious faults in appearance or functionality

10.5 Ceiling & Coving	
White	Good Overall - no obvious faults in appearance or functionality

10.6 Lighting	
	Excellent - unused; as new condition

10.7 Windows	
White	Good Overall - no obvious faults in appearance or functionality

10.8 Electrical	
White	Good - minor cosmetic damage; functionality not impaired

## 11: Bedroom 2

### 11.1 Doors

White	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Inventory & Check-In)
11.1.1	Door & Frame	Wood, Painted	

### 11.2 Walls

White	Good Overall - no obvious faults in appearance or functionality
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### 11.3 Skirting & Architrave

White	Very Poor Condition - not fit for purpose in present state
-------	--

### 11.4 Flooring

	Good Overall - no obvious faults in appearance or functionality
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### 11.5 Ceiling & Coving

White	Good Overall - no obvious faults in appearance or functionality
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### 11.6 Lighting

	Excellent - unused; as new condition
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### 11.7 Windows

White	Good Overall - no obvious faults in appearance or functionality
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### 11.8 Electrical

White	Good - minor cosmetic damage; functionality not impaired
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## 12: Exterior Front

### 12.1 General Property

	Good Overall - no obvious faults in appearance or functionality
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## 13: Exterior Rear

### 13.1 General Property

	Good Overall - no obvious faults in appearance or functionality
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## 14: Garage

### 14.1 General Property

	Good - minor cosmetic damage; functionality not impaired
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# Declarations

## Tenant Declaration

*Whilst every care has been taken to ensure the accuracy of this report, the Landlord and the Tenant(s) are reminded that it is their responsibility to check the accuracy of its contents.*

**I/ we acknowledge receipt of this report and will advise any proposed amendments in accordance with the instructions highlighted in the "About This Report" section.**

Lead Tenant Name:

Lead Tenant Email:

Lead Tenant Signature:

## Assessor Declarations

I confirm that this report reflects my assessment of the property.

Assessor Name:

Assessor Email:

Assessor Signature: