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Inventory and check in report

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1 Keystone Way, Weston-super-Mare, BS23

Head tenant: Joe Bloggs

Prepared by: Anthony Smith

Report date: 20th May 2014

Job number: 123

Guidance Notes

Tenant guidelines for inspections

Check in inspection

Before you sign the declaration ensure that you are happy with all the statements made in the inventory. If there are any issues you must inform the check in clerk at the time, so that it can be recorded on the report. The condition of items and rooms are deemed to be clean, undamaged and fit for purpose unless otherwise stated in the inventory. You will receive a full copy of the inventory to keep. You must refer to the inventory at check out time, so keep it in a safe place.

At Mid term inspection

If a midterm inspection has been booked, you will be informed of the date in writing and will be expected to allow a clerk to enter the property to carry out the inspection.

At this point you must inform the clerk of any damage or maintenance issues with the property so they can be dealt with.

At Check out inspection

It will be expected for the property and its contents to be returned to the condition and location at check in - use the inventory as a guide. Any items missing from location may be deemed lost / broken and charged for.

(Please note – you can bespoke your own text)

Schedule of Condition

Overall interior condition	Good	Overall decoration condition	Good
Overall woodwork condition	Good	Overall cleanliness condition	Good
Overall flooring condition	Good	Overall bathroom(s) condition	Good
Overall kitchen and appliances condition	Good	Overall exterior condition	N/A
Overall furniture and furnishings condition	Good		

Schedule of Condition Notes

The property had a professional clean on date of schedule of condition

Tenant details

Address	1 Keystone Way	Postcode	BS23
Head tenant	Joe Bloggs	Moved in date	21st May 2014

Tenancy payment details

Deposit paid in full?	Yes	Receipt issued?	Yes
Has a copy of the registered deposit scheme certificate been issued to the tenants?	Yes		
Rent paid in full?	Yes	Receipt issued?	Yes
Payment method	Standing order		
Has payment method form been completed by tenants?	Yes		

Formalities

Tenancy agreement signed and dated? (Landlord's copy)	Yes	Agreement retained?	Yes
Tenancy agreement signed and dated? (Tenant's copy)	Yes	Agreement retained?	Yes
Has a copy of the Energy Performance Certificate been issued to the tenants?	Yes		
Has a copy of the Gas Safety Certificate been issued to the tenants?	Yes		
Has a copy of the property inventory and schedule of condition been issued to the tenants?	Yes		
Other check in paperwork given to tenants	No		

Utilities

	In property?	Meter Location	Meter Reading	Key / Card Meter	Credit / Debt	Supplier	Serial Number	Photo(s)
Electricity	Yes	In communal hallway	25444	No	N/A	Bristish Gas	S3567901	glqmf389r, o0u5xkbq1
Gas	Yes	By front communal door.	03190	No	N/A	Bristish Gas	W150368	aewyfx1ci

	In property?	Stopcock Location	Meter Reading	Supplier	Photo(s)
Water	Yes	In cupboard in hallway	00739	Wessex water	b9h4mlrel

Health and Safety

Smoke detectors in property?	Yes	Type	Mains	Location: Hallway	Tested? No
Carbon monoxide detector?	No				
Fire extinguisher in property?	No				
Fire blanket in property?	No				
Electrical safety certificate?	No				
Certificate given to tenant?	No			Notes	

Keys handed to the tenants

Key type	Quantity and lock type
Block/communal keys	2 front and back
Front door	1 Chubb

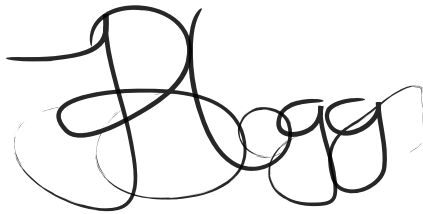
Photo code: 8dga29tce

Tenant declaration

I/we certify that I/we the undersigned tenant(s) have carefully checked the information provided through out this report and consider this to be a fair and correct schedule of the contents within it and the documentation exchanged. I/we the undersigned tenant(s) have 7 days from receipt of this inventory and schedule of condition to notify the agent/landlord/inventory company of any discrepancies. If no notification is made within the stated time frame then it is taken the tenant(s) hereby agrees that the Inventory will be deemed to comprise a fair and accurate schedule of the condition and contents of the Property as at the Check-in Date. This property inspection report is not a guarantee or report on the accuracy of, or the safety of any equipment or appliance(s) supplied. It is merely a record that such items exist in the property and provides visual recommendations. If the property is rented to multiple tenant(s), only one tenant signature certifies the approval of all tenant(s).

(Please note – you can bespoke your own text)

Tenant signature



Name: Joe Bloggs
Date: 20/05/14

Clerk signature



Name: Anthony Smith
Date: 20/05/14

Entrance and Hallway

REF	Photo code	Items	Qty	Colour	Material	Type	Condition	Written notes
1.0		Woodwork	1	White	Gloss	Painted wood	Fair wear and tear and domestically clean	
2.0		Ceiling	1	White	Wallpapered	-	Good condition and domestically clean	
Description: Embossed wallpaper.								
3.0		Front door	1	White	Painted wood	Flush	Good condition and domestically clean	
4.0		Walls	1	Magnolia	Emulsion	Smooth plaster	Fair wear and tear and domestically clean	
						Condition: Paintwork patchy in places.		
5.0		Floor	1	Brown	-	Carpet - plain twist	Fair wear and tear and domestically clean	
6.0		Light switch	2	White	Plastic	Single	In working order and domestically clean	
7.0		Socket	-	White	Plastic	Selection of sockets	Not tested or examined	
8.0		Lighting	1	White	Plastic	Pendant	In working order and domestically clean	
8.1		Bulb	1	-	-	Energy saving	In working order and domestically clean	
8.2		Lamp shade	1	-	Glass	Square shaped	Fair wear and tear and domestically clean	
9.0		Heating	2	White	-	Radiator	In working order and domestically clean	
10.0		Coat hooks	1	Brown	Wooden	-	Fair wear and tear and domestically clean	

Kitchen

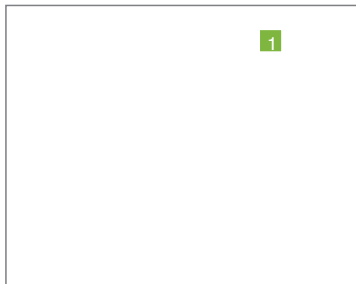
REF	Photo code	Items	Qty	Colour	Material	Type	Condition	Written notes
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REF	Photo code	Items	Qty	Colour	Material	Type	Condition	Written notes
11.0	1j5pm8wwf	Internal door	1	White	Gloss	Glass	Poor condition and not clean	
12.0		Window	1	White	UPVC	Double glazed	Good condition and domestically clean	
13.0		Ceiling	1	White	Wallpapered	-	Fair wear and tear and domestically clean	
14.0		Walls	1	Magnolia	Emulsion	Painted and tiled	Good condition and domestically clean	
						Condition: Tiling has occasional flowered design tile.		
14.1		Tiling	1	Cream	Ceramic	Galzed	Fair wear and tear and domestically clean	
15.0		Woodwork	1	White	Gloss	Painted wood	Fair wear and tear and domestically clean	
16.0	wc55beh5i	Floor	1	Brown	Linoleum	-	Good condition an domestically clean	

Damage

Damage

6.0 (Floor)



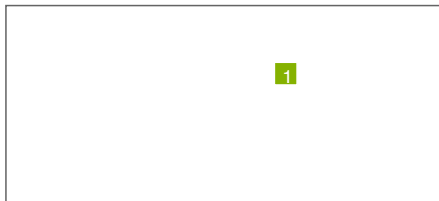
1. Piece cut out of vinyl

17.0		Light switch	1	White	Plastic	Single	In working order and domestically clean	
18.0		Socket	-	White	Plastic	Selection of sockets	Not tested or examined	
19.0	b0ciiu69e	Lighting	1	White	-	3 arm spot	In working order and domestically clean	
						Condition: 1 bulb out.		
20.0		Heating	1	White	-	Radiator	In working order and domestically clean	

REF	Photo code	Items	Qty	Colour	Material	Type	Condition	Written notes
21.0	f9gyt8lal, ql4e2movp, ik6l71tde	Extractor unit	1	White	Stainless steel	Over cooker	Fair wear and tear and domestically clean	
22.0		Sink	1	-	Stainless steel	Drainer and taps	Good condition an domestically clean	
23.0	zv13yyp38	Worktops	1	Marble effect	Laminate	-	Fair wear and tear and domestically clean	
24.0		Kitchen units	1	Oak	Wooden	Traditional style	Fair wear and tear and domestically clean	
25.0	aydylq4b8, a4zfh818f, okmq1u8ji	Cooker	1	White	Freestanding	-	Fair wear and tear and domestically clean	

Damage

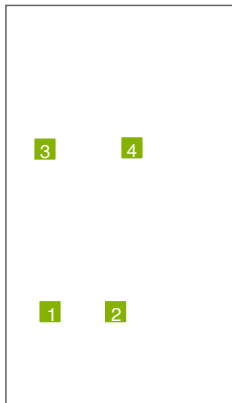
7.0 (Worktops)



- 1. Chip in laminate.

Damage

9.0 (Cooker)



- 1. Rust
- 2. Rust
- 3. Rust
- 4. Rust

REF	Photo code	Items	Qty	Colour	Material	Type	Condition	Written notes
26.0		Window furnishings	1	Peach	-	Vertical blind	Fair wear and tear and domestically clean	

Bathroom

REF	Photo code	Items	Qty	Colour	Material	Type	Condition	Written notes
27.0		Ceiling	1	White	-	Artex	Fair wear and tear and domestically clean	
28.0		Window	1	White	UPVC	Double glazed	Good condition and domestically clean	
29.0		Internal door	1	White	Gloss	Flush	Good condition and domestically clean	
30.0		Walls	1	Magnolia	Emulsion	Tiled and painted	Good condition and domestically clean	
30.1		Tiling	1	Red	Ceramic	Galzed	Fair wear and tear and domestically clean	
31.0		Woodwork	1	White	Gloss	Painted wood	Good condition and domestically clean	
32.0		Floor	1	Mosaic	Linoleum	-	Fair wear and tear and domestically clean	
						Condition: Starting to bubble in places. Seal around base of bath is mouldy.		
33.0		Lighting	1	White	Plastic	Recessed halogen	In working order and domestically clean	
34.0		Heating	1	White	-	Radiator	In working order and domestically clean	
35.0		Hand basin	1	White	Ceramic	Pedestal	Good condition and domestically clean	
35.1		Taps	1	-	Chrome	Pair	In working order and domestically clean	
36.0		Toilet	1	White	Ceramic	-	Good condition and domestically clean	
37.0	8q6fkbpro	Bath inc shower	1	White	Plastic	with shower and screen	Fair wear and tear and domestically clean	
						Condition: Seal has bad mould.		
37.1		Taps	1	-	-	Bath shower mixer	In working order and domestically clean	

REF	Photo code	Items	Qty	Colour	Material	Type	Condition	Written notes
38.0		Toilet roll holder	1	-	Chrome	-	Good condition and domestically clean	
39.0	cspvd64n1, xgx400qro, jplom72wj, xkddo2hjo, kzktfec1	Mirror	1	-	Chrome	Framed	Good condition and domestically clean	

Lounge

REF	Photo code	Items	Qty	Colour	Material	Type	Condition	Written notes
40.0		Internal door	1	White	Gloss	Multiple glass panel.	Fair wear and tear and domestically clean	
41.0		Window	1	White	UPVC	Double glazed	Good condition and domestically clean	
42.0		Ceiling	1	White	-	Artex	Good condition and domestically clean	
42.1		Coving	1	White	Plaster	-	Good condition	
42.2		Ceiling rose	1	White	-	Ornate	Good condition	
43.0		Walls	1	Magnolia	Emulsion	Smooth plaster	Fair wear and tear and domestically clean	
43.1		Picture rail	1	White	Gloss	Wood	Fair wear and tear and domestically clean	
44.0		Woodwork	1	White	Gloss	Painted wood	Good condition and domestically clean	
45.0		Floor	1	Brown	-	Carpet - plain twist	Fair wear and tear and domestically clean	
						Condition: Furniture marks.		

Damage

46.0		Light switch	1	White	Plastic	Single	In working order and domestically clean	
47.0		Socket	-	White	Plastic	Selection of sockets	Not tested or examined	
48.0		Lighting	1	-	Brass	3 arm spot	In working order and domestically clean	
48.1		Bulb	1	-	-	Energy saving	-	
49.0		Heating	1	White	-	Radiator	In working order and domestically clean	

REF	Photo code	Items	Qty	Colour	Material	Type	Condition	Written notes
50.0		Fire place	1	-	-	Electric effect fire	Good condition and domestically clean	
51.0		Window furnishings	1	Cream	-	Vertical blind	Fair wear and tear and domestically clean	

Master Bedroom

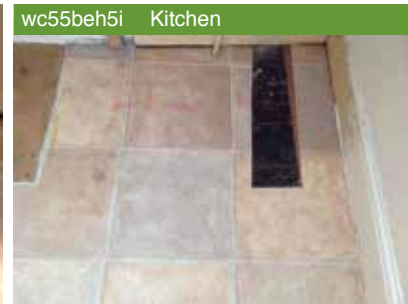
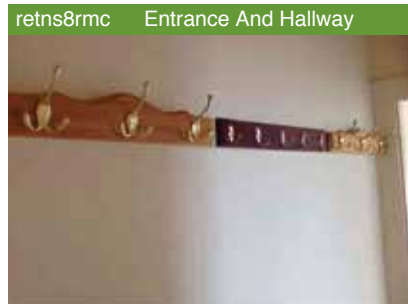
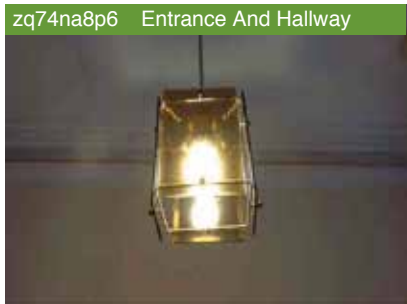
REF	Photo code	Items	Qty	Colour	Material	Type	Condition	Written notes
52.0		Internal door	1	White	Gloss	Flush	Fair wear and tear and domestically clean	
53.0		Window	1	White	UPVC	Double glazed	Good condition and domestically clean	
54.0		Walls	1	Magnolia	Emulsion	Smooth plaster	Good condition and domestically clean	
55.0		Ceiling	1	White	Wallpapered	-	Good condition and domestically clean	
56.0		Woodwork	1	White	Gloss	Painted wood	Fair wear and tear and domestically clean	
57.0		Floor	1	Brown	-	Carpet - plain twist	Good condition and domestically clean	
58.0		Light switch	1	White	Plastic	Single	In working order and domestically clean	
59.0		Socket	-	White	Plastic	Selection of sockets	Not tested or examined	
60.0		Lighting	1	White	Plastic	Pendant	In working order and domestically clean	
60.1		Bulb	1	-	-	Energy saving	In working order and domestically clean	
60.2		Lamp shade	1	Turquoise	Fabric	Bell shaped	Good condition	
61.0		Heating	1	White	-	Radiator	In working order and domestically clean	
62.0		Curtain pole	1	-	Metal	-	Good condition	

Bedroom 2

REF	Photo code	Items	Qty	Colour	Material	Type	Condition	Written notes
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REF	Photo code	Items	Qty	Colour	Material	Type	Condition	Written notes
63.0		Internal door	1	White	Gloss	Glass	Good condition and domestically clean	
64.0		Window	1	White	UPVC	Double glazed	Good condition and domestically clean	
65.0		Ceiling	1	White	Artex	-	Fair wear and tear and domestically clean	
66.0		Floor	1	Brown	-	Carpet - plain twist	Fair wear and tear and domestically clean	
							Condition: Furniture marks.	
67.0		Walls	1	Magnolia	Emulsion	Smooth plaster	Fair wear and tear and domestically clean	
							Condition: Paintwork patchy in places.	
68.0		Woodwork	1	White	Gloss	Painted wood	Good condition and domestically clean	
69.0		Light switch	1	White	Plastic	Single	In working order and domestically clean	
70.0		Socket	-	White	Plastic	Selection of sockets	Not tested or examined	
71.0		Lighting	1	White	Plastic	Pendant	In working order and domestically clean	
71.1		Bulb	1	-	-	Energy saving	In working order and domestically clean	
71.2		Lamp shade	1	Cream	Fabric	Coolie shaped	Good condition	
72.0		Heating	1	White	-	Radiator	In working order and domestically clean	
73.0		Curtain track	1	White	Plastic	Straight	Good condition	

Photo Library



aydylq4b8 Kitchen



a4zf818f Kitchen



okmq1u8ji Kitchen



zv13yzp38 Kitchen



f9gyt8lal Kitchen



ql4e2movp Kitchen



ik6l71tde Kitchen



8q6fkbpro Bathroom



cspvd64n1 Bathroom



xgx400qro Bathroom



jplom72wj Bathroom



xkddo2hjo Bathroom



kzktfec1 Bathroom



76oi9f2rm Lounge



g2oqebg8c Lounge



xssxzj3o3 Lounge



4360tnio4 Lounge



xzjl64v8g Lounge



g4xjgl0l Bedroom



lkex4t62b Bedroom



cgy6yggfb Bedroom



g92rvs1ml Bedroom 2



g8o475snm Bedroom 2



b9h4mlrel



5lj3pi5dd



8dga29tce



aewyfx1ci



glqmf389r



o0u5xkbq1 Property



Maintenance

Room	Fixture	Requirement	Trade
Lounge	Walls	Damp coming back through.	Painter and Decorator

Tenant declaration

I/we certify that I/we the undersigned tenant(s) have carefully checked the information provided through out this report and consider this to be a fair and correct schedule of the contents within it and the documentation exchanged. I/we the undersigned tenant(s) have 7 days from receipt of this inventory and schedule of condition to notify the agent/landlord/inventory company of any discrepancies. If no notification is made within the stated time frame then it is taken the tenant(s) hereby agrees that the Inventory will be deemed to comprise a fair and accurate schedule of the condition and contents of the Property as at the Check-in Date. This property inspection report is not a guarantee or report on the accuracy of, or the safety of any equipment or appliance(s) supplied. It is merely a record that such items exist in the property and provides visual recommendations. If the property is rented to multiple tenant(s), only one tenant signature certifies the approval of all tenant(s).

(Please note – you can bespoke your own text)

Tenant Signature

Notes

Name

Date

Clerk Signature

Name

Date

Terms and conditions

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 i.e. marks on walls, carpets, etc. Please sign every page. **YOU MUST RETURN THE INVENTORY WITHIN 7 DAYS OTHERWISE WE UNDERSTAND THAT YOU AGREE WITH THE CONTENTS THROUGHOUT THE REPORT.**

If no amendments are made, this inventory & schedule of condition will be regarded as a true record of the condition of the property and will be used to assess all damage for check-out purposes at the end of the tenancy.

Tenancy Guidance Notes

An inventory is a report, which not only includes the internal condition of the property but also gives an accurate description of the fixtures and fittings. It is compiled shortly before the commencement of the tenancy and checked at the termination for any dilapidations that may have accrued during the term of the tenancy. Fair wear and tear allowance is taken into consideration for the full term. The guidelines set out below are intended to assist with the check out at the end of the tenancy and, if adhered to, should result in charges incurred, if any, being kept to a minimum.

Cleaning

Unless specifically stated in this Inventory & Schedule of Condition, the property is considered to be clean at the start of the tenancy. The property should be clean and tidy upon departure. A cleaning charge may be incurred if the property and, or fixtures and fittings, are left in an unsatisfactory state. Please ensure correct cleaning materials are used for different surfaces (bath, windows etc). Laminate flooring should be cleaned using a dry or slightly damp cloth/mop? water saturation will cause damage.

Carpets

You may be charged for cleaning any marks, stains etc and for part, or all, of the cost of damages.

Decoration

Fair wear and tear will be taken into consideration, however, you may be charged for tearing to wallpaper, blue tack marks, excessive chips to woodwork and plaster damage caused by pins, nails, screws etc being driven into walls and excess number of picture hooks. Light bulb/smoke alarm battery replacement is the responsibility of the tenant.

Ventilation

It is important to ensure that the property is adequately ventilated in order to avoid damage & staining from condensation. The following advice should help reduce condensation:

Parking Areas

Please be aware that oil causes permanent staining and damage to certain to surfaces (especially tarmac). You may be charged for any damage or deterioration caused by leakage of oil onto surface areas.

Stored Items

Any items stored or moved during the tenancy must be returned to their original location, and where applicable, cleaned and ready for use. A charge will be made if boxed/stored items need to be returned to inventory location after you have left.

Keys

All keys to the property must be handed over to the agent prior to the inventory check out, or if the tenant is attending the check out appointment they must hand them over the agent attending.

THIS REPORT IS STORED ON COMPUTER AND THE ORIGINAL RETURNED TO YOU FOR SAFE KEEPING

(Please note – you can bespoke your own text)

Disclaimer

This inventory does not guarantee the safety of any equipment or contents and does not set out to do so.

A representative of XXX who is not a qualified surveyor or a qualified trades-person, or qualified to value the contents of the property has prepared this inventory.

This inventory relates only to the furniture and all the Landlords equipment and contents in the property. It is no guarantee, or report, on the adequacy of, or safety of, any such equipment or contents, merely a record that such items exist in the property at the date of preparing the inventory and the superficial condition of same.

FURNITURE AND FURNISHINGS (FIRE SAFETY) REGULATIONS 1988/1993

The fire and safety regulation regarding furnishings, gas, electrical and similar services are ultimately the responsibility of the instructing principal. Where the inventory notes, fire Regulation Label Attached this should not be interpreted to mean the item complies with the furniture and furnishings (fire) (safety) (amendments) 1993.

It is a record that the item had a label as described or similar to that detailed in the guide published by the Department of Trade and industry January 1997 (or subsequent date). It is not a statement that the item can be considered to comply with the regulations.

USING THE INVENTORY

All static, loose or moveable items in this inventory are listed from left to right viewed from the doorway of that room.

Multiple items may be grouped together and may require locating.

Fixed items such as light switches, electrical sockets, telephone points, electric, blanking plates and fuse boxes are deemed serviceable and in place. Light fittings are assumed to come complete with a serviceable bulb(s) unless otherwise stated.

Any visible cracks to walls and ceilings will be documented and form part of this inventory.

At the point of check in the inventory will be recorded in correspondence to the fair wear and tear guide and the descriptions detailed below:

(Please note – you can bespoke your own text)