**Inventory House Important Information – Please Read**

For a full list of terms and conditions of this report please go to www.inventoryhouse.co.uk and look for our report terms and conditions at the bottom of the home page.

***Now I have received this report, what do I do next?***

Firstly read through the report carefully. If everything looks satisfactory, you do not need to contact Inventory House, just keep a copy of the report safe for future reference. If you would like to comment on any part of the content of this report you should do so taking the following in to consideration:

* At check-in, if you have any comments, you should submit them within 2 working days of receipt (do not leave it until the week you are due to move out – your comments will not be reviewed)
* At check-out, you should submit your comments immediately on receipt of this report.
* Any comments must be sent to Inventory House by e-mail stating the property address and then listing the room and item within that room your comment relates to. You should also provide supporting photo evidence including a date stamp on the photograph.

**DO NOT SEND a hard copy or even a scan copy of the report with your handwritten notes on. This makes administering your comments extremely difficult and time consuming to handle efficiently**.

* Once received in the correct way, your comments will always be reviewed and considered by Inventory House.

If your comments are reiterating the notes we have already taken, please do not send them again, for example if there are 15 scuff marks to a wall in the property and we have noted that the wall is ‘scuffed and marked’, or you would like to note there are 5 paint chips to a door frame and we have noted that the frame is ‘chipped’. Although your comments are well received, you should concentrate on the condition of items you feel we have misrepresented completely and not those where the outcome is the same but the language may be slightly different from that you would have used.

Please be confident that the Inventory House representative that inspected your property is one of the most highly trained inventory clerks available today. They have a number of years experience behind them and are well versed in what is normal (fair) wear and tear and what is not.

***What is fair wear and tear?***

Fair wear and tear is defined by the House of Lords as “reasonable use of the premises by the tenant and the ordinary operation of natural forces”, of course the word reasonable depends on the length of tenancy, type of property and who occupies it.

At check-out Inventory House will note what difference in condition they believe is fair wear and tear and what is not. You are in safe hands, the inventory clerk that inspected the property has a wealth of experience and training in what is and what isn’t.

***What do I need to do to prepare for check-out?***

More often than not many tenancy disputes can be avoided by simply knowing and being prepared for what is expected of a tenant at check-out. Visit www.inventoryhouse.co.uk and follow the ‘Tenant’ link on the home page for useful information on preparing for check-out.

**FRONT DOOR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Condition at Check-In: 19.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Exterior | Exterior door frame is in good condition and clean, some separation between the frame and the mastic |  |  |  |
| Exterior door panel is in good condition and clean, a few edge chips mid to low level left hand side, few scratches |  |  |  |
| Interior | Interior door frame is in good condition and clean, patchy paint mark right hand side above the security chain |  |  |  |
| Interior door panel is in good condition and clean, twist lock is in working order |  |  |  |

**Additional Notes:**

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**ENTRANCE HALLWAY**

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| **Condition at Check-In: 19.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Ceiling is in good condition |  |  |  |
| Painted walls are in good condition, some minor scuff marks, a few minor edge chips |  |  |  |
| Skirting is in good condition and clean, a few minor scuff marks |  |  |  |
| Flooring is in good condition and clean, floorboards on entrance are slightly loose |  |  |  |
| Ceiling lights are in working order |  |  |  |
| All electrical fixtures are in good condition and clean, untested |  |  |  |
| Smoke alarm is in working order |  |  |  |
| Video entryphone is in good condition and clean, untested |  |  |  |
| Thermostat is in good condition and clean, untested |  |  |  |

**Additional Notes:**

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**RECEPTION & KITCHEN**

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| **Condition at Check-In: 19.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Ceiling is in good condition |  |  |  |
| Painted walls are in good condition, showing 1 large plaster crack, some minor scuff marks, splash marks and patchy paint marks |  |  |  |
| Splashback is in good condition and clean |  |  |  |
| Skirting is in good condition and clean |  |  |  |
| Flooring is in good condition and clean |  |  |  |
| Balcony door is in good condition, clean to interior, in working order |  |  |  |
| Windows are in good condition, clean to interior |  |  |  |
| Ceiling inset spotlights are in working order |  |  |  |
| Ceiling fitted light fixture is in working order |  |  |  |
| Under unit spotlights are in working order |  |  |  |
| All electrical fixtures are in good condition and clean, untested |  |  |  |
| Smoke alarm is in working order |  |  |  |
| Air vents are in good condition and clean, untested |  |  |  |
| Roller blinds are in good condition and clean, in working order |  |  |  |
| Thermostat is in good condition and clean, untested |  |  |  |
| Worktops are in good condition and clean |  |  |  |
| Sink is in good condition and clean, tap is in working order |  |  |  |
| Integrated bin system is in good condition and clean, in working order |  |  |  |
| Kitchen unit door fronts are in good condition and clean |  |  |  |
| Kitchen unit drawer fronts are in good condition and clean |  |  |  |
| Fridge freezer is in good condition and clean, tested for power, light is in working order |  |  |  |
| Dishwasher is in good condition and clean, tested for power |  |  |  |
| Washer dryer is in good condition and clean, tested for power |  |  |  |
| Extractor hood is in good condition and clean, tested for power, lights are in working order |  |  |  |
| Hob is in good condition and clean, tested for power, some minor usage marks |  |  |  |
| Oven is in good condition and clean, tested for power, light is in working order |  |  |  |
| Breakfast bar stools are in good condition and clean |  |  |  |
| Wall fitted mirror is in good condition and clean |  |  |  |
| Framed picture is in good condition and clean |  |  |  |
| Side table is in good condition and clean |  |  |  |
| Side lamp is in good condition and clean, in working order |  |  |  |
| Sofa is in good condition and clean, some minor usage marks |  |  |  |
| Scatter cushions are in good used condition |  |  |  |
| Sofa throw is in good used condition |  |  |  |
| Coffee table is in good condition and clean |  |  |  |
| Dining table is in good condition and clean |  |  |  |
| Dining chairs are in good condition and clean |  |  |  |
| TV unit is in good condition and clean |  |  |  |

**Additional Notes:**

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**CUPBOARD HOUSING THE HEAT EXCHANGE UNIT**

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| **Condition at Check-In: 19.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Exterior door frame is in good condition and clean |  |  |  |
| Exterior door panel is in good condition and clean, handle is slightly loose |  |  |  |
| Interior door frame is in good condition and clean, some minor painted over defects |  |  |  |
| Interior door panel is in good condition and clean, handle is slightly loose, some very minor scuff marks |  |  |  |
| Ceiling is in good condition |  |  |  |
| Painted walls are showing some scuff marks, scuff lines and a few slight wash type marks |  |  |  |
| Skirting is in good condition and clean |  |  |  |
| Flooring is in good condition and clean |  |  |  |
| Wall light is in working order |  |  |  |
| Electrical fixtures are in good condition and clean, untested |  |  |  |
| Heat exchange unit is in good condition and clean, untested |  |  |  |
| Meter is in good condition and clean, untested |  |  |  |
| Thermostat is in good condition and clean, untested |  |  |  |
| Fuse box is in good condition and clean, untested |  |  |  |
| Fitted slatted shelf is clean, showing some scuff marks and discolouration |  |  |  |

**Additional Notes:**

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**BALCONY**

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| **Condition at Check-In: 19.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Panelled ceiling is in tidy condition |  |  |  |
| Walls are in tidy condition |  |  |  |
| Balustrades with panes of glass is in tidy condition |  |  |  |
| Decked flooring is in tidy condition |  |  |  |
| Light is in working order |  |  |  |

**Additional Notes:**

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**BEDROOM**

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| **Condition at Check-In: 19.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Exterior door frame is clean, showing some patchy paint marks |  |  |  |
| Exterior door panel is in good condition and clean, handle is slightly loose |  |  |  |
| Interior door frame is in good condition and clean |  |  |  |
| Interior door panel is in good condition and clean, handle is slightly loose |  |  |  |
| Ceiling is in good condition |  |  |  |
| Painted walls are in good condition, some minor scuff marks and very minor wash type marks |  |  |  |
| Skirting is in good condition and clean, some minor scuff marks |  |  |  |
| Carpet flooring is in good condition and clean, showing a few minor spot marks |  |  |  |
| Window is in good condition and clean to interior, in working order |  |  |  |
| Ceiling light is in working order |  |  |  |
| All electrical fixtures are in good condition and clean, untested |  |  |  |
| Smoke alarm is in working order |  |  |  |
| Air vent is in good condition and clean, untested |  |  |  |
| Roller blind is in good condition and clean, in working order |  |  |  |
| Fitted wardrobe is in good condition and clean, doors are in working order |  |  |  |
| Thermostat is in good condition and clean, untested |  |  |  |
| Doorstop is in good condition and clean |  |  |  |
| Framed picture is in good condition and clean |  |  |  |
| Bed frame with headboard is in good condition and clean |  |  |  |
| Mattress 200 by 150 centimetres is in good used condition |  |  |  |
| Bedside lamps are in good condition and clean, in working order |  |  |  |
| Bedside units are in good condition and clean |  |  |  |

**Additional Notes:**

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**BATHROOM**

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| **Condition at Check-In: 19.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Exterior door frame is in good condition and clean, fitted doorstop is in good condition |  |  |  |
| Exterior door panel is clean, 1 edge chip, painted over defects, patchy paint marks and scuff marks in places |  |  |  |
| Interior door frame is in good condition and clean |  |  |  |
| Interior door panel is in good condition and clean, twist lock is in working order, handle is loose |  |  |  |
| Ceiling is in good condition, couple of plaster cracks |  |  |  |
| Painted walls are showing splash marks, discolouration marks, paint cracking and some water staining mid to low level left hand side of the bath tub |  |  |  |
| Tiled walls are in good condition and clean |  |  |  |
| Skirting is clean, showing slight water damage cracking left hand side of the bath tub |  |  |  |
| Tiled flooring is in good condition and clean |  |  |  |
| Ceiling lights are in working order |  |  |  |
| Vanity unit is in good condition and clean, interior shaver socket plate is untested |  |  |  |
| WC is clean, flush is in working order, blue spot marks to the underside of the lid |  |  |  |
| Wall fitted mirror is in good condition and clean |  |  |  |
| Basin is in good condition and clean, tap and plug are in working order |  |  |  |
| Shelf surrounding basin is in good condition and clean |  |  |  |
| Vanity drawer is in good condition and clean, some light wear to the interior |  |  |  |
| Bath tub, bath panel, static showerhead, extendable showerhead, shower flex, shower controls, plug flow and plug, shower screen and frame are clean, tested for power, 1 large chip the bath tub, 3 jet heads missing from the static showerhead |  |  |  |
| Air vent is in good condition and clean, untested |  |  |  |
| Wall stuck shower tidy is in good condition and clean |  |  |  |
| Wall fitted towel rails are in good condition and clean |  |  |  |
| Toilet roll holder is in good condition and clean |  |  |  |
| Toilet brush set is in used condition |  |  |  |

**Additional Notes:**

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| Smoke / Heat / Carbon Monoxide Alarm Information: | | | | | |
| Number of floors in property: | Smoke alarms present on each floor? YES ☐-NO**☐** | | | | |
| If no, which floor/s are they not present? | | | | | |
| Any solid fuel burning and/or combustion appliances? YES☐- NO☑ | Gas boiler  **☐** | Coal  **☐** | | Wood  **☐** | Location:  Not applicable |
| Heat Detector location: | Sound Tested?  YES / NO | | In working order?  YES /NO | | If not in working order, please add a note. |
|  | **☐ ☐** | | **☐ ☐** | |  |
|  | **☐ ☐** | | **☐ ☐** | |  |
|  | **☐ ☐** | | **☐ ☐** | |  |
| Smoke Detector location: |  | |  | |  |
|  | **☐ ☐** | | **☐ ☐** | |  |
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| Carbon Monoxide Detector location: |  | |  | |  |
| Not applicable | **☐ ☐** | | **☐ ☐** | |  |
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| Property Address: 1903 Roosevelt Tower, E14 | | | | | | | | | | |
| SCHEDULE OF CONDITION – SUMMARY ONLY Note: The following is meant as a summary only. For a full and detailed, item specific description of the property’s contents and condition, please read the main section of this report | | | | | | | | | | |
| General Cleanliness: | **Pro-Clean**  **☐** | **Clean**  **☐** | **Requires Further Clean**  **☐** | | **Requires Clean**  **☐** | | **Responsibility: Tenant Responsibility ☐Fair Wear & Tear☐**  **Part Tenant Responsibility ☐Landlord Responsibility ☐** | | | |
|  | | | | | | | | | | |
| Decoration | **In Good Decorative Condition**  **☐** | | **Minor Scuffs & Marks**  **☐** | | **Stains & Heavy Marks**  **☐** | | **Responsibility: Tenant Responsibility ☐Fair Wear & Tear☐**  **Part Tenant Responsibility ☐Landlord Responsibility ☐** | | | |
|  | | | | | | | | | | |
| Kitchen | **Clean**  **YES / NO** | **Notes** | | | **Carpets, Floors & Woodworks** | | **Clean**  **YES / NO** | | | **Notes** |
| Sink | **☐ ☐** |  | | | Carpets | | **☐ ☐** | | |  |
| Worktops | **☐ ☐** |  | | | Hard Floors | | **☐ ☐** | | |  |
| Units | **☐ ☐** |  | | | **Curtains/Upholstery** | | **YES / NO** | | |  |
| Washing Machine | **☐ ☐** |  | | | Mattresses | | **☐ ☐** | | |  |
| Dryer | **☐ ☐** |  | | | Sofas | | **☐ ☐** | | |  |
| Dishwasher | **☐ ☐** |  | | | Armchairs | | **☐ ☐** | | |  |
| Extractor Hood | **☐ ☐** |  | | | Curtains | | **☐ ☐** | | |  |
| Hob | **☐ ☐** |  | | | Blinds | | **☐ ☐** | | |  |
| Ovens | **☐ ☐** |  | | | **Windows - Interior** | | **YES / NO** | | |  |
| Fridge/Freezer | **☐ ☐** |  | | | Frames | | **☐ ☐** | | |  |
| Bathrooms | **YES / NO** |  | | | Glazing | | **☐ ☐** | | |  |
| WCs | **☐ ☐** |  | | | **Fixtures & Furniture** | | **YES / NO** | | |  |
| Wash Hand Basins | **☐ ☐** |  | | | Kitchen Furniture | | **☐ ☐** | | |  |
| Baths | **☐ ☐** |  | | | Bedroom(s) Furniture | | **☐ ☐** | | |  |
| Shower Enclosures | **☐ ☐** |  | | | Reception Furniture | | **☐ ☐** | | |  |
| Vanity Units | **☐ ☐** |  | | | Miscellaneous Furniture | | **☐ ☐** | | |  |
|  | | | | | | | | | | |
| Lighting: All in Working Order ☐Number of Lights Not in Working Order: #Tenant Responsibility ☐Fair Wear & Tear☐ | | | | | | | | | | |
| Exteriors | **YES / NO** | **Tidy YES / NO** | | | **Tidy YES / NO** | | | | | |
| Balcony | **☐ ☐** | Hard Surfaces | | **☐ ☐** | Lawn & Boundaries | **☐ ☐** | | **Notes:** | | |
| Extra Information: | | | | | | | | | | |
|  | | | | | | | | | | |
| Keys at Check In | | | | **Keys at Check Out** | | | | | **Keys Missing** | |