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INVENTORY AND CHECK IN PREPARED FOR

FLAT A
40 QUEENS GATE TERRACE
LONDON
SW7 5PH

9TH JUNE 2020



CLIENT: London Central Portfolio
INSTRUCTED BY: Olivia Highwood
JOB NO: 4189
REF: MBPS-002
INSPECTED BY: Janice Richardson
PROPERTY SIZE: 1 Reception / 1 Bedroom / 1 Bathroom - Furnished Flat

'WINDY RIDGE' 99 COWLEY HILL, BOREHAMWOOD, HERTS, WD6 5NA, TEL: 020 8 386 0950 - MOBILE: 077 67 647 647
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SAFETY DISCLAIMER

This inventory report is prepared as an 'as seen snapshot' of the property and its contents at the time of the designated inspection and is compiled as a fair and accurate record for the properties internal condition and contents. This does not form any part of a valuation or structural report.

This inventory is compiled on the basis that all items listed are in good order and clean. Any defects or soiling are noted where appropriate. Where inspections are carried out and the tenants' belongings are in situ, it can be difficult for clerks to differentiate to that belonging to the landlord or tenant. Should the report contain inaccuracies the clerk (Independent Inventories (UK) Ltd) will not be held responsible.

The clerk preparing the inventory is not an expert in electrical appliances, antiques, furniture style, fabrics, flooring, etc. All descriptions within this report are for identification purposes only in order that each item can be compared to its condition at the commencement of the tenancy.

Lofts and Cellars are not included unless they are converted and safely accessible. Contents will therefore not be noted or checked at check-in or checkout.

Plants and shrubs will not be itemised.

Belongings left by the landlord/agent in a locked room or outbuilding will not be inventoried and are the sole responsibility of the Landlord/agent. Items in garages/sheds such as garden equipment and tools will be inventoried, however tins of paint will not be itemised.

We do not undertake to move heavy items of furniture or access lofts, high-level cupboards, or any other inaccessible places. Contents which have been left in the above-mentioned areas, which have not been inventoried, are the sole responsibility on the landlord. We also do not undertake to open windows, but will confirm whether keys have been seen or not.

Any electrical appliances tested will be for power only and only where practicable. The clerks are not qualified electricians and will only confirm the visual condition of the electrical socket, wiring and or fitting as seen. Boilers, Heating Systems, Gas Fires, Water Supply and Radiators are not tested, and Independent Inventories (UK) Ltd will not take any responsibility for units left either on or off even if on automatic timers. Where smoke alarms and CO Detectors are tested this is for power only and should not be taken to mean that the alarms are in full working order. We only state their presence and cannot state the functioning of this equipment. No responsibility is taken for any damage or malfunction occurring during the testing of such alarms.

The relevant utility companies must check all meter readings, as we cannot be held responsible for any discrepancies. We are not held liable should meters not be located or inaccessible to read. For Health and Safety reasons we do not expect our clerks to access high level areas which involve using ladders/chairs.

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The Fire & safety Regulations regarding furnishings, gas, electrical & similar services are ultimately the responsibility of the instructing principle. Where the inventory notes FFR label seen, this should not be interpreted to mean that the item complies with the furniture & 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 to the regulations as published by the Department of Trade & Industry, January 1997, (or subsequent edition), attached at the time the inventory was complied.

Blinds in the premises are visually checked. We are unable to verify that the blinds comply with child safety requirements of BS EN 131202009 + A1:2014 placed on the manufacturer, supplier and professional installation of internal window blinds

It is the responsibility of the landlord/managing agent/tenant to agree between themselves the accuracy of the report, and Independent Inventories (UK) Ltd should be notified within 7 days of receipt of the report of any discrepancies within the report.

GENERAL GUIDANCE NOTES

Independent Inventories do not have sight of tenancy agreements or other agreements made between the tenant, landlord and management company. As these are guidance notes only it is always advisable that the tenancy agreement is cross referenced. This report will indicate whether in our opinion the tenant is liable for the deterioration or whether it is considered fair wear & tear. Independent Inventories may suggest maintenance, cleaning or tenant's liability at checkout, but the final responsibility of these suggestions will fall with the landlord or managing agent in respect of the original tenancy agreement. We do not suggest costs of any items, these should be sourced from the relevant contractors by the landlord or managing agent.

CLEANING

We recommend that a professional cleaning company is employed at the end of the tenancy, unless alternative arrangements have been agreed with the Landlord/Managing Agent. Receipts from professional cleaning and carpet cleaning companies must be present to the clerk at the checkout inspection.

If the standard of cleaning is not satisfactory most Landlords/Managing Agents will contract a cleaner and their charges will be charged to the tenant unless otherwise stated in the tenancy agreement.

DECORATION

It is accepted that during the course of the day to day living scuffs will appear on walls and woodwork. However, should the marks be found to be excessive charges will be made to you the tenant, unless otherwise stated in the tenancy agreement.

LIGHTING

If the lights are working at check-in then it is normal, if lights are not working at checkout, for these to be the responsibility of the tenant to replace bulbs or to be charged accordingly, unless otherwise stated in the tenancy agreement.

GARDENS/PATIO

If the standard of the garden/patio is found to be untidy compared to the start of the tenancy the Landlord/Managing Agent are entitled to employ a contract gardener and the charge will be made to you the tenant, unless otherwise stated in the tenancy agreement.

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MAINTENANCE ISSUES

We recommend should any maintenance issues arise you contact the Landlord/Managing Agent immediately so they can deal with the matter. Should we recommend items require maintenance once a property has been checked out, this is purely stating that an item will require fixing/attention, we are not advising as to whose responsibility this and your tenancy agreement will need to be checked.

CHANGES TO PROPERTY

We recommend that if you wish to make any changes to the décor or remove any of the Landlords belongings you contact the Landlord/Managing Agent for permission and have this confirmed in writing to ensure there are no discrepancies at the end of the tenancy.

TENANTS INFORMATION FOR CHECKING OUT OF PROPERTY

It is important at the checkout that:

1. All cleaning should be completed prior to the checkout appointment as per the tenancy agreement.
2. All personal items must be removed prior to the check out.
3. All items should be in the same location as per the inventory, any stored items should be unpacked and also returned to the same location.
4. If the Inventory clerk has to search for items or you still have belongings in the property to be removed this will result in additional charges being made to the tenant.
5. All beds should be left unmade with the linen folded. Bedding & towels should be cleaned & ironed where relevant.
6. All food items should be removed, freezers defrosted & doors left open & electricity turned off.
7. All light bulbs etc. should all be in working order as at check in.

The property should be left in a clean and tidy condition especially carpets, curtains, windows, upholstery appliances etc. We would suggest that you refer to your tenancy agreement in this matter.

If you are not ready to leave it may not be possible to carry out the checkout. In this case a return visit will be necessary resulting in a cancellation charge.

All keys to the property must be handed over at the time of checking out to the Inventory clerk or alternatively to the agents prior to the checkout taking place.

The Inventory Clerk acts as an independent and reasonable body and will avoid unnecessary criticism or derogatory comments when compiling or checking the Inventory.

At the termination of the tenancy the inventory will be checked and any obvious or significant discrepancies will be reported to the Managing Agent/Instructing Principal. This report will indicate whether in our opinion the tenant is liable for the deterioration or whether it is considered fair wear & tear. Normal fair wear and tear will be assessed on the lengthy of the tenancy and type occupancy.



INDEX

	PAGE
UTILITY READING	1-2
KEYS	3
GENERAL SUMMARY AT CHECKIN	4
INSTRUCTION MANUALS	5
ENTRANCE HALLWAY	6-11
BEDROOM	12-20
RECEPTION ROOM	21-29
KITCHEN	30-40
SHOWER ROOM	41-47
DECLARATION AT CHECK IN	48
ADDITIONAL AMENDMENTS	49
SIGNED SCHEDULE OF CONDIITON AT CHECK IN	50-57

UTILITY READINGS / KEY LIST & INSTRUCTION MANUALS

ELECTRIC	GAS	WATER
METER NUMBER: L86A15988	METER NUMBER: Not located	METER NUMBER: Not located
READING: Low: 64692 Normal: 37965	READING: Not located	READING: Not located
LOCATION: Communal hall on entry	LOCATION: Not located	LOCATION: Not located



LOCATION OF:		
STOP COCK	Bathroom low level cupboard	
FUSE BOARD	Hallway high level cupboard	
ALARM PANEL This has not been tested	None seen	MAKE:

FIRE SAFETY	
SMOKE ALARM 1	Not visible Tested with canned smoke and working order Location: Hallway
SMOKE ALARM 2	Not visible Tested with canned smoke and working order Location: Hallway
CARBON MONOXIDE ALARM	Not seen

KEYS AT CHECKIN	KEYS AT CHECKOUT
KEY TYPE / SERIAL NUMBER / QTY	KEY TYPE / SERIAL NUMBER / QTY
1 x JMA Yale	
2 x Banham flat door (0587385)	
2 x Banham (64D5708)	
KEYS RECEIVED BY: Tenant	KEYS RETURNED TO:
	

GENERAL SUMMARY

ITEM	CHECKIN NOTES	CHECKOUT NOTES
GENERAL CONDITION	Professionally cleaned for start of tenancy , some further cleaning required	
ODOUR	N/A	
DECORATIVE ORDER / WOODWORK	Defects as noted Woodwork scuffed/ chipped	
FLOORING	Defects as noted Vacuumed for start of tenancy	
CURTAINS / BLINDS	Requires further cleaning Defects as noted	
BLIND REGULATIONS	Regulations not met	
UPHOLSTERY	Vacuumed in situ for start of tenancy Defects as noted	
FFR LABELS	Sofa FFR label not seen Armchair FFR label not seen Bedroom 1 FFR label not seen Client informed name Olivia Highwood	
LINEN	None provided	
LIGHTS	Bulbs not working – 2 x reception, 1 x floor light and 1 x kitchen	
KITCHEN/ APPLIANCES	All appliances power tested except microwave Fridge/freezer left shut power on Final wipe required	
BATHROOMS/ WC	Water outlets tested and working WC flush Mildew to areas as noted	

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WINDOWS	Fitments complete Clean to interior Requires further cleaning Not closing properly reception	
GARDEN / TERRACE	N/A	

MANUALS SUPPLIED AT CHECKIN	MANUALS RETURNED AT CHECKOUT
APPLIANCE/ MAKE	APPLIANCE/MAKE
WITHIN REPORT ON PAGE	

*N.B – Heavy items will not be moved or inspected behind/under, for health & safety reasons. We will not be held liable should any damages/stains/marks be found during the tenancy in these areas. Should the occupant find any of the above they should, inform the landlord/agent immediately and if/where possible take photographic evidence and pass to the relevant parties.



This camera symbol throughout the Inventory check in/out indicates where a photo has been taken. Photos can be found at the back of each room in the report with the relevant headings



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ENTRANCE HALLWAY

Front Door

Door Frame Exterior

Painted white ✓

Discoloured ✓

Draught excluder ✓

Few minor scuffs to low level ✓

Indent to low level ✓ from door handle

Heavily discoloured to edges ✓

Light scuffs seen in places left and right-hand side mid to low level ✓

Door Exterior

White painted flush door ✓

Very minor splash/stain mark to the centre of the door ✓

Painted over screw covers ✓

2. Painted over defects ✓

Chrome Banham lock and finger pull ✓

3. 1 or 2 minor paint marks to Banham lock ✓

Further Chrome Banham lock ✓

4. Good order

Shading seen around the edges ✓

Light scuffing seen at low-level ✓

Door Frame Interior

Painted white ✓

Appear to be intact and in good order ✓

ENTRANCE HALLWAY

Door contd.,	<u>Door Interior</u> White painted flush door	1 or 2 x light scuffs seen low-level
	Chrome Banham barrel lock	Patchy paint work seen in places
	Further Chrome Banham lock	
	Draught excluder to base	
	Yale top lock with 2 x keys	
	Chain and keep	
Ceiling & Coving	Painted white	Odd chip and scuff around light
	White painted coving	
	1 x Water sprinkler	Not tested
	1 x Smoke detector	Tested and working Green light seen
Lighting	2 x White rimmed halogen bulbs	Both working order
Walls	Painted pale grey	Painted over defects Door stop recommended Few light mid to low level marks Indent behind door from lock Left hand side corner has a chip mark and a few rub marks at mid-level Not inspect behind furniture

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ENTRANCE HALLWAY

Skirting	Skirting painted white	Minor scuffs
Flooring	Light wood panelled flooring	
Switches & Sockets	White plastic / chrome	Good order
Built in cupboard	Pale grey flush high-level cupboard	Finger soil to exterior door
	Fuse box interior	
Poster	Wall mounted dark framed poster in terracotta/beige colouring	1. Chip to frame left hand side edge high level Unglazed
Console table	White / black console table	Good order 1 or 2 x small scuffs to edges
Coffee table	Small white and black coffee table	Reasonably good order Odd chip

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ENTRANCE HALLWAY

Entry phone

Wall mounted cream entry phone by 'Atel'

1. Tested and working

2. Coil soiled

Dish

Bronze coloured leaf-shape dish

In use



1 x chip to edge

Selection of letters

Picture

Picture of Bourbon street with black frame

Few scratches / chips to frame

Metal clothes aire

Vileda red handled mop

Flat door



Keys interior door



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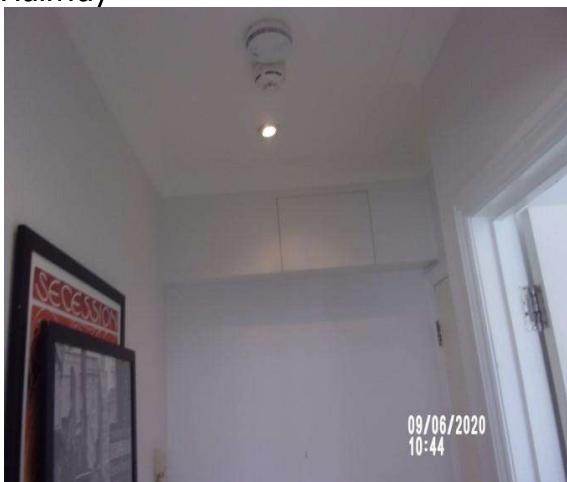
Hallway



Hallway



Hallway



Smoke alarm



Walls



Pictures



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Scuff to wall



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BEDROOM

Door

Door Frame Exterior

Painted white



1. Painted over chip to left side high level

Intact



Door Exterior

White painted flush door with
brushed steel lever handle

2. Good order

1 or 2 x light scuffs to low level exterior

Long black rubs to mid-level

Further rubs to low level

Some chipping seen to the top edge at an angle

Door Frame Interior

Painted white



Some scuffing to high level of framework interior

Chip to high level of framework interior

Chipping seen to the underside of crossbar

Door Interior

White painted flush door with
brushed steel lever handle



Over door metal hanger

Odd scuff mid to low level

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BEDROOM

Ceiling & Coving	Painted white	✓	Appear to be intact
Lighting	White painted coving 4 x White rimmed halogen bulbs	✓	All working
	2 x Brushed steel wall mounted lights with cream shades	✓	Both in working order
Walls	Painted pale grey	✓	1 x screw missing from left-hand side wall mounted light
			1. Painted plaster pop to left hand side of entry mid-level
			3. Some slight cracking at mid/low level left side of radiator
			4. Not inspected behind bed
			Few light mid to low level marks
			Rubs to low level on the left-hand side wall and on the right hand side wall
			Water damage to right of radiator low level
			Ring marks and other marks to shelves within bed recess
			Greasy spots to walls within recess
			Cracking to corners or left-hand side and facing wall
			Stress crack above door
			Some chipping seen to fuse socket to rear facing wall

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BEDROOM

Skirting

Skirting painted white

Few minor scuffs

Hairline cracking seen to the top surface

Flooring

Light wood panelled flooring

Slightly bowed to the left hand side and creaking

2. Not inspected below bed

Brushed steel / black rubber door stop fitted

3. Good order

Secure

Not inspected underneath any furniture

Windows

White painted frame casement window

2. Glazing clean to interior

1 x Arched glazed fixed panel

Soiled to exterior

2 x Opening casement windows

Frames deteriorating

2 x Brushed steel levers

Slight paint cracking

1 x Chrome arm

Mould residue along the edges of the frame in places

1 x Brushed steel slide and bolt lock

Cracking seen to paint work throughout the edges

White painted sill

Water stain left-hand side

Paint cracking to edges and middle of sill

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BEDROOM

Curtains

Cream black out blind with white beaded pulley

Fraying to left hand side with loose threads

Break connector to pulley

Some sculling to low level

Not working

Unable to raise

Beaded chain is missing—
maintenance required

Heating

Black painted radiator set behind cream painted radiator cover

Radiator not closely inspected / working order

Front cover some grey shading in places

Residue masking tape above left-hand side cover

Right-hand side cover is loose

Built in cupboards

Range of white laminate flush fronted built in cupboards with brushed steel pulls

General marks consistent with use

Inspected from left hand side Cupboard 1

Interior

Painted cream

Single cupboard

Some light usage marking to interior

Interior

6 x Shelves

Minor rubs to the edge of the exterior door by handle

1 x Electronic safe

Model No. EX2005282721 and key

Advised was replaced by agent

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BEDROOM

Cupboard 2

Corner cupboard ✓

Cupboard order ✓

Interior

2 x Shelves ✓

Some light usage marking to interior

Central hinge not attached to unit body ✓

Lower shelf has some rubs, usage and wear ✓

Cupboard 3

Single cupboard ✓

1. 4 x Further old fitment holes ✓

Interior

3 x Shelves ✓

2. Paint work slightly patchy to mid level shelf with circular paint pot ring mark ✓

1 x Chrome hanging rail ✓

Some light usage marking to interior ✓

Cream painted boxed in section ✓

Good order ✓

Cupboard 4

Double cupboard ✓

Some light usage marking to interior ✓

Interior

Painted cream ✓

3 x Shelves ✓

1 x Chrome hanging rail ✓

Further cream painted boxed in section ✓

Sticky residue marks ✓

Cupboard 5

Shaped cupboard with pull down door ✓

Odd scuff to interior ✓

Interior

Painted cream ✓

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BEDROOM

Switches &

Sockets

Shelves

Bed

Chair

White plastic / chrome ✓

2 x Cream painted recessed shelves by bed ✓

Scuffs to base and walls ✓

Double divan with black / white divan base ✓

Good order

Mattress ✓

Signs of light wear ✓

Cream faux leather headboard with button studs ✓

Fire label not seen ✓

Pulls to fabric ✓

Label side examined only ✓

Appears in good order

2 x brown fabric dining chairs on wooden legs ✓

Used order

FFR label seen ✓

Bedroom



Bedroom



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Bedroom



Residue cupboard door



Water stain to wall



Blind



Window



Scuff window blind



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Radiator panel



09/06/2020
10:49

Screw missing light fitting



09/06/2020
10:50

Walls



09/06/2020
10:50

Cupboard 1



09/06/2020
10:50

Cupboard 2



09/06/2020
10:50

Hinge detach cupboard door



09/06/2020
10:50

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Cupboard 3



Cupboard 4



Cupboard 5



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RECEPTION ROOM

Door

Door Frame Exterior

Painted white

1 or 2 x chips and scuffs seen left-hand side mid to low level

Door Exterior

White painted flush door with brushed steel lever handle

2. Good order

3. Couple of white speckled paint marks to handle

1 or 2 x light scuffs seen in places mid to low level

Door Frame Interior

Painted white

Some light chipping seen left-hand side mid to low level

Door Interior

White painted flush door with brushed steel lever handle

Inside edge has a red mark to low level

2. Few minor paint speckled marks

Some light scuffing seen low-level

Ceiling & Coving

Painted white

Good order

White painted coving

Painted over defects, especially around light fittings

Finger soil marks around recessed lights in places

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RECEPTION ROOM

Lighting

6 x White rimmed halogen bulbs

Only 4 x currently showing
for power

Walls

Painted pale grey

Few light mid to low level
marks

2 x adhesive pad residues, 1
x with broken hook to right
hand side

1 x small dark scuff to rear
right corner

Right wall has black mark

1 x stainless steel hook to
wall behind door

1 x chip near steel hook

Mid to low level furniture
marks

Front facing and left-hand
side wall some water
damage seen in places

Left-hand side wall some
chipping seen to paint work
near coat hook

1 x white plastic hook left-
hand side

RECEPTION ROOM

Skirting

Skirting painted white

1. Good order

2. Not inspected behind furniture

Few scattered minor scuffs

Flooring

Light wood panelled flooring

1. good order

2. Not inspected below furniture

1 or 2 x Tiny edge chips towards centre

Brushed steel / black rubber door stop fitted

Switches & Sockets

White plastic / chrome

Good order

Facing wall socket cracked

Window 1

White painted frame casement window

1. Glazing clean to interior

3 x Opening casement windows

Frame deteriorating

3 x Chrome levers

Chipping and paint flaking

2 x Chrome arms

Soiled to exteriors

White painted sill

Paint chipping

All windows cracking and flaking to paint work

Sill flaking to paint work

Mould patches to corners

RECEPTION ROOM

Window 2

- | | |
|--|---|
| White painted frame with arched fixed panel | 1. Glazing clear to interior |
| 2 x Opening casement windows with 2-brushed steel levers | Frame deteriorating – needs attention |
| 1 x Chrome arm | Further deterioration of frames and paintwork |
| 1 x Brushed steel slide and bolt | Painted over defects |
| White painted sill | Heavy cracking to windowsill |
| Painted over cable / junction box to right hand side | Window not fully closing |
| | Gap to base |

Blind

- | | |
|--|---|
| Cream black out blind with white beaded pulley | 1. Working order |
| Break connector to pulley | 2. Fraying heavily to left hand side edge also to right-hand side wooden support – needs fitting to blind |
| <i>advised was replaced by agent</i> | 3. Slightly soiled to low level |
| | Plastic fitting to the right-hand side has become detached |
| | Pulley repaired with tape |
| | Beaded chain has come loose
not operating maintenance required |
| | Staining seen to sections at low-level |

RECEPTION ROOM

Heating	Black painted radiator with white painted radiator cover	2. Left hand side cover panel appears slightly loose 3. Not closely inspected Grey shading seen to the front surface Sellotape on panel
Shelf area	White painted recess shelf area 4 x White painted shelves	Some painted over defects to right hand side top shelf Usage to shelves
Lift up tables	2 x White painted lift up tables attached to wall	Showing few very light usage marks Slight discolouration to corner
Map	Wall mounted black framed map of world	Good order Unglazed
Dining table	Glass circular topped dining table with brushed steel pedestal base	1 or 2 minor marks to base Some light surface scratching to glass

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RECEPTION ROOM

Dining chairs

2 x grey fabric dining chairs on wooden legs to match

Used order ✓

1 x slightly unstable ✓

1 x base cushion has a white stain approximately 1"- 1 x has green stain

Slight mark to one back ✓

Fabric pulling ✓

General staining seen to the top surface in places – further cleaning required

Sofa

3-seater taupe coloured sofa set on wooden legs in separate sections / pushed together:-

2 x Arm sections ✓

1 x Single section ✓

3 x Seat cushions ✓

1. FFR label not seen ✓

Light usage to the base cushions and on the right-hand side arm slight discolouration

Feet may need attention – requires fixing screw loose

now secured with cord

Pouffe

Matching large pouffe with separate top ✓

Signs of light wear ✓

Scatter cushions

1 x brown crushed velvet scatter cushion ✓

All in use ✓

1 x Pale grey self-patterned scatter cushion ✓

Cleaning required ✓

3 x Black / grey matching scatter cushions ✓

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RECEPTION ROOM

Light

Brushed steel floor mounted light
with grey fabric shade

Not working ✓

Rug

Grey rectangular rug ✓

In use ✓

Reception



Reception



Reception



Fold down tables



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Scuff wall



09/06/2020
10:52

Window



09/06/2020
10:52

Socket crack



09/06/2020
12:43

Fraying to blind



09/06/2020
10:52

Blind cord detached



09/06/2020
10:52

Window



09/06/2020
10:52

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Windowsill



Chair seat stain



Mould window



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KITCHEN

Door	Open plan from Reception	
Ceiling	Painted white	Good order
	1 x small mark	Painted over defects
Lighting	2 x White rimmed halogen bulbs	1 x not currently showing for power
Skirting	Painted white	Chipping and scuffing in places
Flooring	Large off-white ceramic tiles	Grouting slightly discoloured Some slight shaded marks specially to centre Shaded towards edges of tiles Centre tile on entry has multiple hairline crack and large crack and chip 2 x further chipped tiles near shower room General Discolouration Heavy cracking to grout

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KITCHEN

Walls

Part painted pale grey

Part grey / white / black mosaic tiling

2 x Wooden panels to match units

Scuffs left hand side shower room mid to low level from bin

Discolouring mid to low level

Light discolouration seen to grout painted section

Front facing wall finger soil mark around light switch

Switches & Sockets

White plastic / chrome

Units

Wood panelled doors with brushed steel pulls

Wood kick boards

Interior

White laminate

Inspected from wall units to left hand side

Wall unit 1

Single cupboard

Light usage

Interior

2 x Shelves

1 x Base shelf

KITCHEN

Wall unit 2

Single cupboard ✓

Interior

2 x Shelves ✓

1 x Base shelf ✓

Wall unit 3

Tall cupboard ✓

Interior

2 x Interior shelves ✓

Housing

Blue water tank low level ✓

Control panel timer ✓

2 x Fuse switches ✓

1 x Further socket ✓

1 x Back panel with several drilled holes ✓

Copper pipes and cabling seen ✓

1. Some white sealant residue to left side exterior panel ✓

2. Some paint marks to right side edge ✓

3. Interior middle shelf chipped and marked ✓

In use

Not tested ✓

No cover- secured with masking tape

Section is covered with masking tape ✓

Unable to fully inspect

2 x handles slightly loose

Aqua microwave with removable glass turn table ✓

Not tested ✓

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KITCHEN

Wall unit 4

High level shelf above
fridge
freezer

Good order

Contains miscellaneous items
– too high to inspect

Decorative cream clock

Wall unit 5

Open unit with 8-cubby holes
1 x Mid-level shelf
2 x Wooden drawers

Good order

Wall unit 6

Single unit

Good order

Interior

2 x Shelves

1 x Base shelf

Base units

Base unit 1

Under sink cupboard

1. Water discolouration to
base exterior

Interior

Blue plastic fitment to interior
door

Use unknown

Stop cock to back panel

Back panel is secured with
masking tape

Base unit 2

Further open section

Some slight wear to shelf

4 x Cubby holes

2 x Drawers

1 x Mid-level shelf

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KITCHEN

Base unit 3

Single cupboard

Interior

1 x Base shelf

2 x indentation marks to the exterior door high level

Worktop

Black speckled laminate with wooden trimming to edge

1. 1 or 2 general scratches and usage marks

2. Some slight discolouration around base of tap

3. Varnish slightly worn to trim forward of sink

2 x plastic hooks to tiling right hand side of sink

Generally patching around sink area left hand side of kitchen

Scattered white dull spots seen to worktop near sink area

Washing machine

Integrated white 'Hotpoint' washing machine BHWD129

Serial number 508245407

1. Power tested

2. Magnetic catch to door interior stuck on with tape

3. Some discolouration at low level to integrated door
Power tested

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KITCHEN

Sink	<p>Stainless steel single bowl ✓</p> <p>Chrome waste ✓</p> <p>Chrome plug ✓</p> <p>Chrome drainer ✓</p> <p>Chrome mixer tap ✓</p>	<p>1. Water tested and ✓ working</p> <p>2. Some white marks to right side edge/work surface</p> <p>General cleaning scratches ✓</p> <p>Tap is loose ✓</p>
Fridge freezer	<p>Integrated white Hotpoint fridge freezer ✓</p> <p><u>Interior</u> ✓</p> <p>4 x Glass shelf ✓</p> <p>1 x Clear plastic salad crispers ✓</p> <p>3 x Door shelves ✓</p> <p><u>Freezer</u> ✓</p> <p>2 x White plastic drawers ✓</p> <p>1 x pull out tray ✓</p>	<p>1. Doors not attached to exterior door ✓</p> <p>2. Clean / light working order ✓</p> <p>2 x door shelves crack to sides ✓</p> <p>Additional 1 x door shelf located in wall unit ✓</p>
Extractor hood	<p>Chrome chimney style extractor – make unknown ✓</p>	<p>Lights not currently showing for power ✓</p>
Manuals	<p>Microwave and fridge ✓</p>	

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KITCHEN

Hob	Black 'Baumatic' 4-ring induction halogen hob 4 x Control buttons	Power seen ✓ Rings worn ✓ Rear right hand side burner has white scratch and wear marks
Oven	Indesit oven serial number 509238742 1 x chrome shelf seen to interior	Register blue sticker on door Few drips to door
Bin	Chrome 'Brabantia' pedal bin	Clean ✓ Dented to top In used order ✓
Worktop saver	Black granite worktop saver	Good order ✓
Jug	Chrome jug	
Baking trays	2+2 x Black baking trays Assorted stored	In use ✓ Not fully cleaned Possibly above fridge
Toaster	Russell Hobbs chrome and black 2-slice	

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Kitchen



Kitchen



Kitchen



Scuff wall



Kitchen



Interior wall unit



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Chip interior wall unit



Microwave



Water tank



Sink



Washing machine



Seal washing machine



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Seal washing machine



Floor stain



Crack floor tile



Hob



Extractor hood



Oven



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Items in high cupboard



Fascia door detach fridge/ freezer



Fridge/ freezer



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SHOWER ROOM

Door

Door Frame exterior

Painted white ✓

Minor spot marks to mid-level left hand side frame

Metal kickboard low level ✓

1 or 2 x light scuff marks low-level left-hand side

Door Exterior

White painted flush door with brushed steel kick board ✓

Kick board slightly marked

Brushed steel lever handle ✓

Handle loose ✓

Tarnishing seen to panel at low-level ✓

Door Frame Interior

Painted white ✓

1 or 2 x light scuffs seen bottom right-hand side

Left-hand side some water damage ✓

Few knot rings to frame ✓

Door Interior

White painted flush door with brushed steel lever handle ✓

Cleaning required to panel at low-level ✓

2 x Chrome robe hooks ✓

Slightly marked ✓

Brushed steel kick board ✓

Some light marking to leading edge interior ✓

Handle loose ✓

SHOWER ROOM

Ceiling

- Painted white ✓
 1 x White plastic extractor fan ✓

 Tested and working

 Yellow spot marks to the left-hand side of the shower area and the right-hand side

 Scattered numerous discoloured marks and mould seen

 Water staining seen to ceiling scattered throughout

 Grey shading and finger soil marks scattered throughout

Lighting

4 x White rimmed halogen bulbs ✓

Working ✓

Walls

Part painted white ✓

1. Grouting discoloured to shower area

Part off white ceramic tile with black / taupe circular design ✓

2. Sealant very slightly marked to ledge behind sink

Stainless steel panel behind W.C

3. Some slight scratches and paint marks to ledge behind sink

Some non-matching plain white tiles to base of shower area and left hand side ✓

4. Some filled chips to tiles low level in shower area

Some scuffing around radiator to painted section

Mould to grout ✓

Heavy discolouration seen to grout in shower cubicle area

Right-hand side low-level 1 x chip

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SHOWER ROOM

Skirting	Painted white	✓	Some paint flakes to low level left hand side
		✓	Scattered minor marks
		✓	General scuffing in places
Flooring	Large off white ceramic tiles		1. Couple of minor marks to left hand side of sink
			Grout slightly diminishing and cracking
			1 x tile cracked behind WC
			Patchy appearance
			Generally discoloured
Heating	Chrome wall mounted heated towel rail	✓	Not tested
Toilet	White W.C with concealed cistern and white plastic seat and lid	✓	1. Tested and working
	Chrome wall mounted flush	✓	2. Paint marks and general light scratches to lid
		✓	3. Clean
		✓	Flush working – but difficult
Sink	White ceramic circular sink	✓	Some slight tarnishing to base of tap
	Chrome waste	✓	
	Chrome over flow	✓	
	Chrome mixer tap	✓	
	Sits on a :- table/ ledge		

SHOWER ROOM

Ledge	Brushed steel ledge set on wooden stand incorporating chrome towel rail	1. 1 or 2 minor marks to ledge 2. Legs appear slightly loose 3. Towel rail marked Left hand corner taped Legs appear loose
Shower	Aluminium framed shower screen 1 x Fixed panel 1 x Sliding door with chrome handle White plastic shower tray Chrome waste Chrome wall mounted control Chrome wall mounted circular shower head	Water not tested Opening door loose to lower not attached to runner Showerhead lime scale
Cabinet	Wall mounted long mirrored fronted cabinet with chrome pull <u>Interior</u> 3 x Chrome shelves 1 x Base shelf	1. Minor slightly silvering to edges 2. General light usage marks to interior shelves Requires further clean to interior corner

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SHOWER ROOM

Panel	Low level white painted ✓ panel	1. Paint work appears slightly patchy
	Stopcock located to interior ✓	
Mirror	Fixed, unframed mirror ✓	Good order ✓
Shelf recesses	2 x Tiled shelf recesses ✓ to shower area	1. Tiles appear crazing to shelf and below right side shelf
	White plastic tile trim to edges ✓	Grout to seal, discoloured ✓
	White plastic plug drainer ✓	
	Chrome bathroom tidy ✓	
	Red and grey mop bucket ✓	

Shower room



Chip wall tile shower



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Shower room



Ceiling stain



Tape to unit



Shower room



Tarnish behind WC



Crack floor tile



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Shower room



DECLARATION AT CHECK IN

This inventory has been examined and, subject to marginal comments found to be correct.

ON BEHALF OF THE LANDLORD _____

ON BEHALF OF THE TENANT _____

COMMENCEMENT OF TENANCY _____

N.B

THIS INVENTORY IS CORRECT TO THE BEST OF OUR KNOWLEDGE BUT ADVISE YOU TO EXAMINE ITS CONTENTS PRIOR TO SIGNING, AS WE CAN NOT BE HELD RESPONSIBLE FOR ANY ERRORS OR OMISSIONS. DESCRIPTIONS ARE FOR IDENTIFICATION PURPOSES ONLY.

The relevant utility companies must check all meter readings, as we can not be held responsible for any discrepancies

Please ensure that all items listed in this inventory are in the same location at the end of the tenancy.



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ADDITIONAL AMENDMENTS

WHEN ADDITIONS/AMENDMENTS ARE MADE BY THE LANDLORD, TENANT OR AGENT THE RELATIVE PARTIES MUST BE INFORMED

GENERAL COMMENT

It should be noted that it is not the responsibility of the Inventory Clerk to open, unpack, empty or itemise items stored in carrier bags or other containers unless it is made specifically clear they are the property of the Landlord.

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CHECK IN REPORT OF CONDITION AT: DATE: 09/06/2020

PROPERTY ADDRESS:	Flat A 40 Queens Gate Terrace South Kensington SW7 5PH		
CLIENT:	London Central Portfolio		
CONTACT:	Olivia Highwood		

ELECTRIC	GAS	WATER
METER NUMBER: L86A15988	METER NUMBER: Unknown	METER NUMBER: Unknown
READING: Low: 64692 Normal: 37965	READING: Unknown	READING: Unknown
LOCATION: Communal hall on entry	LOCATION: Unknown	LOCATION: Unknown

PROPERTY DESCRIPTION			
ROOM	QTY	ROOM	QTY
			EXTERIOR AREAS
			QTY

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RECEPTION	1	BATHROOMS	1	FRONT GARDEN	0
OFFICE	0	WC	0	REAR GARDEN	0
BEDROOMS	1	UTILITY	0	SWIMMING POOL	0
DRESSING ROOM	0	STORE ROOM	0	GARAGE	0
STAIRCASE & LANDINGS	0	CELLAR	0	ANNEX	0
<input type="checkbox"/> HOUSE	<input checked="" type="checkbox"/> FLAT	<input type="checkbox"/> UNFURNISHED	<input checked="" type="checkbox"/> FURNISHED		

GENERAL SUMMARY					
GENERAL CONDITION	FURTHER COMMENTS				
<input checked="" type="checkbox"/> Professionally cleaned for start of tenancy :- <input type="checkbox"/> Domestically cleaned for the start of tenancy :- <input type="checkbox"/> Further general cleaning required:- <input type="checkbox"/> A full professional clean is required:-	<i>Based on inspection by & property due before check in</i>				
<input type="checkbox"/> Pet <input type="checkbox"/> Musty	<input type="checkbox"/> Smoking	<input type="checkbox"/> Cooking	<input checked="" type="checkbox"/> N/a		
<input type="checkbox"/> DECORATIVE ORDER / WOODWORK	<input type="checkbox"/> Advised freshly painted <input type="checkbox"/> Good Order <input checked="" type="checkbox"/> Defects as noted <input type="checkbox"/> Dusty				

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	<input checked="" type="checkbox"/> Woodwork scuffed/chipped	
FLOORING	<input type="checkbox"/> Professionally cleaned for start of tenancy <input type="checkbox"/> Good Order <input checked="" type="checkbox"/> Defects as noted <input checked="" type="checkbox"/> Vacuumed for start of tenancy <input type="checkbox"/> Requires further cleaning <input type="checkbox"/> New	
CURTAINS / BLINDS	<input type="checkbox"/> Professionally cleaned for start of tenancy <input type="checkbox"/> Vacuumed insitu for start of tenancy <input checked="" type="checkbox"/> Requires further cleaning <input checked="" type="checkbox"/> Defects as noted <input type="checkbox"/> Good Order	<input type="checkbox"/> N/A
BLIND REGULATIONS	<input type="checkbox"/> Chain break connector in place <input type="checkbox"/> Chain Tidy in place <input checked="" type="checkbox"/> Regulations not met	<input type="checkbox"/> N/A
UPHOLSTERY	<input type="checkbox"/> Professionally cleaned for start of tenancy <input checked="" type="checkbox"/> Vacuumed insitu for start of tenancy <input type="checkbox"/> Good Order <input type="checkbox"/> New <input checked="" type="checkbox"/> Defects as noted	<input checked="" type="checkbox"/> N/A
FFR LABELS	Sofa <input type="checkbox"/> FFR Label Seen <input type="checkbox"/> Label Not seen Armchair <input type="checkbox"/> FFR Label Seen <input type="checkbox"/> Label Not seen Pouffe <input type="checkbox"/> FFR Label Seen <input type="checkbox"/> Label Not seen	

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	Mattress: Bed 1 <input type="checkbox"/> FFR Label Seen <input checked="" type="checkbox"/> Label Not seen Bed 2 <input type="checkbox"/> FFR Label Seen <input type="checkbox"/> Label Not seen Bed 3 <input type="checkbox"/> FFR Label Seen <input type="checkbox"/> Label Not seen Bed 4 <input type="checkbox"/> FFR Label Seen <input type="checkbox"/> Label Not seen	
	<input type="checkbox"/> Client informed Name..... Olivia	
LINEN	<input type="checkbox"/> New <input type="checkbox"/> In use <input checked="" type="checkbox"/> None provided <input type="checkbox"/> Domestically cleaned <input type="checkbox"/> Freshly laundered	<input type="checkbox"/> Requires further cleaning
LIGHTS	<input type="checkbox"/> All working order <input checked="" type="checkbox"/> Bulbs missing / not working	2x recessed in floor light 1x Kitchen
KITCHEN / APPLIANCES	<input type="checkbox"/> All clean order <input checked="" type="checkbox"/> All Appliances power tested <input type="checkbox"/> Fridge left open power off <input type="checkbox"/> Freezer left open power off <input checked="" type="checkbox"/> Fridge left shut power on <input type="checkbox"/> Freezer left shut power on	<input type="checkbox"/> Requires further cleaning fridge not running
BATHROOMS/ WC	<input type="checkbox"/> Clean <input type="checkbox"/> All fitments free of lime scale <input checked="" type="checkbox"/> Water outlets tested and working	<input checked="" type="checkbox"/> Mildew to areas as noted <input type="checkbox"/> Requires further cleaning
WINDOWS	<input checked="" type="checkbox"/> Fitments complete <input type="checkbox"/> Clean to interior <input type="checkbox"/> Clean to exterior	<input checked="" type="checkbox"/> Requires further cleaning not closing properly - top

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GARDEN / TERRACE / BALCONY	<input type="checkbox"/> Seasonal order
	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Further attention required

POSITION OF	
STOP COCK	Bathroom low level cupboard
FUSE BOARD	Hallway high level cupboard
ALARM PANEL	None

MANUALS PROVIDED	
<input type="checkbox"/> Washing machine	<input type="checkbox"/> Alarm
Dryer	<input type="checkbox"/> Boiler <input type="checkbox"/> Extractor hood
<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Microwave oven
<input type="checkbox"/> Fridge freezer	<input type="checkbox"/> Phone
	<input type="checkbox"/> TV
	<input type="checkbox"/> Oven
	<input type="checkbox"/> Waste disposal
<input checked="" type="checkbox"/> None provided	

FIRE SAFETY	
SMOKE ALARM 1	<input type="checkbox"/> Mains powered <input type="checkbox"/> Power light on <input type="checkbox"/> Too high to read <input type="checkbox"/> Not visible <input checked="" type="checkbox"/> Tested with Canned smoke and working order

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	<input type="checkbox"/> Location: - <input type="checkbox"/> Expiry date / /
	□ SMOKE ALARM NOT WORKING – Agent advised
	<input type="checkbox"/> Person advised: - Name SMOKE ALARM 2 <input checked="" type="checkbox"/> Tested with Canned smoke and working order <input type="checkbox"/> Location: - <input type="checkbox"/> Expiry date / /
	□ SMOKE ALARM NOT WORKING – Agent advised
	<input type="checkbox"/> Person advised: - Name SMOKE ALARM 3 <input type="checkbox"/> Mains powered <input type="checkbox"/> Power light on <input type="checkbox"/> Too high to read <input type="checkbox"/> Not visible <input type="checkbox"/> Tested with Canned smoke and working order <input type="checkbox"/> Location: - <input type="checkbox"/> Expiry date / /

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<input type="checkbox"/> SMOKE ALARM NOT WORKING – Agent advised Person advised: - Name	
CARBON MONOXIDE ALARM	<input type="checkbox"/> Tested and working order <input type="checkbox"/> Light seen <input type="checkbox"/> N/a

KEYS		
KEY TYPE	SERIAL NUMBER	QTY
Jma Yale		1
Banham – flat door	0587385	2
Banham	64D 5708	2

KEYS RECEIVED BY: AGENT TENANT LANDLORD CONCIERGE BUILDER

Management keys used None provided

*Tick as applicable

NAME PRINTED:	SIGNATURE :
Mark Chambers	

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*N.B – Heavy items will not be moved or inspected behind/under, for health & safety reasons. We will not be held liable should any damages/stains/marks be found during the tenancy in these areas. Should the occupant find any of the above they should, inform the landlord/agent immediately and if/where possible take photographic evidence and pass to the relevant parties.

CLIENT CALLED AT - 0117	
TIME:	VOICE MESSAGE LEFT FOR: SPOKEN WITH:
IN ATTENDANCE AT CHECK IN	
<input checked="" type="checkbox"/> INDEPENDENT CLERK <input checked="" type="checkbox"/> TENANT <input type="checkbox"/> LANDLORD <input type="checkbox"/> AGENT	NAME PRINTED J. Richardson
SIGNATURE 	
In attendance: <input type="checkbox"/> LANDLORD <input checked="" type="checkbox"/> TENANT <input type="checkbox"/> INVENTORY CO. <input type="checkbox"/> RELOCATION REP	
NAME PRINTED S. A. C. Ambrose	
SIGNATURE 	