# INVENTORY AND CHECK IN PREPARED FOR

10, Grove Rd

High Street Brentford

TW8 9NT

05TH DECEMBER 2020

|  |  |
| --- | --- |
| **CLIENT:** | Thorgills |
| **INSTRUCTED BY:** |  |
| **TENANT:** |  |
| **REF:** | MBPS-002 |
| **INSPECTED BY:** |  |
| **PROPERTY SIZE:** | 1 Reception, 3 Bedrooms, 3 Staircase and Landing, 1 Kitchen,1 Bathroom, 1 Attic, 1 utility, 1 Front – Rear garden, 1 Annex-Terrace – Unfurnished House |

'WINDY RIDGE' [99 COWLEY HILL, BOREHAMWOOD, HERTS, WD6 5NA](https://maps.google.com/?q=99+COWLEY+HILL,+BOREHAMWOOD,+HERTS,+WD6+5NA&entry=gmail&source=g),    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 checkin 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.

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 checkin 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.

MAINTENANCE ISSUES

We recommended 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 check out 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.

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**UTILITY READINGS / KEY LIST& INSTRUCTION MANUALS**

|  |  |  |
| --- | --- | --- |
| **ELECTRIC** | **GAS** | **WATER** |
| METER NUMBER:  15K0053037 | METER NUMBER:  G4KS 0005988 15 1 | METER NUMBER:  Unknown |
| READING:  15354.9kwh | READING:  None- blank screen | READING:  Unknown |
| LOCATION:  Under stairs cupboard | LOCATION:  Front garden | LOCATION:  Unknown |

|  |
| --- |
| **LOCATION OF:** |

|  |  |  |
| --- | --- | --- |
| **STOP COCK** | Kitchen cupboard | |
| **FUSE BOARD** | Understairs cupboard | |
| **ALARM PANEL**  **This has not been tested** | N/a | MAKE: |

|  |
| --- |
| **FIRE SAFETY** |

|  |  |
| --- | --- |
| **SMOKE ALARM 1** | Not visible  Tested with Canned smoke and working order  Location : Kitchen |
| **SMOKE ALARM 2** | Not visible  Tested with Canned smoke and working order  Location : Landing |
| **CARBON MONOXIDE ALARM** | Tested and Working order |

|  |  |  |
| --- | --- | --- |
| **KEYS AT CHECKIN** | **KEYS AT CHECKOUT** | |
| **KEY TYPE / SERIAL NUMBER / QTY** | **KEY TYPE / SERIAL NUMBER / QTY** |
| 4 x yale |  |
| 1 x chubb |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **KEYS RECEIVED BY: TENANT** | **KEYS RETURNED TO:** | |

|  |
| --- |
| **GENERAL SUMMARY** |

|  |  |  |
| --- | --- | --- |
| **ITEM** | **CHECKIN NOTES** | **CHECKOUT NOTES** |

|  |  |  |  |
| --- | --- | --- | --- |
| **GENERAL CONDITION** | | Professionally cleaned for start of tenancy  Domestically cleaned for the start of tenancy  Further general cleaning required  A full professional clean is required | Professionally cleaned for start of tenancy  Odd omissions |
| **ODOUR** | | N/A | N/A |
| **DECORATIVE ORDER / WOODWORK** | | Advised freshly painted  Good order  Defects as noted  Dusty  Woodwork scuffed/ chipped | Advised freshly painted  Good order  Defects as noted |
| **FLOORING** | | Good order  Defects as noted  Vacuumed for start of tenancy  Requires further cleaning | Good order  Defects as noted  Vacuumed for start of tenancy  Final mop required in reception and kitchen |
| **CURTAINS / BLINDS** | | Vacuumed in situ for start of tenancy  Requires further cleaning  Defects as noted  Good order | Vacuumed in situ for start of tenancy |
| **BLIND REGULATIONS** | | Chain break connector in place  Chain tidy in place  Regulations not metal  N/A | Regulations not met |
| **UPHOLSTERY** | | N/A | N/A |
| **FFR LABELS** | Sofa FFR Label Seen □ Label Not seen  Armchair □ FFR Label Seen □ Label Not seen  Pouffee □ FFR Label Seen □ Label Not seen  Mattress: -  Bed 1 □ FFR Label Seen □ Label Not seen  Bed 2 □ FFR Label Seen □ Label Not seen  Bed 3 □ FFR Label Seen □ Label Not seen  Bed 4 □ FFR Label Seen □ Label Not seen  □ Client informed Name……………………….…… | | N/A |
| **LINEN** | None provided  Freshly laundered  Requires further cleaning | | None provided |
| **LIGHTS** | All working order  Bulbs missing/ not working | | Bulbs not working |
| **KITCHEN / APPLIANCES** | All clean order  All appliances power tested  Fridge/ freezer left shut power on  Requires further cleaning | | Fridge/ freezer left shut power off |
| **BATHROOMS/**  **WC** | Clean  All fitments free of lime scale  Water outlets tested and working  Mildew to areas as noted  Requires further cleaning | | Clean  All fitments free of lime scale  Water outlets tested and working |
| **WINDOWS** | Fitments complete  Clean to interior  Requires further cleaning | | Fitments complete  Clean to interior |
| **GARDEN /**  **TERRACE /** | Seasonal order  N/A  Further attention required | | Seasonal order |

|  |  |
| --- | --- |
| **MANUALS SUPPLIED AT**  **CHECKIN** | **MANUALS RETURNED AT**  **CHECKOUT** |
| **APPLIANCE / MAKE** | **APPLIANCE/MAKE** |
| NOne |  |
|  |  |
|  |  |
|  |  |
|  |  |

 \*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

**FRONT GARDEN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Black iron gate with lift latch | 1. Latch stiff to operate |  |
| **Walls** | Part wooden black fence  Flat white brick, white pillars  Part white painted bricks, part black rails  Facing wall- black cables attached, number 10 in white on grey plaque  Left hand side – black cables attached |  |  |

**FRONT GARDEN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Windows** | Return from reception  White framed sash window  White painted sill | Slight stress crack |  |  |
| **Flooring** | Part chipped grey slate  Part paving slabs | 1. Grass growing to slabs |  |  |
| **Meter cupboard** | White boxed cupboard  Housing- gas meter |  |  |  |
| **Bin** | Grey wheelie bin | 1. Full of rubbish |  |  |
| **Mat** | 1 x grey rubber mat | 1. In use |  |  |

**LOBBY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  White painted |  |  |
|  | Exterior Door  Blue wood grained panel door  Brass handle  Brass letter box flap  Brass door knocker  Brass threshold | Light dust to panel  Few scratches and painted over defects to wood  Scuffed and scratched to wood  1 x pin hole left hand side of number 10 |  |
|  | Interior Door Frame  White painted |  |  |
|  | Interior Door  white wood grained panel door with 2 panes upper level  1x brass handle  1 x brass chain and keep  1 x brass letter box flap  1 x brass spyhole  3 x brass fitments upper level | No cover spyhole |  |

**RECEPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Walls** | Part painted light grey  Part painted dark grey  Facing wall- leading to rooms  Right hand side  Cables-wires attached  Left hand side  Pipes attached  Back- leading to front garden | Newly painted  1 x wood chip near door mid-level  2-3 finger spots to mid-level, 1 x wood chip mid-level near door mid-level |  |
| **Ceiling** | White painted | 1. Newly painted |  |
| **Lights** | 1 pendant light with stained glass shade | 1. Tested and working |  |
| **Woodwork** | Distressed wood  1 large chrome doorstop  1 smaller chrome doorstop | Newly painted |  |
| **Flooring** | Wooden distressed floor | 1. Few scratch and scuff |  |

**ENTRANCE HALLWAY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  White painted |  |  |
|  | Exterior Door  Mahogany panel door with 2  x glass pattern inserts upper level to mid-level with brush steel handle | 1. Paint residue to edges   2. Black residue mid-level  3. 1 brass handle sides and  low level |  |
|  | Interior Door Frame  White painted | 1. Newly painted |  |
|  | Interior Door  Mahogany panel door  2 x glass inserts to upper level to mid-level with brushed steel handle |  |  |

**ENTRANCE HALLWAY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Walls** | Part white painted  Part painted light grey  Facing wall- leading to stairs, b bedrooms, bathroom, attic  Left hand side- leading to reception, kitchen, utility, terrace, rear garden  Back- leading to exit, front garden | 1. Newly painted |  |
| **Ceiling** | White painted | Stress crack to paint forward of storage cupboard  Appears to be a wet patch near crack  Joint visible |  |
| **Lights** | 1 pendant light with shade | 1. Tested and working |  |
| **Woodwork** | White painted | 1. Newly painted |  |
| **Switches and sockets** | Left hand side - double flip switch on dark chrome base pendant light with square flower pattern shade  Right hand side- 1 double switch socket 2 x |  |  |

**ENTRANCE HALLWAY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Flooring** | Wooden distressed floor | 1. Few scratch and scuff |  |
| **Radiator** | 1 white double radiator with valve caps | 1. Paint marks to valve caps |  |
| **UNDERSTAIRS CUPBOARD** | White panel door  1 x white knob  Interior walls – magnolia painted  Selection of pipes, cables  Electric meter  Electric panel | Colourful over door double hooks  Unfinished walls and floor interior  Wood chip to frame  Carboard storage box and wood panel to floor  Cupboard condition |  |

**RECEPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | NONE |  |  |
| **Walls** | Light grey painted  Right hand side- leads to kitchen, utility, terrace, rear garden, stairs, bedrooms and bathroom  Back- hallway and exit  1x optimum thermostat | 1. Newly painted |  |
| **Ceiling** | White painted | 1. Newly painted |  |
| **Lights** | 2 black chandelier – 5 candle lights each | 1. Tested and working |  |
| **Woodwork** | White painted | 1. Cables coming through left hand side 2. Newly painted |  |
| **Switches and sockets** | Back wall- 2 flip switch on bar  Left hand side- 2 x virgin boxes, 1 double switch socket  Facing wall – 5 white double switch sockets |  |  |

**BEDROOM 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Windows** | 2 x Sash window units in white painted wooden encasement with 2 x Sections    2 x Stainless steel pull handles    1 x Stainless steel twist lock    White painted narrow wooden sill | 1. Privacy film to pane |  |
| **Curtains - Blinds** | Black curtain rod  2 x cream pattern lined fabric |  |  |
| **Flooring** | Distressed wooden floor | 1. Several scratches, rubs and scuff |  |
| **Radiator** | Double panelled white painted metal radiator with 2x caps  White decorative safety removal cover front of each | 1. Not tested |  |
| **FIREPLACE 1** | White mantle  White surround with Red tiles  Black hearth with fire guard  Red floor tiles | 1. Not tested 2. Few cracks to floor |  |
| **SHELF** | White shelf attached to wall  Wooden wine rack under |  |  |

**KITCHEN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  White painted | 1. Newly painted |  |
|  | Interior Door Frame  White painted | 1. cut out and unpainted at upper level and low level |  |
| **Walls** | Part white painted  Part black effect tiles  Facing wall- leading to rear garden  Right hand side - leading to utility, terrace  Left hand side- leading to utility, terrace  Back- leading to reception, hallway, exit, stairs ,bedrooms, bathroom | 1. Newly painted   2. Paper lifting above window |  |
| **Ceiling** | White painted | 1. Patchy paint work in paces 2. Stress crack forward of window. 3. Newly painted |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Lights** | 12 x spotlights on chrome surround | 1. Tested and working |  |
| **Woodwork** | Part under unit kickboards  Part White skirting |  |  |
| **Switches and sockets** | Part White plastic, part chrome  Where visible  Left hand side -1 x dimmer switch, double switch socket  Facing wall –switch and lead  Right hand side- 4 double switch socket |  |  |

**KITCHEN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Window 1** | Sash window unit in white painted wooden encasement with 2 x Sections    Section 1 (high level) 1 opening panel with handle    Section 2 1 x non-Opening panel    Wine painted sill | Chipping to frame  Paint missing to bottom frame  Light chip to sill |  |
| **Window 2** | Sash window in White casement  Section1 High level top opening with black strip insert and 2 handles  Section 2  1 x non opening bottom with white painted sill |  |  |
| **Curtains** |  |  |  |
| **Flooring** | Black vinyl | 1. Needs further clean. 2. 3 to 4r tears to vinyl 3. Several chip and marks to floor |  |
| **Radiator** |  |  |  |
| **Unit Description - Units are inspected from right hand side** |  |  |  |
| **Wall unit 1** | Double door- 2 shelves, 1 base shelf | 1. Light stain to interior |  |
| **Wall unit 2** | Single door  1 shelf, 1 base shelf |  |  |
| **Wall unit 3** | Single door,2 shelf, 1 base shelf | 1. Light stain 2 interior |  |
| **Wall unit 4** | Double door,2 shelves, 1 base shelf |  |  |

**KITCHEN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Base Units** |  |  |  |
| **Base unit 1** | Double door,2 handles, 1l shelf, 1 base shelf | 1. Red ignition switch to interior |  |
| **Base unit 2** | 3 x wooden drawers with grey lining  Selection of diy items | 1. 3rd drawer is not closing properly |  |
| **Base unit 3** | 3 x wooden drawers with grey lining | 1. 3rd drawer is not closing properly |  |
| **Base unit 4** | Double door 1 shelf 1 base shelf |  |  |
| **Base unit 5** | Single door, 1 shelf, 1 base shelf | 1. Swelling to base of door |  |
| **Base unit 6** | Single door, 1 shelf, 1 base shelf  Selection of tubes and pipes | 1. Swelling to base of door 2. Light stain to interior |  |
| **Base unit 7** | Single door, 1 shelf, 1 base shelf | 1. Swelling to base of door  2. Cut out to base shelf and back wall |  |
| **Base unit 8** | Single door, 1 shelf, 1 base shelf | 1. Cracks to interior, water damage 2. Light stain to interior |  |

**KITCHEN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Work surface** | Black granite | 1. Right hand side edge strip is missing 2. Strip right hand side edge near door- several chips and missing pieces |  |
| **Sink** | Single steel basin with drainer  Swivel mixer tap  Hot and cold taps with white top | 1. No plug for chain |  |
| **DINING TABLE** | Wood table | Strip loose to the side  White residue to top |  |
| **DINING CHAIRS** | 4 x wooden chairs  4 x orange seat cushions | Odd scuff to wood |  |
| **Oven** | Belling double oven  7 burners with glass cover  Left hand side oven 2 x doors with handles- top interior 2 x shelve,1 x grill pan and  bottom interior -1 x shelves  Right hand side oven-  Bottom- interior 2 x shelves | Scratches to cover  Handles are loose  Handles are loose |  |
| **Fridge/ freezer** | Grey “hoover” fridge freezer  3 x door shelves  Glass shelves with aluminium strip  1 x bottle rack  1 large salad crisper  Freezer- 4 x clear plastic drawers | 1. Unable to test plug lead is not close to socket 2. Appears to be a stress crack to base of bottle shelf |  |

**UTILITY ROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  White painted |  |  |
|  | Exterior Door  White panel door with brass knob |  |  |
|  | Interior Door Frame  Part Black painted wood | 1. Few marks to wood |  |
|  | Interior Door  White painted panel door with brass knob |  |  |

**BEDROOM 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Walls** | Part White painted brick  Part green painted  Part unpainted brick  Left hand side- leads to terrace  Back- leads to kitchen | Odd scuff and chip to, paint  Selection of pipes  1 hook attached |  |
| **Ceiling** | Part wood  Part galvanised | 1. Water stain to wood 2. Further clean required |  |
| **Lights** | 3 bulbs attach to wires on ceiling | 1. 1 x not working |  |
| **Switches and sockets** | All white plastic  Facing wall- 1 x double switch  Right hand side- 1 switch socket  Back wall – 1 switch socket |  |  |

**BEDROOM 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Window** | Wooden frame window 1Fixed pane  1 x opening pane with 2 brass handles  1 x key  Wooden narrow sill | Water stains to wood |  |
| **Window 2** | Return of kitchen window  White painted sill |  |  |
| **Washing Machine** | White front door opening  Wtg1041b2w | 1. Not able to test socket is not close to lead 2. Drawer is clean. Light residue to seal |  |
| **Flooring** | Light grey lino  Wooden threshold | 1. Not new. Final clean required  2. Heavily tarnished |  |
| **Dishwasher** | White Indesit 2 grey drawers  1 double blue plastic…  Sn. 451840033319 | 1. Not able to test. Socket not close to lead |  |
| **UNIT** | Free standing wooden unit  1 top shelf, 1 base shelf  3 wooden shelves- on White brackets  1 white shelf  2 unfitted shelves | Back panel is loose  Numerous tins of paints on shelves, few DIY items  Missing strip to side |  |
| **Hoover** | Dyson hoover | 1. Needs cleaning. In use. Not tested |  |
| **Door** | 1 mahogany door | 1. Leaning against wall nit fitted |  |
| **Chair** | Pine wood chair |  |  |

**TERRACE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  Black painted |  |  |
|  | Exterior Door  Black painted door 8 glass inserts in casement to upper level |  |  |
|  | Interior Door Frame  Wood varnished | Odd paint and scuff to wood |  |
|  | Interior Door  Varnish panel wooden door 9 glass insert in casement upper level  Brass pull down handle with keyhole | Few paint spots to wood  Handle is slightly tarnished |  |

**TERRACE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Walls** | Part wood ,part dark wood  Part Cream painted brick ,  Left hand side. Selection of pipes  Back- leads to utility, main house | 1. Outdoor condition |  |
| **Flooring** | Green turf | 1. Final clean required, few leaves |  |
| **Window** | Return of Windows from reception and kitchen |  |  |

**REAR GARDEN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door leading from reception** | Interior Door Frame  White | Paint chip to frame low level left hand side |  |
|  | Interior Door  2 x large casement with glass pane  Left hand side door 2 x locks, and 1 pull handle  Right hand side- fixed non opening |  |  |

**TERRACE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Walls** | Part brick, part wooden fence | Plant runner to fence right hand side  Wooden Fence except 1\*is weathered |  |
| **Flooring** | Part grass, part slabs, part grey slates  1 x wooden trellis  2 outdoor mats | 1. Light shrubs, twigs, leaves. Future clean required  Not fitted |  |
| **Bins** | 1 large and medium grey plastic bin  1 blue, 1 red and /1 Green recycle bins  1 larger orange cup and saucer with cream spots | Needs cleaning |  |
| **GARDN SHEDE** | Large wooden garden fence  Wooden flooring  Pendant light  CONTENTS-  1 x grey unit with 2 shelves  1\*x grey unit with 3/shelf  1x grey unit with4 shelves  Wooden plant pot | Lots of leaves to roof  T  Floor is Not clean  Dusty, cobwebs  Needs further clean  Not working  All needs cleaning  Plants need repotting |  |

**Stairs and landing to 1st floor**

|  |  |  |  |
| --- | --- | --- | --- |
| **Walls** | Part grey painted  Part magnolia painted  Part white wooden rails  Facing wall- leading to bed 1  Right hand side  Left hand side- leading to reception,  Back- leading to hallway, exit | Newly painted  3-4 finger spots mid-level |  |
| **Ceiling** | White painted | Wet paint residue near light B  Newly painted |  |
| **Light** | 2 x spotlight on chrome surround | 1 x not working |  |
| **Woodwork** | White painted | Newly painted |  |
| **Switches-sockets** | All white plastic  Where visible  Left hand side-1 x switch, 1 isolator  Right hand side- 1 x switch |  |  |
| **Flooring** | Grey carpet |  |  |
| **Window** | Skylight window | Clean to interior |  |
| **Smoke alarm** | White plastic alarm | Tested and working |  |

**BEDROOM 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  White painted | 1. Newly painted |  |
|  | Exterior Door  White wood graine door with chrome pull down handle | 1. Paint marks to wood |  |
|  | Interior Door Frame  White painted | 1. Newly painted |  |
|  | Interior Door  White wood graine door with chrome pull down handle | 1. Odd paint marks to door |  |

**BEDROOM 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Walls** | Magnolia painted  Back- leading to stairs, exit, bathroom, bed 1, bed 2, attic | Damp patch showing through paint near window  Newly painted  Small painted over dent from door handle |  |
| **Ceiling** | White painted | Stress crack near lights  Newly painted |  |
| **Lights** | 3 x crystal bulbs on chrome bar | Tested and working |  |
| **Woodwork** | White painted | Odd chip left hand side, joint visible to left hand side |  |
| **Switches and sockets** | Where visible  Back wall – 1 x switch, 1 x double switch socket  Left hand side- 1 double switch socket  Facing- 1 double switch socket |  |  |

**BEDROOM 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Windows** | White painted wooden encasement with 3 x Sections    Left hand side - single pane 1 stainless steel pull handle    Middle 1 x Opening panel with 1 stainless steel pull handle. Decorative black line    1 x fixed non opening pane  Right hand side- single pane 1 stainless steel pull handle  White painted narrow wooden sill | Odd white paint to pane  Light rust to handle |  |
| **Rod** | Black curtain rod attached with finials |  |  |
| **Flooring** | Light grey carpet |  |  |
| **Radiator** | White double panel radiator | 1. Odd rust and chip |  |

**BATHROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  White painted | 1. Newly painted |  |
|  | Exterior Door  White painted panel door with brush steel handle |  |  |
|  | Interior Door Frame  White painted | 1. Newly painted |  |
|  | Interior Door  White painted panel door with brush steel handle  Double chrome hook | 1. Odd scuff, light graze chip above handle |  |

**BATHROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Walls** | Part cream tiles  Part cream, brown, , beige mosaic tiles  Right hand side- leading to bed 1  Left hand side- leading to bed 2, bed 3, attic, stairs and landing  Back- leading to stairs, exit |  |  |
| **Ceiling** | White painted | 1. Newly painted |  |
| **Lights** | 5 x spotlights on chrome surround | 1. Tested and working 2. Paint brush marks visible |  |
| **Switches and sockets** | White plastic shavers’ socket |  |  |

**BATHROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Windows** | Sash window unit in white painted wooden encasement with 2 x Sections  1 Fixed frosted glass pane    1 top opening frosted glass Panel  1 Stainless steel pull handles 1 key    White painted narrow wooden sill |  |  |
| **WC** | Floating White WC with white seat and lid concealed cistern  Chrome push knob flush mounted to the wall | 1. Tested and working |  |
| **Flooring** | Grey streak floor tiles  Large chrome door stops |  |  |
| **Radiator** | Grey vertical radiator with 3 x chrome rods attached |  |  |
| **Bath** | White enamel bath with wall mounted chrome riser rail with showerhead and lead  Wall mounted 3 chrome controls on plate  Chrome pop up plug and  4 panes in chrome fittings for shower door  Double shelf chrome bath tidy  Cream tiled bath panel matching wall tiles | 1. Tested and working |  |

**BATHROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cupboard** | Single white laminate door 1 chrome knob  Housing – British gas boiler  1 x white switch socket  1 x opium unit  1 white fire angel unit | Tested and working |  |
| **Mirror** | Circular mirror  Wall mounted extendable mirror | 1. Silvering to the e edges |  |
| **Extractor** | White “vectare “extractor | 1. Tested and working |  |
| **Loop** | Chrome towel loop |  |  |
| **Holder** | Chrome toilet paper holder | 1. Slightly loose |  |

**SECOND STAIRS AND LANDING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Wall** | Part light grey painted  Part white painted  Part white flower pattern wallpaper  Facing wall- leading to bedroom 2, attic  Right hand side- leading to bed 3, bathroom  Back- leading to bedroom 1 | Newly painted |  |
| **Ceiling** | White painted with sealed white boxed panel | Painted wet damp patch visible.  Newly painted  Odd chip and stress crack near panel, patchy around boxing newly painted |  |
| **Lights** | 1 x pendant light in cream flower pattern shade | 1. Tested and working |  |
| **Woodwork** | White painted | 1. Newly painted |  |
| **Switches - Sockets** | White plastic  Where visible  Facing wall. 1 switch, 1 switch socket |  |  |
| **Flooring** | Light grey carpet |  |  |

**BEDROOM 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  White painted | 1. Newly painted |  |
|  | Exterior Door  Wooden panel door with brush steel handle | 1. Newly painted |  |
|  | Interior Door Frame  White painted | 1. Newly painted |  |
|  | Interior Door  Wooden panel door with brush steel handle  Double chrome hook |  |  |

**BEDROOM 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Walls** | Painted light grey  Right hand side- leading to bed 3  Left hand side- leading to stairs and attic  Back- leading to bed 1, bathroom, hallways, , reception, kitchen, gardens, utility | Newly painted  Patchy paint under switches |  |
| **Ceiling** | White painted | 1. Approximately 6 larges 2. Stress cracks 3. Paint brush marks visible 4. Painted over wet damp patches 5. Newly painted |  |
| **Lights** | 1 x pendant light with purple drum shade | 1. Tested and working |  |
| **Woodwork** | White painted skirting | 1. Newly painted |  |
| **Switches and sockets** | White plastic  Where visible  Back – 1 x double switch socket  Facing wall. 1 double switch socket  Left hand side, 1 double switch socket |  |  |

**BEDROOM 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Windows** | Sash window unit in white painted wooden encasement    2 x Stainless steel pull handles    1 x Stainless steel twist lock    White painted narrow wooden sill |  |  |
| **Curtains - Blinds** | 2 x cream roman blind with purple and grey stripes |  |  |
| **Flooring** | Light grey carpet |  |  |
| **Radiator** | 1 x white double panel radiator  1 x valve cap | 1. 1 x cap is missing |  |
| **Furniture** | 2 x solid mahogany wood 2 door wardrobe 2 knobs each  2 keys on purple tassel  Interior.  1 brass rod |  |  |

**BEDROOM 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  White painted | 1. Newly painted |  |
|  | Exterior Door  Wooden distressed panel door with brush steel handle | 1. Few paint spots to wood |  |
|  | Interior Door Frame  White painted | 1. Newly painted |  |
|  | Interior Door  Wooden distressed Panel door with brush steel handle | 1. Few paint spots tonwood |  |

**BEDROOM 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Walls** | Painted light grey  Right hand side- leading to bathroom, bedroom 1, rooms, ground floor  Left hand side - lading to bedroom 2 , attic  Back- hallway | Newly painted |  |
| **Ceiling** | White painted | Newly painted |  |
| **Lights** | 1 pendant light in Green globe shade | Tested and working |  |
| **Woodwork** | White painted | Newly painted |  |
| **Switches and sockets** | White plastic  Where visible  Right hand side 1 double switch socket  Left hand side 1 switch |  |  |

**BEDROOM 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Windows** | Sash window unit in white painted wooden encasement 6 panes each    2 x Stainless steel pull handles    1 x Stainless steel twist lock    White painted narrow wooden sill | Odd white paint to pane  Light rust to handle |  |
| **Rod** | Black curtain rod attached with finials |  |  |
| **Flooring** | Light grey carpet |  |  |
| **Radiator** | 1 white double panel radiator  2 valve caps |  |  |
| **Curtain rod** | Wooden rod 1 end cover finial | 1 is missing |  |

**THIRD STAIRS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Wall** | Part White painted  Part White wallpaper  Facing wall leading to attic  Back- leading to rooms on ground and 2nd floor | Newly painted |  |
| **Ceiling** | White painted | Newly painted |  |
| **Woodwork** | White painted | Newly painted |  |
| **FLOORING** | White painted wood floor |  |  |

**ATTIC**

|  |  |  |  |
| --- | --- | --- | --- |
| **Walls** | Part White painted  Part unpainted brick  Back wall - Leading to stairs and rooms |  |  |
| **Ceiling** | White painted | Newly painted |  |
| **Lights** | 5 lights with white shade on chrome ceiling bar | Tested and working |  |
| **Woodwork** | White painted | 1. Newly painted |  |
| **Switches and sockets** | White plastic  Where visible  Facing wall-double switch socket  Right hand side 1 double switch socket |  |  |

**ATTIC**

|  |  |  |  |
| --- | --- | --- | --- |
| **Windows** | Skylight window with wooden frame | 1. Stains to wood |  |
| **Flooring** | Wooden floor |  |  |
| **Cupboards** | 2 White painted non opening doors  1 White painted door | Not inspected. Numerous items to interior  Needs cleaning |  |
| **Units** | White wall mounted unit with 3 doors each with glass knob  Left hand side. Interior top door….\_1 shelf  Interior bottom door\_1 base shelf  Right hand side. 3 White shelves  2 doors with pulls  White built in shelving unit  2 shelves left and right | 1. Few scuff to interior |  |

# 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.**

**ADDITIONAL AMENDMENTS**

|  |  |  |
| --- | --- | --- |
| DATE | DESCRIPTION OF CHANGES | AGENTS/LANDLORD SIGNATURE |
|  |  |  |
|  |  |  |
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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.

|  |
| --- |
| **CHECK IN REPORT OF CONDITION AT: DATE:05**/12/2020 |

|  |  |
| --- | --- |
| **PROPERTY ADDRESS:** | 10 Grove Rd  High Street Brentford  TW8 9NT |
| **CLIENT:** | Thorgills |
| **CONTACT:** | Alice Madden |

|  |  |  |
| --- | --- | --- |
| **ELECTRIC** | **GAS** | **WATER** |
| **METER NUMBER:**  15K0053037 | **METER NUMBER:**  G4KS 0005988 15 1 | **METER NUMBER:**  Unknown |
| **READING:**  15354.9kwh | **READING:**  None- blank screen | **READING:**  Unknown |
| **LOCATION:**  Understairs cupboard | **LOCATION:**  Front garden | **LOCATION:**  Unknown |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROPERTY DESCRIPTION** | | | | | | |
| **ROOM** | **QTY** | **ROOM** | | **QTY** | **EXTERIOR AREAS** | **QTY** |
| RECEPTION | 1 | BATHROOMS | | 1 | FRONT GARDEN | 1 |
| OFFICE | 0 | WC | | 0 | REAR GARDEN | 1 |
| BEDROOMS | 3 | UTILITY | | 1 | SWIMMING POOL | 0 |
| DRESSING ROOM | 0 | STORE ROOM | | 0 | GARAGE | 0 |
| STAIRCASE & LANDINGS | 3 | CELLAR | | 0 | ANNEX - TERRACE | 1 |
| KITCHEN | 1 | ATTIC | | 1 |  |  |
|  |  |  | |  |  |  |
| □ HOUSE □ FLAT | | | □ UNFURNISHED □ FURNISHED | | | |

|  |
| --- |
| **GENERAL SUMMARY** |

|  |  |  |
| --- | --- | --- |
| **GENERAL CONDITION** | □ Professionally cleaned for start of tenancy :-  □ Domestically cleaned for the start of tenancy :-  □ Further general cleaning required:-  □ A full professional clean is required :- | **FURTHER COMMENTS** |
| **ODOUR** | □ Pet □ Smoking □ Cooking  □ Musty | □ N/a |
| **DECORATIVE ORDER / WOODWORK** | □ Advised freshly painted  □ Good Order  □ Defects as noted  □ Dusty  □ Woodwork scuffed/chipped |  |
| **FLOORING** | □ Professionally cleaned for start of tenancy  □ Good Order □ Defects as noted  □ Vacuumed for start of tenancy  □ Requires further cleaning □ New |  |
| **CURTAINS / BLINDS** | □ Professionally cleaned for start of tenancy  □ Vacuumed in situ for start of tenancy  □ Requires further cleaning  □ Defects as noted □ Good Order | □ N/A |
| **BLIND REGULATIONS** | □ Chain break connector in place  □ Chain Tidy in place  □ Regulations not met | □ N/A |
| **UPHOLSTERY** | □ Professionally cleaned for start of tenancy  □ Vacuumed in situ for start of tenancy  □ Good Order  □ New □ Defects as noted | □ N/A |
| **FFR LABELS** | Sofa □ FFR Label Seen □ Label Not seen Armchair □ FFR Label Seen □ Label Not seen Pouffee □ FFR Label Seen □ Label Not seen    **Mattress:**  Bed 1 □ FFR Label Seen □ Label Not seen Bed 2 □ FFR Label Seen □ Label Not seen Bed 3 □ FFR Label Seen □ Label Not seen Bed 4 □ FFR Label Seen □ Label Not seen    **□ Client informed Name……………………….……** |  |
| **LINEN** | □ New □ In use □ None provided  □ Domestically cleaned □ Freshly laundered | □ Requires further cleaning |
| **LIGHTS** | □ All working order  □ Bulbs missing / not working |  |
| **KITCHEN / APPLIANCES** | □ All clean order  □ All Appliances power tested  □ Fridge left open power off □ Freezer left open power off  □ Fridge left shut power on □ Freezer left shut power on | □ Requires further cleaning |
| **BATHROOMS/**  **WC** | □ Clean □ All fitments free of lime scale  □ Water outlets tested and working | □ Mildew to areas as noted  □ Requires further cleaning |
| **WINDOWS** | □ Fitments complete  □ Clean to interior □ Clean to exterior | □ Requires further cleaning |
| **GARDEN /**  **TERRACE/**  **BALCONY** | □ Seasonal order | □ N/A  □Further attention required |

|  |
| --- |
| **POSITION OF** |

|  |  |
| --- | --- |
| **STOP COCK** | Kitchen cupboard |
| **FUSE BOARD** | Understairs cupboard |
| **ALARM PANEL** | None |

|  |
| --- |
| **MANUALS PROVIDED** |
| **□** Washing machine □ Alarm □ TV □ Tumble Dryer □ Boiler □ Extractor hood  □ Dishwasher □ Microwave oven □ Oven  □ Fridge freezer □ Phone □ Waste disposal  □ None provided |

|  |
| --- |
| **FIRE SAFETY** |

|  |  |
| --- | --- |
| SMOKE ALARM 1 | □ Mains powered □ Power light on □ Too high to read □ Not visible  □ Tested with Canned smoke and working order  □ Location: - ……………………………………………………..    □ Expiry date ………/…………/……..  □ SMOKE ALARM NOT WORKING – Agent advised  Person advised: - Name ……………………………… |
| **SMOKE ALARM 2** | □ Mains powered □ Power light on □ Too high to read □ Not visible  □ Tested with Canned smoke and working order  □ **Location: -** ………………………………………………………….    □ **Expiry date** ………/…………/……..  **□ SMOKE ALARM NOT WORKING – Agent advised**  Person advised: - Name ……………………………… |
| **SMOKE ALARM 3** | □ Mains powered □ Power light on □ Too high to read □ Not visible  □ Tested with Canned smoke and working order  □ **Location**: - ………………………………………………………………    □ **Expiry date** ………/…………/……..  **□ SMOKE ALARM NOT WORKING – Agent advised**  Person advised: - Name ……………………………… |
| **CARBON MONOXIDE ALARM** | □ Tested and working order □ Light seen □ N/a |

|  |  |  |  |
| --- | --- | --- | --- |
| **KEYS** | | | |
| **KEY TYPE** | **SERIAL NUMBER** | | **QTY** |
| yale |  | | 4 |
| chubb |  | | 1 |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| **KEYS RECEIVED BY:**  □ AGENT □ TENANT □ LANDLORD □ CONCIERGE □ BUILDER  □ Management keys used □ None provided  \*Tick as applicable | | | |
| **NAME PRINTED:**  **……………………………………………………..** | | **SIGNATURE :**  **……………………………………………………** | |

\*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** | | |
| **TIME:** | **VOICE MESSAGE LEFT FOR:** | **SPOKEN WITH:** |

|  |  |  |
| --- | --- | --- |
| **IN ATTENDANCE AT CHECK IN** | | |
|  **INDEPENDENT CLERK**  ** TENANT**  ** LANDLORD**  ** AGENT** | **NAME PRINTED**  ……………………………………………… | **SIGNATURE**  ……………………………………..………….. |

|  |
| --- |
| **In attendance:**  □ LANDLORD □ TENANT □ INVENTORY CO. □ RELOCATION REP |

|  |  |
| --- | --- |
| **NAME PRINTED**  ………………………………..……………… | **SIGNATURE**  ………………………………..……………….. |