CHECKIN INVENTORY PREPARED FOR

FLAT 6

62 INVERNESS TERRACE

BAYSWATER

W2 3LB

09TH DECEMBER 2020



|  |  |
| --- | --- |
| **CLIENT:** | London Central Portfolio |
| **INSTRUCTED BY:** | Annabel Hughes/ Georgia Cole |
| **JOB NO:** | 2721/ 4621 |
| **REF:** | MBPS-002 |
| **INSPECTED BY:** | Gary Krienkie/ Gary Krienkie |
| **PROPERTY SIZE:** | 1 Reception / 2 Bedrooms / 2 Bathrooms - Furnished Flat |

'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 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.

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 site 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.

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 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.

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

|  |  |  |
| --- | --- | --- |
| **ELECTRIC** | **GAS** | **WATER** |
| METER NUMBER:  K93A06732 | METER NUMBER:  4209614S | METER NUMBER:  Unknown |
| READING:  91383 | READING:  1767 | READING:  Unknown |
| LOCATION:  Basement | LOCATION:  Bedroom 1 wardrobe | LOCATION:  Unknown |

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

|  |  |  |
| --- | --- | --- |
| **STOP COCK** | Not located | |
| **FUSE BOARD** | Hallway cupboard | |
| **ALARM PANEL**  **This has not been tested** | None | MAKE: |

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

|  |  |
| --- | --- |
| **SMOKE ALARM 1** | Power light on  Tested with Canned smoke and working order  Location: Hallway  Expiry date none |
| **SMOKE ALARM 2** | Power light on  Tested with Canned smoke and working order  Location: Reception/Kitchen |
| **SMOKE ALARM 3** | Power light on  Tested with Canned smoke and working order  Location: Bedroom 2  Expiry date none |
| **CARBON MONOXIDE ALARM** | Not working |

|  |  |  |
| --- | --- | --- |
| **KEYS AT CHECKIN** | **KEYS AT CHECKOUT** | |
| **KEY TYPE / SERIAL NUMBER / QTY** | **KEY TYPE / SERIAL NUMBER / QTY** |
| 1 x multilock |  |
| 1 x braamah 85d10081 |  |
|  |  |
|  |  |
|  |  |
| **KEYS RECEIVED BY: AGENT** | **KEYS RETURNED TO:** | |

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| **GENERAL CONDITION** | | Professionally cleaned for start of tenancy |  |
| **ODOUR** | | N/A |  |
| **DECORATIVE ORDER / WOODWORK** | | Good order  Defects as noted  Woodwork scuffed/ chipped |  |
| **FLOORING** | | Defects as noted  Vacuumed for start of tenancy |  |
| **CURTAINS / BLINDS** | | Vacuumed in situ for start of tenancy  Defects as noted |  |
| **BLIND REGULATIONS** | | Regulations not met in Bedroom 1 |  |
| **UPHOLSTERY** | | Vacuumed in situ for start of tenancy  Good order |  |
| **FFR LABELS** | Sofa FFR labels Not seen  Mattress Bed 1 FFR labels seen  Mattress Bed 2 FFR labels seen | |  |
| **LINEN** | New | |  |
| **LIGHTS** | Bulbs not working | |  |
| **KITCHEN/ APPLIANCES** | All clean order  All appliances power tested  Fridge / freezer left shut power on | |  |

|  |  |  |
| --- | --- | --- |
| **BATHROOMS/**  **WC** | Water outlets tested and working and no water where reported in reports  Mildew to areas as noted |  |
| **WINDOWS** | Fitments complete  Clean to interior |  |
| **GARDEN /**  **TERRACE** | N/A |  |

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

 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

**HALLWAY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  Painted white | Few scuffs both sides low level |  |
|  | Exterior Door  White painted door  Stainless steel door knob  Stainless steel EVA lock  Stainless steel numeral ‘6’ | 1. Fire chain not attached to door  2. Minor scuffs mid/low level  3. Minor scuffs to lock with cracks to the paint  4. General usage |  |
|  | Interior Door Frame  White painted wooden frame | Intact and in good order |  |
|  | Door Interior  White painted door  Grey metal lock fitted  Brass bolt and door knob | 1. Light scuff marks above latch and low level |  |

**HALLWAY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ceiling** | Painted white |  |  |
| **Switches & Sockets** | Stainless steel/white plastic | All intact |  |
| **Walls** | Painted white | light scuffing in places mid to low-level |  |
|  | Left Hand Side Wall | 1. Some minor scuffs mid/low level between entrance and Reception  2. Shrinkage crack to frame of kitchen entrance from high to low level  3. Emerging crack above Kitchen entrance in corner  mid-level |  |
|  | Facing Wall  Double power socket | Some light scuffs mid/low level between bedrooms  Further usage |  |
|  | Right Hand Side Wall  2 x Single fuse switches  Single dimmer switch | 1 x Plastic hook |  |

**HALLWAY**

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| --- | --- | --- | --- |
| **Walls contd..,** | Rear wall  Single light switch | Scratched to left side next to the screw of light switch  Further usage |  |
| **Flooring** | Cream carpet | Some light grey shade spots in places  Vacuum for the start of tenancy |  |
| **Lighting** | 4 x Ceiling mounted spotlights with stainless steel surrounds | All bulbs working |  |
| **Heating** | Single panelled white metal radiator | 1. Valve caps present  2. 2 x Scuff marks low level  Intact |  |
| **Bell chime** | Wall mounted white plastic bell chime | Not working |  |

**HALLWAY**

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| --- | --- | --- | --- |
| **Entry phone** | Wall mounted white plastic door entry phone | 1. Not tested  Stained and twisted cord |  |
| **Cupboard** | Wall mounted single door white painted wooden cupboard with stainless steel pull  Interior  Cream ‘Hager’ fuse box with cover | Good order |  |
| **Skirting** | Painted white  Stainless steel/black rubber door stop fitted behind door | Scattered scuff marks  Shrinkage crack to left hand side behind the sockets  Light usage |  |
| **Smoke alarm** |  | Not tested due to height  No light seen |  |

**KITCHEN / RECEPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  Painted white | Edge rubs low level  Shrinkage crack from high to low level  General usage |  |
|  | Exterior Door  White painted door with stainless steel handle | Light scuffs to mid-level |  |
|  | Interior Door Frame  Painted white | 1. Cracking to all sides  2. Heavy separation cracking with walls at all sides floor to ceiling |  |
|  | Interior Door  White painted door with stainless steel handle | Good order |  |

**KITCHEN / RECEPTION**

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| --- | --- | --- | --- |
| **Ceiling & Coving** | Painted white  White painted coving | Some patchy paintwork seen |  |
| **Switches & Sockets** | Stainless steel/white plastic | Intact |  |
| **Walls** | Part painted white  Part brushed steel splash back  Part white glass up stand  Part cream leaf paper  Part painted grey | Upstand in good order |  |
|  | Left Hand Side Wall  2 x Double dimmer switches  Single telephone point  3 x Double power sockets  Single television point | Finger marks left side of picture  Light usage  Seams visible between the wallpaper sheets by the window and by the back wall  Socket rusty |  |

**KITCHEN / RECEPTION**

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| --- | --- | --- | --- |
| **Walls contd..,** | Facing Wall  Air vent fitted | 1. General usage |  |
|  | Right Hand Side Wall  3 x Double power sockets | 1. General usage  2. Approximately 1” plaster chip mid-level |  |
| **Walls contd..,** | Rear Wall  Single fuse switch  Double power socket  Double dimmer switch  Splash back | 1. Some minor scuffs above radiator and high level  2. Splash back heavily scratched water stained  3. Scuffs to left hand side wall low level behind the bin  4. Splash marks to low level left hand side wall  5. Further usage  Rear facing wall in kitchen some light marks above stand up |  |

**KITCHEN / RECEPTION**

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| --- | --- | --- | --- |
| **Skirting** | Painted white  Stainless steel/black rubber door stop fitted behind door | 1. Cable attached left hand side wall  2. Scuffed right hand side wall  3. Scattered scuffs |  |
| **Flooring** | Part large square white tiling  Part cream carpet | 1. Some discolouration to grout  Few pressure marks  Vacuum for the start of tenancy throughout  Floor board creates near kitchen/ dining chairs |  |

**KITCHEN / RECEPTION**

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| --- | --- | --- | --- |
| **Lighting** | 13 x Ceiling mounted spotlights with stainless steel surrounds  3 x Under unit spotlights with brushed steel surrounds | All bulbs working  Not currently showing power |  |
| **Heating** | 2 x Double panelled white metal radiators | 1 x valve cap missing to each radiator |  |
| **Windows** | Pair of white wood framed single glazed sash units  2 x Stainless steel finger pulls to each  Stainless steel twist lock  Brushed steel blind cleat to right hand side of each framework | 1. Glazing clean to interior, lightly soiled to exterior  2. Edges paint marked  3. Odd chip to frame |  |
| **Blinds** | 2 x Dark wood venetian blinds with cord pulley and dark wood acorns | 1. Couple of scattered very light edge chips and scratches  2. Light usage marks  Clean to top surface  Left hand side blind cords are knotted |  |

**KITCHEN / RECEPTION**

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| **Units** | Medium wood laminate fascias with brushed steel pulls  Interior  Light wood laminate  Medium wood laminate kick boards | Kickboards loose in corner under sink |  |
| **Wall Units (inspected from left to right)** |  | All kitchen units clean to both interior and exterior |  |
| **Wall unit 1** | 5 x Open shelves | Good order |  |
| **Wall unit 2** | Double door corner cupboard  Interior  2 x Shelves | 1. 2 x Minor chips bottom edge |  |
| **Wall unit 3** | 5 x Open shelves | Good order |  |
| **Wall unit 4** | Single door cupboard  Interior  2 x Shelves |  |  |

**KITCHEN / RECEPTION**

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| --- | --- | --- | --- |
| **Wall unit 5** | Single door cupboard  Interior  2 x Shelves |  |  |
| **Base unit (inspected from left to right)** |  |  |  |
| **Base unit 1** | Single door cupboard  Interior  1 x Shelf | Good order |  |
| **Base unit 2** | Single door cupboard under sink with fixed fascia panel over  Interior  1 x Shelf  1 x Base shelf | Cream plastic washing up bowl approximately 3 cleaning products |  |
| **Base unit 3** | Single door cupboard  Interior  2 x Shelves |  |  |

**KITCHEN / RECEPTION**

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| **Work top** | Perspex / grey wood laminate | Light surface scratches  3 x burn marks right of basin  Further usage  Mould behind sink |  |
| **Fridge Freezer** | Integrated ‘HDA’ fridge freezer  Serial No. 0811607512  Interior  3 x Clear plastic door shelves  4 x Glass/white plastic shelves  2 x Clear plastic salad drawers  Clear/white plastic light cover  Freezer  1 x Clear plastic flap  3 x Clear/white plastic drawers | 1. Bottom door shelf cracked to front  2. 2 x Freezer drawers cracked  Working order  Clean to interior  1 x freezer flap has come loose –maintenance required |  |
| **Sink** | Stainless steel ‘Lamona’ sink  Stainless steel strainer plug  Integrated stainless steel mixer tap | Some usage scratching and marking – heavy on front left hand side drainer  Hot water tap no water  Light water stain to steel |  |

**KITCHEN / RECEPTION**

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| --- | --- | --- | --- |
| **Extractor hood** | Integrated grey cooker hood | 1. Power tested  2. Good order  3. General usage  Right hand light to the underneath appears not working  Filter to extractor fan missing requires replacement  Tested and working for power |  |
| **Hob** | Black glass ‘Lamona’ electric hob | 1. Several chips to glass above front right burner  2. All burners heavily worn and scratched/chafed |  |
| **Oven** | Brushed steel Lamona’ oven  Interior  2 x Stainless steel wire shelves  1 x Black metal grill pan with stainless steel wire rack insert  Model no: LAM3600  SN: 1310299609 | Clean to interior  Tested for power |  |

**KITCHEN**

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| --- | --- | --- | --- |
| **Washing Machine** | White ‘Indesit’ washing machine  SN: 909204651 | 1. Some discolouration to soap tray  2. Rubber door seal very mouldy |  |
| **Knife block** | Green knife block |  |  |
| **Contents** | 1 x grey morter and pestle  4 x white bowls  Cream ceramic with lid – 1 x rice, 1 x flour, 1 x sugar  Tupperware – 4 x plastic with green lids  1 x large cream ceramic  3 x fork  1 x circular glass cake stand |  |  |
| **Bin** | Cream and chrome bin with black fort pedal |  |  |
|  |  |  |  |

**KITCHEN / RECEPTION**

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| --- | --- | --- | --- |
| **Dining table** | Dark wood dining table with stainless steel legs | 1. Some surface scratches in centre  2. Legs scratched in places  3. Further scratches/usage seen including possible ring marks |  |
| **Dining chairs** | 6 x Grey dining chairs with stainless steel frames |  |  |

**KITCHEN / RECEPTION**

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| --- | --- | --- | --- |
| **Sofa** | Cream 3-seater sofa on stainless steel legs  3 x Base cushions  3 x Bolster cushions | 1. Good order  2. General usage |  |

**KITCHEN / RECEPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sofa** | Brown mottled-effect 2-seater sofa on stainless steel legs  2 x Matching scatter cushions  2 x Base cushions  2 x Rear cushions | Good order  FFR labels not seen  General usage |  |
| **Coffee table** | Dark wood/stainless steel/glass large coffee table | Light scratch to glass |  |
| **Television unit** | Dark wood television unit with  2- Stainless steel pulls  1 x Drawer with frosted glass trim | Legs slightly tarnished  Drawer doesn’t stay closed |  |

**KITCHEN / RECEPTION**

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| --- | --- | --- | --- |
| **Television** | Black flat screen ‘Sony’ television on stainless steel stand  Remote control  Model no: KDL 42W653A  SN: 6317597 | Good order |  |
| **Floor lamp** | Floor lamp with brushed steel tripod base  White glass shade | 1. Working order  Crack to the top of the shade |  |
| **Print** | Silver wood framed wall mounted print | Frame heavily scratched |  |
| **Mirror** | White wood framed wall mounted mirror | Good order |  |
| **Router** | BT Hub in black and silver plastic | Seen in drawer – not closely inspected |  |
| **Vase** | 1 x grey freestanding vase | 1 or 2 x light scuffs and chips seen to front surface |  |

**BEDROOM 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  White painted wooden frame | Minor scuffs and rubs |  |
|  | Exterior Door  White painted door with stainless steel handle | Minor scuffs and rubs |  |
|  | Interior Door Frame  White painted wooden frame | General usage  Bottom left hand door frame 1 x chip seen |  |
|  | Interior Door  White painted door with stainless steel handle | Good order |  |
| **Ceiling** | Painted white | Good order |  |
| **Switches & Sockets** | Stainless steel / white plastic |  |  |

**BEDROOM 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Walls** | Painted white | Light usage to all walls  Front facing wall some orange discolouration seen very minor |  |
|  | Left hand side wall |  |  |
|  | Facing wall  2 x Double power sockets | Odd scuff |  |
|  | Right hand side wall |  |  |
|  | Rear wall  Double power socket  Single dimmer switch | Cracking at low level left of door  Scattered scuff mid to low level  Graze scuff mid to low level |  |
| **Woodwork** | Painted white  Stainless steel/black rubber door stop fitted behind door | Good order  Scattered scuff to skirting |  |

**BEDROOM 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Flooring** | Cream carpet | Carpet reasonably good condition  Not inspected underneath any furniture |  |
| **Lighting** | 4 x Ceiling mounted spotlights with stainless steel surrounds | All bulbs working |  |
| **Heating** | White metal double panelled radiator | Valve caps present  Intact and in good order |  |
| **Window** | White metal framed double glazed casement unit  4 x Grey metal handles  White painted wooden sill | 1. Handles slightly tarnished  2. Glazing clean to interior, lightly soiled to exterior  Few very light usage marks |  |

**BEDROOM 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Blind** | Dark wood venetian blind with cord pulley and tilting mechanisms and dark wood acorns  Grey metal blind cleat fitted to right hand side wall | General usage  Odd chip to wood |  |
| **Shelves** | 2 x White painted wall mounted wooden shelves | Good order |  |
| **Bed** | Black/white striped double bed base  Black/white striped double mattress  Grey padded headboard mounted to wall | Not closely inspected – inspected to ½ non-label side  Not fully inspected as bed dressed  Good order  Mattress non label side appears in good order  Base some light scuffing very minor in places  Headboard in good order |  |
| **Lamps** | 2 x White metal stainless steel angle poised lamps | 1 x working , 1 x no bulb |  |

**BEDROOM 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Fitted wardrobe** | Fitted wardrobe with 2-mirrored sliding doors  Lighting strip to interior of each door | Light marks consistent with use in places  Light working |  |
|  | Left Hand Side  5 x White shelves  1 x Stainless steel hanging rail |  |  |
|  | Right Hand Side  1 x White shelf  1 x Stainless steel hanging rail  Single fuse switch  Boxing containing gas meter |  |  |
| **Linen** | 2 x white pillows  1 x white double duvet  1 x white double duvet cover  1 x white fitted sheet  2 x large square brown scatter cushion – different pattern |  |  |

**BEDROOM 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  White painted wooden frame | Good order |  |
|  | Exterior Door  White painted door with stainless steel handle | Good order |  |
|  | Interior Door Frame  White painted wooden frame | Good order |  |
|  | Interior Door  White painted door with stainless steel handle | Appears to be intact |  |
| **Ceiling** | Painted white | Appears to be intact  Some light patchy paintwork and light grey shading very minor in places |  |

**BEDROOM 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Switches & Sockets** | Stainless steel / white plastic | Intact and in good order |  |
| **Walls** | Part painted white  Part painted brown  Back Wall  3 x Single dimmer switches  2 x Single fuse switches  Single telephone point  5 x Double power sockets | 1. 1 x Sticker high level back wall  2. Chip to edge of entrance to bedroom 2, mid-level / low level and opposite side |  |
|  | Left hand side wall |  |  |
|  | Facing wall |  |  |
|  | Right hand side wall | 1. 1 x Screw / edge nicks |  |
|  | Rear wall |  |  |
| **Woodwork** | Painted white | Scattered scuffs  Some light scattered scuffing and rub marks in places  Some chipping seen to corner edges at an angle |  |

**BEDROOM 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Flooring** | Cream carpet | 1. Light blemishes on edges  2. Burn mark forward of wardrobe  White stain forward of window |  |
| **Lighting** | 8 x Ceiling mounted spotlights with stainless steel surrounds | All bulbs working |  |
| **Heating** | 2 x White metal double panelled radiators | 1 x radiator missing valve cap |  |
| **Windows** | 2 x White metal framed double glazed casement units  2 x Grey metal handles to each | 1. Handles worn  2. Glazing clean to interior, lightly soiled to exteriors |  |

**BEDROOM 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Blind** | 2 x Dark wood venetian blinds with cord pulleys and tilting mechanisms and dark wood acorns | 1. Pelmet to blinds loose and misaligned  2. Pelmet scratched to edges  Cords stained  Acorns not fully attached  Odd chip to wood |  |
| **Bed** | Black/white striped double bed base  Black/white striped double mattress  Cream padded headboard mounted to wall | Inspected to ½ non-label side  Appears to be in good order  Headboard in good order  Light marks consistent with use |  |
| **Linen** | All white linen :-  1 x double white mattress protector  1 x double white fitted sheet  1 x white double duvet |  |  |
| **Shelves** | 2 x Wall mounted white painted wooden shelves  2 x white pillows in white covers  1 x large brown scatter cushion | Scratches to the left hand top |  |

**BEDROOM 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lamps** | 2 x White metal/stainless steel angle poised lamps | Good order  Tested and working |  |
| **Mirror** | Wall mounted dark brown framed mirror | Chipped to edges |  |
| **Fire guard** | 1 x fire guard |  |  |
| **Fitted storage unit (inspected from left hand side)** | Large fitted storage unit with mirrored frontage  Stainless steel/black rubber door stop fitted to left hand side  White plastic ‘Honeywell’ thermostat fitted to left hand side |  |  |
| **Unit 1** | Left Hand Side  Double door cupboard  Interior  3 x Shelves  White ‘Vaillant’ boiler with control cover - Ecotec plus 831  White tubular metal ironing board  Carbon monoxide alarm  Magazine holder | 1. Ironing board in good order, cover attached  Scattered scuffs to all shelves  Vacuum cleaners not tested  Some light scuffing seen to crossbar  Tested and working  Carpet some light orange staining forward of boiler area  1 x single socket slightly loose |  |

**BEDROOM 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unit 2** | Double door cupboard  Left Hand Side  3 x Shelves  1 x Hat shelf to high level  1 x Stainless steel hanging rail | Good order |  |
|  | Right Hand Side  1 x Stainless steel hanging rail  2 x tube light either side | Working |  |
| **Unit 3** | Double door cupboard to high level  Dark wood laminate dressing table to low level | Scattered scuffs to interior walls  Dressing table light marks consistent with use |  |
| **Unit 4** | Double door cupboard  Interior  6 x Shelves  1 x Stainless steel hanging rail  Strip light fitting | Strip light to interior tested for power |  |

**BEDROOM 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dining table chair** | Light grey in colour | 1. Intact and in good order |  |
| **Doorstop** |  | 1. Slightly loose |  |

**EN SUITE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  White painted wooden frame | Dent to the right hand side mid-level  Left-hand side frame 1 x chip mid-level at an angle |  |
|  | Exterior Door  Mirrored sliding door with stainless steel pull to either side and leading edge |  |  |
|  | Interior Door Frame  White painted wooden frame | Large chip at lock level  General usage |  |
|  | Interior Door  White laminate sliding door with stainless steel pull to either side and leading edge | In good order |  |
| **Ceiling** | Painted white | Good order |  |

**EN SUITE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Walls** | Part painted white  Part rectangular white ceramic tiling | Tiled sections light discolouration seen to grouting in shower cubicle area |  |
|  | Back Wall | General usage |  |
|  | Left Hand Side Wall |  |  |
|  | Facing Wall  Stainless steel shaver’s socket  1 x white plastic hook | Large chip to plaster at eye level right of radiator  Some low level flaking to paint work above skirting and tiles directly next to shower  General usage |  |
|  | Right Hand Side Wall | General usage |  |
| **Skirting** | Light grey tiling | Grout is discoloured  Appears to be intact throughout |  |

**EN SUITE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Flooring** | Large square grey ceramic tiling | 1. Some very light discolouration to grout  2. Further usage |  |
| **Lighting** | 2 x Ceiling mounted spotlights with stainless steel surrounds | Both bulbs working |  |
| **Heating** | Stainless steel ladder style radiator | Good order |  |
| **Toilet** | White pedestal toilet with white plastic slow closing seat and lid  Exposed cistern with stainless steel flush to top | 1. Good order  Clean to interior  No water |  |

**EN SUITE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Basin** | Whitewall mounted basin  Stainless steel pop up plug  Stainless steel mixer tap  White wood laminate drawer mounted beneath with stainless steel pull | 1. Residue marks to the plug  2. Drawer base scratched  Clean to both interior and exterior  Tarnishing seen to overflow cap  No water in tap |  |
| **Shower cubicle** | White framed shower cubicle  Stainless steel/glass side panel with sliding door  Chrome plastic pull to either side of door  Chrome plastic waste cover  Stainless steel wall mounted shower hose/head  Wall mounted stainless steel shower bracket with chrome plastic soap dish  Wall mounted stainless steel tap control | Good clean order  Shower guard some light discolouration seen to bottom edges  Shower tray around edges some light mould residue visible  Stain to showerhead |  |
| **Mirror** | Wall mounted unframed mirror | Good order  Good clean order |  |

**EN SUITE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Extractor fan** | Wall mounted white plastic ‘Air flow’ extractor fan | Working  Light dust build up in places |  |
| **Toilet roll holder** | Stainless steel toilet roll holder | Good order |  |
| **Storage cupboard** | Fitted storage cupboard with mirrored door and brushed steel pull  Interior  4 x White painted shelves | Good clean order  General staining seen to shelves |  |

**BATHROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  White painted wooden frame |  |  |
|  | Exterior Door  White painted door with stainless steel handle | Good order |  |
|  | Interior Door Frame  White painted wooden frame | Good order |  |
|  | Interior Door  White painted wooden door with stainless steel handle | Good order  1 or 2 x grey spots at mid and low level  Some light splitting seen to bottom right-hand side corner to door very minor low-level |  |

**BATHROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ceiling** | Painted white | 1 or 2 x hairline cracks above bath  Some light finger soil marks around recessed light including light chipping in this area |  |
| **Walls** | Light brown tiling | All tiled sections intact  Light discolouration to grout |  |
| **Flooring** | Light brown tiling | 1. Some very light discolouration to grout |  |
| **Lighting** | 3 x Ceiling mounted spotlights with brushed steel surrounds | 1 x recessed spotlight appears to be slightly loose from the ceiling  All tested and working |  |
| **Heating** | Stainless steel ladder style radiator | Good order  Intact |  |

**BATHROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bath** | White enamel pressed steel bath with light brown tiled bath panel  Stainless steel pop up plug  Stainless steel tap spout  Wall mounted stainless steel tap control plaque  Wall mounted stainless steel shower hose/head  Wall mounted stainless steel shower bracket with chrome plastic soap tray | Not tested  Light staining to shower door strip  Some light mould residue seen to the sealant to the corner of the front and left hand side wall  Showerhead some scaling seen to underside |  |
| **Shower screen** | Stainless steel wall mounted shower screen with clear plastic trim to base | Light stain to trim |  |
| **Toilet** | White pedestal toilet with white plastic slow closing seat and lid  Concealed cistern within a light brown tiled housing with white glass surface  Stainless steel double flush set to housing | Tested and working but water is not filling tank  Clean to interior |  |

**BATHROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Basin** | Wall mounted white basin  Stainless steel pop up plug  Stainless steel integrated mixer tap  Stainless steel tower rail mounted beneath | 1. Pop up working order  Clean to interior  No water flowing from hot water tap |  |
| **Toilet roll holder** | Wall mounted stainless steel toilet roll holder |  |  |
| **Socket** | Stainless steel shaving socket fixed to facing wall |  |  |
| **Extractor fan** | Wall mounted white plastic ‘Manrose’ extractor fan | Working |  |
| **Medicine cabinet** | Wall mounted stainless steel/mirrored 2-door medicine cabinet  Interior  3 x Glass shelves | 1. Mirror silvering to bottom edges  Clean 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 containersunless it is made specifically clear they are the property of the Landlord.

|  |
| --- |
| **CHECK IN REPORT OF CONDITION AT: DATE: 09**/12/2020 |

|  |  |
| --- | --- |
| **PROPERTY ADDRESS:** | Flat 6  62 Inverness Terrace  Bayswater  W2 3LB |
| **CLIENT:** | London Central Portfolio |
| **CONTACT:** | Georgia Cole |

|  |  |  |
| --- | --- | --- |
| **ELECTRIC** | **GAS** | **WATER** |
| **METER NUMBER:**  K93A06732 | **METER NUMBER:**  4209614S | **METER NUMBER:**  Unknown |
| **READING:**  91383 | **READING:**  1767 | **READING:**  Unknown |
| **LOCATION:**  Basement | **LOCATION:**  Bedroom 1 waradrobe | **LOCATION:**  Unknown |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROPERTY DESCRIPTION** | | | | | | |
| **ROOM** | **QTY** | **ROOM** | | **QTY** | **EXTERIOR AREAS** | **QTY** |
| RECEPTION -KITCHEN | 1 | BATHROOMS | | 2 | FRONT GARDEN | 0 |
| OFFICE | 0 | WC | | 0 | REAR GARDEN | 0 |
| BEDROOMS | 2 | UTILITY | | 0 | SWIMMING POOL | 0 |
| DRESSING ROOM | 0 | STORE ROOM | | 0 | GARAGE | 0 |
| STAIRCASE & LANDINGS | 0 | CELLAR | | 0 | ANNEX  BALCONY | 0 |
|  |  |  | |  |  |  |
| □ 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** | Not located |
| **FUSE BOARD** | Hallway 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** |
| multilock |  | | 1 |
| braamah | 85d10081 | | 1 |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| **KEYS RECEIVED BY:**  □ AGENT □ TENANT □ LANDLORD □ CONCIERGE □ BUILDER  □ Management keys used □ None provided  \*Tick as applicable | | | |
| **NAME PRINTED:**  **OLIVIA HIGHWOOD**  **……………………………………………………..** | | **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**  ………………………………..……………….. |