CHECKIN INVENTORY PREPARED FOR

FLAT 7

39 ST STEPHENS GARDENS

LONDON

W2 5NA

15TH JANUARY 2021



|  |  |
| --- | --- |
| **CLIENT:** | London Central Portfolio |
| **INSTRUCTED BY:** | Christian Carbonaro |
| **JOB NO** | 967 |
| **REF:** | MBPS-002 |
| **INSPECTED BY:** | Rae Hicks/ Gary Krienkie |
| **PROPERTY SIZE:** | 1 Reception / 1 Bedroom / 1 Bathroom - Furnished Flat |



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Registered No: 4263261

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:  N/A | METER NUMBER:  N/A | METER NUMBER:  N/A |
| READING:  N/A | READING:  N/A | READING:  N/A |
| LOCATION:  Not located | LOCATION:  Not located | LOCATION:  Not located |

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

|  |  |  |
| --- | --- | --- |
| **STOP COCK** | Not located | |
| **FUSE BOARD** | Hallway cupboard | |
| **ALARM PANEL** | None | MAKE: |

|  |  |  |
| --- | --- | --- |
| **KEYS AT CHECKIN** | **KEYS AT CHECKOUT** | |
| **KEY TYPE / SERIAL NUMBER / QTY** | **KEY TYPE / SERIAL NUMBER / QTY** |
| 2 x Bramah- main entrance 269d12426 |  |
| 2 x Bramah- flat door 85d 7657 |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **KEYS RECEIVED BY:TENANT** | **KEYS RETURNED TO:** | |

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

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

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

|  |  |  |
| --- | --- | --- |
| **BATHROOMS/**  **WC** | Clean  All fitments free of lime scale  Water outlets tested and working |  |
| **WINDOWS** | Fitments complete  Clean to interior |  |
| **GARDEN /**  **TERRACE** | N/A |  |

|  |  |
| --- | --- |
| **MANUALS SUPPLIED AT**  **CHECKIN** | **MANUALS RETURNED AT**  **CHECKOUT** |
| **APPLIANCE / MAKE** | **APPLIANCE/MAKE** |
| DISHWASHER |  |
| FRIDGE FREEZER |  |
| HOB |  |

 \*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  Wooden frame painted white | 1. Painted over defects 2. Some nicks to the edges of the frame |  |
|  | Exterior Door  Solid wooden door varnished and unpainted  Chrome number “7”  Chrome Era lock with pull  Chrome Yale lock with surrounding plate  Stainless steel threshold | 1. Some scratches quite heavier mid level on the door 2. Some odd paint marks 3. 2 x Curved deep indents on the upper level of the door underneath the 7 4. Paint marks to the leading edge 5. Defects including chips to the leading edge |  |
|  | Interior Door Frame  Wooden frame painted white | 1. Painted over defects |  |
|  | Interior Door  Return of the varnished unpainted wooden door  2 x Double chrome hooks  White metal Yale handle  Chrome twist lock | 1. Multiple filled white holes to the low level of the door 2. Scattered paint marks and some mid to low level scratches on the door 3. Few chips to handle |  |

**HALLWAY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Walls** | Painted white | 1. Some light usage marks mainly mid-level to both left and right hand wall 2. Few angle chips 3. Marks front facing wall low level opposite to radiator 4. Right hand side 1 x nail upper level 5. 2 x paint crack and odd scuff |  |
| **Ceiling & coving** | Painted white  Ceiling mounted smoke alarm | 1. Smoke alarm is flashing – green light seen 2. Tested 3. 1 or 2 x hairline crack 4. Light grey shading 5. Movement around smoke alarm 6. Cracking to corners and above walls |  |
| **Lights** | Ceiling mounted metal triple spotlight with 3 x bulbs | All working |  |
| **Woodwork** | Painted white  1 x Stainless steel skirting mounted doorstop | 1. Black rubber tip missing 2. Scattered scuffing seen throughout 3. Chipping seen to corner edges at an angle |  |

**HALLWAY**

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| --- | --- | --- | --- |
| **Switches and sockets** | White plastic including 1 x Single light switch  1 x Isolator extractor switch  Wall mounted alarm sensor  1 x Single chrome light switch  Wall mounted plastic BPT entry phone  Stainless steel fuse switch | 1. Entry phone tested and working 2. All appears to be intact 3. Sensor light on |  |
| **Flooring** | Limed pale grey coloured wood strip flooring | 1. Vacuum for the start of tenancy 2. Gapping forward of skirting to flooring in places 3. Forward of storage cupboard indents to flooring |  |
| **Radiator** | Wall mounted radiator in metal painted white  Cable going into the wall via single white plastic fuse socket | 1. Intact 2. Some light grey shading in places |  |

**HALLWAY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cupboard 1** | Wooden frame painted wood h  Wooden door painted white  Chrome lever handle  Interior  Wooden frame painted white  Wooden door painted white  Chrome lever handle  Walls painted white  Wall mounted black metal light fitting  Wall mounted fuse box  Wall mounted grey metal box of unknown use  Wall mounted white plastic fitment  White plastic wand light switch  1 x Fuse switch  Ceiling painted white  Flooring pale grey limed wood strip flooring  Skirting painted white  1 x Freestanding electric radiator  2 x Chrome door hooks | 1. Few nicks to the mid level leading edge 2. Light fitting paint marked 3. Bulb tested and working 4. No cover to light 5. Fitment paint marked 6. Odd scuff to door interior 7. Walls showing scattered scuff marks in places at high, mid and low-level 8. Ceiling 1 or 2 x light scuff marks seen 9. Skirting scuffs and chips in places 10. Flooring vacuum for the start of tenancy 11. Electric radiator in use |  |

**HALLWAY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cupboard 2** | Wooden frame painted white  Wooden door painted white  Chrome lever handle  Interior  Wooden frame painted white  Wooden door painted white  Chrome lever handle  2 x Double chrome hooks fixed to interior of the door  Walls painted white  On the wall 1 x White plastic 2nd fuse switch marked “water heater  3rd fuse switch with light switch with E7 in black marker  1 x Electric shaver E30 electronic timer switch  Wall mounted light, obscure glass shade, bulb inside  Ceiling painted white  Flooring limed wood strip flooring  Wooden framed shelf contains upper level black water tank  Lower level green foam insulated hot water tank  Associated copper piping | 1. Bulb tested and working 2. Some minor usage marks mainly mid to low level on the walls 3. Right hand side 1 x broken plastic hook 4. Inside edges of frame scattered black scuffing and fill unpainted to frame throughout 5. Interior door some light scuffing and rub marks seen mid to low-level in places 6. Walls general marks mid to low-level 7. Ceiling some patchy paintwork in places 8. Skirting some water staining seen to right and rear facing skirting including patchy paintwork 9. Flooring chipping seen to floorboards to corner edges at an angle 10. Floorboard on entrance looks cracking 11. Some light staining in places 12. Vacuum for the start of tenancy |  |

**RECEPTION& OPEN PLAN KITCHEN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  Wooden frame painted white | 1. 1 or 2 x chips seen right-hand side mid-level 2. Fire chain has been detached 3. Odd chips seen to bottom edge at an angle |  |
|  | Exterior Door  Solid wooden door painted white  Chrome lever handle | 1. Fire chain has been removed 2. No threshold strip 3. Veneer and paint lifting low level |  |
|  | Interior Door Frame  Wooden frame painted white | 1. 1 x chip seen to crossbar 2. Circular stain from doorstop |  |
|  | Interior Door  Solid wooden door painted white  Chrome lever handle  1 x Small doorstop return | 1. Chipping evident to the upper level of the door 2. Doorstop mark at low level |  |

**RECEPTION& OPEN PLAN KITCHEN**

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| --- | --- | --- | --- |
| **Walls** | Painted white | 1. Right hand wall settlement cracks underneath the single window on the right hand wall 2. Scuffs to the angle low level forward of entry 3. Patchy touch up low level near kitchen units 4. Left hand wall picture shading 5. Facing wall slightly patchy appearance under left hand window 6. Left hand side wall rectangular picture mark above the radiator and 3 x nails in wall at high level 7. Facing wall some emerging settlement cracking between the windows and left of window and right hand side wall right of window 8. Flame marks above radiator |  |

**RECEPTION& OPEN PLAN KITCHEN**

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| --- | --- | --- | --- |
| **Ceiling & Coving** | Painted white | 1. Hairline cracking along edges in places and forward of entrance reading to smoke alarm |  |
| **Lights** | 2 x triple metal ceiling mounted spotlight with 3 x Bulbs | 1. All tested and working |  |
| **Woodwork** | Painted white  Chrome and black rubber tip doorstop | 1. Some cracking to joins in places 2. Slight scuffs 3. Not inspected behind any furniture |  |
| **Switches and sockets** | Brushed steel including  3 x Power sockets  1 x Aerial socket  1 x Phone socket | 1. Not inspected behind furniture 2. Where visible intact |  |

**RECEPTION& OPEN PLAN KITCHEN**

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| --- | --- | --- | --- |
| **Windows** | 3 x Windows white painted wooden framed single glazed sash units  Each with 2 x Frames  Each frame has 1 x Pane of glazing  Each window with 2 x Chrome pulls and 1 x Chrome twist lock | 1. Window on the right hand side wall has some kind of clock mechanism stuck to the exterior of the glass 2. Window 1 has pair of white aerial cables coming through the frame at low level left hand side 3. All sash cords intact but paint marked 4. Glazing clean to interior 5. Soiled to the exterior 6. Window 1 some flaking seen to paintwork |  |
| **Curtains** | Each window has white wooden Venetian blind  Each with 2 x Pull cords and 2 x Wooden acorns | 1. Tested and working 2. Cords knotted |  |

**RECEPTION& OPEN PLAN KITCHEN**

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| --- | --- | --- | --- |
| **Flooring** | Light grey limed wood strip effect flooring  Cream shag pile rug | 1. Reasonably good order 2. Vacuum for the start of tenancy 3. Not inspected underneath any furniture 4. Floor creaks      1. Odd scratch to wood |  |
| **Radiator** | Wall mounted white radiator in metal  White plastic fuse switch  White plastic blanking plate | 1. Intact |  |
| **Seating unit** | 4 x Seat corner combined seating unit comprising of:  1 x Single stool  1 x 3 Seater sofa in grey fabric with 3 x Seat cushions  Internal back cushion  1 x Seat cushion on the stool | 1. FFR label seen 2. Vacuum for the start of tenancy |  |

**RECEPTION& OPEN PLAN KITCHEN**

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| --- | --- | --- | --- |
| **Coffee table** | Glass topped coffee table on wooden frame  White painted wooden under shelf | 1. Surface scratches |  |
| **Dining table** | Glass topped circular dining table on stainless steel base | 1. Surface scratches |  |
| **Shelves** | 2 x Wall mounted white laminate shelves | Light marks to wood |  |
| **Scatter cushions** | 3x Grey zigzag seen only | 1. In good order |  |

**RECEPTION& OPEN PLAN KITCHEN**

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| --- | --- | --- | --- |
| **Dining table chairs** | 4 x beige dining chair on black wooden legs | 1. Some black marker marks in places to all chairs |  |
| **Rug** | Cream fur rug |  |  |
| **TV display unit** | 1 x TV display unit  1 x top shelf – 2 x glass shelves under | 1. Light marks |  |
| **Light** | Cream cylinder paper floor lamp with chrome fixtures | 1. Tested and working |  |

**KITCHEN**

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| --- | --- | --- | --- |
| **Walls** | Tiled in white ceramic tiling with grey grouting  White painted plaster to the upper level | 1. Tiled sections intact 2. Painted sections 1 or 2 x chips and drip marks in places 3. Hairline crack above kitchen units 4. Missing grouting under walls behind worktop |  |
| **Ceiling** | Painted white  Ceiling mounted smoke alarm | 1. Tested and working 2. Light hairline cracking seen along edges of coving 3. Some scuffing above kitchen unit in places |  |
| **Lights** | Ceiling mounted metal triple spotlight with 3 x Spotlights | 1. All tested and working |  |
| **Woodwork** | Painted white | 1. Some light scuffing and chipping in places |  |

**KITCHEN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Switches and sockets** | White plastic including  2 x Double power sockets  1 x Oven switch  2 x Banks of triple fuse switches | 1. Intact |  |
| **Flooring** | Pale grey limed wood strip effect flooring | 1. 2 x Indents, 1 x approximately an inch longer, 1 x half an inch long forward of entry to the kitchen 2. 4 x Further indents near left hand wall and some filled, appears filled in 3. Forward of rear facing wall some orange staining seen to flooring 4. Flooring creaky throughout |  |
| **Unit Description - Units are inspected from left to right** | White laminate fronted doors with integral handles  Matching kickboards | 1. All clean to both interior and exterior ­ |  |

**KITCHEN**

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| --- | --- | --- | --- |
| **Wall unit 1** | 2 x Shelves  Base shelf |  |  |
| **Wall unit 2** | 2 x Shelves  Base shelf |  |  |
| **Wall unit 3** | Corner unit  2 x Shelves  Base shelf | 1 x chip to back walls |  |
| **Wall unit 4** | 2 x Shelves  Base shelf |  |  |
| **Wall unit 5** | 2 x Shelves  Base shelf |  |  |
| **Wall unit 6** | 2 x Shelves  Base shelf |  |  |

**KITCHEN**

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| --- | --- | --- | --- |
| **Floor units (inspected from left to right)** |  |  |  |
| **Floor unit 1** | Panelled door to the Lamona fridge  Serial number 1410362807  Contains  1 x Glass shelf  1 x Half glass shelf  1 x Crisper with plastic top  2 x Full width door mounted shelves  1 x Ice compartment  1 x Ice cube tray  6 x Hole egg container | 1. Clean 2. Power seen |  |
| **Floor unit 2** | Panelled door to the Lamona dishwasher  Serial number 1450881806  2 x Racks  1 x Cutlery container  1 x Salt funnel | 1. Power light seen 2. 2 x hairline crack seen to front panel of dishwasher |  |

**KITCHEN**

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| --- | --- | --- | --- |
| **Floor unit 3** | Under sink unit  1 x Shelf  1 x Base shelf | 1. Nick to the edge of the shelf 2. Fitment hole and couple of blue scuffs to the base shelf 3. Masking tape currently stuck to the base shelf 4. Couple small circular mark 5. Base shelf unable to fully inspect due to shelf above not attached |  |
| **Floor unit 4** | Panelled door to the Howdens Joinery washing machine  Serial number 4100300861 | 1. Power seen 2. Soap tray clean 3. Sealant some mould residue 4. Final cleaning required |  |
| **Work surface** | Brown wood effect laminate | 1. Minor nicks to the edge 2. Couple of tiny nicks to the far left hand side top 3. Minor chip near left hand side corner edge 4. Missing grout under walls |  |

**KITCHEN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sink** | Stainless steel sink drainer  Stainless steel waste  Stainless steel food plug  Chrome mixer tap | 1. Tested and working 2. Clean to interior |  |
| **Extractor hood** | Stainless steel extractor hood | 1. 1 x Dent to the front edge 2. Light is working 3. Lights not showing power 4. Clean to underside |  |
| **Hob** | 4 x Ring black ceramic Lamona hob | 1. Power seen 2. Some scratches and light burnt on carbon residue in places |  |
| **Oven** | Lamona oven  Serial number 1412078908  2 x Chrome racks  1 x Black metal oven tray  Stainless steel rack | 1. Power seen 2. Light tested 3. Clean to interior |  |

**KITCHEN**

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| --- | --- | --- | --- |
| **Utensils** | Stainless steel utensil holder with black handled stainless steel utensils:  Cook spoon  Ladle | In good order |  |
| **Vases** | 2 x Medium sized glass vases  1 x large sized glass vase | In good order |  |
| **Container** | 2 x assorted steel container | In good order |  |
| **Plastic pots** | Ikea white ceramic plant pot  Ikea small galvange plan tpot |  |  |
| **Teaspoons** | 4 x teaspoons |  |  |
| **Crockery** | White John Lewis crockery  4 x Dinner plates, side plates and bowl  4 x wine glasses  Stainless steel cutlery:  4 x each of knife, fork and dessert spoon | In good order  In use |  |
| **Chopping board** | Black and grey granite chopping board  2 x small tumblers  1 x tiny glass jar  2 x small wooden bowls  4 x white mugs  2 x white ramekins | In good order |  |

**KITCHEN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Instructions** | Hob  Fridge/ freezer  Dishwasher |  |  |
| **Pot** | Large 2 x handle pot  White plastic measuring jug |  |  |
| **Tray** | Wooden double handle tray |  |  |
| **Candle holder** | Black stone candle holder |  |  |
| **Deep dish** | White ceramic deep dish |  |  |
| **Contents** | Glass lemon/lime juicer  Stainless steel wine rack  Stainless steel paper towel holder |  |  |

**BATHROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  Wooden frame painted white | 1. Both left and right-hand side 1 or 2 x chips and scuffs seen at an angle mid to low-level |  |
|  | Exterior Door  Wooden door painted white  Chrome lever handle  Return of chrome twist lock  Stainless steel threshold strip | 1. 1 or 2 x light scuff marks and rub marks seen mid to low-level 2. 1 or 2 x chips seen to bottom edges at an angle |  |
|  | Interior Door Frame  Wooden frame painted white | 1. Some scuffing and chipping seen to crossbar |  |
|  | Interior Door  Wooden door painted white  Chrome lever handle  Chrome twist lock | 1. Some light scuffing seen high-level to interior |  |

**BATHROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Walls** | Combination of painted white to one side  White ceramic tiling with grey grouting to the other | 1. 2 x Cables going into the wall at low level behind the basin on the facing wall 2. Light grey shading seen to tiles most notably to rear and forward of bath panel 3. Painted sections some patchy paintwork in places |  |
| **Ceiling** | Painted white | 1. Some patchy paintwork seen in places |  |
| **Lights** | Ceiling mounted enclosed obscure glass and chrome light fitting with bulb | 1. Tested and working |  |
| **Woodwork** | No woodwork above  Very small wooden beading to the right hand wall | 1. Hairline cracking seen to top surface to beading right-hand side |  |

**BATHROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Flooring** | Black ceramic floor tiling with grey grouting | 1. Vacuum for the start of tenancy 2. Some white ingrained staining in places |  |
| **Sink** | White ceramic pedestal basin  Stainless steel waste and pushpop up | 1. Pop up is working 2. Water working order 3. Clean to interior |  |
| **Toilet** | White ceramic low level wc  White plastic matching seat and lid  Chrome push flush | 1. Tested and working 2. Clean 3. Clean to interior, although some light scaling in places |  |

**BATHROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bath** | White plastic bath with white ceramic tiled side panel  5 x White plastic screw covers  Stainless steel waste  Triple chrome wall mounted tap  Chrome riser  Stainless steel shower hose  Chrome showerhead  Chrome framed glass shower screen with clear plastic splash proof strip | 1. Not tested 2. Bath seal minor discoloured in corners 3. Shower guard sealant heavily discoloured orange in colour 4. All attachments appear to be in good clean condition 5. No pop up |  |
| **Extractor fan** | Ceiling mounted white plastic extractor fan | 1. Tested and working |  |
| **Shower tidy** | Wall mounted chrome corner shower tidy |  |  |
| **WC roll holder** | Wall mounted chrome wc roll holder |  |  |

**BATHROOM**

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| **Towel rail** | Wall mounted chrome ladder style towel rail with cable going into the wall via white plastic blanking socket | 1. Intact 2. Not tested |  |
| **Cabinet** | Wall mounted mirror doored cabinet with chrome pull opening up to interior  2 x White laminate shelves  1 x White laminate base shelf  Artificial tiles in white pot | 1. Clean |  |

**BEDROOM**

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| --- | --- | --- | --- |
| **Door** | Exterior Door Frame  Wooden frame painted white |  |  |
|  | Exterior Door  Solid wooden door painted white  Chrome lever handle | 1. Fire chain removed 2. Central hinge of which only the part attached the door is present, to the centre hinge section should be attached to the door frame is not present 3. No threshold strip 4. Heavy chipping seen to bottom edges at an angle |  |
|  | Interior Door Frame  Wooden frame painted white |  |  |
|  | Interior Door  Solid wooden door painted white  Chrome lever handle  Doorstop return | 1. Chipping around the lever handle 2. Doorstop paint chip to low level |  |

**BEDROOM**

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| **Walls** | Painted white | Back wall 1x Painted over pin  Pin hole  Heavy stress cracked in corner  Stress crack near wardrobe - corner  Light scuffing visible in places |  |
| **Ceiling & coving** | Painted white | 1. Multiple hairline cracks in places 2. Some light patchy paintwork and grey shading in places |  |
| **Lights** | Ceiling mounted black light fitting with black shade and bulb | 1. Tested and working |  |
| **Woodwork** | Painted white  Skirting mounted chrome and black rubber tipped doorstop | 1. Hairline cracking seen to top surface 2. Light scuffing in places 3. Chipping seen to corner edges at an angle |  |
| **Switches and sockets** | Brushed steel including  3 x Double power sockets  1 x TV aerial socket  1 x single light switch | 1. Appears to be intact where visible |  |

**BEDROOM**

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| --- | --- | --- | --- |
| **Windows** | White painted single glazed wooden framed sash units  2 x Frames  Each frame having 1 x Pane of glazing  Lower frame 2 x Chrome pulls  Chrome twist lock  Wooden sill painted white | 1. Crack to the bottom right hand corner 2. Glazing is clean to interior 3. Cracking to the joins of the reveal 4. Paint bubble crack left hand side frame 5. Bottom pane right hand side cracked |  |
| **Curtains** | White wooden Venetian blind with 2 x Pull cords  Each with white acorn | 1. Tested and working 2. No cleat, therefore not safety compliant 3. Cracked to the lower plates |  |
| **Flooring** | Grey limed wood strip effect flooring | 1. Vacuum for the start of tenancy 2. Not inspected underneath any contents |  |
| **Radiator** | Wall mounted radiator metal painted white | 1. Valves intact 2. Cable going into wall via white plastic fuse switch |  |

**BEDROOM**

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| --- | --- | --- | --- |
| **Bed/mattress** | Double divan bed with double white mattress  Cream mottled leather effect headboard | 1. FFR seen 2. Mattress no obvious stains 3. Label side examined only for heavy to lift to inspect underneath 4. Linen has now applied to the bed |  |
| **Linen** | In white:  4 x Pillows, each with white pillowcase  White flat sheet  Purple throw |  |  |
| **Bedside tables** | Pair of grey laminate bedside tables  Each having 2 x Drawers  Each drawer having 1 x Metal pull | 1. Slightly stiff to open the doors 2. Odd scuffing seen to interior |  |

**BEDROOM**

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| --- | --- | --- | --- |
| **Lamps** | Pair of beige metal bedside lamps, each with matching shade and bulb | 1. Both tested and working |  |
| **Fitted wardrobes** | Wooden framed fitted wardrobes, each having 2 x Panelled doors painted white  Each door with 1 x Chrome pull  From left to right:  Doors 1 and 2 open up to interior painted white  1 x Hat shelf painted white  1 x Chrome hanging rail  Double white plastic blanking plate to the interior  1 x Battery operated push button LED light  Doors 3 and 4 similar  Door 4 has 8 x Mirrored panels fixed to the interior  Opens up to interior painted white  1 x White wooden hat shelf  1 x Chrome hanging rail  1 x Double white plastic blanking plate | 1. Minor use to interior 2. LED lights to interior – working 3. Interior of both units light scuffing and rub marks in places mid to low-level 4. Flooring vacuum for the start of tenancy |  |

# 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:** 15/01/2021 |

|  |  |
| --- | --- |
| **PROPERTY ADDRESS:** | Flat 7  39 St Stephens Gardens  W2 5NA |
| **CLIENT:** | London Central Portfolio |
| **CONTACT:** | Olivia Highwood |

|  |  |  |
| --- | --- | --- |
| **ELECTRIC** | **GAS** | **WATER** |
| **METER NUMBER:** | **METER NUMBER:** | **METER NUMBER:** |
| **READING:** | **READING:** | **READING:** |
| **LOCATION:**  Not located | **LOCATION:**  Not located | **LOCATION:**  Not located |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PROPERTY DESCRIPTION** | | | | | | |
| **ROOM** | **QTY** | **ROOM** | | **QTY** | **EXTERIOR AREAS** | **QTY** |
| RECEPTION -KITCHEN | 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  BALCONY | 0 |
|  |  |  | |  |  |  |
| □ HOUSE □ FLAT | | | □ UNFURNISHED □ FURNISHED | | | |

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| --- |
| **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 |

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| --- |
| **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 |

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| --- |
| **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 |

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| --- | --- | --- | --- |
| **KEYS** | | | |
| **KEY TYPE** | **SERIAL NUMBER** | | **QTY** |
| Bramah- main entrance | 269d12426 | | 2 |
| Bramah- flat door | 85d 7657 | | 2 |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| **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:**  MYLES |

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

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

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