

'CHECK-IN/OUT' INVENTORY INSPECTION REPORT



Inspection Particulars

Customer Name: *Example Lettings Agency*

Tenant's Name(s): *Mr & Mrs Sample*

Duration of Tenancy: *12 Months shorthold*

Date of Inspection: *01/11/2014*

Address of Inspection: *1 Test Road.*

Property Description: *2 Bedroomed Detached*



Contents

Glossary of Terms	1
Guidance Notes to Tenants	2
What should I know about the 'Check-in' process?	2
<i>This information is very important, please take the time to read it. For more general guidance about caring for and maintaining your rental property, please contact us to request a 'Tenancy Information Pack'.</i>	
Guidance Notes to Tenants	3
What should I know about the 'Check-Out' process?	3
<i>This information is very important, please take the time to read it. For more general guidance about caring for and maintaining your rental property, please contact us to request a 'Tenancy Information Pack'.</i>	
Meter Readings (Check-In & Check-Out)	6
Keys (Check-In & Check-Out)	8
Appliance Manuals (Check-in & Check-Out)	8
Check-In Summary	9
Check-Out Summary & Action Required	10
Schedule of Condition & Cleanliness Summary	11
Check-In	11
Check-Out	11
Inspection Specifics	12
Declaration	28

Glossary of Terms

All items listed are in a good condition and cleaned to a good domestic standard, unless otherwise stated.

Condition:

1. **Brand new, unused condition** – still in the wrapper or with new tags/labels attached.
2. **Good condition** – signs of slight wear, generally lightly worn.
3. **Fair condition** – signs of age, frayed, small light stains and marks, discolouration.
4. **Poor condition** – extensively damaged/faulty, extensive stains/marks/tears/chips. Still functional.
5. **Very poor condition** – Extensively damaged/faulty items, large stains, upholstery torn and/or dirty, pet odours/hairs.

Cleanliness

1	Professionally Clean	Items immaculate, sparkling and dust free, appliances and sanitary wear spotless. Examples: Carpet steam cleaned, vacuumed; Floors swept; Furniture in order and clean; Linen freshly laundered. Cleaned to a high professional standard by a professional cleaner, receipt seen. Name of the company and date carried out.
2	Cleaned to a professional standard or Hotel Cleaned	Items immaculate, sparkling and dust free, appliances and sanitary wear spotless. Examples: Carpet steam cleaned, vacuumed; Floors swept; Furniture in order and clean; Linen freshly laundered. Cleaned to a high professional standard by a professional cleaner, but no receipt seen.
3	Good Domestic Standard	Generally vacuumed, swept, and cleaned free of loose dirt. Examples: Some carbon deposits to appliances may be visible, but no loose debris or grease to the touch; Dust may be visible to areas, not often seen – cupboards, tops of door frames etc; Sanitary wear in clean condition – no dust/soap deposits/loose hairs etc.
4	Average Domestic Clean	Superficially clean, but signs of dust to woodwork. Examples: kitchen units marked, appliances need additional cleaning; Carpets vacuumed and floors swept; Dust/hairs to sanitary wear – requiring further cleaning.
5	Cleaned to a poor standard	Items dusty or dirty. Examples: Carpets need vacuuming, kitchen and bathroom require further cleaning to either a good domestic standard or to a professionally clean standard. As applicable.
6	Not Cleaned	Items require cleaning to a good domestic standard or professional standard to make available for next tenant as soon applicable.

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Guidance Notes to Tenants

What should I know about the 'Check-in' process?

This information is very important, please take the time to read it. For more general guidance about caring for and maintaining your rental property, please contact us to request a 'Tenancy Information Pack'.

You are reminded that it is your responsibility at the beginning of the tenancy to note any specific discrepancies on the inventory that you do not agree with i.e marks on walls, carpets, etc. If no such additional notes are made by the tenant(s) at the start of the tenancy, the inventory will be deemed as accepted as read.

The inventory provides a fair and accurate recording of the contents and condition of the contents of the property and the properties internal condition.

Disclaimer

This inventory has been prepared by a qualified inventory clerk who is not an expert in buildings, furnishings, decorations, woods, antiques or a qualified surveyor.

This inventory relates only to the furniture and all the landlord's equipment and contents in the property. It is no guarantee, or report on, the adequacy of, or safety of, any such equipment or contents, merely a record that such items exist in the property at the date of preparing the inventory and the superficial condition of same.

Tenancy Guard will not take water readings unless the meter is clearly visible within the property or attached to an exterior wall at low accessible level.

Windows throughout the property have not been tested for function or operation. Descriptions are purely based on the superficial appearance of windows, frames and locks. Tenancy Guard can accept no liability arising from any failure of the windows or parts thereof to function properly at all.

Furniture and furnishings (Fire) Safety Regulations 1988 – (1993)

The fire and safety regulation regarding furnishings, gas, electrical and similar services are ultimately the responsibility of the instructing principle. Where the inventory notes "Fire Regulation Label Attached", this should not be interpreted to mean the item complies with the "furniture and 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" published by the Department of Trade and Industry January 1997 (or subsequent date). It is not a statement that the item can be considered to comply with the regulations.

Using the Inventory

All static, loose or movable items in this inventory are listed as far as possible from left to right starting at the main door. Multiple items may be grouped together and may require locating.

Light fittings are assumed to come complete with a serviceable bulb(s) unless necessary.

Settling cracks walls and ceilings are accepted and will not be mentioned unless necessary.

All measurements are in centimetres/metres and are approximate to within 1 cm unless stated otherwise.

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Guidance Notes to Tenants

What should I know about the 'Check-Out' process?

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You are reminded that it is your responsibility at the beginning of the tenancy to note any specific discrepancies on the inventory that you do not agree with i.e marks on walls, carpets, etc. If no such additional notes are made by the tenant(s) at the start of the tenancy, the inventory will be deemed as accepted as read. If no inventory is available, notes may be made on the 'Check-In' report compiled by Tenancy Guard.

The inventory report (where available) has been prepared by Tenancy Guard. The condition of the property at the start of the tenancy, as described in the inventory will be compared to the condition of the property at the end of tenancy. Details of any alterations to the property after inventory has been agreed upon should be noted on a separate addendum sheet and agreed by the tenant and the managing agent/landlord. At the end of the tenancy a 'Check-Out' report will be conducted to determine any changes to the inventory. The tenant should gain permission from the managing agent/landlord if they wish to remove or store any items during the tenancy and this should be confirmed in writing by the managing agent/landlord.

The inventory clerk cannot undertake to move heavy items of furniture or to make searches in inaccessible locations such as loft spaces, cellars, locked rooms and high level cupboards, or to unpack items. We reserve the right not to handle or move items deemed to be fragile or valuable. In addition, the inventory clerk reserves the right not to handle items that may be of a health hazard and to generalise/summarise on such items deemed to be unsuitable for further inspection.

Disclaimer

This 'Check-Out' has been prepared by a qualified inventory clerk who is not an expert in buildings, furnishings, decoration, wood, antiques or a qualified surveyor.

This 'Check-Out' relates only to the furniture and all the landlord's equipment and contents in the property. It is no guarantee or report on the adequacy of, or safety of any such equipment or contents, merely a record that such items exist in the property at the date of preparing the inventory and the superficial condition of same.

Tenancy Guard will not take water meter readings unless the meter is clearly visible within the property or attached to an exterior wall at low/accessible level.

Windows throughout the property have not been tested for function or operation. Descriptions are purely based on the superficial appearance of windows, frames and locks. Tenancy Guard can accept no liability arising from any failure of the windows or parts thereof to function properly at all. The inventory clerk cannot undertake the testing of appliances and is not required to report on the safety of any appliances other than a general visual inspection of condition. All electrical items are deemed to be complete with fixings (plugs, cables etc) unless otherwise stated.

Furniture and furnishings (Fire) Safety Regulations 1988 – (1993)

The fire and safety regulation regarding furnishings, gas, electrical and similar services are ultimately the responsibility of the instructing principle. Where the inventory notes "Fire Regulation Label Attached", this should not be interpreted to mean the item complies with the "furniture and 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" published by the Department of Trade and Industry January 1997 (or subsequent date). It is not a statement that the item can be considered to comply with the regulations.

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Using the Inventory

All items should be returned to their original position (as detailed on the inventory); this includes stored or boxed items not used during the tenancy. Any items listed as 'Not Seen/Found' could result in a replacement cost or a charge being made to the tenant. Managing agents/landlord may also charge for the removal of unapproved items left by the tenant at the end of the tenancy that were not included in the original inventory.

At the time of the property 'Check-Out' all personal items (including consumable items) should have been removed and cleaning of the property completed. No further cleaning will be permitted once the 'Check-Out' inspection has commenced. The tenant will have been advised of the date and time of the 'Check-Out' and must provide access, or let the appointed clerk know the details of their departure of the property. Additional costs may be incurred if the clerk is not able to complete the 'Check-Out' inspection due to the tenant not being ready to vacate or if they are delayed by more than 20 minutes by the tenant.

The 'Check-Out' report is advisory and is based on information available to the clerk at the time of the 'Check-Out'. It must not be treated as a final statement of tenant responsibility. It remains the responsibility of the agent/landlord and tenant to fully agree any issues and/or deductions from the deposit.

Cleaning

Soiling is not considered to be 'Fair wear & Tear', (as defined by the House of Lords as 'reasonable use of the premises by the tenant and the ordinary operation of natural forces, i.e; the passage of time). The tenant is liable for the property to be cleaned to the same standard as detailed in the inventory at the start of the tenancy.

Soft Furnishings

Excessive discolouring which cannot be attributed to sun bleaching and/or the passage of time, soiling or damage may result in repair or cleaning costs being charged by the tenant. Discolouration due to smoke, staining, burns or tears to curtains may also incur costs to the tenant.

Flooring

Carpets should either be professionally cleaned or vacuumed including edges and corners depending on the level of soiling and/or the terms of tenancy agreement. Receipts for professional cleaning should be given to the clerk at the time of the 'Check-Out' inspection. Hard floors require sweeping and mopping where necessary (in accordance with any specialist cleaning materials/advice provided by the managing agent/landlord). The tenant may be charged by the managing agent/landlord for repairs or replacement costs due to soiling, staining or damage such as cigarette or iron burns.

Decoration

As specified in the majority of tenancy agreements, the tenant should gain permission from the managing agent/landlord prior to putting nails, pins and other fixtures into walls and ceilings and should avoid the use of tac or tape. Additional marks/fittings will be noted at the 'Check-Out' and any damage or repair work required in order to make good may be charged to the tenant by the managing agent/landlord.

Beds & Linen

Mattresses, divan bases, pillows, and duvets will be inspected for soiling where practically possible. Costs may be incurred by the tenant for clearing, compensation or a percentage of the replacement charge by the managing agent/landlord in the event that any such items are soiled beyond that noted to the inventory. Beds should not be made up at the time of the 'Check-Out' inspection and any linen should be left clean, pressed and folded.

Kitchen Surfaces and Sinks

Kitchen surfaces and sinks will be inspected for knife cuts, cup marks, scorch and burn damage. Using appropriate items such as chopping boards and heat pads will help prevent damage.

Crockery, Chinaware, Kitchen Utensils

All items will be checked for soiling, chips and damage. If damage has occurred that is not considered as consistent with 'fair wear and tear', compensation or replacement costs may be incurred by the tenant.

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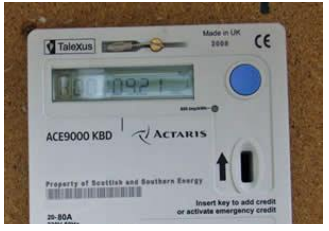

Keys

All keys listed in the inventory should be kept safe and handed back at the 'Check-Out'. Should any keys be lost or not returned to the managing agent, landlord or inventory clerk, the tenant may be charged for replacement keys or possibly for the changing of locks. Any additional keys cut during the tenancy should also be returned to the tenant.

Gardens & Exterior Areas

Most tenancy agreements state that the tenant is responsible for the maintenance of gardens and exterior areas such as driveways unless expressly agreed otherwise. This includes the cutting of lawns, weeding and maintaining the garden, paths, driveways, flowerbeds etc according to the season. If the standard is found to be below the condition as detailed to the inventory, (with consideration given for a change in season) the tenant may be charged for necessary work to bring the affected area back the required level.

Meter Readings (Check-In & Check-Out)

<u>Reading & Type</u>	<u>Date</u>	<u>Time</u>	<u>Reading Taken</u>	<u>Location & Existing Supplier</u>	<u>Image</u>
337290 Electric	01/11/14	12.10	At 'Check-In'	Inside garage – opposite side to windows. Supplier EDF Energy.	
109878 Gas	01/11/14	12.12	At 'Check-In'	Outside the property in secure cupboard (adjacent to stairs that lead to rear garden).	
Water	N/A	N/A	At 'Check-In'	Not located within the property or attached to exterior wall.	




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Meter Readings (Check-Out)

<u>Reading & Type</u>	<u>Date</u>	<u>Time</u>	<u>Reading Taken</u>	<u>Location & Existing Supplier</u>	<u>Image</u>
Electric	N/A	N/A	At 'Check-Out'		
Gas	N/A	N/A	At 'Check-Out'		
Water	N/A	N/A	At 'Check-Out'		



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Tel: 01785 876 224

Keys (Check-In & Check-Out)

<u>Hand-over Point</u>	<u>Number of sets</u>	<u>Number of keys</u>	<u>Date</u>	<u>Comments</u>	<u>Image</u>
At 'Check-in'	2	5	01/11/14	2 X Front Door 2 X Rear Door 1 X Side Gate	
At 'Check-out'	N/A	-	-	-	

Appliance Manuals (Check-in & Check-Out)

<u>Hand-over Point</u>	<u>Appliance</u>	<u>Provided</u>
At 'Check-in'	Oven	Yes
At 'Check-out'	Oven	N/A
At 'Check-in'	Washing Machine	Not seen
At 'Check-out'	Washing Machine	N/A
At 'Check-in'	Boiler	Not seen
At 'Check-out'	Boiler	N/A
At 'Check-in'	Fridge Freezer	Yes
At 'Check-out'	Fridge Freezer	N/A

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Check-In Summary

<u>Tenant(s) Forwarding Address</u>	N/A – 'Check-Out' report due 1/11/15
<u>Paperwork Provided</u>	This report has been produced by a qualified inventory clerk on behalf of Tenancy Guard following instruction by Example Lettings Agency.
<u>Important Items to note</u>	<p><u>Please refer to 'Glossary of Terms' for cleanliness and condition descriptions (page 1)</u></p> <p>Kitchen (pages 14 – 19): Venetian blind slats cleanliness condition is 'Poor'; Cooker door-hinge has minor fault and cleanliness condition is 'Not Cleaned'; Hanging light fittings cleanliness condition is 'Poor'.</p> <p>Bathroom (pages 24 – 27): Walk-in shower grouting 'Fair' condition. Door condition is 'Poor'.</p>
<u>Rubbish and all food items removed from property</u>	Yes.
<u>Carpets professionally cleaned</u>	Yes – throughout (receipt witnessed).
<u>Doors & windows locked</u>	Yes.
<u>Evidence of pets/smoking</u>	No.
<u>Other odours</u>	None to note.

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Check-Out Summary & Action Required

<u>Tenant(s) Forwarding Address</u>	N/A – 'Check-Out' report due 1/11/15
<u>Paperwork Provided</u>	
<u>Urgent Items</u>	
<u>Rubbish and all food items removed from property</u>	
<u>Carpets professionally cleaned</u>	
<u>Doors & windows locked</u>	
<u>Evidence of pets/smoking</u>	
<u>Other odours</u>	

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Schedule of Condition & Cleanliness Summary

Check-In

Property in general	
Summary of Cleanliness	Generally cleaned to a 'Good Domestic' standard with exception of aforementioned issues.
Decorative Order	Generally to a 'Good Standard'. Only exception to note found on the stairs.
Carpets and Flooring	Oak flooring 'Good Standard'. Carpets professionally cleaned.
Windows	Minor mould/mildew to frame in some areas. Windows cleaned to 'Good Standard' throughout.
Doors	'Average Standard' – some dust apparent.
Curtains / Blinds / Nets	Mixed standards in different areas: 'Good', 'Average' and 'Poor'.
Woodwork	'Good Standard' throughout.
Lights / Shades	Generally 'Good Standard' with exception of kitchen.
Furniture	N/A

Check-Out

Property in general	
Summary of Cleanliness	
Decorative Order	
Carpets and Flooring	
Windows	
Doors	N/A – 'Check-Out' report due 1/11/15
Curtains / Blinds / Nets	
Woodwork	
Lights / Shades	
Furniture	

Tenant(s) Initials:

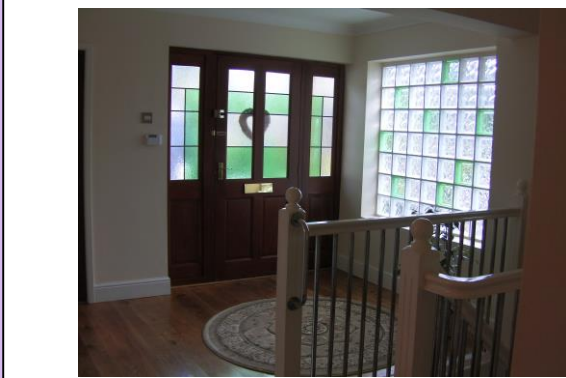
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Inspection Specifics

<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Entrance</u>	Doors/Frames	Mahogany painted wooden door with brass effect letterbox flap, brass handle and Yale type lock. Screw hook fitted into top-centre. Brass handle worn and sticks when opening. Yale type lock in working order. Wireless white doorbell (in working order). Clear and lime tile effect privacy glass windows. Glass generally clean, but grubby to edges. Cleanliness standard 'Average Domestic' (<i>Please see glossary of terms for cleanliness and condition descriptions – page 1</i>).	Fair
N/A (<i>'Check-Out'</i>)	N/A		N/A
<u>Entrance</u>	Doors/Frames	Reverse side of front door: Painted Mahogany; Brass Yale handle; Security chain missing from brass fixing; Letter-box flap loosely fitted on inside.	Good
N/A (<i>'Check-Out'</i>)	N/A		N/A
<u>Entrance Hall</u>	Windows Sills	Clear and lime tile effect privacy glass blocks. Some grouting missing in-between blocks.	Fair
N/A (<i>'Check-Out'</i>)	N/A		N/A
<u>Entrance Hall</u>	Walls Paint	Magnolia painted walls (matt). No picture hooks/marks present.	Good
N/A (<i>'Check-Out'</i>)	N/A		N/A



Comments: Entrance hall overview



Comments: In-between glass brick grouting.

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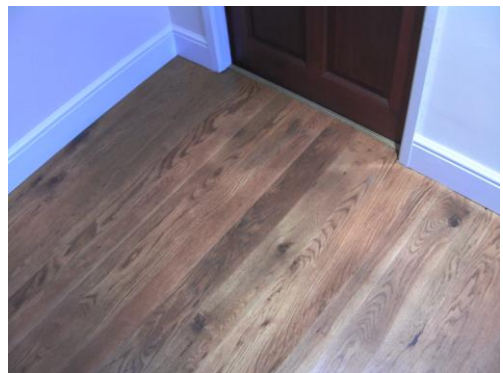
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Tel: 01785 876 224

<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Entrance Hall</u>	Ceiling	Plastered, painted white (matt) with white coving around edges.	Good
N/A (Check-Out)	N/A		N/A
<u>Entrance Hall</u>	Carpets/Floors	Solid oak flooring.	Good
N/A (Check-Out)	N/A		N/A
<u>Entrance Hall</u>	Skirting	White gloss skirting with build-up of dust/hair. Cleanliness standard 'Average Domestic'.	Good
N/A (Check-Out)	N/A		N/A
<u>Entrance Hall</u>	Sockets Switches	2 X Double socket plugs (white plastic) – Not tested.	Good
N/A (Check-Out)	N/A		N/A



Comments: Skirting with build-up of dust/hair.



Comments: Entrance hall solid-oak flooring.

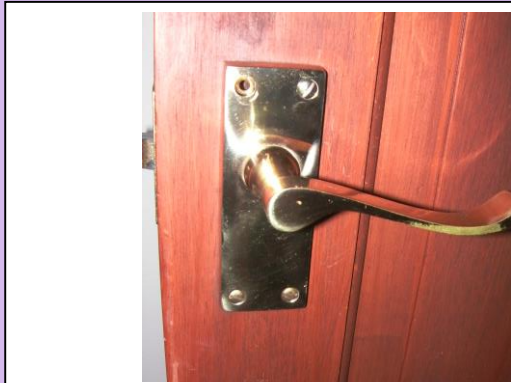
Tenant(s) Initials:

Date:

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Tel: 01785 876 224

<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Entrance Hall</u>	Alarms	Burglar alarm sensor responds to movement. Smoke alarm present – not tested.	Good
N/A ('Check-Out')	N/A		N/A
<u>Entrance Hall</u>	Fixtures	10 X spotlights with chrome fittings. Bulbs tested – in working order.	Good
N/A ('Check-Out')	N/A		N/A
<u>Kitchen</u>	Doors/Frames	Dark mahogany painted door with brass handle. Screw missing in top right hand corner of door handle. Some minor scratches/indentations are present in bottom right/left panels. Dust present on edges of panels. Cleanliness standard 'Average Domestic'.	Fair
N/A ('Check-Out')	N/A		N/A
<u>Kitchen</u>	Doors/Frames	Reverse side: Dark mahogany painted door with brass handle. Paint splashes present on base of door. Cleanliness standard 'Average Domestic'.	Fair
N/A ('Check-Out')	N/A		N/A



Comments: Kitchen door missing screw



Comments: Reverse side kitchen door paint.

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Tel: 01785 876 224

<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Kitchen</u>	Ceiling	White artexed ceiling. Hairline crack (195cm) emanating from above kitchen door approximately a third of the way across room (landlord/agent should monitor – possible maintenance issue in future).	Good
N/A (‘Check-Out’)	N/A		N/A
<u>Kitchen</u>	Walls Paint	Combination of plastered magnolia walls and decorative leaf-effect tiles. Some discolouring starting to show in-between grouting on tiles.	Good
N/A (‘Check-Out’)	N/A		N/A
<u>Kitchen</u>	Windows Sills	Bay PVC window with 4 X brass locks (no keys present). Some signs of mildew starting to build up around edges. Sill is painted white (gloss) with some light usage scratches. Further window located on opposite side with 1 X brass handle (key present). Sill is tiled with some signs of discolouring to grouting.	Fair
N/A (‘Check-Out’)	N/A		N/A
<u>Kitchen</u>	Curtains/Blinds/Net	Bay window: Vertical venetian blinds, magnolia in colour and in working order. Discoloured and grubby with splashes of food. Opposite side: Vertical venetian blinds, magnolia in colour and in working order. Discoloured. Cleanliness standard ‘Poor’.	Fair
N/A (‘Check-Out’)	N/A		N/A



Comments: Venetian blinds (heavily soiled)



Comments: Hairline crack in ceiling

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Tel: 01785 876 224

<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Kitchen</u>	Carpets/Floors	Solid oak flooring. Some light usage scratches and paint splashes adjacent to island.	Good
N/A (Check-Out)	N/A		N/A
<u>Kitchen</u>	Skirting	White painted (gloss).	Good
N/A (Check-Out)	N/A		N/A
<u>Kitchen</u>	Sockets Switches	2 X Chrome light switches 4 X Double sockets (3 X white plastic, 1 X chrome – a screw is loose in the corner of chrome socket). 2 X single sockets (white plastic). No plugs tested.	Good
N/A (Check-Out)	N/A		N/A
<u>Kitchen</u>	Fixtures	2 X built-in lightwood cupboards with 8 opaque glass panels. 4 X chrome handles. Inside cupboards: total of 19 glass shelves and wooden wine rack.	Good
N/A (Check-Out)	N/A		N/A



Comments: Paint splashes by island.



Comments: Loose screw to plug socket

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<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Kitchen</u>	Fixtures	Corner unit with 4 opaque glass panels. 4 X doors. 4 X chrome handles. Inside: 4 X shelves.	Good
N/A ('Check-Out')	N/A		N/A
<u>Kitchen</u>	Fixtures	Black speckled granite topped island with lightwood surround. Comprised of 3 x drawers (nearside) with 3 x chrome handles. 2 x open shelves. Note: Some of the vinyl covering is lifting from the shelf edge. Opposite side: 5 sectioned wine rack and 2 x drawers with 2 x chrome handles.	Good
N/A ('Check-Out')	N/A		N/A
<u>Kitchen</u>	Fixtures	Built-in lightwood cupboards and drawers. 2 X cupboards with opaque glass panels. 12 x drawers. 11 x cupboards. All complete with chrome handles. Inside condition/cleanliness also good. Work-surfaces topped with black speckled granite.	Good
N/A ('Check-Out')	N/A		N/A
<u>Kitchen</u>	Fixtures	3 X suspended lights with chrome finish and opaque glass. Build-up of dust/hair/cobwebs. Cleanliness standard 'Poor'. 2 X integrated speakers. 14 x spotlights with chrome fittings. All bulbs tested and in working order.	Good
N/A ('Check-Out')	N/A		N/A



Comments: Vinyl covering lifting from shelf.



Comments: Suspended lights (dust/cobwebs)

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<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Kitchen</u>	Appliances	DeDeitrich cooker in matt chrome finish (integrated). 1 x oven compartment. 1 x grill compartment. Finger marks present to exterior. Interior excessive build-up of crumbs and grease – heavily soiled. Oven door hinge is faulty and sticks. Control dial is also loose. 2 X oven racks also inside (not cleaned). Cleanliness Standard 'Not Cleaned'. Oven not tested.	Fair
N/A (Check-Out)	N/A		N/A
<u>Kitchen</u>	Appliances	DeDeitrich integrated gas hob with 5 x rings and 6 x control dials. Grease and food residue surrounding rings. Gas hobs not tested. Cleanliness Standard 'Poor'.	Good
N/A (Check-Out)	N/A		N/A
<u>Kitchen</u>	Appliances	Integrated fridge (make model unknown) with small freezer compartment. Appears in working order. 3 x shelves and 2 x trays. Light in working order.	Good
N/A (Check-Out)	N/A		N/A
<u>Kitchen</u>	Alarms	Burglar alarm sensor appears in working order.	Good
N/A (Check-Out)	N/A		N/A



Comments: Exterior view of cooker



Comments: Interior view (heavily soiled)

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<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Kitchen</u>	Sink	Matt chrome double basin sink with chrome mixer-taps and draining board. Filter plugs present for both sinks.	Good
N/A ('Check-Out')	N/A		N/A
<u>Kitchen</u>	Extractor Fan	Build-up of grease, mesh discoloured. Cleanliness standard 'Poor'.	Fair
N/A ('Check-Out')	N/A		N/A
<u>Stairs</u>	Walls Paint	Plastered walls painted matt magnolia. There is some discolouration to the mid-section of the wall and a small indentation. Cleanliness standard 'Average Domestic'.	Fair
N/A ('Check-Out')	N/A		N/A
<u>Stairs</u>	Carpets/Floors	Beige carpets. Cleaned to 'Professional' standard – receipt seen.	Good
N/A ('Check-Out')	N/A		N/A



Comments: Extractor fan mesh (discoloured)



Comments: Small indentation to wall (stairs).

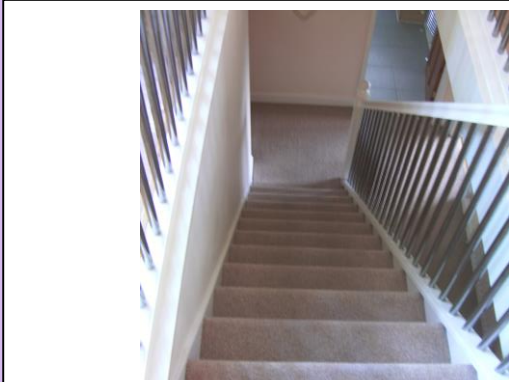
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Date:

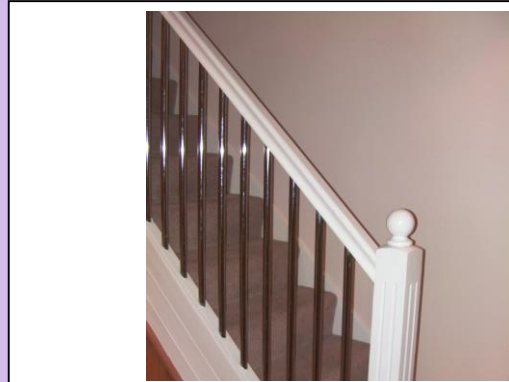
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<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Stairs</u>	Skirting	White gloss.	Good
N/A (‘Check-Out’)	N/A		N/A
<u>Stairs</u>	Alarms	Burglar alarm sensor responds to movement.	Good
N/A (‘Check-Out’)	N/A		N/A
<u>Stairs</u>	Fixtures	White gloss finished wooden bannister with chrome rails.	Good
N/A (‘Check-Out’)	N/A		N/A
<u>Hallway</u>	Ceiling	Plastered and painted matt white.	Good
N/A (‘Check-Out’)	N/A		N/A



Comments: Stairs overview



Comments: Bannister close-up.

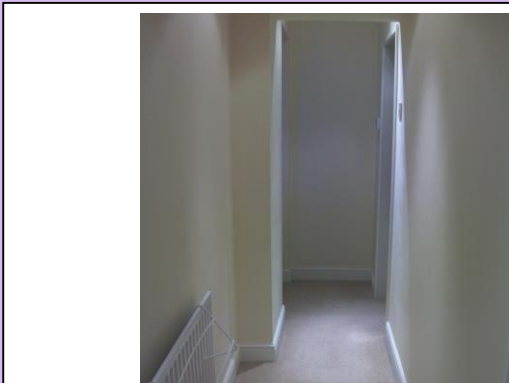
Tenant(s) Initials:

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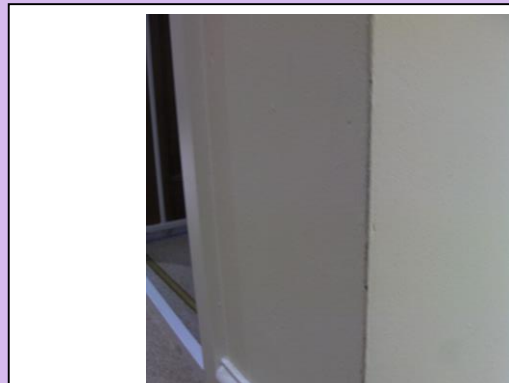
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<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Hallway</u>	Walls Paint	Plastered walls painted matt magnolia. Some paint missing in isolated area of wall edge.	Good
N/A (Check-Out)	N/A		N/A
<u>Hallway</u>	Carpets/Floors	Beige carpets.	Good
N/A (Check-Out)	N/A		N/A
<u>Hallway</u>	Skirting	White gloss.	Good
N/A (Check-Out)	N/A		N/A
<u>Hallway</u>	Fixtures	White radiator.	Good
N/A (Check-Out)	N/A		N/A



Comments: Hallway overview



Comments: Missing paint to hallway edge.

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<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Bedroom 1</u>	Doors/Frames	Dark mahogany painted door with brass handle. Cleanliness Standard 'Average Domestic'.	Good
N/A (Check-Out)	N/A		N/A
<u>Bedroom 1</u>	Doors/Frames	Reverse side door: Dark mahogany painted with brass handle. Some minor scratches to brass handle. Cleanliness Standard 'Average Domestic'.	Good
N/A (Check-Out)	N/A		N/A
<u>Bedroom 1</u>	Ceiling	Plastered ceiling painted white.	Good
N/A (Check-Out)	N/A		N/A
<u>Bedroom 1</u>	Walls Paint	Plastered walls painted magnolia.	Good
N/A (Check-Out)	N/A		N/A



Comments: Bedroom overview



Comments: Door handle (minor scratches)

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<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Bedroom 1</u>	Windows Sills	2 X PVC windows (white). 3 X brass handles (no keys present). Sills painted white (gloss). Mould and mildew build-up in window/sill edges. Cleanliness Standard 'Poor'.	Fair
N/A (Check-Out)	N/A		N/A
<u>Bedroom 1</u>	Curtains/Blinds	2 X fitted dark-wood venetian blinds. Slats have build-up of dust. Cleanliness standard 'Average Domestic'.	Good
N/A (Check-Out)	N/A		N/A
<u>Bedroom 1</u>	Carpets/Floors	Beige carpets. Professionally cleaned, receipt seen. Cleanliness Standard 'Professional'.	Good
N/A (Check-Out)	N/A		N/A
<u>Bedroom 1</u>	Skirting	White gloss.	Fair
N/A (Check-Out)	N/A		N/A



Comments: Venetian blinds dust build-up.



Comments: Mould and mildew on window sills.

Tenant(s) Initials:

Date:

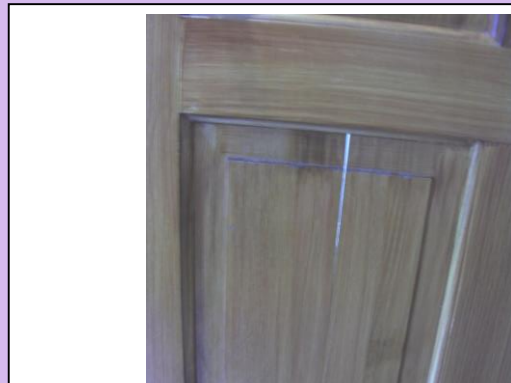
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<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Bedroom 1</u>	Sockets Switches	1 x light switch (chrome). 2 x Double plug sockets (white plastic).	Good
N/A (Check-Out)	N/A		N/A
<u>Bedroom 1</u>	Fixtures	6 x chrome spotlights. Bulbs tested – two not working.	Good
N/A (Check-Out)	N/A		N/A
<u>Bedroom 1</u>	Fixtures	1 x white radiator.	Good
N/A (Check-Out)	N/A		N/A
<u>Bathroom</u>	Doors/Frames	Dark mahogany painted door with brass handle. Handle is faulty and sticks when opened. Locking mechanism is missing altogether. Lower-left panel has split in the wood. Cleanliness Standard 'Average Domestic'.	Poor
N/A (Check-Out)	N/A		N/A



Comments: Bathroom door missing lock and corrosion.



Comments: Split in bathroom door.

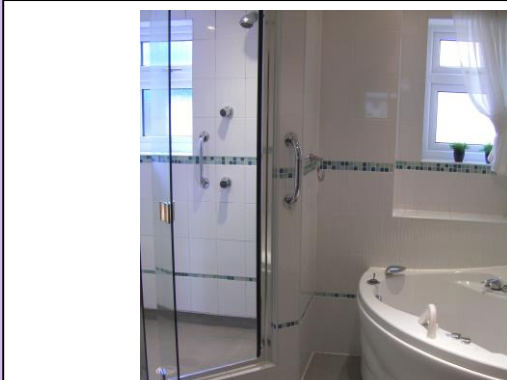
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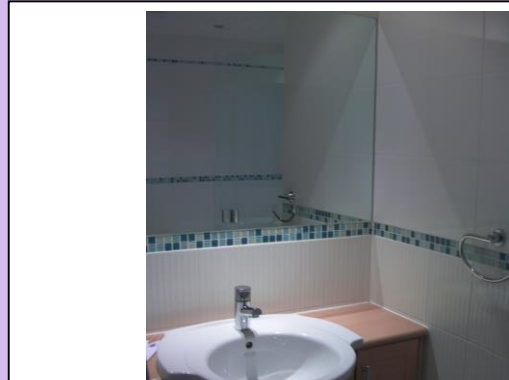
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<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Bathroom</u>	Doors/Frames	Reverse Side: Dark mahogany painted door with brass handle. Handle is faulty and sticks when opened. Locking mechanism is missing altogether. Lower-right panel has split in the wood. Handle itself showing signs of corrosion. Cleanliness Standard 'Average Domestic'.	Poor
N/A (Check-Out)	N/A		N/A
<u>Bathroom</u>	Ceiling	Plastered painted white. Paint is coming away around the outer edges where wall meets tiles.	Good
N/A (Check-Out)	N/A		N/A
<u>Bathroom</u>	Walls Paint	White tiles with blue/turquoise mosaic pattern.	Good
N/A (Check-Out)	N/A		N/A
<u>Bathroom</u>	Windows Sills	2 X White PVC windows. 2 X brass handles (1 key present).	Good
N/A (Check-Out)	N/A		N/A



Comments:



Comments:

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<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Bathroom</u>	Curtains/Blinds/Nets	1 x chrome netting rail. 1 x white net.	Good
N/A (‘Check-Out’)	N/A		N/A
<u>Bathroom</u>	Carpets/Floors	Grey square floor tiles. Generally good condition/cleanliness. However, small circular rust stain adjacent to the toilet.	Good
N/A (‘Check-Out’)	N/A		N/A
<u>Bathroom</u>	Fixtures	1 x floor to ceiling silver/grey wave effect radiator. 1 x mirror above hand basin. 1 x Jacuzzi bath (shower head attachment missing). Radiator/Jacuzzi bath working order not tested.	Good
N/A (‘Check-Out’)	N/A		N/A
<u>Bathroom</u>	Hand Basin	White Jacuzzi branded hand basin with chrome mixer tap.	Good
N/A (‘Check-Out’)	N/A		N/A



Comments: Bath shower head missing.



Comments: Rusty stain next to toilet.

Tenant(s) Initials:

Date:

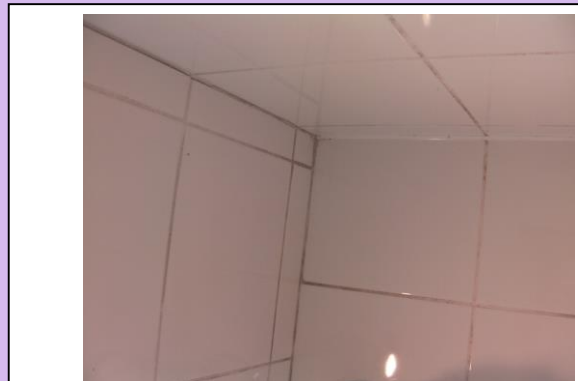
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<u>Area</u>	<u>Item Category</u>	<u>Detail & Cleanliness</u>	<u>Condition</u>
<u>Bathroom</u>	Toilet	1 x white toilet with white seat and chrome hinges/flush button. Toilet not tested.	Good
N/A ('Check-Out')	N/A		N/A
<u>Bathroom</u>	Shower	Walk-in shower has rust to hand rail. Mildew and mould apparent in-between tile grouting and base of shower. Cleanliness Standard 'Average Domestic'.	Fair
N/A ('Check-Out')	N/A		N/A
<u>Bathroom</u>	Extractor Fan	Appears to be in working order.	Good
N/A ('Check-Out')	N/A		N/A
N/A ('Check-Out')	N/A		N/A



Comments:



Comments:

Tenant(s) Initials:

Date:

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Declaration

I/we acknowledge receipt of this inventory and confirm that all items listed are in a good clean condition unless otherwise stated. I/we have read and checked this inventory and schedule of conditions and agree that it is a true and accurate record as at the time of taking occupation.

Signed

(Tenants)

Name

Date

Signed

(Landlord/Agent/Clerk)

Name

Date

Check in started: time

Check in finished: time

Tenant(s) Initials:

Date:

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