

Check-in Inventory Report



Example Way, Exampleshire,
England, EG123.

TENANT NAME

Joe Bloggs

TENANCY TYPE

Single

REPORT CONFIRMED BY

Tom Smith

TENANCY START DATE

30/09/2017

REPORT CONFIRMED DATE

28/09/2017

This report contains



Check-in Inventory details: Record of appliance manuals (if any present); Record of key handover; Record of meter readings (where accessible).



Compliance checklists.



Detailed descriptions of all fixtures & fittings.



Disclaimer and check-out guidance details.

Property Information

Three bedroom semi detached property ALARM CODE 17904

Tenancy Information

Example Lets - MANAGED LET EMERGENCY OUT OF HOURS NUMBER - 012345678. Single Tenancy - Mr Joe Bloggs.

Report Information

Property has been fully redecorated. Landlord has cleaned carpets.

Notes added by Tenant

Stop cock has no end, but now known about. New cold feed is actually too far away from the washing machine.

Glossary of Terms

For guidance, please find a glossary of terms used within this report:

Condition

Very Poor: Extensively damaged/faulty. Examples: large stains; upholstery torn; very dirty.

Poor: Extensive signs of wear and tear. Examples: stains/marks/tears/chips.

Fair: Signs of age. Examples: frayed; small light stains/marks; discolouration.

Good: Signs of slight wear. Examples: generally lightly worn.

New Item: Still in wrapper or with new tags/labels attached. Recently purchased, installed or decorated.

Cleanliness

Very Poor: Not cleaned. Requires cleaning to a good or excellent standard.






Poor: Item dusty or dirty. Requires further cleaning to either good or excellent standard.

Fair: Evidence of some cleaning, but signs of dust or marks.

Good: Item cleaned and free of loose dirt.

Excellent: Item immaculate, sparkling and dust free.

Status Icons

-  Disagreed by tenant
-  Needs repair
-  Beyond fair wear and tear
-  Needs replacing
-  Missing

Check-in Inventory Details

✓ Safety certificates and landlord legislation compliance checks

Right to Rent checks performed

YES

Gas safety certificate present

YES

Smoke alarm present on each level. Test function working.

YES

Carbon monoxide alarm present in any room with solid fuel burning source. Test function working.

YES

Electrical safety certificate present

YES

Energy Performance Certificate present

YES

Check-in Inventory Procedures

Keys photographed, tested & handed over

YES

Key Photo (28/09/2017)



Appliance manuals photographed & handed over

YES

Appliance Manual Photo (28/09/2017)





Utility Details

Gas Check

Meter Serial

N/A

Meter Supplier

Other – see 'Utility Notes'

Meter Location

Kitchen

Electricity Check

Meter Serial

N/A

Meter Supplier

Other – see 'Utility Notes'

Meter Location

Kitchen

Water Check

Meter Serial

N/A

Meter Supplier

N/A

Meter Location

N/A

Utility Readings

Gas

Electricity

Water

02/10/2017

£00.06p

£3.48

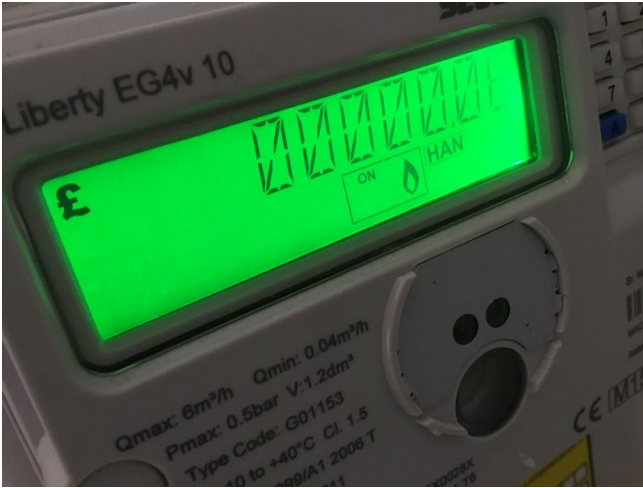
N/A

Utility Notes

Gas Meter is located in kitchen pantry. Utility Provider for gas and electric - Utilita Energy 08452072000. Example Council (band B) 012345678. South Staffs Water - 0845 607 0456. Stopcock is located underneath kitchen sink.

Utility Photos

Utility Photo 28/09/2017



Utility Photo 28/09/2017



Utility Photo 28/09/2017



Utility Photo 28/09/2017





Room Details

The small thumbnail images in this section can be used as a reference point. **Larger copies** of these images can be found in the **'Room Image Library'** section towards the end of this report.

Entrance/Living Room			
Item	Description	Condition	Cleanliness
General Overview (10 photos)	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good
Front Door (1 photo) 🚫 Disagreed by tenant	UPVC double glazed. Opaque glass. Brass handle. Brass knocker. Tarnished handle (front) Free of marks and scratches to front side and reverse. Glazing in a good clean condition.	● Good	● Good
Information provided by tenant: Door is very clean, but has clearly been modified over the past (Internal door switches) as the lock does not lock and support the top of the door, if pushed with force from the top the door would break in.			
The inspector responded to the above tenant comments with the following: Landlord notified of your comments			
Door Frame & Skirting	UPVC (frame). Gloss painted wood (skirting). White (gloss) Free of marks, dents and dust.	● Good	● Good
Ceiling	Plastered/Painted white Free of marks, mould and cobwebs.	● Good	● Good
Light Fittings (2 photos)	Ceiling. Pendant fixing. Light shade fitted. 2 fixings in total. 2 bulbs/spotlights. 1 bulb/spotlight not working No cobwebs present to light fittings. All bulbs in working order.	● Good	● Good
Smoke Alarm	Ceiling mounted alarm. Test function working. Note to tenant: Please test periodically.	● Good	● Good
Walls	Plastered & painted magnolia Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present.	● Good	● Good
Windows and Sills	Standard window. 1 in total. UPVC double glazed. Clear glass. Keys present. Wooden sills. Venetian blind. Safety clip Sills free of marks and mould. Windows intact and free of mould to edges.	● Good	● Good
Radiator	White panelled Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact.	● Good	● Good
Sockets & Switches	All sockets/switches plastic All sockets and switches present and intact with no signs of damage.	● Good	● Good
Floor (2 photos)	Carpeted. Free of debris. Cream/beige 3 minor stains.	● Good	● Good
Thermostat Dial	Wall-mounted hardwired. Fascia intact	● Good	● Good
Back Door (1 photo) 🚫 Disagreed by tenant	UPVC double glazed. Opaque glass. Chrome handle	● Good	● Good
Information provided by tenant: Door in great condition, handle/lock deteriorating very stiff and sometimes takes 2/3 attempts to lock.			
The inspector responded to the above tenant comments with the following: Your comments have been noted and will be passed onto the Landlord			

General Overview

(28/09/2017)



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(28/09/2017)



(28/09/2017)



Front Door

(28/09/2017)



Light Fittings

(28/09/2017)



(28/09/2017)



Floor

(28/09/2017)



(28/09/2017)



Back Door

(28/09/2017)



Kitchen			
Item	Description	Condition	Cleanliness
General Overview (9 photos)	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good
Door (Internal)	Wood panelled; brass handle. White (gloss) Free of marks and scratches to front side and reverse.	● Good	● Good
Door Frame & Skirting	Gloss painted wood (frame). Gloss painted wood (skirting). White (gloss) Free of marks, dents and dust.	● Good	● Good
Ceiling	Plastered/Painted white Free of marks, mould and cobwebs.	● Good	● Good
Light Fittings	Ceiling. Pendant fixing. Light shade fitted. Tube fixing. Chrome. 2 fixings in total. 2 bulbs/spotlights. All bulbs working No cobwebs present to light fittings. All bulbs in working order.	● Good	● Good
Walls	Plastered & painted magnolia. Tiled (around worktops) Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present.	● Good	● Good
Windows and Sills	Standard window. 1 in total. UPVC double glazed. Clear glass. Keys present. Wooden sills. Venetian blind. Safety clip Sills free of marks and mould. Windows intact and free of mould to edges.	● Good	● Good
Radiator	White panelled Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact.	● Good	● Good
Sockets & Switches	All sockets/switches plastic All sockets and switches present and intact with no signs of damage.	● Good	● Good
Floor (2 photos)	Tiled Free of stains, marks and scratches. Minor chip to one tile.	● Good	● Fair
Kitchen Cupboards/Units (3 photos)	Wall units present. Base units present. 6 hinged doors. Laminated. Chrome handles All handles and hinges intact. Free of items inside. Free of stains underneath sink. Free of grease and food residue inside.	● Good	● Good
Kitchen Drawers (1 photo)	3 drawers. Laminated. Chrome handles All handles and runners intact. Free of items inside. Free of grease and food residue inside.	● Good	● Good
Kitchen Worksurfaces (1 photo)	Laminate granite effect worksurface Free of marks and scratches. Free of grease and food residue. Free of dust. Faint ring mark adjacent to sink.	● Good	● Good
Kitchen Sink (1 photo)	Single bowl. Draining board. Stainless steel. Mixer tap. Chrome taps Free of scratches and cracks. No food residue or grease present. Plug present.	● Good	● Good
Hob (2 photos)	Induction hob. 4 rings Free of grease and food residue. Free of dust. Dials/knobs intact.	● Good	● Good
Oven (3 photos)	Oven and grill. Chrome rack x 2. Baking tray x 1. Beko Free of grease and food residue inside. Seal intact and door hinge functioning smoothly.	● Good	● Good
Extractor Cooker Hood (1 photo)	Chimney hood Hood filter free of grease and food residue. All bulbs/spots in working order. Fan switches are responsive.	● Good	● Good
Storage Cupboard/Wardrobe (1 photo)	Wood panelled; brass handle. White. Free of marks/stains. Walls free of marks/stains. Floor free of marks/stains Alarm keypad intact.	● Good	● Good

Item	Description	Condition	Cleanliness
Carbon Monoxide Alarm (1 photo)	Not fixed to wall/ceiling. Test button/function working. Battery powered. Tenant note: Test periodically	● Good	● Good
Heating Dial (1 photo)	Touchscreen. Fascia intact	● Good	● Good

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Floor

(28/09/2017)



(28/09/2017)



Kitchen Cupboards/Units

(28/09/2017)



(28/09/2017)



(28/09/2017)



Kitchen Drawers

(28/09/2017)



Kitchen Worksurfaces

(28/09/2017)



Kitchen Sink

(28/09/2017)



Hob

(28/09/2017)



(28/09/2017)



Oven

(28/09/2017)



(28/09/2017)



(28/09/2017)



Extractor Cooker Hood

(28/09/2017)



Storage Cupboard/Wardrobe

(28/09/2017)



Carbon Monoxide Alarm

(28/09/2017)



Heating Dial

(28/09/2017)



Stairway/Landing

Item	Description	Condition	Cleanliness
General Overview (10 photos)	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good
Bannister/Hand Rail	Wooden balustrades. White Appears securely fixed and intact. Free of marks and scratches.	● Good	● Good
Floor 🚫 Disagreed by tenant	Carpeted. Cream/beige Free of stains, marks and scratches.	● Good	● Good
Information provided by tenant: There is a paint mark on landing, will try and clean this.			
The inspector responded to the above tenant comments with the following: Noted and visible on photograph			
Walls	Plastered & painted magnolia Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present.	● Good	● Good
Ceiling	Plastered/Painted white Free of marks, mould and cobwebs.	● Good	● Good
Loft Hatch	Wooden Free of marks and scratches.	● Good	● Good
Smoke Alarm	Ceiling mounted alarm. Test function working. Note to tenant: Please test periodically.	● Good	● Good
Light Fittings	Ceiling. Pendant fixing. Light shade fitted. 1 fixing in total. 1 bulb/spotlight No cobwebs present to light fittings. All bulbs in working order.	● Good	● Good
Sockets & Switches	All sockets/switches plastic All sockets and switches present and intact with no signs of damage.	● Good	● Good
Skirting Board	Gloss painted wood (skirting). White (gloss) Free of marks, dents and dust.	● Good	● Good
Boiler/Storage Cupboard (4 photos)	Wood panelled; brass handle. Free of marks/stains Free of marks and scratches to front side and reverse of door. Free of items and rubbish inside. Minor stain to carpet and scuff to wall.	● Good	● Good
Windows & Sills	Standard window. 1 in total. UPVC double glazed. Opaque glass. Keys not present. Wooden sills. Sills free of marks. Sills free of mould. Windows intact	● Good	● Good

General Overview

(28/09/2017)



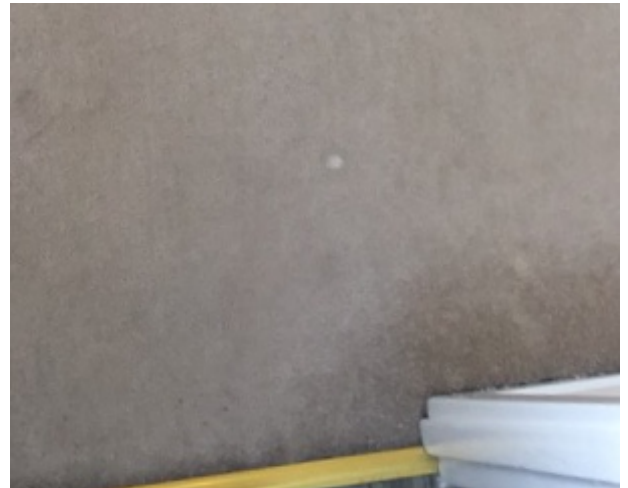
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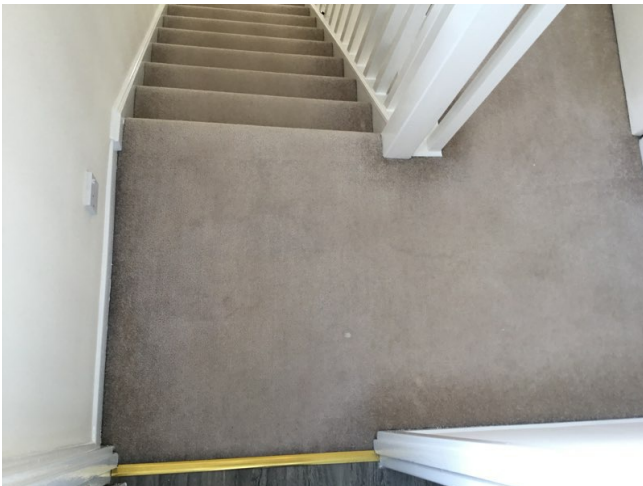
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(27/09/2017) Provided by tenant



(28/09/2017)



(28/09/2017)



(28/09/2017)



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(28/09/2017)



(28/09/2017)



Boiler/Storage Cupboard

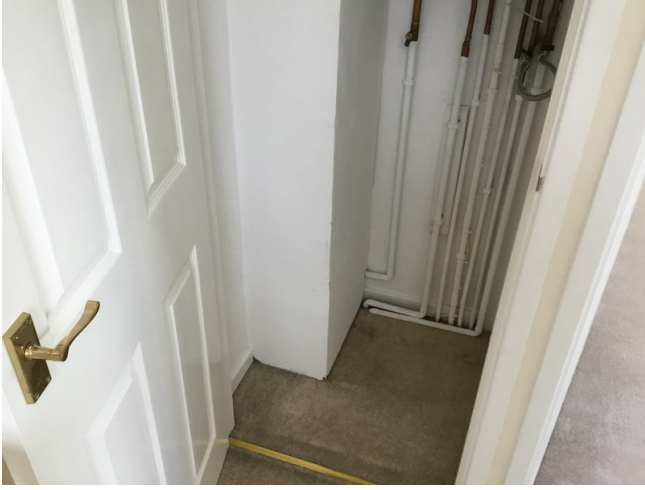
(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



Bedroom

Item	Description	Condition	Cleanliness
General Overview (6 photos)	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good
Door (Internal)	Wood panelled; brass handle. White (gloss) Free of marks and scratches to front side and reverse.	● Good	● Good
Door Frame & Skirting	Gloss painted wood (frame). Gloss painted wood (skirting). White (gloss) Free of marks, dents and dust.	● Good	● Good
Ceiling	Plastered/Painted white Free of marks, mould and cobwebs.	● Good	● Good
Light Fittings	Ceiling. Pendant fixing. 1 fixing in total. 1 bulb/spotlight. All bulbs working No cobwebs present to light fittings. All bulbs in working order.	● Good	● Good
Walls	Plastered & painted magnolia Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present.	● Good	● Good
Windows and Sills	Standard window. 1 in total. UPVC double glazed. Clear glass. Keys present. Wooden sills. Safety clip Sills free of marks and mould. Windows intact and free of mould to edges.	● Good	● Good
Radiator	White panelled Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact.	● Good	● Good
Sockets & Switches	All sockets/switches plastic All sockets and switches present and intact with no signs of damage.	● Good	● Good
Floor	Carpeted. Cream/beige Free of stains, marks and scratches.	● Good	● Good

General Overview

(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



Bedroom

Item	Description	Condition	Cleanliness
General Overview (10 photos)	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good
Door (Internal)	Wood panelled; brass handle. White (gloss) Free of marks and scratches to front side and reverse.	● Good	● Good
Door Frame & Skirting	Gloss painted wood (frame). Gloss painted wood (skirting). White (gloss) Free of marks, dents and dust.	● Good	● Good
Ceiling	Plastered/Painted white Free of marks, mould and cobwebs.	● Good	● Good
Light Fittings	Ceiling. Pendant fixing. Light shade fitted. 1 fixing in total. 1 bulb/spotlight. All bulbs working No cobwebs present to light fittings. All bulbs in working order.	● Good	● Good
Walls	Plastered & painted magnolia Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present.	● Good	● Good
Windows and Sills	Standard window. 1 in total. UPVC double glazed. Clear glass. Keys present. Wooden sills. Safety clip Sills free of marks and mould. Windows intact and free of mould to edges.	● Good	● Good
Radiator (1 photo)	White panelled Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact. Curtain pole fixings on windowsill.	● Good	● Good
Sockets & Switches	All sockets/switches plastic All sockets and switches present and intact with no signs of damage.	● Good	● Good
Floor	Carpeted. Cream/beige Free of stains, marks and scratches.	● Good	● Good

General Overview

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(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



Radiator

(28/09/2017)



Bedroom

Item	Description	Condition	Cleanliness
General Overview (10 photos)	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good
Door (Internal)	Wood panelled; brass handle. White (gloss) Free of marks and scratches to front side and reverse.	● Good	● Good
Door Frame & Skirting	Gloss painted wood (frame). Gloss painted wood (skirting). White (gloss) Free of marks, dents and dust.	● Good	● Good
Ceiling	Plastered/Painted white Free of marks, mould and cobwebs.	● Good	● Good
Light Fittings	Ceiling. Pendant fixing. Light shade fitted. 1 fixing in total. 1 bulb/spotlight. All bulbs working No cobwebs present to light fittings. All bulbs in working order.	● Good	● Good
Walls	Plastered & painted magnolia Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present.	● Good	● Good
Windows and Sills	Standard window. 1 in total. UPVC double glazed. Clear glass. Keys present. Wooden sills. Safety clip Sills free of marks and mould. Windows intact and free of mould to edges. Curtain pole fixing present to windowsill.	● Good	● Good
Radiator	White panelled Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact.	● Good	● Good
Sockets & Switches	All sockets/switches plastic All sockets and switches present and intact with no signs of damage.	● Good	● Good
Floor (2 photos) 🚫 Disagreed by tenant	Carpeted. Cream/beige Three pink stains present.	● Good	● Good

Information provided by tenant:

Minor as room will not be used often, however stains are very visible and cover a large area.

The inspector responded to the above tenant comments with the following:

Comments and photographs noted - LL advised

General Overview

(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



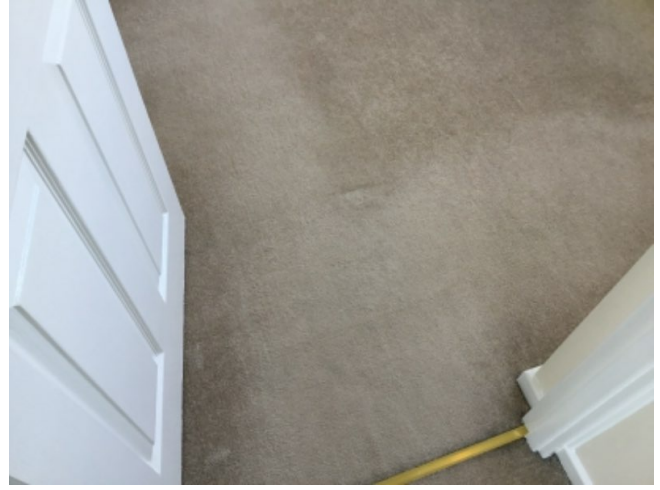
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(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)




Floor

(28/09/2017)



(28/09/2017)



Bathroom			
Item	Description	Condition	Cleanliness
General Overview (10 photos)	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good
Door (Internal)	Wood panelled; brass handle. White (gloss) Free of marks and scratches to front side and reverse.	● Good	● Good
Door Frame & Skirting	Gloss painted wood (frame). Gloss painted wood (skirting). White (gloss) Free of marks, dents and dust.	● Good	● Good
Ceiling	Plastered/Painted white Free of marks, mould and cobwebs.	● Good	● Good
Light Fittings	Ceiling. Pendant fixing. Light shade fitted. 1 fixing in total. 1 bulb/spotlight. All bulbs working No cobwebs present to light fittings. All bulbs in working order.	● Good	● Good
Extractor Fan (1 photo)	Responsive when switched. Dusty inside.	● Good	● Poor
Switches/Cord	Present and intact.	● Good	● Good
Walls	Plastered & painted magnolia. Tiled (around wet areas) Free of marks stains and scuffs. No picture hooks, raw plug or filled holes present.	● Good	● Good
Windows and Sills	Standard window. 1 in total. UPVC double glazed. Opaque glass. Keys present. Wooden sills. Safety clip Sills free of marks and mould. Windows intact and free of mould to edges.	● Good	● Good
Radiator	White panelled Wall mounted radiator(s) free of marks and scuffs. All valve caps present and intact.	● Good	● Good
Floor	Tiled. Cream/beige Free of stains, marks and scratches.	● Good	● Good
Shower Cubicle/Screen/Tray (1 photo)  Disagreed by tenant	Hinged enclosure with chrome frame Screen intact. Hinges/runners functioning well. No gaps to sealant. Tray clean and intact. Rubber edging is loose.	● Good	● Good
Information provided by tenant: Edging is very loose should hopefully be repaired, worried may turn into water dripping on to floor.			
The inspector responded to the above tenant comments with the following: REPAIR - comment noted and forwarded to LL			
Shower	Shower head & hose. Chrome/Plastic. Triton Securely fixed to wall. Clean and free of limescale and mould. No gaps to sealant.	● Good	● Good
Bath (1 photo)	Standard. Acrylic/Plastic. Mixer tap. Chrome taps. Plug present No gaps to bath sealant. Exterior panel intact. Clean and free of debris inside. Plug present.	● Good	● Fair
Sink/Basin (1 photo)	Wall-mounted porcelain. Chrome taps. Plug present Basin intact and free of cracks/chips. No gaps to sealant around edges. Clean and free of hairs. No limescale present to taps.	● Good	● Good
Toilet (1 photo)	Porcelain. Plastic/Acrylic seat & lid Free of cracks/chips. Flush intact. Seat secure and intact. Clean inside and to tank/base.	● Good	● Good

General Overview

(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



Extractor Fan

(28/09/2017)



Shower Cubicle/Screen/Tray

(28/09/2017)



Bath

(28/09/2017)



Sink/Basin

(28/09/2017)



Toilet

(28/09/2017)



Front Garden

Item	Description	Condition	Cleanliness
Overview (External) (3 photos)	Good seasonal order. Fencing appears secure. No rubbish present.	● Good	● Good

Overview (External)

(28/09/2017)



(28/09/2017)



(28/09/2017)



Back Garden

Item	Description	Condition	Cleanliness
Overview (External) (6 photos)	Fair seasonal order. Fencing appears secure. No rubbish present.	● Fair	● Good

Overview (External)

(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



Detached Garage

Item	Description	Condition	Cleanliness
Overview (Garage) (4 photos)	Manual up & over door. Smooth opening. Metal. All bulbs working. Concrete floor. Paint stains present. Oil stains present Empty inside. Free of rubbish. Garage door in working order.	● Fair	● Fair

Overview (Garage)

(28/09/2017)



(28/09/2017)



(28/09/2017)



(28/09/2017)



Driveway

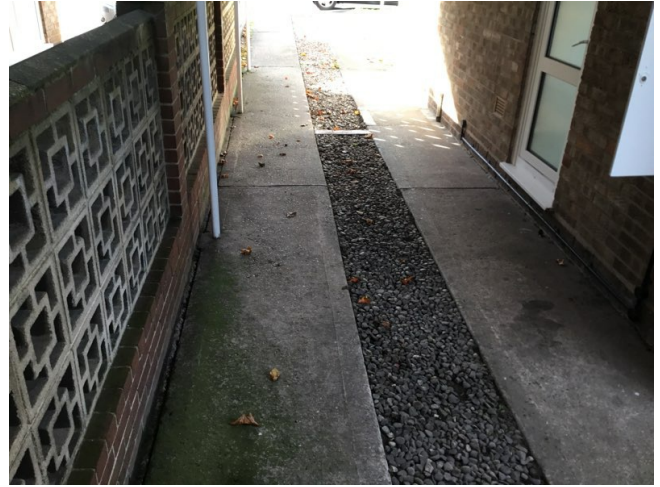
Item	Description	Condition	Cleanliness
Overview (Parking Space) (2 photos)	Concrete area Free of oil/paint stains.	● Good	● Good

Overview (Parking Space)

(28/09/2017)



(28/09/2017)



Additional Tenant Photos (dismissed from report)

Stairway/Landing Photos

Floor

(01/10/2017) Provided by tenant - Dismissed



Bathroom Photos

Shower Cubicle/Screen/Tray

(01/10/2017) Provided by tenant - Dismissed



Declaration

Was the tenant present during the inspection

NO

You may receive a copy of the Inventory in one of two formats.

PAPER COPY

On the day the tenancy commences you will be given a copy of the Inventory. In this instance the designated tenant will sign to say that they are in receipt of this document and acknowledge that that have two days to notify Example, in writing, of any proposed amendments. PLEASE BE ADVISED THAT ANY REPAIR ISSUES should be reported to our Maintenance Department. Also please allow at least five digits for meter readings.

Unless such notification is received this Inventory and Schedule of Condition will be considered to represent a true and accurate reflection of the Property. One signatory can sign for both tenants

EMAIL COPY

A copy of the Inventory will have been emailed to the designated tenant. The tenant will sign to say that they have received this document. After the tenancy commencement date the designated tenant will have 2 days to make any amendments to the electronic copy and email to our offices.

The proposed amendments will be logged onto the Inventory copy. Further investigations will be made and if the Landlord/Agent agree to the changes the tenant will receive a separate letter confirming this. (Do not assume that comments have been agreed to unless you receive separate confirmation)

After the 2 working day period changes cannot be made and it will be assumed/agreed that the Inventory is a true representation of the property schedule of condition.

GENERAL DECLARATION TERMS

I/we fully understand and accept that if at the end of the Tenancy period the Inventory Clerk or Managing Agent findings differ with the Inventory Report and any previous details noted in writing, it will be accepted that any decision is final.

It is agreed that any one or all of the tenant's signing this inventory and schedule of condition do so jointly and severally on behalf of the tenants of the property.

During this Tenancy the property is managed in accordance with the information on the front cover.

Note: If you misplace this copy of your inventory & Schedule of Condition, we must be informed two days in advance if a replacement is required.

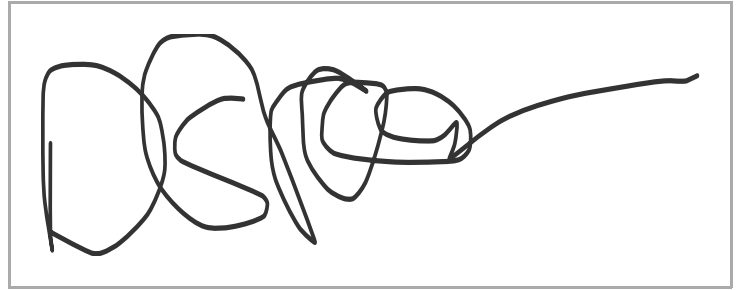
I/we hereby confirm approval of the accuracy and contents of the information contained within this report and my responses (if/where provided). I/we have also read, understood and agree to the disclaimer information contained within this report. I/we hereby confirm that the test function button of any smoke and carbon monoxide alarms (where present) in my property are/were in working order (alarm sounds when pressed) at the start of my tenancy. I/we also understand that it is my responsibility to ensure that any smoke or carbon monoxide alarms are tested and batteries replaced (where required) during my tenancy. Furthermore, in the event any such alarm becomes faulty, I/we will inform my landlord or managing agent with immediate effect to arrange a replacement.

Inspector Signature



Name: Example
Date: 28/09/2017 at 6:36pm

Tenant Signature



Name: Joe Bloggs
Date: 01/10/2017 at 9:31am

Email address: JoeBloggs@example
IP address: 95.123.108.67

Location:



Disclaimer

This inventory has been prepared by an inspector 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.

The inspector 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. The inspector can accept no liability arising from any failure of the windows or parts thereof to function properly at all.

Inspectors do not check gas or electrical appliances and give no guarantee with regard to the safety or reliability of such items. It should be noted that inspectors are not required to inspect smoke or carbon monoxide alarms, testing such alarm 'test functions' may occur. However, this is no guarantee, or report on, the adequacy of these alarms. It is merely a record that batteries were present (if tested) upon completion of this report.

The inspector 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. Inspectors reserve the right not to handle or move items deemed to be fragile or valuable. In addition, the inspectors reserve 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.

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 Label Present", 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.

Safety Certificate and Legislation Compliance

The safety certificate and legislation compliance checklists in this report are no guarantee, or report on, the adequacy of, or safety of, any such liability contents, merely a record that such steps have been offered by the Inventory Hive software to highlight issues that may exist at the property at the date of preparing this report. Inventory Hive accepts no responsibility for the contents of these steps. It is the responsibility of the Inspector and Tenant to agree upon the accuracy of these steps.

Health & Safety / Insurance Risk-Avoidance Steps

The safety certificate and legislation compliance checklists in this report are no guarantee, or report on, the adequacy of, or safety of, any such liability contents, merely a record that such steps have been offered by the Inventory Hive software to highlight issues that may exist at the property at the date of preparing this report. Inventory Hive accepts no responsibility for the contents of these steps. It is the responsibility of the Inspector and Tenant to agree upon the accuracy of these steps.

Guidance Notes to Tenants

What should I know about the check-out process?

At the beginning of the tenancy it is important 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 via the electronic process at the start of the tenancy, the inventory will be deemed as accepted as read.

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 the inventory has been agreed upon will be recorded by an inspector (Inventory Hive user).

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 inspector 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. Inspectors reserve the right not to handle or move items deemed to be fragile or valuable. In addition, the inspector 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.

What should I know before the check-out report is created?

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 'Item Missing' can often result in a replacement cost or a charge being made. Managing agents/landlords may also charge for the removal of unapproved items left by a 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. Generally, no further cleaning is permitted once the 'Check-Out' inspection has commenced. Tenants should be advised of the date and time of the 'Check-Out' and provide access, or let the appointed inspector know the details of their departure of the property. Additional costs are sometimes charged by managing agents/landlords if the inspector is not able to complete the 'Check-Out' inspection due to the tenant not being ready to vacate or if they are delayed.

Issues to look out for during the tenancy...

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). Generally speaking, tenants are 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 tenants. Discolouration due to smoke, staining, burns or tears to curtains may also incur costs.

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 inspector 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).

Decoration

As specified in the majority of tenancy agreements, tenants should gain signed, written permission (keep a copy) 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. Written consent must also be obtained prior to any redecoration. Additional marks/fittings are often noted at the 'Check-Out' and any damage or repair work required is often charged to tenants by managing agents/landlords.

Beds & Linen

Mattresses, divan bases, pillows, and duvets are often inspected for soiling where practically possible. Costs may be incurred by tenants 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 are often 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

These items are often 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.

Keys

All keys listed in the inventory should be kept safe and handed back at the 'Check-Out'. When keys get lost or are not returned to the managing agent, landlord or inspector, tenants are often 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.

TV aerial, aerial points and satellite dishes

Where a TV aerial point is listed this refers to the socket fitting on the wall only - it does not confirm that an aerial is installed. Similarly, if a satellite dish is listed this does not imply that a satellite system is installed. TV aerial - if a TV aerial is installed at the property this does not guarantee a clear terrestrial, satellite, or digital reception. Due to the generally poor reception in the Rugeley area, tenant(s) may need to purchase a booster aerial, Digi box or investigate alternatives at their own expense. Should tenant(s) decide to install an aerial or sky dish, permission should be obtained from the landlord in the first instance. Thereafter terms and conditions can be agreed and confirmed in writing.

Insurance

You must obtain the relevant home insurance. An insurance broker will advise on the best packages and details available.

Gardens & Exterior Areas

Most tenancy agreements state that the tenant is responsible for the maintenance of gardens and exterior areas such as driveways unless agreed in writing 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) tenants are often charged for necessary work to bring the affected area back the required level.