INVENTORY - CHECK IN REPORT

Sample Street
Sample Area
Sample Town
Essex
Sample Postcode

2 Bedroom, Furnished, Flat

Prepared on behalf of:	**Sample Agent**
Date of Inspection:	**01 January 2010**
Inventory Clerk:	**Mr Dex Etherton**
Tenant Name:	**Sample Tenant**

National Inventories

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Basis of the Inventory

This Inventory, compiled by 'National Inventories' provides a fair and accurate record of the contents and condition of the property as at the **01 January 2010** .

This report has been made at the request of the Landlord or the Landlords agent and no request has been made to ascertain the value of the property or its contents.

This report is prepared by the Inventory Clerk as an identification of the Contents and property only and should in no way be taken as a Structural Survey. The Clerk is not an expert on Antiques, Fabrics, Woods, Materials etc and therefore the descriptions used in this report are for identification only and are not an attempt to place an exact specification of every piece of furniture or equipment.

Property left in locked or in inaccessible locations have not been included, neither has property left in Lofts, Cellars, Sheds or Garages. Should the Landlord/ Landlords Agent request such items to be included, an extra charge will be incurred but the area concerned must adhere to Health and Safety Regulations. If the Inventory Clerk feels that any area is unsafe, he/she will not enter the location. This additional visit will be charged at £50.00. Plants and Shrubs will not be included.

This Inventory has been prepared on the principle that if the 'condition column' is **blank**, then the item is free from obvious defects, damage or soiling.

National Inventories, Inventory Clerk's will not undertake to move large or heavy items of furniture, therefore flooring and walls behind such cannot be inspected. Responsibility for these areas will remain with the Landlord/Landlords agent.

Unhindered

To avoid possible errors and/or omissions it is recommended that the Inventory Clerk completes the Inventory unhindered. Where it is difficult for the clerk to differentiate between the Landlords and Tenants property, the report may contain errors and it is the Landlord and Tenants or their Agents to ensure its accuracy.

Notes for the Tenant

The Inventory will be fully checked at the end of the tenancy and any variances or discrepancies will be noted. The tenant will be liable for the replacement, repair, making good or cleaning of any missing or damaged items that are not considered as 'fair, wear and tear'.

The following notes will assist you when handing your property back to the landlord at the check-out appointment.

In order to protect your deposit and avoid any additional charges, it is advisable that you read these guidelines and take the appropriate or necessary action.

- Ensure that all personal possessions are removed and keys are returned prior to the check-out
- Ensure that all furniture and other items are returned to their original places as listed in the Inventory
- The property should be thoroughly cleaned and left in a tidy condition;
  this includes the following:

  - Windows, mirrors and glassware
  - Lime scale build up on taps, shower heads
  - Ceramic tiles in Kitchen & Bathroom
  - All kitchen appliances inc. cookers, hobs, microwaves, toasters, washing machines/tumble dryers, inside and out
  - Kitchen units, cupboards and drawers should be emptied of food and belongings
  - Fridges and freezers - emptied, cleaned thoroughly, defrosted and turned off
  - Extractor fans and air vents
  - All paintwork, skirting boards, dado/picture rails, shelving and cabinets - cleaned & polished
  - Carpets and flooring - free of stains
  - Ceiling/wall light fittings, shades and bulbs
  - Bedding, linen and soft furnishings should be laundered, ironed where possible, and left clean

- All picture hooks, screws, nails and other wall fittings should be removed and damage/marks to paintwork made good
- Ensure that you contact the post office and set up a mail forwarding system to your new address

Safety

The Inventory Report relates only to the contents of the Landlord's premises. 'National Inventories' do not make any reference to the safety of any of the contents and/or equipment, merely a record that they exist.

The Furniture and Furnishings (Fire) (Safety) (Amendment) Regulations 1993

The Fire and Safety regulations with regards to the contents of the property, at the premises noted in this report are the responsibility of the Landlord/Landlords agent. If a 'FFR Label seen' is mentioned in this Inventory Report, it should not be taken to mean that the item complies with the Furniture and Furnishing (Fire) (Safety) (Amendments) 1993', only that a label was seen. It is not a statement that the item can be considered to comply with the Regulations. Is a 'FFR Label' is not shown on a piece of furniture or furnishings it will not be noted on the Inventory, this does not mean however, that they do not comply, just that a label was not seen.'

Electrical Appliances

The Clerk is not an expert on Electrical Appliances and therefore the Appliances are considered complete, unless noted otherwise. We recommend that items are tested by an NIC EIC registered Electrician.

Smoke Detectors

It is the Tenants responsibility to ensure that any smoke detectors are in full working order.

Meter Readings

The appropriate utility companies should be contacted to check any meter readings. 'National Inventories' representative will record any accessible meter readings.

Schedule of Condition - Check in

Comments	Tenant was happy with the Report and Check-In provided.
General Condition	Property was in good overall condition, profesionally cleaned and well maintained.
Decoration	The property is in a reasonable decorative order and painted in neutral colours throughout.
Carpets / Flooring	Flooring in the property is clean throughout. Only a few defects which are consistant with age and useage. Large chipping damage in Reception room as per Inventory Report.
Walls / Skirting & Woodwork	All walls and skirting are newly painted but have minor scratch and scuff markings throughout the property.
Curtains / Blinds	All Curtains and Blinds are in good condition but with minor spot markings as noted in Inventory Report.
Upholstery	Upholstery is in a good but used condition. Slight staining to all upholstery as per Inventory Report.
Linen	N/A as Linen not provided.
Bathroom	Bathroom suite has been professionally cleaned.
Kitchen	Kitchen has been professionally cleaned but dirt marks notable to Hob and Oven. as per Inventory Report

Meter Readings

Gas	Electricity	Water	Other
7890.12	1234.56	3456.78	

Declaration

I/we, the undersigned understand that this Inventory has been prepared on the principle that if the `condition column` is blank or if the `condition column` states `good condition` then the item is free from obvious defects, damage or soiling. I/we have examined the inventory and agree with any marginal notes and confirm that they constitute an accurate record as at the date of this report.

I/we understand that it is our responsibility to peruse this Inventory - Check-In Report before signing the declaration and that we have 14 days in which to satisfy ourselves that the contents of this Inventory Report are a true reflection of the inventory and condition of the premises.

Where the Tenant has not been present at the Check-In, it is recommended that they check the accuracy of this Report and if, in the event of a disagreement, discuss their findings with either their Agent or National Inventories, within 14 days of the date of this report.

Date **01 January 2010**

Tenant Name	**Clerk Name**
EXAMPLE	BEN COOKE
Signed:	Signed:

ENTRANCE HALLWAY

CARPETED FLOOR, PAINTED WALLS. GOOD OVERALL CONDITION

CARPET	
Description	Condition
LIGHT BROWN CARPET. A FEW SMALL SPOT MARKINGS AROUND LEFT HAND EDGE. SLIGHT FRAYING NEAR KITCHEN DOOR WAY.	Good condition Slight markings Clean

WALL	
Description	Condition
WHITE AND CREAM PAINTED TEXTURED WALLS. NO SCUFFS OR MARKS. WHITE DADO RAIL AROUND CENTRE.	Good condition No visible markings Clean

RADIATOR	
Description	Condition
WHITE SINGLE RADIATOR. SLIGHT PAINT CHIPPINGS TO BASE AND LEFT HAND SIDE.	Not tested Good condition Slight paint chippings

THERMOSTAT	
Description	Condition
WHITE, PLASTIC. AFFIXED TO RIGHT HAND WALL. DIGITAL DISPLAY	Not tested Good condition Clean

LIGHT SWITCH, SINGLE x 2	
Description	Condition
WHITE, PLASTIC. SLIGHT MARKINGS TO EDGES AND FINGER MARKS TO SWITCH	Not tested Good condition Slight markings

SMOKE ALARM x 2	
Description	Condition
WHITE, PLASTIC, AFFIXED TO CEILING. TEST BUTTON TO CENTRE.	Not tested Good condition

RECEPTION ROOM 1

LAMINATE FLOORING, PAINTED WALLS. GOOD OVERALL CONDITION

LAMINATE	
Description	Condition
LIGHT WOOD EFFECT LAMINATE FLOORING. CLEAN. LAMINATE HAS HEAVY CHIPPING TO REAR END OF ROOM. 1 X LARGE FLOOR RUG, WELL IN USE	Good condition Chipping

WALL	
Description	Condition
GOLDEN YELLOW AND DARK ORANGE PAINTED WALLS. SLIGHT SCUFF MARKINGS. MULTIPLE NAIL HOLES. HAIR LINE CRACKING	Generally good condition Scratched and marked Old defects under paint

GLASS WINDOW, DOUBLE GLAZED	
Description	Condition
WHITE UPVC FRAMED WINDOWS, WOOD FRAME BETWEEN EACH WINDOW, HANGING NET AND MATERIAL CURTAINS	Good condition No visible markings

FIRE PLACE	
Description	Condition
LOG EFFECT FIRE PLACE. MARBLE EFFECT MANTLE. SCRATCHED TO BASE	Good condition Not tested Scratched and marked

RADIATOR	
Description	Condition
WHITE SINGLE RADIATOR, MARKED AND SCUFFED ALL OVER WITH HEAVIER MARKINGS TO BASE	Not tested Generally good condition Scratched and marked

MIRROR	
Description	Condition
LARGE WOOD EFFECT FRAMED MIRROR. WALL MOUNTED ABOVE FIRE PLACE. A FEW LIGHT SCRATCHES ALL AROUND FRAME	Good condition Marks consistent with age

BEDROOM 1

LAMINATE FLOORING, PAINTED WALLS. GENERALLY GOOD CONDITION

WALL	
Description	Condition
WHITE WALLS, NUMEROUS NAIL HOLES AND SLIGHT PAINT CHIPPINGS. MINOR SCUFFS ALL OVER	Good condition Clean Old defects under paint

GLASS WINDOW, DOUBLE GLAZED	
Description	Condition
WHITE UPVC FRAMED WINDOW WITH HANGING NET CURTAINS. PULL DOWN MATERIAL BLINDS	Good condition Clean

DOOR	
Description	Condition
WHITE, 4 PANEL DOOR. SLIGHTLY MARKED. CHROME EFFECT HANDLES ARE AS NEW.	Good condition Spot marks

LAMINATE	
Description	Condition
LAMINATE FLOORING DOES NOT MATCH ON RIGHT HAND SIDE. A FEW SPOT MARKINGS BY WARDROBE	Good condition Minor spot markings

RADIATOR	
Description	Condition
WHITE SINGLE RADIATOR WITH THERMOSTATIC CONTROL	Not tested Good condition

WARDROBE	
Description	Condition
CORNER WARDROBE WITH LIGHT FITTINGS (ALL BULBS TURN ON.) MIRRORED DOOR IN CENTRE. CHROME EFFECT HANDLES.	Good condition No visible markings

KITCHEN

TILED FLOORING. TILED AND PAINTED WALLS. GOOD OVERALL CONDITION

DOOR

Description	Condition
WHITE WOOD EFFECT DOOR WITH TARNISHED BRASS EFFECT HANDLES	Generally good condition

TILING

Description	Condition
DARK RED BROWN TILES. A FEW SLIGHT SPOT MARKINGS. LARGE LIQUID STAIN BY FRIDGE	Generally good condition Spot marks

CUTLERY

Description	Condition
3 SHARP KNIVES. 1 WOODEN SPOON. 7 TABLE SPOONS.6 TEA SPOONS. 6 KNIVES. 6 FORKS. 1 CORK SCREW. 1 POTATO PEELER	Generally good condition

BOWLS AND PLATES

Description	Condition
6 PLATES. 6 BOWLS. (WHITE) 7 PLATES (BLACK) 1 DISH	Good condition

ASSORTMENT OF KITCHEN ITEMS

Description	Condition
6 SMALL THATCH EFFECT TABLE MATS. 2 DEEP DISH. 2 PLASTIC CHOPPING BOARDS. 4 EGG CUPS. 1 COFFEE GRINDER.	Good condition

CUPS AND MUGS

Description	Condition
5 MUGS. 3 LARGE GLASS CUPS, 4 SMALLER. 3 WINE GLASSES	Good condition

POTS AND PANS	
Description	Condition
1 FRYING PAN. 2 POTS WITH LIDS (STAINLESS STEEL)	Good condition Clean

WALL	
Description	Condition
MOSAIC TILING IS GREY AND CLEAN. LARGER WHITE TILES ARE CLEAN. PAINTED AREAS ARE CREA AND ARE ALSO CLEAN	Good condition Clean

KITCHEN CABINETS x 9	
Description	Condition
WOOD EFFECT FRONTS, CHROME EFFECT HANDLES. 1 CABINET NOT MATCHING THE REST IN BOTTOM LEFT CORNER. 1 LARGE PULL OUT CABINET. X9	Good condition Clean

SHELVING	
Description	Condition
SHELVING UNIT NEXT TO PULL OUT CABINET. SLIGHTLY STAINED AND DIRTY	Generally good condition

KITCHEN DRAWER	
Description	Condition
WOOD EFFECT FRONT. HEAVILY TARNISHED KNOB HANDLE	Generally good condition

FRIDGE FREEZER	
Description	Condition
CABINET EFFECT FRONT. FREEZER FRONT IS SLIGHTLY MARKED. INTERNAL IS CLEAN. ZANUSSI	Good condition No visible markings

WORK SURFACE	
Description	Condition
DARK GRANITE EFFECT. CLEAN BUT SLIGHTLY MARKED IN AREAS	Good condition Spot marks Clean

GLASS WINDOW, DOUBLE GLAZED	
Description	Condition
WHITE UPVC FRAMED WINDOW. LARGE VERTICAL PLASTIC BLINDS. ROPE CORD IN PLACE. SLIGHTLY MARKED SEAL	Good condition Spot marks

BATHROOM

VINYL FLOORING. PAINTED AND TILED WALLS. SLIGHTLY DIRTY BUT OVERALL GOOD CONDITION

VINYL

Description	Condition
MOSAIC EFFECT GREEN FLOORING. MOSTLY CLEAN BUT MARKED ALL OVER WITH SLIGHT PEELING TO EDGES	Generally good condition Scratched and marked

DOOR

Description	Condition
WHITE 6 PANEL DOOR, CHROME EFFECT HANDLES. MATCHING INTERNAL SLIDE LOCK	Good condition

WALL

Description	Condition
WHITE PAINTED AND TILED WALLS. GREEN MOSAIC EFFECT TILED BORDER.	Good condition No visible markings

RADIATOR

Description	Condition
WALL MOUNTED, STAINLESS STEEL TOWEL RADIATOR. DIRTY AT TOP	Not tested Good condition Water marked

BATH

Description	Condition
WHITE BATH WITH CHROME EFFECT MIXER TAP. PLUG AFFIXED TO BATH. SHOWER ATTACHMENT	Good condition Not tested Water marked

GLASS PANE, FROSTED

Description	Condition
WHITE, WOOD EFFECT FRAME. SLIGHT WATER DAMAGE ALL AROUND FRAME AND BACK OF WINDOW SEAL	Good condition Spot marks

BACK GARDEN

DECKING AND LAWN. FENCING

DECKING

Description	Condition
WOOD EFFECT DECKING. CLEAN. 5 FLOWER POT STAINS ON DECKING. WELL LAID	Good condition Clean

LAWN

Description	Condition
WELL CUT AND TIDY. A FEW SMALL DRY PATCHES	Good condition Well kept

GARDEN BEDS

Description	Condition
MULTIPLE TREES, PLANTS AND SHRUBS. WELL KEPT.	Good condition Well kept

GARDEN FURNITURE

Description	Condition
4 CHAIRS. 1 TABLE. WOOD EFFECT. CHAIRS MATCH DESIGN OF TABLE. SLIGHTLY WEATHER WORN	Good condition Weathered

PAVING

Description	Condition
SLIGHTLY WEATHER WORN BUT TIDY	Good condition Weather worn

FENCE

Description	Condition
WOOD EFFECT FENCES. 1 X BROKEN PANEL ON LEFT	Good condition

kWh
CERT
B87L
12 kW
240 V
S 200·16
250 revs/kWh
40A MAX
WATTHOUR METER
1PH 2W
50 c/s
FLOTON
S69A05531
THIS METER IS THE PROPERTY OF
LONDON
ELECTRICITY BOARD
ON
60A
CAT. NO
108

THORN EMI MEASUREMENT 1987
MODIFIED BY GEORGE WILSON INDUSTRIES
COVENTRY, ENGLAND
8 5 4 9 9 4
212 ft³/hr 0·071ft³/rev value per pulse 1ft³
max.w.pressure 50mb
ft³
USE ONLY WITH APPROVED ELECTRICAL CIRCUITS
6000650SC R5 Max 12V dc 10 mA 1992
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