

Check In Report

Residence: Address: **23 Leinster Gardens**

London

Postal Code: **W2 6DR**

Produced By: Clerk: **John Murphy**

Company: **Key Skills Associates**

Telephone: **07903 683 227**

On Behalf Of: Contact: **Harry Beck**

Company: **MRC**

Order Ref: **1863**

General Notes

This inventory is intended as an independent and informative guide to both landlord and tenant about the condition of any fixtures, fittings, furniture, contents and decor.

The inventory description enables items to be visually identified only, no attempt has been made to identify any item by its original manufacturer or the period in which it was produced. The inventory clerk preparing the check-in report is not an expert on fabrics, woods, materials, antiques, etc., nor do they purport to be a qualified surveyor. This inventory should not be used as a structural survey report.

Unless otherwise stated, it is accepted that a listed item is in good condition free from any obvious defects, soiling or malfunction, which may constitute a dilapidation assessment on termination of tenancy.

It is important to note that any contents MUST be situated in their respective rooms as specified in this inventory upon termination of the tenancy. Failure to do so can result in delay, this delay may encompass a search fee. This search fee will be additional to the check-out fee.

Clerks do not undertake to move heavy and/or awkward items of furniture.

Inaccessible areas and loft spaces will not be searched or listed in this inventory.

All regulations published by the Department of Trade and Industry / Trading Standard Services and / or similar bodies are the ultimate responsibility of the Instructing Principal. Where the inventory notes FFR label, 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 published by said bodies at the time of the inventory make. It is not a statement that the item can be considered to comply with the regulations.

All electrical items are considered complete with plugs, bulbs, flexes etc. unless otherwise specified. When practicable to do so all appliances will be tested for power only. This inventory relates only to furniture, furnishings and all of the Landlord's equipment and contents in the property. It is no guarantee of, or report on, the adequacy of, or safety of any such equipment or contents, merely a documented record that such items exist in the property, at the date of the inventory and the superficial condition of the same.

Any household plants, cleaning materials, livestock (pond fish) etc are considered as perishable items and will not be listed.

All measurements given are approximate.

On termination of the tenancy the check-in inventory is rechecked, any discrepancies and / or variations will be reported to the instructing principal. The report will indicate, in the opinion of the Clerk, as to whether there is any liability on the tenant, or whether such deterioration could be assessed as fair wear and tear. Fair wear and tear is assessed on the length of the tenancy and the type of occupancy, noting that certain items will receive higher usage. It is acknowledged that the contractual terms listed in the tenancy agreement may overrule the opinion of the assessor.

Full Terms and Conditions available upon request.

At Check-Out

At the check-out, a Clerk will attend and the Schedule of Conditions completed and signed by both inventory clerk and the tenant. It will be expected that the property will be in a clean condition. No further cleaning will be permitted on commencement of the dilapidation check-out report. All personal items must be removed and the tenants must be ready to vacate the property on completion of the dilapidation check-out report and surrender all property keys. The meters will be read and a forwarding address will be required.

Defects generally fall into the following categories, these are the most common areas and it would be in the tenants' best interest to pay particular attention to following:

1. Carpet soiling - spotting, staining, heavy shading, burn marks.
2. Furniture damage - soiling, staining, breakage, ring marks, scratch marks, liquid marks, dents, chips.
3. Curtains - smoke discolouration, torn, stained, spotted and unlaundered.
4. Mattresses - staining and ripping.
5. Linen - soiling, staining, unlaundered, burn marks, tears.
6. Fireplaces - unauthorised use, unswept, mantle or hearth damage.
7. Wooden Flooring - extreme wear, scrape marks, scratch marks, staining, burn marks.
8. Vinyl flooring - rips, scrapes, staining, pit marks and dent marks.
9. Gardens - unswept patios/paths/driveways, unmaintained borders, bushes and lawns.
10. Swimming Pool - leaf strewn, dirty water, dirty tiles.

Cleaning

Apart from general cleaning of the obvious, listed below are the most common areas missed which are noted at the check-out and listed on the Schedules of Conditions. The following list is intended as a helpful and informative guide only.

all paint work, skirting boards, architraves, picture rails, ceramic tiles, perimeters to floor, carpet edges, windows, sills, secondary glazing, blinds, drawer interiors, kitchen units, shelving, hob, grill, oven, oven door, dishwasher, tumble dryer, appliance filters, rubber seals, defrost freezer, defrost fridge, soap dispenser, light fittings, shades, test all bulbs

Health & Safety

Gas Safety

Under The Gas Safety (Installation and Use) Regulations 1994, amended by Statutory Instrument 1996, and The Regulations Re-enact 1998 all gas appliances must be checked for safety at intervals of not more than 12 months. The certificate issued must note the date of inspection, defects identified and all remedial work action taken. The main amendment provisions are as follow : (i) Flues must be specifically included in any Gas Check as well as the appliance itself (ii) The gas safety check is only validated if carried out by a registered Gas Safe gas engineer (iii) A safety certificate must be issued and records of inspection must be retained for 2 years (iv) This certificate must be available to a current tenant no more than 28 days from the date of inspection (v) New tenants must be in possession of this certificate before the due date of occupancy. Since January 1996, gas fires, which are installed in bedrooms, must have an Oxygen Depletion Sensor. Ideally these sensors should be fitted in all rooms.

Electrical Safety

Under the Electrical Equipment (Safety) Regulations 1994 and The Plugs & Sockets etc (Safety) Regulations 1994 all electrical installations in tenanted properties must be safe. The regulations apply to portable domestic electrical equipment such as: electric heaters, lamps, televisions, radios, vacuum cleaners, irons, toasters, microwaves, refrigerators, kitchen appliances. Built-in electrical goods are not covered by the regulations. As with the Gas certificate a qualified electrician should carry out an inspection of the tenanted property prior to the due date of occupancy. The same regulations applied to the availability and distribution of the gas certificate should also be applied to the electrical certificate.

Furniture and Furnishings Safety

The Furniture and Furnishings (Fire) (Safety) Regulations 1998 (amended 1989 & 1993) provide items supplied in the course of tenanted properties to comply with the minimum fire resistant test set out within the regulations. The regulations apply to all upholstered furniture, beds, headboards and mattresses, sofa-beds, futons and other convertibles, nursery furniture, fabricated garden furniture, scatter cushions, pillows and additional fabric coverings etc. All furniture manufactured before 1950 is exempt as are curtains, carpets, and bed linen, etc. In practice, items that comply will have a suitable permanent label attached. Furniture manufactured between 1950 and 1983 should be carefully checked. All non-compliant furniture must be removed before the due date of occupancy.

Smoke Alarms

The building Regulations 1991 require that all properties built since 1992 must have mains operated and inter linked smoke alarms fitted on every floor, but it does not cover most tenanted properties. However, it is generally agreed the common law 'duty of care' means that Landlords and their agents could be liable should a fire cause injury or damage in a tenanted property that is not suitably fitted with smoke alarms. It is recommended that a smoke alarm be fitted to each floor (hallway and landing areas).

Guidance

To ensure that you have a comprehensive understanding of ALL 'legal requirements' and 'duty of care', please contact your Local Area Office of the Health and Safety / Environmental Health Department / Department of Trade and Industry or similar bodies who will advise you accordingly.

Penalties & Enforcement

The maximum penalty imposed in a Magistrates Court (or Scottish equivalent) for non-compliance of the above regulations is a fine of £5,000. If a case is then referred to a Crown Court (e.g. where contravention has led to a serious injury or death) an unlimited fine or custodial sentence may be imposed. If found to be non-compliant of the above regulations any insurance regarding the tenanted property maybe null and void.

Schedule of Conditions

Residence: **72 Maple Crescent**
Blackfen
Kent
DA15 9LT

Furnishing: **Furnished**
Condition: **Newly Decorated**

Meters Readings: Check In

	Location	Reading	Reference
Rate 2 Electric (Normal)	Reception	£8.30	S08X05127
	Gas Reception	£4.26	L0654015947M

Keys: return keys: to agent

Utilities:		
Alarm		Entrance Hall (room 2)
Alarm		WC (room 3)
Boiler		Kitchen (room 4)
Electric meter		Reception - Storage (room 5)
Fuses		Reception - Storage (room 5)
Gas meter		Reception - Storage (room 5)
Smoke detector		Entrance Hall (room 2)
Smoke detector		Landing (room 6)
Timer		Kitchen (room 4)
Water tank		Landing - Storage (room 6)

Overview

Electrical Items

The following is a summarised listing of all electrical goods and quantities of, present at the property at the time of the inventory make and/or check-in. This list is only intended as a guideline for annual electrical inspections. For an indication of the level of cleanliness or condition attributed to each item, please refer to the following pages.

No electrical items listed in report

Cleanliness

The following is an indication of the level of cleanliness attributed to the overall property in the view of the inventory clerk, for individual room and / or item conditions, please refer to the following pages.

Item	Level of Cleanliness
Doors	good
Skirting	good
Woodwork	good
Paintwork	good
Windows	need cleaning
Flooring	need cleaning
Carpets	need vacuum / dusting
Tiles	domestic
Linen	n/a
Curtains /Blinds	n/a
Mattresses	n/a
Hob	domestic
Oven	good
Kitchen	domestic
Bathroom	need thorough cleaning
Fireplaces	need vacuum / dusting

Additional Comments:

3 bedroom unfurnished house

builders still present at time of inventory so conditions may differ once report is received

The inventory for this property is being signed at the offices of gps lettings.

Any discrepancies must be notified in writing and received at this office no later than 4 days after the commencement date of the tenancy.

If we do not receive any written notification from you it shall be deemed that the inventory is an accurate representation of the property and its condition

Declaration

It is in your interest to carefully check the inventory.

I/We have inspected the items in the foregoing inventory and hereby agree, subject to the marginal notes and comments, that they are correct:

Date: _____

Witnessed by: _____

Print: _____

Witnessed by: _____

Print: _____

Room 1: Garden Front		Description	Condition
Flooring			
1	Drive way	crazy paving	
2	Lawn	turf	needs attention
Walls			
3	Wall	brick both sides	some bricks missing
Lighting			
4	Garden lighting	glass shade	bulb missing
Furnishings			
5	Bushes	planted	need trimming
6	Wheelie bin	3 with lids	
7	Recycle bin	5 boxes	
8	Misc	bellpush	

Room 2: Entrance Hall Description			Condition
Doors			
9	Threshold (external)	white	soiled
10	Door (external)	6 panelled upvc, brass fittings - lever handles with lock, knocker, spyhole, letterbox	dusty, rub marks
11	Frame & architrave (external)	upvc, frosted transom	
Flooring			
12	Laminated	light floorboards effect, bead edge	paint marked
Walls			
13	Skirting	white painted	
14	Wall	painted magnolia	couple of nics
15	Door chime	floral	chipped
16	Mirror	small oblong framed, 2 steel balls	
17	Security	sensor	soiled
18	Security 2	panic alarm button with key	paint marked
19	Alarm	white speaker	soiled
Windows			
20	Window	double glazed frosted UPVC framed white	sticky residue
21	Window sill	timber stained	4 indents, paint spots
Ceiling			
22	Ceiling	painted white	
23	Smoke detector	fitted	untested
Lighting			
24	Ceiling lighting	pendant lamp holder, glass/brass lantern	soiled, 2 panels missing
Heating			
25	Heating	radiator painted white with thermostatic control	soiled
Sockets			
26	Electric light	single switch & double switch brass	paint marked, screw missing
27	Socket outlet	1 brass single switch	paint marked

Room 3: WC		Description	Condition
Doors			
28	Threshold	timber	
29	Door	six panelled timber stained, brass lever handles with lock, strip top edge	paint marked
30	Frame & architrave	painted white	
Flooring			
31	Vinyl	board effect	dusty
Walls			
32	Wall (tiled)	cream painted	
33	Towel rail	chrome ring	paint marked
34	Toilet roll holder	chrome	detached
35	Alarm	optima mechanical keypad	
36	Hooks	3 double hook(s) batten mounted	hooks detached, 1 hook broken
Windows			
37	Window	double glazed frosted UPVC framed white, brass lever handle(s) with lock(s)	
38	Window sill	timber stained	stains
39	Blind	blue/white roller, with pull cord(s)	cord soiled
Ceiling			
40	Ceiling	painted white	
Lighting			
41	Ceiling lighting	batten holder	no shade
Heating			
42	Heating	radiator painted white with thermostatic control	right cap missing soiled
Sockets			
43	Electric light	single switch plastic white	soiled
44	Socket outlet	1 plastic white single switch, 1 plastic white fuse switch	paint marked, soiled
Suites			
45	Basin	avocado wall mounted pedestal basin, single taps,	soiled
46	WC	pan with wood effect seat and flap to match	soiled, scaled, seat loose
47	Cistern	with chrome lever handle	

Room 4: Kitchen			Description	Condition
Doors				
48	Threshold	none		
49	Door	six panelled timber stained, brass lever handle		paint spots, handles tarnished throughout
50	Frame & architrave	painted white, frosted transom		dusty
51	Threshold (external)	white		dusty
52	Door (external)	double glazed frosted UPVC framed white, lever handle with lock		dusty, scuffed/marked
53	Frame & architrave (external)	upvc		scuffed/marked
Flooring				
54	Laminated	light floorboards effect		soiled, work in progress
Walls				
55	Skirting	white painted		
56	Wall	painted magnolia		
57	Wall (tiled)	grey mottled ceramic, grout white		some gaps, work in progress
58	Boiler	Potterton regular system		aged, scorch mark
59	Timer	plastic Randall		soiled/marked
60	Extractor fan	white enviro vent with pull cord toggle		dusty
61	Security	sensor		paint marked
Windows				
62	Window	double glazed UPVC framed white, brass lever handle(s) with lock(s)		
63	Window sill	tiled to match		
Ceiling				
64	Ceiling	painted white, 2 beams		
Lighting				
65	Ceiling lighting	pendant lamp holder, black shade		dusty
66	Ceiling lighting 2	4 recessed spotlight(s)		2 bulb(s) not working
Heating				
67	Heating	radiator painted white		paint marked, caps missing
Sockets				
68	Electric light	1 single, 1 double, 1 treble switch plastic white		paint marked, soiled
69	Socket outlet	5 plastic white double switch, 1 plastic white single switch, 5 fuse switch plastic white, 2 cooker switch plastic white, assorted dummy plates		
Appliances				
70	Cooker hood	wall mounted single mesh		fascia detached, sticky, work in progress
71	Hob	electric four ring black ceramic		tarnished

Room 4: Kitchen		Description	Condition
Appliances			
72	Cooker / Oven	Indesit white double oven, 3 shelve(s), 1 trays shelve(s), grill pan	burnt on grease to base of large oven
Units			
73	Kitchen units	range of fitted floor mounted wall mounted beech effect cupboards/ drawers and kickboards, chrome pull handles, interiors white	new order, builders'dust
74	Worktop	granite effect, chrome support	work in progress
75	Sink	one and half bowl stainless steel drainer, mixer tap, insert	soiled, work in progress

Room 5: Reception			Description	Condition
Doors				
76	Threshold	lamine strip/brass strip		
77	Door	six panelled timber stained, brass lever handle		heavily chipped to edge, nics/spots all over
78	Frame & architrave	painted white		
79	Threshold (external)	white		
80	Door (external)	double glazed double door UPVC framed white, lever handles with locks		
81	Frame & architrave (external)	upvc, transom, 2 side panels		
Flooring				
82	Carpet	wall to wall fitted grey		loose fitted,work in progress, restricted view
Walls				
83	Skirting	white painted		
84	Wall	painted magnolia with dado rail		
85	Fireplace	dark wood mantel & surround, marble hearth & back, gas fire		mantel heavily chipped, ring mark(s), gas fire dusty/aged
86	Wall attachments	hatch framed		dusty
87	Security	sensor		
Windows				
88	Window	double glazed UPVC framed white, brass lever handle(s) with lock(s)		restricted view
89	Window sill	timber stained		loose, dusty
90	Curtain rail	8 brackets		
91	Curtain rail 2	wooden curtain pole with matching finials		
Ceiling				
92	Ceiling	painted white, coving painted white		paint marked
Lighting				
93	Ceiling lighting	2 pendant lamp holder, 2 black shades		
Heating				
94	Heating	2 radiator painted white with thermostatic control		1 soiled/blue marks
Sockets				
95	Electric light	2 single switch plastic white dimmer		
96	Socket outlet	5 plastic white double switch		soiled, paint marked
97	Telephone jack point	2 single switch plastic white		
98	Satellite and / or TV socket	4 double & 2 single plastic white, 1 bell box		paint marked, soiled

Room 5: Storage		Description	Condition
Doors			
99	Threshold	none	
100	Door	panelled timber stained, brass pull handle	
101	Frame & architrave	painted white	
Flooring			
102	Floorboards	pine	old décor
Walls			
103	Wall	painted white	
104	Fuses	fuse box (consumer unit)	
105	Electric meter	digital with key	
106	Gas meter	digital with card	
107	Wall attachments	wires	
Ceiling			
108	Ceiling	stairs	
Lighting			
109	Wall lighting	batten holder	bulb(s) missing
Sockets			
110	Electric light	single switch plastic white	
111	Socket outlet	fuse switch etc	

Room 6: Landing			
	Description	Condition	
Flooring			
112	Carpet	wall to wall fitted grey to stairs & landing	loose fitted, work in progress
Walls			
113	Skirting	white painted	
114	Wall	painted magnolia	defects under paint work especially around window reveal
Windows			
115	Window	double glazed UPVC framed white, brass lever handle(s) with lock(s)	exterior glazing soiled
116	Window sill	timber stained	scratch(es), ring mark(s), stains
117	Curtain rail	curtain pole with matching finials	paint marked
Ceiling			
118	Ceiling	painted white	
119	Smoke detector	fitted	untested, soiled
Lighting			
120	Ceiling lighting	pendant lamp holder, floral shade	dusty
Sockets			
121	Electric light	1 single switch brass, 1 single switch plastic white	paint marked
122	Socket outlet	1 single switch brass	paint marked
Stairs			
123	Rail	timber stained	paint spots

Room 6: Storage			Description	Condition
Doors				
124	Threshold	timber	dusty	
125	Door	six panelled painted white, brass knob handle	paint smudges low level, handle paint marked, return old décor soiled	
126	Frame & architrave	painted white		
127	Topboxes	flat panelled painted white, brass knob handle	brush strokes, handle paint marked	
Flooring				
128	Misc	concrete	dusty	
Walls				
129	Wall	painted white	patchy	
130	Shelves	2 pine slatted	loose	
131	Wall attachments	pipes		
132	Water tank	copper, lagging in packet		
Ceiling				
133	Ceiling	painted white		
Sockets				
134	Socket outlet	1 plastic white fuse switch	soiled	

Room 7: Bedroom			Description	Condition
Doors				
135	Threshold	timber		scratches/worn, paint marked
136	Door	six panelled painted white, brass lever handle		brush strokes, hole, drips, chipped, return old décor soiled, handles tarnished
137	Frame & architrave	painted white, frosted transom		
Flooring				
138	Carpet	wall to wall fitted grey		paint marked
Walls				
139	Skirting	white painted		
140	Wall	painted magnolia		defects under paint work
Windows				
141	Window	double glazed UPVC framed white, brass lever handle(s) with lock(s)		
142	Window sill	timber stained		dusty, scratch(es), ring mark(s), paint marked
143	Curtain rail	1 blind bracket		
Ceiling				
144	Ceiling	painted white		
Lighting				
145	Ceiling lighting	flush chrome/glass fitting		
Heating				
146	Heating	radiator painted white with thermostatic control		soiled
Sockets				
147	Electric light	single switch plastic white dimmer		hanging off, paint marked
148	Socket outlet	3 plastic white double switch		paint marked, soiled
149	Satellite and / or TV socket	1 double plastic white		paint marked, crooked

Room 8: Bathroom			Description	Condition
Doors				
150	Threshold	timber	scratched, paint marked	
151	Door	six panelled painted white, brass lever handle	brush strokes, drips, grey spots, previous handle holes	
152	Frame & architrave	painted white		
Flooring				
153	Vinyl	board effect	dusty	
Walls				
154	Wall	painted magnolia	hole above vent	
155	Ventilation	white		
156	Mirror	round		
157	Towel rail	chrome		
158	Cabinet	double door mirrored, 3 glass shelves	worn, soiled	
159	Shelves	white painted behind wc	soiled	
160	Wall (tiled)	white ceramic, grout white	grout discoloured/mildewed, tile missing low level	
161	Showerhead support	chrome support		
162	Extractor fan	white enviro vent with pull cord toggle	slightly soiled	
163	Toilet roll holder	chrome	detached	
Windows				
164	Window	double glazed frosted UPVC framed white, brass lever handle(s) with lock(s)		
165	Window sill	tiled to match	soiled	
Ceiling				
166	Ceiling	painted white		
Lighting				
167	Ceiling lighting	5 recessed spotlight(s)	paint marked	
Heating				
168	Heating	radiator painted white with thermostatic control	soiled	
Suites				
169	Basin	white wall mounted pedestal basin, single taps, plug & chain	soiled, scaled, plug detached, hot tap loose	
170	Bath	white fitted, mixer tap with flexible hose to showerhead	soiled, scaled	
171	Bath side panel	white plastic	glue marks, gap right side	
172	WC	pan with dark wood effect seat and flap to match	soiled, scaled, seat/lid loose & paint marked	
173	Cistern	with chrome lever handle	lid heavily cracked, soiled	
174	Shower rail	white with hooks		

Room 9: Bedroom 2			Description	Condition
Doors				
175	Threshold	timber	worn, scratched, paint marked	
176	Door	six panelled painted white, brass lever handle	brush strokes, drips, chips, fitment hole(s) under paint work, repairs/sticky pads to return	
177	Frame & architrave	painted white		
Flooring				
178	Carpet	wall to wall fitted grey	dusty, paint marked	
Walls				
179	Skirting	white painted		
180	Wall	painted magnolia	fitment hole(s) filled and painted over, defects under paint work, 2 fitment hole(s), 7 holes/screws above window	
Windows				
181	Window	double glazed UPVC framed white, brass lever handle(s) with lock(s)	exterior glazing soiled	
182	Window sill	timber stained	stains, worn, pitted	
Ceiling				
183	Ceiling	panels	uneven & missing around loft opening	
184	Ceiling attachment	loft hatch & frame		
Lighting				
185	Ceiling lighting	1 recessed spotlight(s)		
Heating				
186	Heating	radiator painted white with thermostatic control	soiled	
Sockets				
187	Electric light	single switch plastic white	paint marked	
188	Socket outlet	1 plastic white double switch 1 single switch	paint marked, soiled	
189	Satellite and / or TV socket	tv wire		

Room 10: Bedroom 3		Description	Condition
Doors			
190	Threshold	timber	worn, paint marked
191	Door	six panelled painted white, brass lever handle, bolt	heavy drips, handles paint marked, paper low level
192	Frame & architrave	painted white	
Flooring			
193	Carpet	wall to wall fitted grey	loose fitted, work in progress, paint marked
Walls			
194	Skirting	white painted, wire	
195	Wall	painted magnolia	defects under paint work
196	Ventilation	white grill	paint marked
197	Ventilation 2	painted white	
Windows			
198	Window	double glazed UPVC framed white, brass lever handle(s) with lock(s)	exterior glazing soiled
199	Window sill	timber stained	stains, dusty, loose
200	Curtain rail	9 brackets	
Ceiling			
201	Ceiling	painted white, coving painted white	
Lighting			
202	Ceiling lighting	pendant lamp holder	rose detached wire(s) exposed
Heating			
203	Heating	radiator painted white with thermostatic control	soiled
Sockets			
204	Electric light	plastic white combined dimmer switch	
205	Socket outlet	2 plastic white double switch	cracked, soiled
206	Satellite and / or TV socket	ntl box	
207	Telephone jack point	1 single switch plastic white	

Room 11: Garden

Rear

Description

Condition

Flooring

208 Patio

crazy paving

209 Lawn

turf

seasonal

Walls

210 Wall

brick, side & rear

211 Gate

black wrought iron arched

212 Fence

timber stained

Furnishings

213 Shed

timber stained, glazed panels