

# Inventory & Check In

**LMA PROPERTY**

020 3893 8635

leah@lmaproperty.com

Property inspected by Leah Oaker

## Address

116 Coleman Court  
Kimber Road  
London  
SW18 4NZ



## Carried Out

**February**  
**27th 2019**  
09:30

## Contents

Disclaimers .....	2
Areas .....	4
Schedule of Condition .....	4
Exterior Front .....	5
Reception Room .....	6
Kitchen .....	8
Bedroom .....	12
Bathroom .....	15
Smoke & Carbon Monoxide Detectors .....	18
Meters .....	19
Keys .....	20
Declaration .....	21

## Disclaimers

### General

This report is not a structural survey.

This report has been compiled by LMA Property Ltd. and provides a description of the state and condition of the fixtures and fittings of the property, plus any contents if present.

Items are described for identification purposes and the clerk is not an expert valuer or surveyor. The items are described as carefully as possible.

New items will only be described as such when they are present in a new building, still in their wrappings, and/or the Inventory Clerk has been provided with a receipt.

Items are assumed in good condition and free from any obvious defects unless specifically noted in this report.

Items are assumed clean unless specifically noted in this report.

Sizes given are approximate and for identification purposes.

High level and unreachable areas are not inspected and will be noted as such and assumed to be in good condition.

Groups of items will be noted as a 'selection' or 'assortment' and not listed individually unless specifically requested in advance, and at extra cost.

Lighting is only tested for power only and not for its safety. There is no guarantee on any items tested for power only.

Flooring under furniture will be assumed as not have been inspected, unless otherwise noted. Flooring will be inspected to the extent that they are clean enough to do so, if they are not clean then this will be noted as such and the report stating that it is 'not inspected.'

Furniture will be inspected to the extent that they are sufficiently clean so that stains, burns and other damage can be readily identified. If they are not clean then this will be noted as such and the report stating that it is 'not inspected.'

Where the report notes upholstery as having the 'FFR' label seen this does not mean that the items complies with the Furniture and Furnishings (Fire) (Safety) (Amendments) Act 1993, it is simply a record that the item had a label as described or similar to that detailed in the 'Guild' published by the Department of Trade and Industry March 1996, attached at the time the inventory was compiled. It is not a guarantee that the item considered to complies with the regulations.

Sofas and sofa beds will not be opened and examined unless noted, and will be assumed to be free from stains/marks/damages for the purposes of this report.

Mattresses are inspected where they are readily accessible, and will be noted if not, eg if too heavy for the clerk to inspect the underside. The clerk will not be able to assess the quality of mattresses.

Towels and linen are only inspected where seen and are presumed not laundered unless a receipt is show to prove otherwise. If a party insists that it is laundered but do not have a receipt then this will be noted but as unconfirmed.

Kitchen units will be inspected to the extent that they are sufficiently clean so that stains, burns and other damage can be readily identified. Tops of kitchen units, or the underneath are not inspected.

The electrical and gas appliances listed, including the boiler have not been tested by the clerk.

Plants and living matter for example in gardens are recorded roughly and in relation to the season in which the report takes place. The clerk is not a horticultural expert and so in most cases plant names are not given and the care or life expectancy will not be known or noted, so this is between the landlord/s and tenant/s to discuss.

### Smoke, Carbon Monoxide and Other Alarms

Burglar and security alarms are not tested, apart from power only where visible.

Smoke detectors are sound-tested in accordance with The Smoke and Carbon Monoxide Alarm (England) Regulations 2015, where reachable, and will be noted if unreachable or if not working on a sound test. Please note that this is not proof that the detector works in the event of a fire but proof of its test button sounding when pressed by the clerk on the day that the clerk is present. This is not proof or a guarantee that the smoke detector works at any time after the clerk has been present, and the clerk is not a fire engineer.

Carbon Monoxide (CO) detectors are sound-tested in accordance with The Smoke and Carbon Monoxide Alarm (England) Regulations 2015, where reachable, and will be noted if unreachable or if not working on a sound test. Please note that this is not proof that the detector works in the event of a Carbon Monoxide fault but proof of its test button sounding when pressed by the clerk on the day that the clerk is present. This is not proof or a guarantee that the Carbon Monoxide detector works at any time after the clerk has been present, and the clerk is not a gas engineer.

**Meters and Keys**

Every effort has been made to read gas, electricity and water meters and where not accessible this will be noted.

All keys handed or to be handed over are recorded with notes as to who has or is to hand them over, be it the clerk or any letting agents. All keys handed over by the clerk will have been tested where possible.

Any keys that are within the property but use unknown will be listed by description and noted as such.

**Signatures and Agreement**

If the report is not signed by the parties then this is not proof of any disagreement with the report. The only disagreements are those submitted in writing within the 7 days of the date the clerk is onsite.

The report will have been sent out to the instructing party within 3 working days of the onsite date and in many cases sent same-day.

Every effort has been made to ensure the accuracy of this report by the clerk, however it is the responsibility of the landlord/s and tenant/s to confirm the accuracy and make any amendments where necessary.

Any such amendments must be put in writing and submitted to LMA Property Ltd. within 7 days of the date that the clerk was onsite. This will automatically be logged on the system when done online.

**Cancellations**

Cancellations of any appointments with LMA Property Ltd's clerks must be notified at least 24 hours before the inventory compilation date. Any that are cancelled at shorter notice will incur a cancellation fee of at least 25% of the report's price.

Tenants must notify the landlord/agent or clerk at least 24 hours before the inventory compilation date, if they will not be present for their check in/check out. Any cancellations or delays due to lack of presence by the Tenant will result in a cancellation fee of at least 25% of the report's price. If a further appointment has to be made to inspect the property due to the property not being fully ready for inspection at the agreed time and on the agreed date, then a cancellation fee will be levied to the party at fault, of at least 25% of the report's price.

We cannot be held responsible for any losses caused due to delays from other parties.

LMA Property Ltd. act as an independent body whilst compiling its reports.

**Privacy**

**LMA Property Ltd. may have held your email address and/or contact telephone numbers in order to organise the conducting of this report. These will have been held on a secure, passworded computer and/or passworded mobile phone and only LMA Property Ltd. employees have access to these. These details will only be used for the date and time arrangements relating to this report, and the subsequent sending out of this report. Should you wish LMA Property Ltd. to delete your details after this, please speak to your clerk or the Director Leah Oaker on [leah@lmaproperty.com](mailto:leah@lmaproperty.com).**

**Your details will never be used for marketing purposes or passed onto any third party without your explicit permission.**

1. SCHEDULE OF CONDITION		
Item	Condition	Tenant Comments
1.1 Overall Cleanliness	Domestically cleaned; Some areas missed as noted	
1.2 Overall Decor	Newly painted throughout	
1.3 Lighting	In working order	
1.4 Flooring	Generally fine, some defects as noted	
1.5 Glazing	Generally fine, some defects as noted	
1.6 Window Coverings	Aged, defects as noted; Dusty	
1.7 Kitchen Appliances	Generally fine, some defects as noted	
1.8 Bathroom Sanitary Ware	Generally fine, some defects as noted	
1.9 Outside Areas	n/a	

2. EXTERIOR FRONT			
Item	Description	Condition	Tenant Comments
2.1 Front Door Frame	White painted wooden	Painted over defects; Old doorbell patch to right hand side; Hole with cable coming through to top right; Some cobwebs	
2.2 Front Door	White painted wooden door with 4x obscure glass panes	Painted over defects; Some paint marks to panes; Some lifting to the hinge edge; Painted over chip to the bottom corner leading edge just above the drip bar	
2.3 Front Door Fittings	Black '116' Brass Yale lock with pull Stainless steel deadlock Brushed stainless steel letterbox White plastic doorbel	Some tarnishing to brass; Some minor marks and minor paint marks; Some rusty marks and paint marks to doorbell, not working	
2.4 Flooring	White painted wooden threshold	Newly painted; Painted over defects; In good condition	
2.5 Other	Brown coir mat	In use	

**3. RECEPTION ROOM**



Ref #3



Ref #3



Ref #3

Item	Description	Condition	Tenant Comments
3.1 Front Door Frame Reverse	White painted wooden	Newly painted; Painted over defects; Some minor chipping from the door catching to low level leading edge; Junction box and cable to top left and running down left hand side	
3.2 Front Door Reverse	White painted wooden door with 4x obscure glass panes	Newly painted; Painted over defects; Some paint marks and brown marks to glass; Several pin holes either side of glass	
3.3 Front Door Fittings Reverse	Aluminium night latch box lock; Aluminium slide bolt and security bolt with receiver; White painted letterbox with flap; White metal Venetian blind with cord and plastic acorn	Minor marks and paint marks; Slightly tarnished and cracked paint marked; Newly painted; No plinth, no twist rod; Quite discoloured; Some paint marks; Some slats have shifted slightly and dusty	
3.4 Ceiling	White painted; Smoke detector attached	Newly painted; in good condition	
3.5 Lighting	Single pendant light, white plastic rose	Slight burn marks to plastic casing; In working order	
3.6 Walls	White painted	Newly painted; 2x picture hooks to left of entry; 2x hooks and screw to left hand wall; 1x picture hook to right of window; 2x picture hooks between Bedroom and Kitchen; Hole with cable through to bottom left of window	
3.7 To Walls	White wooden baton with 6x double chrome robe hooks	In good condition	
3.8 Woodwork	White painted skirting	Newly painted; Cable clipped in areas; In good condition	

3. RECEPTION ROOM (CONT.)			
3.9 Flooring	Mid tone wood	Some paint marks at entry; Approximately 15cm tape mark near skirting left of entry; Some fine scattered scratching particularly near entry; Patch of approximately 30cm grey rubbing, several patches around centre; Few deeper scores around centre; Few paint marks to edges	
3.10 Glazing	White UPVC double glazed casement window in 4 parts; 2x openable with chrome lockable bar handles White painted wooden sill	2x picture hooks to left high level; Painted over defects; Frame has 4x small black sticky patches to right hand side high level; Sill newly painted	
3.11 Window Coverings	White metal venetian blind, cord and plastic acorn	No plinth, no twist rod; Few paint marks to top; Cord slightly discoloured; Some slats slightly stuck together and unlevel; Slightly dusty	
3.12 Heating	White double panel radiator	Valves intact; Few rust marks to top; Some slight cracking and flaking to top right and along the bottom	
3.13 Electrical Fittings	White plastic; Telephone socket Aerial socket	Slightly shaded in areas; Slight paint marks	
3.14 Furniture	White wooden open 4 shelf unit	Hook stuck to outer right hand side; Very slightly coming away to the laminate edges; Couple of brown marks to front of top shelf right hand side	
3.15 Other	Eco Air dehumidifier BT Open Reach hub Plastic Wi-Fi hub 2x UniBond Euro360 Pure moisture absorbers	As seen, not tested; Absorbers new	



Ref # 3.5



Ref # 3.9

## 4. KITCHEN



Ref #4



Ref #4



Ref #4

Item	Description	Condition	Tenant Comments
4.1 Door Frame	White painted wooden	Newly painted; Cable clipped around outside; Picture hook to top right	
4.2 Door	White painted 4 panelled wooden door	Newly painted; Some painted over defects; Painted over chips to leading edge; Couple of black rubs to low level near leading edge; Painted over cracking to interior	
4.3 Door Fittings	Stainless steel bar handles	Quite grubby and worn; Catch not engaging	
4.4 Ceiling	White painted	Newly painted; Few spots above sink	
4.5 Lighting	4x spotlights	In working order	
4.6 Walls	White painted	Newly painted; Screw above entry; 5x hooks to right of entry	
4.7 Tiles / Splashback	Cream with grey, brown, black circle detail patterned tiles with chrome trim	Odd paint marks in places; Appears to be some grey horizontal faint lines behind hob	
4.8 To Walls	White wooden double lift up cupboard with frosted glass fronts and grey metal trims; 2x grey pulls  Carbon Monoxide detector  Biasi boiler	Cupboard - Blue piece of plastic stuck to outer right hand side and some sticky residue; Some minor scuffing to the doors  Carbon Monoxide detector sound tested  Boiler with some old sticker residue to front; Flap intact; As seen, not tested	
4.9 Woodwork	White painted skirting	Newly painted; Slight rubs either side of entry	

4. KITCHEN (CONT.)			
4.10 Flooring	Mid tone wood continued from Reception Room; With threshold	Slightly separating between a few boards; Scattered black scratching; Slightly risen at entry and in front of washing machine Hole with some black marking around behind entry; Few scattered scores; Few dents to threshold  Requires cleaning	
4.11 Glazing	White UPVC double glazed casement window in 2 parts; 1x openable with chrome lockable bar handle (1x key seen) White wooden sill	Handle slightly pitting; Some paint marks to frames; Sill newly painted	
4.12 Window Coverings	White metal venetian blinds with plastic twist rod, cord and plastic acorn	No plinths; Acorn cracked; Cord is heavily discoloured; Several of the slats are bent to left hand side and centre around mid-level; Generally discoloured and dusty	
4.13 Units	White gloss with brushed stainless steel long bar handles; 2x wall 2x base 3x drawers Matching kickboards  1st left wall unit left of entry with 2x white melamine shelves with silver trims 2nd wall unit with 2x white melamine shelves - 1 on top of the other; Electric fuse box with flap and electricity meter Base unit below sink with single white melamine shelf with silver trim 2nd base unit with single white melamine shelf with silver trim; Various pipes and gas meter 2nd and 3rd drawers with white metal inner sides	Wall - 1st; Green mark behind handle 2nd; Open back to top half  Base - Below sink; Several coloured scratches to unit below sink behind handle; No back in places with bare plaster; Some mildew; Base is quite water damaged and blown to front edge with chipping; Shelf is chipped to front edge 2nd; Several coloured, particularly red scratches behind handle; Open to back with plaster and mildew; Slight staining to base right hand side  Drawers have slight brown marks to handles and generally dusty to handles	
4.14 Worktops	Black speckled melamine roll top worktop with chrome dividing pieces and matching up lift behind sink	Some paint marks to edges; Deep cut approximately 5cm around the front to the left of the hob and some white scratching there; Chipping along top edge of up lift; Slight pale patchy around sink	

4. KITCHEN (CONT.)			
4.15 Sink	Stainless steel sink and drainer; Chrome mixer tap	Plate cover is quite chipped to the chrome; Quite worn to spout and pitted to chrome generally; No plug	
4.16 Extractor Hood	Stainless steel extractor hood	1x light not working; Slight discolouration to filters	
4.17 Hob	Candy stainless steel 4 ring gas hob; With 2x black metal trivets	Slightly patchy to the stainless steel  Requires final wipe	
4.18 Oven	Zanussi brushed stainless steel and black glass; 2x wire racks; Drip tray and rack	Some burnt on grease to interior top	
4.19 Washing Machine	Beko Eco WMB81445LW	Old sticker gone brown to top; Some minor mildew and some residue water to the door seal front centre	
4.20 Fridge	Indesit freestanding under counter fridge with freezer box; 3x clear plastic door shelves; Glass shelf with white plastic trim; Half glass shelf with white plastic trim; Clear plastic salad crisper	Red scratching to door interior high level; Sticker residue to the base behind salad crisper; Some blue marks to the inner right hand wall; Freezer door is not closing properly and iced up; Some blue marks to freezer door interior	
4.21 Electrical Fittings	White plastic	Minor marks and paint marks	
4.22 Other	White unbranded microwave with glass turntable plate Curver large brushed stainless steel and black plastic pedal bin Grey plastic cutlery container Black handled knife Cream plastic washing up bowl Spare shower curtain - new in packet Some spare pipework Plastic dustpan and brush Various manuals	All in use apart from shower curtain	

4. KITCHEN (CONT.)



Ref # 4.10



Ref # 4.15



Ref # 4.16



Ref # 4.17



Ref # 4.18



Ref # 4.19



Ref # 4.19



Ref # 4.19



Ref # 4.20

5. BEDROOM



Ref #5



Ref #5



Ref #5



Ref #5

Item	Description	Condition	Tenant Comments
5.1 Door Frame	White painted wooden	Newly painted; In good condition; Cable clipped around	
5.2 Door	White painted 4 panelled wooden door	Newly painted; Painted over defects; In good condition  Dusty	
5.3 Door Fittings	Brushed stainless steel bar handles	Some paint marks; Some scratches  Dusty	
5.4 Ceiling	White painted	Newly painted; in good condition	
5.5 Lighting	Single pendant, white plastic rose	In working order	
5.6 Walls	White painted; Metal rubber doorstop behind entry	Newly painted; 2x pin holes to the right of entry high level; Picture hook between windows; In good condition; Doorstop painted and patchy	
5.7 Woodwork	White painted skirting	Newly painted; In good condition	

5. BEDROOM (CONT.)			
5.8 Flooring	Cream weaved carpet with stainless steel threshold	Some furniture indentations; 3x small hard black spots to the left of entry in front of wardrobe; 2x approximately 10cm burn lines to the left in front of the wardrobe, presumably hair straighteners; Very slightly shaded; Odd paint mark to the edges; Threshold is slightly loose and with some scratching	
5.9 Glazing	2x white UPVC double glazed casement windows each 1 x fixed, 1 x openable, 1 x chrome lockable bar handle and white plastic vent; White painted wooden sill	Left hand window handle is slightly loose and pitted; Very minor mildew to frame corners; Right hand window handle very slightly loose; Some minor mildew to the lower corners	
5.10 Window Coverings	2x white metal venetian blinds, plastic twist rod, cord  Stainless steel pole on white painted brackets; With sill length double cream fabric unlined curtains	Blinds - No plinth to left hand one, no acorn, cords heavily discoloured; Some chipping and rusting along base; Some slats bent and stuck together to the right hand edge; No plinth to left hand blind, no twist rod, cord discoloured; Some slats bent to left hand side and slightly to the front edges  Both dusty  Curtains - Some brown spots to the left hand curtain; Slightly creased; Discoloured to the leading edges; Slightly coming away to the seams to the top	
5.11 Heating	White double panel radiator	Valves intact; Odd paint mark; Odd small chip off centre and the odd rub; Not tested	
5.12 Electrical Fittings	White plastic	Odd mark and paint mark	
5.13 Fitted Cupboards	White painted wooden frames; 2x white painted wooden panelled doors; Stainless steel flip lock; White painted metal latch to top; Interiors white painted; Carpet continues from bedroom; Metal hanging rail	Newly painted; Painted over defects; Bottom door slightly catches on carpet; Flip lock slightly paint marked; Interiors newly painted; Painted over defects; Top of frame has some blue rubs to the underside; Lower large door has an approximately 20 x 10cm patch of purple marks to the high level; Some dust to the door interior; Rail slightly paint marked and dusty	

5. BEDROOM (CONT.)			
5.14 Furniture	<p>Single freestanding wardrobe white wooden with a full mirrored door and chrome pull; Interior with 7x white melamine shelves</p> <p>Double freestanding wardrobe white wooden with 2x white gloss doors and brushed stainless steel pulls; 2x white melamine shelves to interior; Grey metal hanging rail</p> <p>White wooden open bedside table on wheels with a single white wooden shelf</p> <p>White wooden chest of 4 drawers with white wooden long pulls; Top drawer has frosted glass front</p>	<p>Single wardrobe - 3x screw holes to exterior left hand side and some scratching showing wood through; Slightly wobbly; Shelves slightly rubbed to front edges; Odd smudge to door interior; Couple of sticker to inner walls;</p> <p>Double wardrobe - Very slightly cracking to door leading edges; Both shelves appear slightly bowed; Back appears slightly loose; Shelves and base each have slight rubbing and chipping to the front edges</p> <p>Bedside table - Slight cracking around outer edges and to the base front edge; Some paint marks; Dusty</p> <p>Chest of drawers - Chip to top right hand side; Defects to rear left hand side Slight chipping to the handles and dusty</p>	
5.15 Other	Broom Squeegee mop	In use	



Ref # 5.8



Ref # 5.8

## 6. BATHROOM



Ref #6



Ref #6

Item	Description	Condition	Tenant Comments
6.1 Door Frame	White painted wooden with frosted glass transom panel above	Newly painted; Painted over defects; In good condition	
6.2 Door	White painted 4 panelled wooden door	New painted; Painted over defects; In good condition	
6.3 Door Fittings	Brushed stainless steel bar handles	Minor marks and paint marks; Interior handle slightly loose	
6.4 Ceiling	White painted	Newly painted; In good condition	
6.5 Lighting	4x spotlights; White plastic rose, pull cord and white plastic acorn	In working order; Slightly discoloured to the cord low level; Rose still has masking tape	
6.6 Walls	White painted; Impact extractor fan attached	Newly painted; In good condition; Fan power tested; Slightly dusty	
6.7 Tiles	Multi-grey/black mosaic tiles to bath area	2x red rawl plugs to high level behind shower; Grout discoloured; Some paint marks to edges behind basin	
6.8 To Walls	Square box mirror Single glass shelf on chrome brackets Chrome towel rail Chrome toilet roll holder Glass shelf with chrome bracket and chrome gallery surround to bath area	Mirror - Chipped with some pieces missing to outer right hand corner and crack across the right hand side mid-level with a chip; Chip to top right corner  Shelf in bath area - Gallery surround appears slightly loose; Some rusting to the screws and some scale	

6. BATHROOM (CONT.)			
6.9 Woodwork	White painted skirting	Newly painted  Slightly dusty	
6.10 Flooring	Grey square tiles with dark wooden threshold	Scattered paint spots; Grout discoloured in areas; Rusty ring mark to the left of the toilet; Threshold is slightly worn, rubbed and paint marked	
6.11 Glazing	White UPVC double glazed casement window with obscure glass; 1x fixed, 1x openable; Chrome lockable bar handle; White plastic vent; White painted wooden sill	Handle is slightly pitted; Sill newly painted  Sill quite dusty	
6.12 Window Coverings	White metal venetian blind, plastic twist rod, cord	No plinth; No acorn; Quite stiff to run; Heavily rusted to the base; Slightly discoloured; Does not appear to stay up properly so tied up  Dusty	
6.13 Heating	Chrome towel radiator	Valves intact; Top right screw cap missing; Some paint marks; Some masking tape still attached	
6.14 Toilet	White porcelain toilet; White plastic seat and lid; Chrome dual push button flush	Minor marks to the flush, otherwise in good condition	
6.15 Bath	White enamel bath; White painted wooden panelling; Chrome bath shower mixers; Metal hose; Chrome showerhead; Chrome shower riser kit; Chrome pop up waste; White tiled foot end of bath  White telescopic shower rail with multi-coloured floral patterned shower curtain	Panelling newly painted; Screw caps intact; Riser kit slightly dull, discoloured and scaled; Waste is slightly dull; Odd paint marks inside the bath itself and some mildew to the sealant along the long side; Grout slightly discoloured with the odd paint mark; Shower curtain slightly discoloured to the low level  Showerhead slightly scaled	
6.16 Basin	White ceramic wall mounted basin; Chrome mixer tap; Black overflow; Chrome pop up waste	Chrome worn off possible to overflow; Pop up waste a little stiff, does not appear to close flush and is quite scratched to the chrome; Some mould to the sealant right hand side;  Quite scaled to spout	

6. BATHROOM (CONT.)



Ref # 6.10



Ref # 6.14



Ref # 6.15



Ref # 6.15



Ref # 6.15



Ref # 6.16

**7. SMOKE & CARBON MONOXIDE DETECTORS**

Question	Answer	Comments	Tenant Comments
7.1 Are all smoke detectors within the property working on a sound test?	Yes	Reception Room	
7.2 Are all Carbon Monoxide detectors within the property working on a sound test?	Yes	Kitchen	



Ref # 7.1



Ref # 7.2

8. METERS			
Item	Serial Number	Reading	Tenant Comments
8.1 Gas Meter	Kitchen cupboard G4 A0115959 1301 2013	02661	
8.2 Electricity Meter	Kitchen cupboard S01A 01219 - Keyed, 1x key present	£1.68	



Ref # 8.1



Ref # 8.2

**9. KEYS**



Ref #9

Item	Description	Tenant Comments
9.1 Yale Type Key	x2 handed over	
9.2 Chubb Type Key	x2 handed over	

## Declaration

I/We the undersigned, affirm that if I/we do not comment on the Inventory in writing within seven days of receipt of this Inventory then I/we accept the Inventory as being an accurate record of the contents and condition of the property.

Signed by the	.....
Signature	.....
Print Name	.....
Date	/ /

Signed by the	.....
Signature	.....
Print Name	.....
Date	/ /

**At your check-in**

The property will have been checked as to its condition and cleanliness and the property will have been inspected with you.

1. If you had decided not to inspect the property alongside the clerk, it will be assumed that you agree with the description given to you by the clerk at the end of the check in and you will then have 7 working days from check-in date to highlight any discrepancies in the check-in report.

2. If you were not present at the check-in, you will be given 7 working days from check-in date to highlight any discrepancies in the check-in report. We would have taken meter readings at the end of the check-in and provided these to you. We would have tested all smoke detectors and Carbon Monoxide detectors found within the property and advised the landlord/agent if there were none or if they were not working. We would have tested and handed over all keys pertaining to the property and you would have been asked to sign for these. If you were not present, all keys would have been tested and handed back to the Landlord/Agent to pass on to you. If you were present, you may have been asked to sign a schedule of condition at the end of the check-in giving a brief outline of the condition of the property overall and its standard of cleanliness.

All reports are emailed/sent to the landlord/agent within 3 working days from its compilation date, and this is all recorded electronically.

**At your check-out**

Upon termination of the tenancy, the Inventory is re-checked and any discrepancies and/or variations will be reported to our instructing principle.

This format will indicate, in our opinion, as to whether there is any liability to the tenant, or where such deterioration might be considered as reasonable wear and tear, which is generally assessed on the length of tenancy and type of occupancy. It is understood that certain items, such as kitchen utensils and bedding, will receive heavier usage.

We would like to remind you that;

1. The property must be fully vacated of all tenant furniture and contents. Any delays caused by tenants still vacating during or after the check-out may lead to an additional charge being levied.
2. The property must be cleaned to the standard it was handed over to you. Any delays caused by tenants still cleaning during or after the check-out may lead to an additional charge being levied.
3. It is important that all items listed on the Inventory must be returned to their respective rooms, including any stored items, upon termination of the tenancy. Failure to do so can result in delay and confusion, and can lead to a search fee being added to the check-out.
4. Freezers and refrigerators must be devoid of food, fully defrosted and in a clean condition.
5. Household waste should not be left at the property.
6. Should you be responsible for garden maintenance, any waste matter must be removed and the area left tidy and in good seasonal order.
7. Beds should be made up in order that mattresses, duvets and linen, etc. can be inspected.
8. Any items listed on the Inventory that have been broken or mislaid should have been replaced.
9. Any additional items left in the property at the end of a tenancy must be agreed with the landlord and/or agent or the tenant may be liable for the costs of their removal.
10. All keys/entry fobs/parking fobs for the property must be handed over at the end of the check-out. If the tenant does not hand over all keys at the end of the check-out, they may be charged daily rates for the tenancy of the property and the check-out may be cancelled, resulting in a cancellation fee.
11. All alarm codes must be handed over at the end of the check-out.
12. If the tenant is not ready for the check-out to be compiled at the arranged time, a cancellation fee will be incurred.

We will inspect the property and highlight any possible dilapidations with you. We will take meter readings and provide these to you. We will collect all keys from you. You may be asked to sign a schedule of condition giving a brief outline of the condition of the property overall and its standard of cleanliness.

All reports are emailed/sent to the landlord/agent within 3 working days from its compilation date, and this is all recorded electronically.