

# Inventory & Check In

**LMA PROPERTY**

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Prepared on behalf of [REDACTED]

Property inspected by Leah Oaker

## Address



London  
SW5 9NN



## Carried Out

**November  
1st 2021**

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## 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.**

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

**1. SCHEDULE OF CONDITION**

Ref	Name	Condition	Additional Comments
1.1	Overall Cleanliness	Professionally cleaned by Your Local London Cleaning	
1.2	Overall Decor	In good condition and as noted	
1.3	Lighting	1 x not working to Bedroom 2	
1.4	Flooring	Carpets appear new; Else in good condition and as noted	
1.5	Glazing	In good condition and as noted; Cleaned to interiors but not exteriors	
1.6	Window Coverings	N/A	
1.7	Kitchen Appliances	Few defects as noted Fridge new	
1.8	Bathroom Sanitary Ware	In generally good condition and as noted	
1.9	Outside Areas	N/A	

## 2. EXTERIOR FRONT

Ref	Name	Description	Condition	Additional Comments
2.1	Front Door Frame	White painted wooden	Painted over chips; Slight angle rubbing hinge edge; Generally in good condition	
2.2	Front Door	White painted 2 panelled wooden	Slight strip marks down hinge edge; Painted over defects; Painted over chips; Few splashes around centre and by locks; Few rubs to panel beading	
2.3	Front Door Fittings	Chrome No. '2' Chrome peephole Brass and chrome ERA lock with pull Chrome deadlock with cover	Peephole quite loose and scratched ERA lock quite scratched, tarnished and paint marked	
2.4	Other	Coir mat	In use	

3. ENTRANCE HALL



Ref #3



Ref #3



Ref #3

Ref	Name	Description	Condition	Additional Comments
3.1	Front Door Frame Reverse	White painted wooden	Painted over defects; Odd painted over chip; Larger cut out section around top lock; Generally in good condition	
3.2	Front Door Reverse	White painted 2 panelled wooden	Few splash marks to leading edge, otherwise in good condition	
3.3	Front Door Fittings Reverse	Chrome peephole; Chrome ERA night latch box lock; Chrome deadlock with cover; Aluminium Chubb security chain and receiver	Peephole no cover and loose; Few marks to locks; Chain quite rubbed and worn with some paint marks	
3.4	Ceiling	White painted with coving; 2 x different smoke detectors attached; Loft access panel	In good condition Far smoke detector quite discoloured Access panel appears less recently painted; Heavily shaded, scuffed and finger marked	
3.5	Lighting	4 x spotlights  White plastic semi-circular wall light	All in working order	
3.6	Walls	White painted	1 x screw right of entry; Painted over defects; Seams slightly showing places; Rub opposite entry left of radiator, rub above that right of Shower Room, pin hole there also; Few mid-level smudges in places; Slight angle rubs at bottom of stairs	
3.7	Woodwork	White painted skirting  White painted wooden banisters, balustrades and handrails  White painted boxing to foot of stairs	Skirting - Painted over defects; In good condition  Banisters etc - Painted over defects; Odd smudge; Generally in good condition  Boxing - In good condition	
3.8	Flooring	Dark grey carpet	Appears new and in good condition	

## 3. ENTRANCE HALL (CONT.)

3.9	Glazing	White painted wooden single glazed sash window; 2 x brushed stainless steel pulls; Brushed stainless steel twist lock; Short white painted wooden sill	Painted over defects; Very slight cracking forming to bottom frames both sides; Impact chip front left of sill  Cleaned to interior, not to exterior	
3.10	Heating	White painted wooden front with lattice detail	Painted over defects; Generally in good condition; Radiator itself not seen	
3.11	Electrical Fittings	White plastic including alarm sensor, Salus thermostat and entry phone	Minor marks; Alarm sensor with piece of tape; Thermostat power on, not tested; Entry phone quite discoloured and paint marked	
3.12	Fitted High Cupboard	2 x white painted wooden panelled doors with brass coloured pulls; Interior boarded; Fuse box and alarm panel	Door slightly askew; Fuse box and alarm panel as seen; No cover to fuse box; Exterior slightly patchy; Generally in good condition Interior cupboard type condition - dusty; 3 x holes to base, 1 x with piece of pipe partially poking through, 1 x with piece cable partially poking through	

4. RECEPTION / KITCHEN



Ref #4



Ref #4



Ref #4



Ref #4



Ref #4



Ref #4



Ref #4



Ref #4



Ref #4



Ref #4



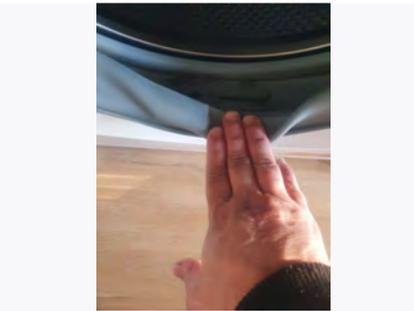
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Ref #4



Ref #4



Ref #4



Ref #4

4. RECEPTION / KITCHEN (CONT.)



Ref #4



Ref #4

Ref	Name	Description	Condition	Additional Comments
4.1	Door Frame	White painted wooden	Painted over defects; Painted over chips; Appears slightly patchy, otherwise in good condition	
4.2	Door	White painted 2 panelled wooden	Some chipping to base edge towards leading edge; Few smudges interior; Generally in good condition	
4.3	Door Fittings	Chrome knob pull	Receiver stuck in; Few paint marks	
4.4	Ceiling	White painted with coving; Carbon Monoxide detector attached	Slightly patchy; In good condition	
4.5	Lighting	12 x spotlights	In working order	
4.6	Walls	White painted	4 x screws; Slightly patchy in areas; Some scratching around some sockets, particularly socket behind entry Generally in good condition	
4.7	Woodwork	White painted skirting	Painted over defects; Very slightly patchy with odd shaded marks; Generally in good condition	
4.8	Flooring	Light wood; With chrome threshold	Wavy scuff behind right of entry covering approximately half of a board; Wavy scuff left of fireplace; Few scattered paint marks; Generally in good condition	
4.9	Glazing	3 x white painted wooden single glazed sash windows each with 2 x brushed stainless steel pulls; Brushed stainless steel twist lock; White painted wooden recess and short sill	Left hand cracked to corner bottom left pane; Centre generally in good condition  Right hand cable through to bottom right; Slight paint marks to glass; Slight diagonal scuff to bottom left pane  Cleaned to interiors, not to exteriors	

## 4. RECEPTION / KITCHEN (CONT.)

4.10	Heating	3 x white single panel radiators	Valves intact; In good condition; Not tested
4.11	Fireplace	Light grey marble mantelpiece; Black painted interior with gas pipe; Black metal basket with coals and knob to basket below; Black stone hearth	Mantel with several angle chips around outer edges; Yellow square patch to top front right; Few minor yellow and orange marks to top; Some scattered scratching; Some paint marks Black interior in fireplace condition; Some chips to front edge by basket Slightly dusty Hearth with scattered scratches; Large circular mark around centre; 3 x ring type marks front right; White marks around edges; Some white splash marks
4.12	Units	Dark grey flat panelled doors with long inbuilt edge handles; 5 x wall; 2 x base; 4 x handleless drawers; 5 x drawers with brushed stainless steel long 'D' handles; Fridge freezer fascia; Matching open section left of oven with wooden interior; Matching grey side panels, plinths and kickboards  Wall units each with white melamine interiors with single white shelves  Base below sink - White melamine interior; Various pipes as seen 2nd - Housing dishwasher  Handleless drawers top left with hidden cutlery drawer; Inbuilt grey plastic cutlery container  Handled drawers appear to have been painted to match others; Wooden interiors	Coating appears to still be attached to fronts in places - some peeling - some look like scratches but are likely just creases  Wall units in good condition  Top right drawer few scuffs to front  Bottom handleless drawer with approximately 5cm chipped off piece interior base
4.13	Worktops	Off white/light grey stone with matching uplift and inbuilt drainer  Stainless steel section with uplift around hob	Stone -in good condition  Stainless steel section - Scattered cleaning scratches; 3 x obvious long line type marks down left hand side and some spot marks there
4.14	Sink	Brushed stainless steel under mount; Chrome mixer tap; Chrome overflow; Chrome strainer plug	Minor usage scratching

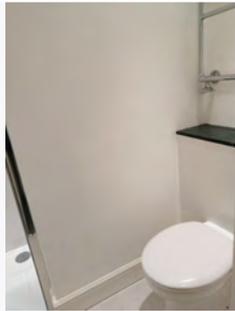
## 4. RECEPTION / KITCHEN (CONT.)

4.15	Extractor Hood	Neff brushed stainless steel canopy	Power tested; Lights in working order; Cracking to left hand light cover; Light covers discoloured; Filters slightly discoloured	
4.16	Hob	Neff 4 x ring gas; 2 x metal trivets	Slightly patchy and worn; Dials slightly worn; Bottom dial appears to have melted slightly to top; Some wear to rings; Some burnt on grease	
4.17	Oven	Bosch brushed stainless steel and black glass; Wire rack; Drip tray and rack	Power tested; Light not working; Faint drips between door glass	
4.18	Washer Dryer	Indesit IWDC6125 freestanding white	Power tested; Light discolour to soap tray; Light discolour to door seal; Some mildew to inner door seal rim	
4.19	Fridge / Freezer	Zanussi integrated; 4 x plastic door shelves; 2 x plastic salad crispers; Glass shelf with white plastic trim; Further 2 x glass shelves with white plastic trims still in packet; 2 x plastic freezer drawers	Appears to be new with packaging still attached; Does not appear to be plugged in - Not tested	
4.20	Dishwasher	Neff integrated; 2 x pull out crockery racks; Grey plastic double cutlery container with lid	Does not appear to be plugged in - Not tested Bottom basket missing 2 x wheels; Some fine scratches and odd light indent to door interior	
4.21	Electrical Fittings	White plastic including NTL hub; BT Open Reach socket and fuse spurs	Minor marks and paint marks	
4.22	Other	Morphy Richards brushed stainless steel and black freestanding microwave with glass turntable plate  Extension lead  White plastic kettle with charger base  Several boxes, appear to have spare bulbs and sockets	In use, as seen; Not tested	

5. SHOWER ROOM



Ref #5



Ref #5



Ref #5



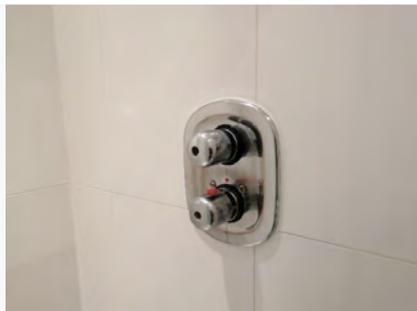
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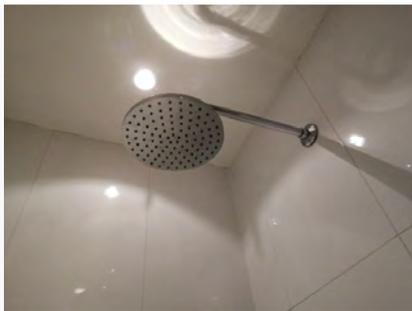
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Ref #5



Ref #5



Ref #5

Ref	Name	Description	Condition	Additional Comments
5.1	Door Frame	White painted wooden	Painted over chips; In good condition	
5.2	Door	White painted 2 panelled wooden	Old fitment marks seen; Painted over defects; Slight angle rubbing; Generally in good condition	
5.3	Door Fittings	Chrome knob pulls	Slightly stiff; Minor marks	
5.4	Ceiling	White painted with access panel; Intervent extractor fan attached	Some rubbing around some lights; Access panel appears slightly patchy; Fan power tested; Sounds slightly sluggish	
5.5	Lighting	3 x spotlights	In working order	
5.6	Walls	White painted	Painted over defects; In good condition	

## 5. SHOWER ROOM (CONT.)

5.7	Tiles	Part white rectangular tiles	In good condition	
5.8	To Walls	2-part frameless mirrored section	In good condition	
5.9	Woodwork	White painted skirting	In good condition	
5.10	Flooring	Light grey stone tile; With chrome threshold	Appears to be fine crack along in front of toilet - appears to be natural; Else in good condition Slight scratching to threshold	
5.11	Heating	Chrome towel radiator	Slight scratching to base bar, otherwise in good condition; Valves intact; Not tested	
5.12	Toilet	White porcelain; White plastic soft close seat and lid; Chrome flush handle Boxing tiled to match walls with green stone top	Seat/lid hinges rusting; Seat/lid slightly discoloured; Few paint marks; Flush handle slightly loose; Few paint marks Green top - Slight ring mark to rear right corner; Few paint marks	
5.13	Basin	White ceramic corner unit mounted; Chrome mixer tap; Chrome overflow; Chrome click clack waste; White painted wooden unit below with single door with brushed stainless steel 'D' handle; Interior white painted with single shelf	Slight wear to overflow; Few scratches to door fronts; Some pencil lines around handles; Magnet catch intact; Interior drip marks around pipes; Undecorated strip section to low level rear	
5.14	Shower	White acrylic moulded tray with non slip detail; Chrome waste cover; Chrome mixers; Chrome showerhead; Chrome and glass bi-fold sliding doors	Slightly patchy to mixers, appear slightly aged; Otherwise all in good condition	

6. BEDROOM 1 - LEFT



Ref #6



Ref #6



Ref #6



Ref #6

Ref	Name	Description	Condition	Additional Comments
6.1	Door Frame	White painted wooden	Slight angle rubs with some wood showing through to leading edge; Chipped to top underside	
6.2	Door	White painted 2 panelled wooden	Few rubs interior below lock; 2 x old fitment holes interior high level	
6.3	Door Fittings	Chrome knob pulls; Chrome deadlock with surround	Pulls slightly loose; No cover or keys to deadlock	
6.4	Ceiling	White painted with coving	Few rubs around lights; Generally in good condition	
6.5	Lighting	4 x spotlights	In working order	
6.6	Walls	White painted	1 x screw opposite entry; Few finger marks behind entry; Generally in good condition	
6.7	Woodwork	White painted skirting	In good condition	
6.8	Flooring	Carpet to match Entrance Hall; With aluminium threshold	Appears new and in good condition	
6.9	Glazing	White painted wooden single glazed sash window; 2 x brushed stainless steel pulls; Brushed stainless steel twist lock; White painted wooden sill	Generally all in good condition Cleaned to interior, not to exterior	

**6. BEDROOM 1 - LEFT (CONT.)**

6.10	Heating	White double panel radiator	Few light marks to front; Generally in good condition; Valves intact; Not tested
6.11	Electrical Fittings	White plastic	Few paint marks
6.12	Fitted Wardrobe - Right	White painted wooden flat panelled 4 x doors with inbuilt edge handles; Chrome hanging rail; Chrome single switch; White plastic socket and blanking plate	Appears newly painted; Slightly patch interior; Hole cut out interior left hand side; Sockets and switches loose, some masking tape still attached
6.13	Fitted Wardrobe - Left	To match right hand side; 1 x double socket	Appears newly painted; 4 x white plastic hook interior doors; Slightly patchy interior; Odd flake off to base
6.14	Other	White metal ironing board with turquoise cover Linen stored up high 2 x grey fluffy cushions	All appear in use; Not fully inspected

7. ENSUITE



Ref #7



Ref #7



Ref #7



Ref #7



Ref #7



Ref #7



Ref #7

Ref	Name	Description	Condition	Additional Comments
7.1	Door Frame	White painted wooden	Slight rubs leading edge low level; Generally in good condition	
7.2	Door	White painted 2 panelled wooden	Odd minor smudge; Painted over defect interior top; Few orange marks interior around centre	
7.3	Door Fittings	Chrome knob pulls	Slightly stiff; 1 x screw missing interior	
7.4	Ceiling	White painted; Extractor fan attached	In good condition; Fan power tested	
7.5	Lighting	3 x spotlights	In working order	
7.6	Tiles	Part white square tiles with green mosaic border detail	All in good condition	

## 7. ENSUITE (CONT.)

7.7	To Walls	White plastic shaver's only socket Fitted frameless mirror section	Shaver's socket - Not tested; Few paint marks  Mirror - In good condition	
7.8	Woodwork	White painted skirting White painted dado rail	In good condition	
7.9	Flooring	Light beige stone tile; With chrome threshold	Natural defects; Sticky pad piece towards basin; Few light orange marks there; Few paint marks; Few scratches and indents to threshold	
7.10	Toilet	White porcelain; White plastic seat and lid; Chrome flush handle; Boxing tiled to match walls with green stone top	Tiny chip to porcelain rear behind seat/ lid; Shelf slightly patchy with few paint marks	
7.11	Basin	White ceramic moulded unit mounted; Chrome mixer tap; Chrome overflow; Chrome click clack waste White gloss unit with 2 x drawers; Brushed stainless steel 'D' handles	Overflow slightly patchy, otherwise generally in good condition	
7.12	Bath	White enamel; White painted wooden panelling; Foot tiled to match walls; Chrome mixer tap with diverter valve; Metal hose; Chrome showerhead; Chrome shower riser; Chrome overflow; Metal chain with black rubber plug attached ; Chrome waste; Single fixed glass screen	Bath lightly patchy and aged particularly towards waste; Scratches in tub; Mixers slightly marked, right hand control comes off easily; Quite scratched; Overflow slightly patchy; Waste quite patchy	

8. BEDROOM 2



Ref #8



Ref #8



Ref #8



Ref #8



Ref #8



Ref #8

Ref	Name	Description	Condition	Additional Comments
8.1	Door Frame	White painted wooden	Painted over defects; Painted over chips; Cable attached across top exterior	
8.2	Door	White painted 2 panelled wooden	Painted over defects; Painted over chips particularly to base; Painted over defect interior high level Generally in good condition	
8.3	Door Fittings	Chrome bar handle; Chrome deadlocks; 2 x keys seen	Generally in good condition	
8.4	Ceiling	White painted with coving	Slightly patchy in places; Generally in good condition	
8.5	Lighting	5 x spotlights	1 x not working	
8.6	Walls	White painted	Painted over defects; Some heavy painted over chips to angle right of entry; 2 x screws with some marking around; Yellowish rectangular shaded patch between windows ; Few finger marks above radiator	
8.7	Woodwork	White painted skirting	Painted over defects; Generally in good condition	
8.8	Flooring	Carpet to match Entrance Hall; With chrome threshold	Appears new and in good condition	

## 8. BEDROOM 2 (CONT.)

8.9	Glazing	2 x white painted wooden single glazed sash windows; Left hand with brushed stainless steel pull, brushed stainless steel twist lock; Right hand with 2 x brushed stainless steel pulls, brushed stainless steel twist lock	Generally in good condition; Few paint marks to glass  Cleaned to interior, not to exterior	
8.10	Heating	White double panel radiator	In good condition; Valves intact; Not tested	
8.11	Electrical Fittings	White plastic	Minor marks and paint marks	
8.12	Fitted Wardrobes	White painted wooden full length fronts with inbuilt edge handles; Interior wooden melamine; Undecorated Left hand double undecorated shelf to match; Metal hanging rail; Right hand double with open 4-part shelving; 2 x metal hanging rails	Few scratches to right hand door interiors; Screw interior right hand door; Few bottle type marks to shelves and base Interior slightly aged and patchy; Odd minor marks; Generally in good condition	
8.13	Other	Selection of plastic clothes hangers Red plastic mop bucket with wringer and mop Wooden door wedge	In use, as seen	

**9. SMOKE & CARBON MONOXIDE DETECTORS**

Ref	Name	Condition	Comments	Additional Comments
9.1	Are all smoke detectors within the property working on a sound test?	Yes	Entrance Hall x2 1x appears to be Heat - unable to test Other sound tested	
9.2	Are all Carbon Monoxide detectors within the property working on a sound test?	Yes	Reception / Kitchen ceiling	



Ref # 9.1



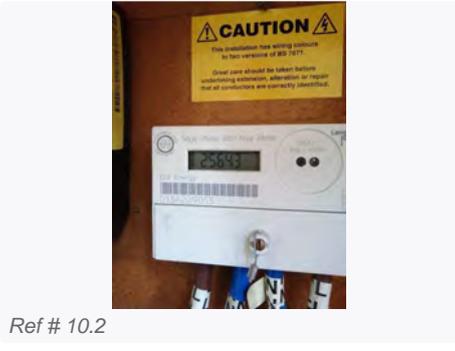
Ref # 9.1



Ref # 9.2

10. METERS

Ref	Name	Description	Reading	Additional Comments
10.1	Gas Meter	Not located		
10.2	Electricity Meter	Communal Ground Floor Cupboard D13A 229013	25643	



Ref # 10.2

## 11. KEYS

Ref	Name	Description	Additional Comments
11.1	Overview	Yale Type for building Yale Type for flat Chubb Type for flat -x2 sets to be handed over	



Ref # 11.1

### 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.