



Inventory & check-in

Example House London SE1

Compiled by:
Compiled on:
Client name:
Booking reference:

A A Clerk
1st January 2016
John Smith
AA-001



Tel: 07530 210608
Email: info@TCinventories.co.uk
Web: www.TCinventories.co.uk
Company no: 9962605

CONTENTS

Contents	2
Guidelines and explanations	3
Check-out guidelines.....	4
Property overview.....	5
Essential details.....	6
Meters, keys & alarms.....	7
Cleaning.....	8
Room by room.....	9
Entrance hall.....	9
Bathroom.....	13
Bedroom.....	17
Reception.....	21
Kitchen.....	25
Balcony	30
Declaration.....	31

GUIDELINES AND EXPLANATIONS

Overview of inventories, check-ins and check-outs	<p>This report has been prepared by an independent and experienced inventory clerk. An inventory report provides a detailed account of the contents and condition of a property at the start of a tenancy. A check-out is a comparison report compiled at the end of the tenancy which lists any notable damage or items that have gone missing during the tenancy. A selection of photographs are included in all our reports to provide clarity and act as evidence of what is stated. Larger copies of these pictures are held on our files and can be requested if needed.</p> <p>The inventory, check-out reports and photographs are used by the landlord / managing agent in assessing what has happened during a tenancy, whether any deductions should be made from the deposit and if so, for how much. Any contractual terms listed in your Tenancy Agreement may overrule the opinions expressed in these reports.</p>
'Fair wear and tear' and 'chargeable dilapidations'	Certain minor defects (such as light scuffs to a busy hallway wall) are seen as within normal use of a property. These are classified as being within fair wear and tear and normally cannot be charged to the tenant. The tenant will be given an allowance for fair wear and tear which will consider the length of the tenancy, the type of occupancy and the original condition of the property. The quality and age of the original item is considered when deciding if damage is within fair wear and tear and when quantifying replacement or repair costs. Additional defects beyond fair wear and tear, such as heavy stains or breakages, may constitute a chargeable dilapidation at the end of the tenancy and be charged to the tenant.
What is and what is not included in this report	<p>The property's décor, fixtures and fittings are quantified, described and checked for any notable, visible defects. Outhouses, garages and similar areas will only be inspected if the clerk has been made aware of their presence. Items in locked cupboards, lofts, unlit basements or areas that are not easily accessible will not be inspected and will be noted as such. Large or heavy furniture items will not be moved to inspect concealed walls and floors.</p> <p>We are not experts on materials or structures. Items are described as seen with descriptions for identification purposes only. Only visible or notable defects are listed. Electrical equipment is tested for power only and then only when practicable. Low value items such as cheap kitchenware may be generalised and not individually listed at TC inventories discretion. Meter readings are taken where accessible and easily located. These are taken for reference only, and verification may be sought from the relevant utility company. Key details are only taken when keys are issued or collected by TC inventories.</p>
Cleaning	At check-out, the property should be cleaned to the same standard as at the start of the tenancy. If a property has been professionally cleaned it will be noted as such on the cleaning schedule. Page 8 of this report contains the clerk's opinions on the quality of cleaning at the property which may be used to assess whether further cleaning is required.
Terminology	Items will only be described as new when they are supplied wrapped with tags. Items described as in good condition are free from any notable visible defect. Items described as in good used order may have minor scratches or small marks consistent with normal use but are otherwise in good condition.

CHECK-OUT GUIDELINES

Advice on checking out	At the end of your tenancy an inventory clerk will inspect the inventory and look for discrepancies and variations and list them in a check-out report. At the time of check-out you should be prepared to leave the property and hand over all keys at the scheduled time to avoid any cancellation charges. The following notes have been provided to assist you during the check-out process and help ensure charges are avoided.
Cleaning	Carpets should be thoroughly vacuumed and professionally cleaned if necessary. If you have arranged a professional clean, it is recommended you obtain a receipt to show to the clerk at the check-out. If the standard of cleaning is not satisfactory, most managing agents or landlords will make a charge for a contract cleaner to clean the property to the original standard, the cost of which will be deducted from your deposit.
Decoration	Minor scuffs and marks to the walls may fall under fair wear and tear if they are seen as consistent with reasonable use of the property. However, should the marking be found to be excessive, or if the walls require any repairs it will be pointed out in the check-out report. If you wish to fit picture hooks or nails, it is recommended you obtain written permission from the landlord / managing agent, otherwise the tenant may be charged for the restoration of walls.
Furnishings	All furnishings should be made accessible for the clerk to inspect and items should be returned to their respective room, as detailed in the inventory. Any items packed away during the duration of the tenancy must be unpacked and cleaned. Any items not returned to their original positions may be noted as not seen and there may be charges to move furniture back to the appropriate rooms. It is the responsibility of the tenant to ensure all items are returned to their correct position and all items made ready for inspection. If any items are removed the property it is advised you obtain written confirmation from the landlord / managing agent to avoid any potential disputes at the end of the tenancy. Furniture will be checked for scratches, ring marks, burns, soiling and damage to joints. Soft furnishings will be checked for stains and tears. Repair costs can be high and it is in your interest to take steps to protect the furniture and floors by using mats, coasters and covers as appropriate. Charges may be made in the form of cleaning charges or a percentage of the replacement cost as appropriate. Beds should not be made up as mattresses and bedding need to be examined. Linen and bedding, should be cleaned, folded and placed neatly in the appropriate room.
Keys	All keys listed on the original inventory should be kept safely and handed back at the end of the tenancy. Should any keys be lost or not returned you may be charged the cost for fitting replacement locks. If you have had extra keys cut these should also be returned. All keys must be available and labelled clearly.
Gardens	Check with your landlord / managing agent to see whether you will be required to maintain the garden. It is suggested that you confirm with your landlord before trimming any plants in case they need specialist treatment. It is expected that gardens will be in fair seasonal order with patios and paths swept and flower beds weeded.

PROPERTY OVERVIEW

Floors	The floors are all in good condition.
Skirting, walls & ceilings	The walls are all in good condition.
Windows	The balcony doors are both in good condition and working order. The bedroom balcony door is slightly stiff.
Doors	The internal doors are all in good condition.
Curtains & blinds	The curtains are all in good condition.
Lights & sockets	All the lights are in good condition and working order.
Bathroom amenities	The amenities are all in good condition and working order.
Kitchen appliances	The appliances have all been tested for power only and appear to be in good order. The cooker hood light cover is missing and there is a small crack to one door tray in the fridge.
Kitchenware	None supplied.
Furniture	There is one chip to the small reception table. The other furniture is all in good used order.
Small electrics	A working vacuum cleaner and iron are supplied. Both lamps are in good working order.
Bedding & linen	None supplied.
Garden / balconies	The balcony is slightly weathered but otherwise in good order.

ESSENTIAL DETAILS

Report history	Compiled by	Date	TC inventories & Property Services Ltd
Inventory	TC inventories	1 st January 2016	
Check-out			

Notable maintenance issues	Additional information
None.	

Notable differences between check-in and check-out			
Items missing / not seen	Items replaced	Additional items	Major defects

Tenant name	Email	Phone	Contact address
A. Tenant	A.Tenant@email.com	01234 567890	

METERS, KEYS & ALARMS

Meter	Gas	Electric	Water
Location	None	Communal hall	None
Serial		A11A 01234	
Reading		Low: 67296 / Normal: 62671	
Supplier		Unknown	
Picture			

Keys	Amount and type	Left with	
Building	2 fob	Supplied to tenant	
Flat door	2 Yale 2 Chubb	Supplied to tenant	
Other	2 balcony 2 post box	Supplied to tenant	

Fire alarms	The hall and kitchen alarms were tested for power only.
CO alarms	None seen

CLEANING			Hallways	1	2	3	Reception	1	2	3	Kitchen	1	2	3
Overview			Doors	X			Doors	X			Doors			
The property has been cleaned to a good standard with a few minor omissions noted to the washing machine and microwave.			Floor	X			Floor	X			Floor		X	
			Skirtings	X			Skirtings	X			Skirtings		X	
			Décor	X			Décor	X			Décor		X	
			Windows				Windows	X			Windows		X	
			Curtains / blinds				Curtains / blinds	X			Curtains / blinds			
			Sockets & switches	X			Sockets & switches	X			Sockets & switches		X	
			Lights	X			Lights	X			Lights		X	
Cleaned by	A. Cleaners		Furniture				Furniture	X			Furniture			
Bedroom	1	2	3								Units / work tops		X	
Doors	X										Sink		X	
Floor	X										Washer / dryer		X	
Skirtings	X										Dishwasher		X	
Décor	X										Fridge /freezer		X	
Windows	X										Oven		X	
Curtains / blinds	X										Hob		X	
Sockets & switches	X										Cooker hood		X	
Lights	X										Small appliances		X	
Furniture	X										Kitchenware		X	
Bathroom	1	2	3											
Doors	X													
Floor	X													
Skirtings	X													
Décor	X													
Windows														
Curtains / blinds														
Sockets & switches	X													
Lights	X													
WC	X													
Bath / shower	X													
Basin	X													

The above represents the attending clerk's opinion on the cleaning of the property. Items marked **1** were viewed as being fully cleaned and polished as appropriate. Items marked **2** were viewed as partially cleaned but would benefit from further cleaning. Items marked **3** were dirty and no attempt at cleaning had been made.

ROOM BY ROOM

Room		ENTRANCE HALL			 <small>TC inventories ZPW-005 (4)</small>	
Description						
Notable issues						
Additional items at check-out						
Additional information						
#	Item	Qty	Description	Defects at check-in	Defects at check-out	
1.	Entrance door (exterior)		Wooden door; metal numeral, spy hole, lock and key hole	4mm drill hole above key hole; Mid-level chip and 2 horizontal scratches; Few light marks to base; White mark to top		
2.	Entrance door (interior)		Wooden door; metal spy hole, 2 locks and key hole; white metal closer	Lower lock fitting very slightly loose; Few marks to closer		
3.	Door frame		Wooden door; metal spy hole, 2 locks and key hole; white metal closer	Fitment hole to top by closer; Minor cracking to angle between locks		
4.	Threshold strip		Painted white	Worn to edge		
5.	Floor		Wooden	Good condition		
6.	Skirting		Painted white, wooden trim	Good condition		
7.	Walls		Painted white	Minor cracking to paintwork by chain lock		

8.	Ceiling		Painted white	Good condition	
9.	Radiator	1	White metal	Tested for power only; Good condition	
10.	Lighting	3	Recessed halogen spotlights	Good condition and working order	
11.	Light switches		Brushed metal	Good condition	
12.	Sockets		White plastic	Good condition	
13.	Door stop	1	Metal with black tip; attached to skirting	Slightly loose and paint marked	
14.	Fire alarm	1	White plastic	Good condition and working order	
15.	Doorbell	1	White plastic	Good condition and working order	
16.	Mirror	1	Wall mounted with 3 integrated shelves	Good condition	
17.	Ornaments	3	Wooden owls	Good condition	
18.	Cupboard	1	Wooden doors with metal handle; interior decorated as rest of room; contains – Light fitting; Megaflow heating system; Fuse boxes with covers; Hook baton to door interior; Slatted wooden shelving unit	Mid-level scratch to door interior; Small chip to top of internal door frame; Piece of skirting missing under shelving unit; Few minor scuffs to walls; Light in working order; Light wear to tank; Light wear to shelving	
19.	Ironing board	1	Metal frame; grey cover	Good condition	
20.	Iron	1	Philips Azur perform; white and black	Good condition and working order	

21.	Vacuum cleaner	1	Henry	Good working order; General usage marks	
22.	Mop	1	Wooden handle	Worn	





Room		BATHROOM			
Description					
Notable issues					
Additional items at check-out					
Additional information					
#	Item	Qty	Description	Defects at check-in	Defects at check-out
23.	Entrance door (exterior)		Wooden door with metal handle	Light scratches	
24.	Entrance door (interior)		Wooden door with metal handle and lock	Lock fitting slightly loose	
25.	Door frame		Painted white	Fire chain not fitted	
26.	Threshold strip		Metal	Minor surface scratches	
27.	Floor		Dark grey tiles	Good condition	
28.	Skirting		Cream tiles	Good condition	
29.	Walls		Painted white; cream and dark grey tiles around amenities	Good condition; Small corner crack to tile at base of shower screen	
30.	Ceiling		Painted white	Good condition	
31.	Heated towel rail	1	Metal	Good condition	
32.	Lighting	5	Recessed ceiling spotlights	Good condition and working order	
33.	Shaver socket	1	White plastic	Good condition	



TC inventories
ZBW-005 (25)

34.	Extractor fan	1	Vortice; white	Good condition and working order	
35.	Bath	1	White tub with black panelling; metal taps and plug with shower fitting on wall mounted rail	Good condition and working order	
36.	Shower screen	1	Metal hinge; glass screen	Good condition	
37.	WC	1	Villeroy & Boch; white bowl; white seat and cover; concealed cistern with metal push flush	Good condition and working order	
38.	Wash basin	1	White bowl; metal mixer tap, plug and mechanism	Good condition and working order	
39.	Shelf	1	Granite; fitted above sink and WC	Good condition	
40.	Mirror	1	Fitted above sink	Good condition	
41.	Toilet roll holder	1	Wall mounted; metal with black plastic spindle	Good condition	
42.	Soap basket	1	Fitted in corner by shower	Good condition	







Room		BEDROOM				
Description						
Notable issues						
Additional items at check-out						
Additional information						
#	Item	Qty	Description	Defects at check-in	Defects at check-out	
43.	Entrance door (exterior)		Wooden door with metal handle	Very minor chips to base		
44.	Entrance door (interior)		Wooden door with metal handle	Good condition		
45.	Door frame		Painted white	Fire chain not fitted		
46.	Threshold strip		Wooden laminate	Good condition		
47.	Floor		Wooden laminate	Good condition		
48.	Skirting		Painted white; wooden trim	Good condition		
49.	Walls		Painted white	Good condition		
50.	Ceiling		Painted white	Good condition		
51.	Radiator	1	White metal	Tested for power only; Good condition		
52.	Balcony door	1	Double glazed panes; white frame with metal handle	Door slightly stiff; 6 filled holes to top; Minor scratches to top of frame		

53.	Curtains	1 set	Floor length; lined grey curtains	Good condition and working order	
54.	Lighting	4	Recessed halogen spotlights	Good condition and working order	
55.	Light switches		Metal dimmer	Good condition	
56.	Sockets		White plastic	Good condition	
57.	Door stop	1	Metal with black tip	Good condition	
58.	Vent	1	Ceiling mounted	Good condition	
59.	Pictures	3	Wall mounted prints in glazed black frames	Good condition	
60.	Wardrobe	1	2 sliding mirrored doors with metal frames; interior decorated as rest of room with shelf and 3 rails	Good condition	
61.	Chest of drawers	1	White unit with 3 drawers	Good condition	
62.	Bed	1	Double beige divan with 4 drawers; grey studded fabric headboard	Drawers slightly stiff	
63.	Mattress	1	Cream	Good condition	
64.	Mattress protector	1	White	Good condition	
65.	Bedside tables	2	Black laminate; each with 2 drawers and metal pulls	Minor surface scratches to interiors and tops	
66.	Bedside lamps	2	Metal bases; black shades	Good condition and working order	
67.	Magazine basket	1	Wicker	Fair condition	





Room		RECEPTION			 TC inventories ZRW-085 (63)	
Description						
Notable issues						
Additional items at check-out						
Additional information						
#	Item	Qty	Description	Defects at check-in	Defects at check-out	
68.	Entrance door (exterior)		Wooden door with metal handle	Good condition		
69.	Entrance door (interior)		Wooden door with metal handle	Small rubber stopper in line with kitchen work surface		
70.	Door frame		Painted white	Fire chain not fitted		
71.	Threshold strip		Wooden laminate	Good condition		
72.	Floor		Wooden laminate	Good condition		
73.	Skirting		Painted white; wooden trim	Minor cracking to angle left of balcony door		
74.	Walls		Painted white	Light paint touch ups by dining chairs		
75.	Ceiling		Painted white	Good condition		
76.	Balcony door	1	2 large double glazed panes; white frame with handle	8 filled holes to top; Few scratches to top of frame		
77.	Curtains	1 set	Floor length lined grey curtains	Good condition and working order		

78.	Radiator	1	White metal	Tested for power only; Good condition	
79.	Lighting	8	Recessed halogen spotlights	Good condition and working order	
80.	Light switches	1	Metal dimmer	Good condition	
81.	Sockets		White plastic	Good condition	
82.	Vent	1	Ceiling mounted	Good condition	
83.	Mirror	1	Wall mounted with bevelled edge	Good condition	
84.	Picture	1	Matisse print in wall mounted glazed black frame	Good condition	
85.	Pictures	2	Black and white prints in wall mounted black glazed frames	Good condition; Small circular hole to top of each print	
86.	Dining table	1	Circular glass surface; metal base	Good condition	
87.	Dining chairs	4	Grey	Good condition; 1 slightly wobbly	
88.	Corner sofa	1	Grey fabric with polished metal legs; 2 base and 3 back cushions	Very minor signs of wear	
89.	Throw cushions	3	1 matching sofa; 2 elephant design	Good condition	
90.	Small table	1	Yellow; removable top	1 chip to top	
91.	TV unit	1	White laminate unit; with 2 grey fronted drawers	Good condition	
92.	Router	1	Sky	Tested for power only	
93.	Placemats	4	Felt; grey and navy	Good condition	
94.	Coasters	6	Felt; grey and navy	Good condition	





Room		KITCHEN			 <small>TC inventories ZRW-005 (78)</small>	
Description						
Notable issues						
Additional items at check-out						
Additional information						
#	Item	Qty	Description	Defects at check-in	Defects at check-out	
95.	Threshold		Wooden laminate	Good condition		
96.	Floor		Grey tiles	Good condition		
97.	Skirting frame		Painted white	Good condition		
98.	Wall		Painted white	Good condition		
99.	Ceiling		Painted white	Good condition		
100.	Lighting	10	4 ceiling spotlights; 6 under unit spotlights	Good condition and working order; Light wear to light cover above sink; 1 pelmet light missing cover		
101.	Light switch	1	Metal	Good condition		
102.	Sockets		Metal and white plastic	Good condition		
103.	Fire alarm	1	Ceiling mounted	Tested for power only		
104.	Picture	1	Picasso prints in wall mounted glazed black frame	Good condition		
105.	Kickboard		Grey laminate	Good condition		

106.	Base units	Cream laminate doors with metal handles; white laminate shelves to interior; metal panel fitted in cupboard below sink	Few marks to metal panel in cupboard below sink; Hook fitted to interior of door below sink; Minor wear to door angle below sink	
107.	Work surface	Cream stone	Good condition	
108.	Splash back	Perspex panelling	Good condition	
109.	Upper units	Cream laminate doors with metal handles; white laminate shelves to interior	Hinge slightly loose to right of cooker hood	
110.	Shelf	1 White; fitted above sink	Good condition	
111.	Fridge freezer	1 White; in housing matching rest of units; Fridge contains 2 salad crispers, 4 full and 2 half depth glass shelves with plastic trim and 3 door trays; Freezer contains 3 drawers	Good condition and working order; Small stress crack to edge of one door tray; Chip to edge of base freezer drawer	
112.	Oven	1 AEG competence; brushed metal; contains 2 racks	Light and fan in working order; Temperature dial display slightly worn	
113.	Hob	1 AEG; black glass with metal surround; 4 black plastic dials	Good working order; Light surface scratches; Few scratches to trim	
114.	Cooker hood	1 AEG; brushed metal; light and fan	Good working order; Light cover missing	
115.	Dishwasher	1 Ignis ADL347; contains 2 racks and 2 cutlery tidies	Tested for power only; Minor scratches to door interior	

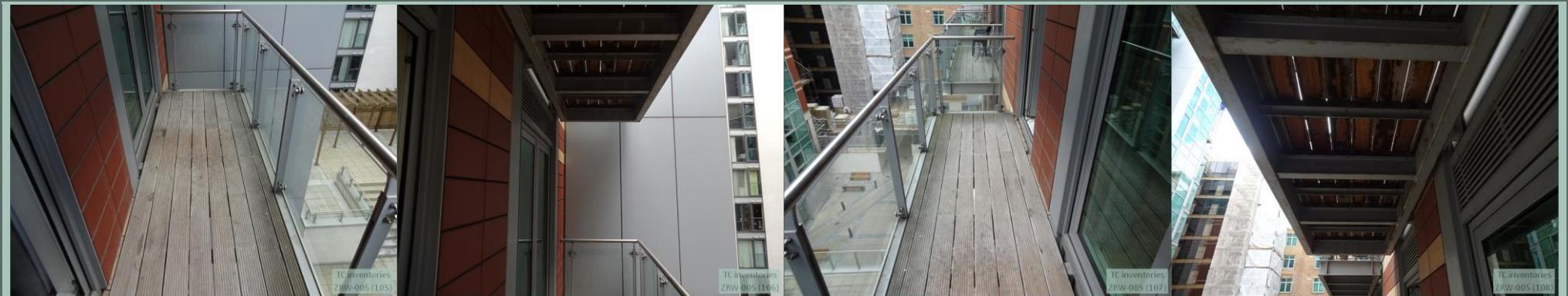
116.	Washing machine	1	Whirlpool A349/4	Tested for power only; Staining to door seal	
117.	Fitted microwave	1	AEG; brushed metal; contains glass turntable	Tested for power only; Slight discolouration to interior	
118.	Sink	1	Stainless steel; 1 ½ bowls; 2 pop-up plugs; metal mixer tap	Good condition and working order; Minor surface scratches to interior of larger bowl	
119.	Kettle	1	Kenwood; metal and black plastic	Tested for power only; Good condition	
120.	Coaster	1	Matching work surface	Good condition	
121.	Cutlery tray	1	Black; fitted in top drawer	Good condition	
122.	Folder	1	Contains building information and manuals	Tidy and in good condition	







Room		BALCONY			 TC inventories ZRW-005 (104)	
Description						
Notable issues						
Additional items at check-out						
Additional information						
#	Item	Qty	Description	Defects at check-in	Defects at check-out	
123.	Base		Wooden decking	Slightly weathered but otherwise in good order		
124.	Exterior wall		Brown panelling	Slightly weathered but otherwise in good order		
125.	Railings		Glass panels with metal supports and rail	Good condition		



DECLARATION

This report has been examined by both Landlord and Tenant and subject to any further comments that have been noted and initialled, it is agreed that it is found to be an accurate and fair schedule of the condition and contents of the property described.

On behalf of Landlord:

Sign: _____

Print: _____

Date: ____ / ____ / ____

On behalf of Tenant

Sign: _____

Print: _____

Date: ____ / ____ / ____

Commencement of tenancy: ____ / ____ / ____

Please note that it is strongly advised that you examine the contents of this report prior to signing. TC inventories cannot be held responsible for any errors or omissions. All meter readings should be checked by the relevant utility companies.

Upon receiving this report, the tenant and landlord should fully examine it and check for any perceived errors or omissions. If any are found, TC inventories should be contacted within 1 week of the date of this report. If any additional comments are received, these will be held on file and responded to as required. If we agree with your comments an addendum will be supplied, if not we will give a detailed explanation as to why we stand by the contents of this report. If no additional comments are received it will be assumed the tenant is in agreement with the full contents of the full report.