



St. Edmunds Court 13-18 Flat 5, St. Edmunds Court, LONDON, London, England, NW8 7QL

TENANT NAME

TENANCY TYPE

Single

REPORT CONFIRMED BY

TENANCY START DATE

PROPERTY VISIT DATE

27/09/2019

16/10/2019

PREPARED ON BEHALF OF

This report contains



Inventory details: Record of appliance manuals (if any present); Record of key handover; Record of meter readings (where accessible).



Detailed descriptions and schedule of condition and cleanliness for all fixtures and fittings.



Disclaimer and check-out guidance details.

Glossary of Terms

For guidance, please find a glossary of terms used within this report:

Condition

Very Poor: Extensively damaged/faulty. Examples: large stains; upholstery torn; very dirty.

Poor: Extensive signs of wear and tear. Examples: stains/marks/tears/chips.

Fair: Signs of age. Examples: frayed; small light stains/marks; discolouration.

Good: Signs of slight wear. Examples: generally lightly worn.

New Item: Still in wrapper or with new tags/labels attached. Recently purchased, installed or decorated.

Cleanliness

Very Poor: Not cleaned. Requires cleaning to a good or excellent standard.

Poor: Item dusty or dirty. Requires further cleaning to either good or excellent standard.

Fair: Evidence of some cleaning, but signs of dust or marks.

Good: Item cleaned and free of loose dirt.

Excellent: Item immaculate, sparkling and dust free.

Photo Terms

Captured (external device)

The date provided by the image file itself, usually set by the device that captured it.

Captured (via App)

The date a photo was taken within the platform mobile App. This is a more reliable source than the above.

Captured (certified by inspector)

The date a photo was taken according to the inspector (defaulting to the inspection date).

Added

The date on which the photo was added to the platform.

Status Icons



Disagreed by tenant



Repair



Beyond fair wear and tear



Replace



Missing



Schedule of Cleanliness and Condition

General Overview

Room/Space	Description	Condition	Cleanliness	Photos
Entrance/Hallway	No maintenance or tenancy/occupancy issues identified.	● Good	● Good	📷 N/A
Kitchen	Items left behind. Clothing left behind	● Good	● Good	📷 N/A
Living Room/Lounge	Signs of neglect. Items left behind. Clothing left behind	● Good	● Good	📷 N/A
Bathroom	Items left behind. Clothing left behind	● Good	● Good	📷 N/A
Bedroom	Clean & Tidy. Items left behind	● Good	● Good	📷 N/A
Bedroom	Items left behind. Clothing left behind	● Good	● Good	📷 N/A



Utility Details

⚡ Electricity Check

Meter Serial

30 040 118

Meter Supplier

Scottish Power: 0800 028 0072

Meter Location

Other – see 'Utility Notes'

Utility Readings

Electricity

16/10/2019

49445

Utility Notes

Caretaker office

Utility Photos



Provided by

Inspector

Captured (Certified by inspector)

16/10/2019

Added

18/10/2019



Room Details

The small thumbnail images in this section can be used as a reference point. **Larger copies** of these images can be found in the **'Room Image Library'** section towards the end of this report.

Entrance/Hallway				
Item	Description	Condition	Cleanliness	Photos
General Overview 1.1	No maintenance or tenancy/occupancy issues identified.	● Good	● Good	📷 N/A
Front Door 1.2	Wood (no glazing). Spyhole. Yale lock. Mortice lock. Brass letterbox. Brass lettering. Brown	● Good	● Good	📷 2 photos
Door Frame & Skirting 1.3	Gloss painted wood (frame). White (gloss). Discoloured (frame). Dented (frame)	● Good	● Good	📷 N/A
Ceiling 1.4	Plastered/Painted white. Free of marks/mould. White	● Good	● Good	📷 N/A
Light Fittings 1.5	Spotlight(s). Strip light. 10 fixings in total. 10 bulbs/spotlights. All bulbs working. White All floor spot lights and ceiling strip lighting along edges	● Good	● Good	📷 N/A
Walls 1.6	Plastered & painted white. No picture hooks/nails present. No raw plug/nail holes present. No filled holes present. Smudges present	● Fair	● Good	📷 5 photos
Sockets & Switches 1.7	All sockets/switches chrome. 5 in total. All fixings present & intact. Plastic x 1	● Good	● Good	📷 5 photos
Floor 1.8	Solid wood. Free of stains. Free of marks/scratches. Brown/Beige	● Good	● Good	📷 N/A

Front Door



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019

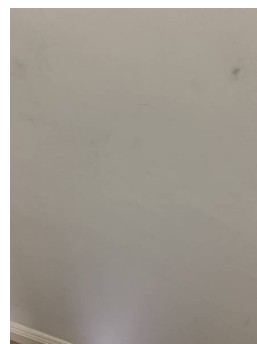
Walls



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



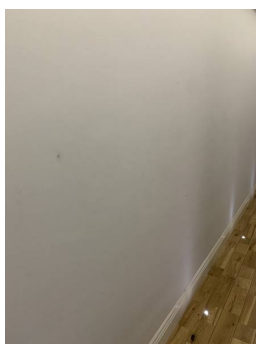
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Captured (External device)	16/10/2019
Added	16/10/2019



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Captured (External device)	16/10/2019
Added	16/10/2019

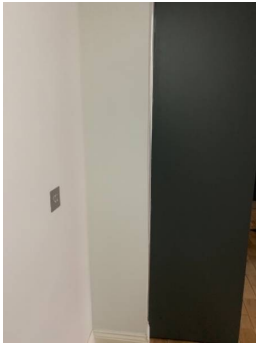


Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019

Sockets & Switches



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
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Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Kitchen				
Item	Description	Condition	Cleanliness	Photos
General Overview 2.1	Items left behind. Clothing left behind	Good	Good	N/A
Ceiling 2.2	Plastered/Painted white. Free of marks/mould. White	Good	Good	N/A
Light Fittings 2.3	Ceiling. Strip light. Brushed chrome. 2 fixings in total. 4 bulbs/spotlights. All bulbs working	Good	Good	N/A
Walls 2.4	Plastered & painted white. No picture hooks/nails present. No raw plug/nail holes present. No filled holes present	Good	Good	N/A
Windows and Sills 2.5	Standard window. 1 in total. UPVC double glazed. Clear glass. Plastic handle. Windows intact	Good	Good	N/A
Sockets & Switches 2.6	All sockets/switches chrome. 2 in total. All fixings present & intact	Good	Good	2 photos
Floor 2.7	Solid wood. Free of stains. Free of marks/scratches. Brown/Beige	Good	Good	N/A
Kitchen Cupboards/Units 2.8	Wall units present. Base units present. Island present. 16 hinged doors. Matt. All shelving is intact. Handles/hinges intact. Grease/food residue inside. Grey	Good	Good	8 photos
Kitchen Drawers 2.9	Matt. Handles/runners intact. Grey	Good	Good	8 photos
Kitchen Worksurfaces 2.10	Granite worksurface. Free of marks/scratches. Greasy/Dirty area. Cream	Good	Good	2 photos
Kitchen Sink 2.11	Single bowl. Stainless steel. Mixer tap. Chrome taps. Plug present. Filter plug present. Scratched	Good	Good	3 photos
Hob 2.12	Ceramic hob. 4 rings. Dials/Knobs intact. Free of grease. Dried food present. Dials/Knobs greasy. Siemens	Good	Good	1 photo
Oven 2.13	Oven and grill. Dials/Knobs intact. Greasy residue inside	Good	Good	3 photos
Extractor Cooker Hood 2.14	Island hood. Hood filter greasy. All bulbs/spots working. Fan switch responsive	Good	Good	2 photos
Microwave 2.15	Microwave only. Free of food residue	Good	Good	2 photos
Fridge 2.16	Integrated freezer. 3 Drawers. 4 Shelves. Salad drawer. Egg tray. Internal light working. Grease/food residue present. White	Good	Good	3 photos
Washing Machine 2.17	Front loader. Detergent drawer clean. Seal is clean. Indesit. White	Good	Good	4 photos
Dishwasher 2.18	Integrated full sized. Rack. Plate rack. Glass rack. Cutlery holder. Free of food in filter. Bosch. Scuffed. Smudged	Good	Good	3 photos
Toaster 2.19	Plastic 4 slice capacity. Breville. Smudged. Beige	Good	Good	N/A
Kettle 2.20	Plastic. Beige	Good	Good	1 photo

Sockets & Switches



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



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Captured (Certified by inspector)	16/10/2019
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Kitchen Cupboards/Units



Provided by	Inspector
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Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



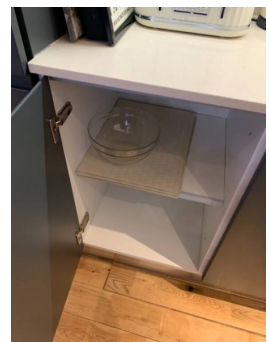
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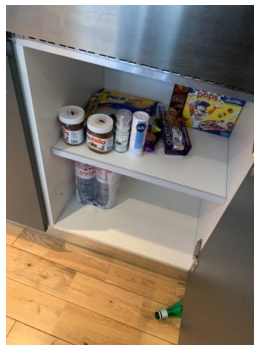


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Kitchen Drawers



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Added	18/10/2019



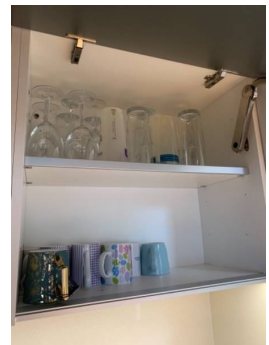
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Kitchen Worksurfaces



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Captured (Certified by inspector)	16/10/2019
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Kitchen Sink



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Added	18/10/2019



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Captured (Certified by inspector)	16/10/2019
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Hob



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Oven



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Extractor Cooker Hood



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Microwave



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Fridge



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Washing Machine



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Dishwasher



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Kettle

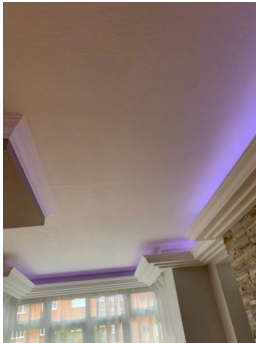


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Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Living Room/Lounge

Item	Description	Condition	Cleanliness	Photos
General Overview 3.1	Signs of neglect. Items left behind. Clothing left behind	● Good	● Good	N/A
Ceiling 3.2	Plastered/Painted white. Free of marks/mould. White	● Good	● Good	N/A
Light Fittings 3.3	Ceiling. Spotlight(s). Strip light. Chrome. 2 fixings in total. 6 bulbs/spotlights. All bulbs working	● Good	● Good	3 photos
Walls 3.4	Plastered & painted white. No filled holes present. Picture hooks/nails present. 3 in total. Smudges present	● Good	● Good	8 photos
Windows and Sills 3.5	Bay window. Standard window. 4 in total. UPVC double glazed. Clear glass. Plastic handle. Wooden sills. Net curtains present. Sills free of mould. Windows intact	● Good	● Good	N/A
Radiator 3.6	White panelled. 2 in total. Free of marks. Valve cap(s) intact	● Good	● Good	2 photos
Sockets & Switches 3.7	All sockets/switches chrome. 4 in total. All fixings present & intact. Aerial socket x 1	● Good	● Good	4 photos
Floor 3.8	Solid wood. Free of stains. Free of marks/scratches. Brown/Beige	● Good	● Fair	N/A
Fireplace 3.9	Marble surround. Laminate wood mantelpiece. Mantelpiece free of marks/scuffs	● Good	● Good	2 photos
Sofa 3.10	3 seater. Fabric upholstered. Fire label present. Grey	● Good	● Poor	2 photos
Coffee Table 3.11	Laminated. Clear glass. White	● Good	● Poor	1 photo
Television 3.12	Wall-mounted. Samsung	● Good	● Good	1 photo
Table 3.13	Laminate wood effect dining table. Dirty. White	● Good	● Poor	2 photos
Dining Table Chairs 3.14	4 in total. Standard Chair. Fabric Upholstered. Wood frame	● Good	● Poor	4 photos
Rug 3.15	Plain rectangular. Dirty. Grey	● Good	● Poor	1 photo

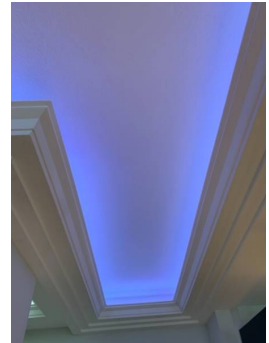
Light Fittings



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
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Walls



Provided by	Inspector
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Added	18/10/2019



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Radiator



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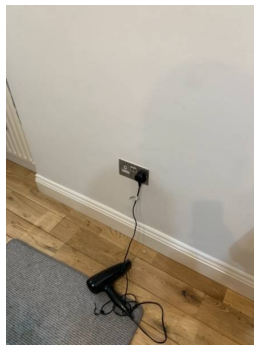


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Sockets & Switches



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Fireplace



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Sofa



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Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
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Coffee Table



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Television



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
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Table



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



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Dining Table Chairs



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Added	18/10/2019



Provided by	Inspector
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Added	18/10/2019



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Added	18/10/2019



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Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Rug



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Bathroom

Item	Description	Condition	Cleanliness	Photos
General Overview 4.1	Items left behind. Clothing left behind	● Good	● Good	N/A
Door (Internal) 4.2	Wood panelled; chrome handle. Natural wood (varnished). Coat hook (reverse side). Free of marks/stains. No doorstop present	● Good	● Good	2 photos
Door Frame & Skirting 4.3	Gloss painted wood (frame). White (gloss). Discoloured (frame)	● Good	● Good	N/A
Ceiling 4.4	Plastered/Painted white. Free of marks/mould. White	● Good	● Good	2 photos
Light Fittings 4.5	Ceiling. Spotlight(s). Strip light. Brushed chrome. 5 fixings in total. 4 bulbs/spotlights. All bulbs working	● Good	● Good	3 photos
Switches/Cord 4.6	All sockets/switches chrome. All switche(s) intact	● Good	● Good	N/A
Walls 4.7	Tiled. Free of marks. No picture hooks/nails present. No raw plug/nail holes present. No filled holes present. Grey	● Good	● Good	1 photo
Windows and Sills 4.8	Standard window. 1 in total. UPVC double glazed. Obscured glass. Keys present. Plastic handle. Internal lock. Wooden sills. Scuffed sills. Gaps to grouting	● Good	● Good	1 photo
Heated Towel Rail 4.9	Chrome	● Good	● Poor	1 photo
Floor 4.10	Tiled. Free of stains. Free of marks/scratches. Grouting discoloured. Grey	● Good	● Good	N/A
Shower Cubicle/Screen/Tray 4.11	Chrome handle. Screen intact. Gaps in bath sealant. Mould present. Dirt/Grime present. Screen smeared	● Good	● Good	2 photos
Bath 4.12	Standard. Porcelain. Mixer tap. Chrome taps. Chrome handles. Gaps in bath sealant. Plug present. Limescale present. Mould present to silicon. White	● Good	● Poor	5 photos
Sink/Basin 4.13	Wall-mounted porcelain. Mixer tap. Stainless steel taps. Plug present. No gaps to sealant. No mould to sealant. Limescale to taps. Limescale to plughole. Base dirty. Grey. White	● Good	● Poor	4 photos
Toilet 4.14	Porcelain. Flush button. Flush intact. Seat secure & intact. White	● Good	● Good	2 photos
Mirror 4.15	Wall-mounted rectangular. No cracks/chips	● Good	● Good	1 photo
Bathroom Fixings 4.16	Toilet brush (plastic)	● Good	● Good	N/A

Door (Internal)



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019

Ceiling



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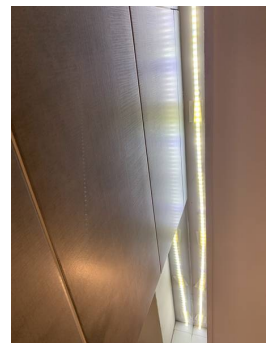
Light Fittings



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Walls



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Windows and Sills



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Heated Towel Rail



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Shower Cubicle/Screen/Tray



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Captured (Certified by inspector)	16/10/2019
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Bath



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
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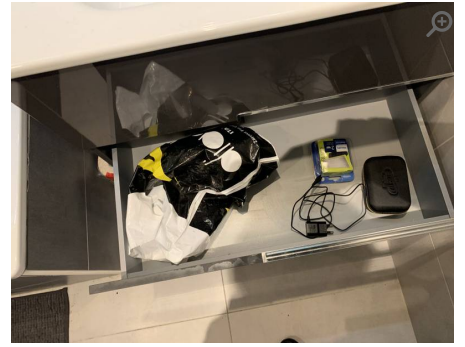
Sink/Basin



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Captured (External device)	16/10/2019
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Provided by	Inspector
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Provided by	Inspector
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Provided by	Inspector
Captured (External device)	16/10/2019
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Toilet



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
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Added	16/10/2019

Mirror



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Bedroom				
Item	Description	Condition	Cleanliness	Photos
General Overview 5.1	Clean & Tidy. Items left behind	● Good	● Good	📷 N/A
Door (Internal) 5.2	Wood panelled; chrome handle. Natural wood (varnished). Coat hook (reverse side). Free of marks/stains. No doorstop present	● Good	● Good	📷 2 photos
Door Frame & Skirting 5.3	Gloss painted wood (frame). White (gloss)	● Good	● Good	📷 N/A
Ceiling 5.4	Plastered/Painted white. Free of marks/mould. White	● Good	● Good	📷 1 photo
Light Fittings 5.5	Ceiling. Spotlight(s). 2 fixings in total. 2 bulbs/spotlights. All bulbs working	● Good	● Good	📷 1 photo
Walls 5.6	Plastered & painted white. No picture hooks/nails present. No raw plug/nail holes present. No filled holes present. Scratches present	● Good	● Good	📷 3 photos
Windows and Sills 5.7	Standard window. 1 in total. UPVC double glazed. Clear glass. Keys not present. Plastic handle. Wooden sills. Roller blind. Roman blind. Fabric blind. Windows intact. Mould to window edges. Stained sills. Gaps to grouting. Beige blinds	● Good	● Fair	📷 4 photos
Radiator 5.8	White panelled. 1 in total. Valve cap(s) intact. Beige	● Good	● Good	📷 1 photo
Sockets & Switches 5.9	All sockets/switches chrome. 4 in total. All fixings present & intact	● Good	● Good	📷 3 photos
Floor 5.10	Solid wood. Free of stains. Free of marks/scratches. Brown/Beige	● Good	● Good	📷 N/A
Storage Cupboard/Wardrobe 5.11	Wood panelled. Varnished wood. Free of marks/stains. Scratched (front side). Rail present. Shelving present. Walls free of marks/stains	● Good	● Good	📷 8 photos
Mattress 5.12	Double. Memory foam	● Good	● Good	📷 1 photo
Drawers 5.13	3 drawer chest. Natural wood (no varnish). Brushed chrome knob. Free of items inside. Handles/runners intact. Free of dust. Brown (pale)	● Good	● Good	📷 2 photos

Door (Internal)



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019

Ceiling



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Light Fittings



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Walls



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019

Windows and Sills



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019

Radiator



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Sockets & Switches



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019

Storage Cupboard/Wardrobe



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
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Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019

Mattress



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019

Drawers



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019



Provided by	Inspector
Captured (External device)	16/10/2019
Added	16/10/2019

Bedroom				
Item	Description	Condition	Cleanliness	Photos
General Overview 6.1	Items left behind. Clothing left behind	● Good	● Good	📷 N/A
Door (Internal) 6.2	Wood panelled; chrome handle. Natural wood (varnished). Free of marks/stains. No doorstop present	● Good	● Good	📷 2 photos
Door Frame & Skirting 6.3	Gloss painted wood (frame). White (gloss). Discoloured (frame)	● Good	● Good	📷 1 photo
Ceiling 6.4	Plastered/Painted white. Free of marks/mould. White	● Good	● Good	📷 N/A
Light Fittings 6.5	Ceiling. Spotlight(s). Strip light. 4 bulbs/spotlights. All bulbs working	● Good	● Good	📷 N/A
Walls 6.6	Plastered & painted white. No picture hooks/nails present. No raw plug/nail holes present. No filled holes present	● Good	● Good	📷 N/A
Windows and Sills 6.7	Standard window. 1 in total. UPVC double glazed. Clear glass. Plastic handle. Wooden sills. Roller blind. Roman blind. Fabric blind. Windows intact. Mould to window edges. Stained sills. Gaps to grouting. Beige blinds	● Good	● Fair	📷 5 photos
Radiator 6.8	White panelled. 1 in total. Valve cap(s) intact. Beige	● Good	● Good	📷 1 photo
Sockets & Switches 6.9	All sockets/switches chrome. 2 in total. All fixings present & intact	● Good	● Good	📷 N/A
Floor 6.10	Solid wood. Free of stains. Free of marks/scratches. Brown/Beige	● Good	● Good	📷 2 photos
Storage Cupboard/Wardrobe 6.11	Wood panelled. Varnished wood. Free of marks/stains. Rail present. Shelving present. Walls free of marks/stains	● Good	● Poor	📷 3 photos
Bed 6.12	Double. Mattress present. Headboard present. Laminate wood base	● Good	● Poor	📷 2 photos
Bedside Cabinet 6.13	2 drawer chest. Laminate wood effect. Chrome knob. Handles/runners intact	● Good	● Good	📷 2 photos
Drawers 6.14	4 drawer chest. Natural wood (varnished). Brushed chrome handle. Free of items inside. Handles/runners intact	● Good	● Fair	📷 2 photos

Door (Internal)



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Door Frame & Skirting



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Windows and Sills



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Radiator



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Floor



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Storage Cupboard/Wardrobe



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Bed



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Bedside Cabinet



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

Drawers



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019



Provided by	Inspector
Captured (Certified by inspector)	16/10/2019
Added	18/10/2019

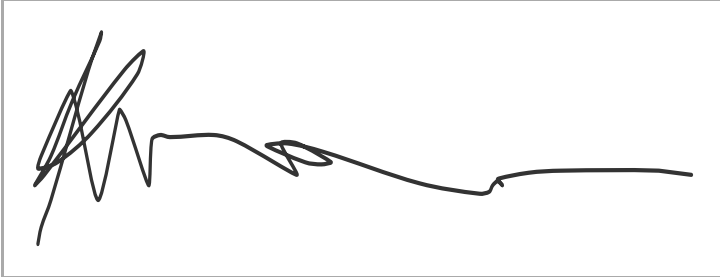


Declaration

Was the tenant present during the inspection

NO

Inspector Signature



Name:

Date:

18/10/2019 at 3:47pm



Disclaimer

The term 'Inspector' is used hereafter to define the Inventory Hive software user that is responsible for completing this property report. It is the duty and ultimate responsibility of the Inspector and Tenant to agree upon the accuracy of this report.

This report has been prepared by an inspector who is not an expert in buildings, furnishings, decorations, woods, antiques or a qualified surveyor.

This report relates only to the furniture and all the landlord's equipment and contents in the property. It is no guarantee, or report on, the adequacy of, or safety of, any such equipment or contents, merely a record that such items exist in the property at the date of preparing the report and the superficial condition of same.

The inspector will not take water readings unless the meter is clearly visible within the property or attached to an exterior wall at low accessible level.

Windows throughout the property have not been tested for function or operation. Descriptions are purely based on the superficial appearance of windows, frames and locks. The inspector can accept no liability arising from any failure of the windows or parts thereof to function properly at all.

Inspectors do not check gas or electrical appliances and give no guarantee with regard to the safety or reliability of such items. It should be noted that inspectors are not required to inspect smoke or carbon monoxide alarms, testing such alarm 'test functions' may occur. However, this is no guarantee, or report on, the adequacy of these alarms. It is merely a record that batteries were present (if tested) upon completion of this report.

The inspector cannot undertake to move heavy items of furniture or to make searches in inaccessible locations such as loft spaces, cellars, locked rooms and high level cupboards, or to unpack items. Inspectors reserve the right not to handle or move items deemed to be fragile or valuable. In addition, the inspectors reserve the right not to handle items that may be of a health hazard and to generalise/summarise on such items deemed to be unsuitable for further inspection.

Furniture and furnishings (Fire) Safety Regulations 1988 – (1993)

The fire and safety regulation regarding furnishings, gas, electrical and similar services are ultimately the responsibility of the instructing principle. Where the report notes "Fire Label Present", this should not be interpreted to mean the item complies with the "furniture and 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 the Department of Trade and Industry January 1997 (or subsequent date). It is not a statement that the item can be considered to comply with the regulations.

Safety Certificate and Legislation Compliance

The safety certificate and legislation compliance checklists in this report are no guarantee, or report on, the adequacy of, or safety of, any such liability contents, merely a record that such steps have been offered by the Inventory Hive software to highlight issues that may exist at the property at the date of preparing this report. Inventory Hive accepts no responsibility for the contents of these steps. It is the responsibility of the Inspector and Tenant to agree upon the accuracy of these steps.

Health & Safety / Insurance Risk-Avoidance Steps

The safety certificate and legislation compliance checklists in this report are no guarantee, or report on, the adequacy of, or safety of, any such liability contents, merely a record that such steps have been offered by the Inventory Hive software to highlight issues that may exist at the property at the date of preparing this

report. Inventory Hive accepts no responsibility for the contents of these steps. It is the responsibility of the Inspector and Tenant to agree upon the accuracy of these steps.

Guidance Notes to Tenants

What should I know about the check-out process?

At the beginning of the tenancy it is important to note any specific discrepancies on the report that you do not agree with i.e marks on walls, carpets, etc. If no such additional notes are made via the electronic process at the start of the tenancy, the report will be deemed as accepted as read.

The condition of the property at the start of the tenancy, as described in the report will be compared to the condition of the property at the end of tenancy. Details of any alterations to the property after the report has been agreed upon will be recorded by an inspector (Inventory Hive user).

A 'Check-Out' report will be conducted to determine any changes to the report. The tenant should gain permission from the managing agent/landlord if they wish to remove or store any items during the tenancy and this should be confirmed in writing by the managing agent/landlord.

The inspector cannot undertake to move heavy items of furniture or to make searches in inaccessible locations such as loft spaces, cellars, locked rooms and high level cupboards, or to unpack items. Inspectors reserve the right not to handle or move items deemed to be fragile or valuable. In addition, the inspector reserves the right not to handle items that may be of a health hazard and to generalise/summarise on such items deemed to be unsuitable for further inspection.

What should I know before the check-out report is created?

All items should be returned to their original position (as detailed on the report); this includes stored or boxed items not used during the tenancy. Any items listed as 'Item Missing' can often result in a replacement cost or a charge being made. Managing agents/landlords may also charge for the removal of unapproved items left by a tenant at the end of the tenancy that were not included in the original report.

At the time of the property 'Check-Out' all personal items (including consumable items) should have been removed and cleaning of the property completed. Generally, no further cleaning is permitted once the 'Check-Out' inspection has commenced. Tenants should be advised of the date and time of the 'Check-Out' and provide access, or let the appointed inspector know the details of their departure of the property. Additional costs are sometimes charged by managing agents/landlords if the inspector is not able to complete the 'Check-Out' inspection due to the tenant not being ready to vacate or if they are delayed.

The 'Check-Out' report is advisory and is based on information available to the inspector at the time of the 'Check-Out'. It must not be treated as a final statement of tenant responsibility. It remains the responsibility of the agent/landlord and tenant to fully agree any issues and/or deductions (if any) from the deposit.

Issues to look out for during the tenancy...

Cleaning

Soiling is not considered to be 'Fair wear & Tear', (as defined by the House of Lords as 'reasonable use of the premises by the tenant and the ordinary operation of natural forces, i.e; the passage of time). Generally speaking, tenants are liable for the property to be cleaned to the same standard as detailed in the report at the start of the tenancy.

Soft Furnishings

Excessive discolouring which cannot be attributed to sun bleaching and/or the passage of time, soiling or damage may result in repair or cleaning costs being charged by tenants. Discolouration due to smoke, staining, burns or tears to curtains may also incur costs.

Flooring

Carpets should either be professionally cleaned or vacuumed including edges and corners depending on the level of soiling and/or the terms of tenancy agreement. Receipts for professional cleaning should be given to the inspector at the time of the 'Check-Out' inspection. Hard floors require sweeping and mopping where necessary (in accordance with any specialist cleaning materials/advice provided by the managing agent/landlord). Tenants are often charged by the managing agent/landlord for repairs or replacement costs due to soiling, staining or damage such as cigarette or iron burns.

Decoration

As specified in the majority of tenancy agreements, tenants should gain signed, written permission (keep a copy) from the managing agent/landlord prior to putting nails, pins and other fixtures into walls and ceilings and should avoid the use of tac or tape. Additional marks/fittings are often noted at the 'Check-Out' and any damage or repair work required is often charged to tenants by managing agents/landlords.

Beds & Linen

Mattresses, divan bases, pillows, and duvets are often inspected for soiling where practically possible. Costs may be incurred by tenants for clearing, compensation or a percentage of the replacement charge by the managing agent/landlord in the event that any such items are soiled beyond that noted to the report. Beds should not be made up at the time of the 'Check-Out' inspection and any linen should be left clean, pressed and folded.

Kitchen Surfaces and Sinks

Kitchen surfaces and sinks are often inspected for knife cuts, cup marks, scorch and burn damage. Using appropriate items such as chopping boards and heat pads will help prevent damage.

Crockery, Chinaware, Kitchen Utensils

These items are often checked for soiling, chips and damage. If damage has occurred that is not considered as consistent with 'fair wear and tear', compensation or replacement costs may be incurred by the tenant.

Keys

All keys listed in the report should be kept safe and handed back at the 'Check-Out'. When keys get lost or are not returned to the managing agent, landlord or inspector, tenants are often charged for replacement keys or possibly for the changing of locks. Any additional keys cut during the tenancy should also be returned to the agent.

Gardens & Exterior Areas

Most tenancy agreements state that the tenant is responsible for the maintenance of gardens and exterior areas such as driveways unless agreed in writing otherwise. This includes the cutting of lawns, weeding and maintaining the garden, paths, driveways, flowerbeds etc according to the season. If the standard is found to be below the condition as detailed to the report, (with consideration given for a change in season) tenants are often charged for necessary work to bring the affected area back the required level.