



## Check-in Report

[Address]

For: [Agent]  
Visit date: [Date]  
Clerk:  
Original Inventory: [ ]

**020 7812 0490**  
[www.propertyinventories.com](http://www.propertyinventories.com)  
[info@propertyinventories.com](mailto:info@propertyinventories.com)

# Check-in Report

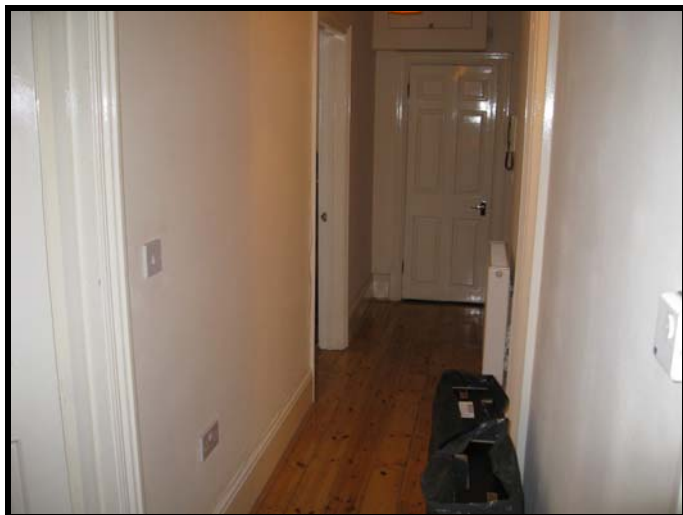
REF	DESCRIPTION/ITEM	CONDITIONAL COMMENTS TO REPORT
<b>Entrance</b>		
1)	Door frame	Key scratches at low level LHS
4)	Door interior	Large split/chip to opening edge on top RHS

**Overall Condition:**

Seen in a good condition with light usage marks

<b>Hallway</b>		
6)	Walls	Minor chips to RHS of bathroom door
7)	Ceiling	Slightly discoloured
9)	Skirting	Shrinkage to top edge, stains to LHS of bath door
11)	Heating	2 Large chips to top edge, light surface residue
14)	Recessed cupboard handle	Now seen in good order, light NT
15)	Door bell chime	NW
17)	Entry phone	Heavily discoloured, paint marked, soiled
18)	Smoke alarm	NT, green light showing
19)	Thermostat control	Excess paint
20)	Door wedge	Not seen

**Room Photo:**



**Overall Condition:**

Seen in a good condition with light usage marks throughout

# Check-in Report

REF	DESCRIPTION/ITEM	CONDITIONAL COMMENTS TO REPORT
<b>Bathroom</b>		
45)	Door exterior	Heavy scuffed to exterior low level
47)	Door interior	Splash stains
48)	Walls	Grout discoloured to all wet areas
49)	Ceiling	Paint split to right hand side of pull cord, slightly discoloured to edges
50)	Flooring	Grout cracked, discoloured, loose
51)	Wall mounted lighting	Now seen working
53)	Windows	Excess paint to glass
54)	Curtain	Heavy water stains and discolouration
57)	Jacuzzi bath	Discoloured around all jets and base, sealant is discoloured
58)	Recessed cupboard	Soap tray heavily soiled, door panels split, paint flaking, discoloured also, handles tarnished
60)	Mirrors	Both slightly tarnished

## Room Photo:



## Overall Condition:

Seen in a fair condition with wear and discolouration to surfaces consistent with age and use

# Check-in Report

REF	DESCRIPTION/ITEM	CONDITIONAL COMMENTS TO REPORT
<b>Bedroom 2</b>		
71)	Door frame exterior	Few scratches at low level LHS
75)	Walls	Slightly discoloured to LHS at mid to low level
78)	Skirting	Paint chips to cupboard areas
79)	Flooring	Split forward of back door board moving with weight
82)	Heating	Large chips to top edge
84)	Curtains	Faded slightly
85)	Recessed cupboard	<b>Shelves stained, boiler light flashing, rusty water leaking to pressure dial</b>
88)	Chair	Not seen
	Standard lamp with 2 obscured glass shades	<i>Not previously noted</i>

## Room Photo:



## Overall Condition:

Seen in a fair condition with possible maintenance required to boiler

# Check-in Report

REF	DESCRIPTION/ITEM	CONDITIONAL COMMENTS TO REPORT
<b>Reception</b>		
121)	Door frame	Large chip to exterior LHS to high level and RHS to mid level
125)	Walls	Slightly patchy paint finish, paint cracked around TV jack, heavy finger soiling to switches and sockets, faded slightly in places
129)	Flooring	Gap sealant missing in places cracked in others
133)	Curtains and blinds	All stained and discoloured
	2 Seated brown leather sofa	<i>Not previously noted</i> , heavily scuffed to back surround

## Room Photo:



## Overall Condition:

Seen in a good condition with usage marks to surfaces

# Check-in Report

REF	DESCRIPTION/ITEM	CONDITIONAL COMMENTS TO REPORT
<b>Open plan kitchen</b>		
149)	Lighting	NW
151)	Splash back	Ring marked, stained, grouting discoloured
152)	Work top	Stained
155)	Base units	Stained underneath
162)	Freezer	Heavily frosted
163)	Extractor fan	New filter needed
185)	Dining chairs	Spot stains

**Room Photo:**



**Overall Condition:**

Seen in a good condition with usage marks throughout

Check-in Notes

The following report details the additional comments to the inventory made by the Inventory Clerk attending the check-in. These will also have been recorded by hand on the Original Inventory provided to us by the managing agent and/or landlord. This report and the “working” Inventory are to be used in conjunction with each other to give the tenant an independent view of the condition of the property and contents at the commencement of their tenancy.

Unless noted in the report on the following pages, comments and descriptions in the original “working inventory” remain valid and no other comments are necessary.

Property cleanliness

In the opinion of the inventory clerk the property has been cleaned to a professional standard and shown in a tidy condition, including carpets and windows.

Decorative order

The property is in good decorative condition

Maintenance / repair issue

Boiler flashing and possibly leaking



Signatures:

Please notify the agent or landlord in writing immediately if you have any queries/omissions regarding the contents of this report. It is standard practice for changes to be accepted for five business days from the date of the report otherwise the descriptions and conditional comments made will be considered accurate even if no signatures have been added to the report.

I have read and agree that the contents of this Check-in report are a true and accurate record of the property and condition of the items listed and in addition to the comments stated in the “working inventory” on the day of move in.

**Signed by Tenant**

**Signed by Landlord/Agent**

**Signed by Property Inventories Ltd**

CHECK-IN		CHECK-OUT	✓	DATE:	28/08/2008
<b>GENERAL CLEANLINESS:</b>	<i>Good Standard</i> ✓	<i>Fair Standard</i>		<i>Poor Standard</i>	
Cleaned to professional standard with light soiling remaining to some kitchen surfaces					
<b>DECORATIVE ORDER:</b>	<i>Good Standard</i> ✓	<i>Fair Standard</i>		<i>Poor Standard</i>	
Seen in a good condition with minor marks as noted					
<b>LIGHTING:</b>	<i>Clean</i> ✓	<i>Working</i> ✓		<i>Damaged</i>	
In good order					
<b>WINDOWS:</b>	<i>Exterior Clean</i>	<i>Interior clean</i> ✓		<i>Damaged</i>	
Some aging to frames					
<b>BLINDS / CURTAINS:</b>	<i>Clean</i>	<i>Good Order</i>		<i>Damaged</i>	
Heavily soiled to blinds as noted					
<b>FURNISHINGS:</b>	<i>Clean</i> ✓	<i>Good Order</i> ✓		<i>Damaged</i>	
Minor usage					
<b>CARPETS / HARD FLOORS:</b>	<i>Clean</i> ✓	<i>Good Order</i>		<i>Damaged</i> ✓	
Mostly in good order with damage as noted					
<b>LINENS:</b>	<i>Cleaned</i>	<i>Pressed</i>		<i>Damaged</i>	
None					
<b>BEDS/ MATTRESSES:</b>	<i>Clean</i> ✓	<i>Good order</i> ✓		<i>Damaged</i>	
Kept in good order					
<b>SKIRTING:</b>	<i>Clean</i> ✓	<i>Good Order</i> ✓			
Clean and in good order					
<b>FRIDGE &amp; FREEZER</b>		<b>HOB</b>	<b>OVEN</b>	<b>EXTRACTOR</b>	
<i>Clean</i> ✓	<i>Defrosted</i> ✓	<i>Clean</i> ✓	<i>Clean</i> ✓	<i>Clean</i>	<i>Filter Needed</i> ✓
Freezer not defrosted		Seen in a good condition, NT			
<b>WASHING MACHINE</b>		<b>DISHWASHER</b>		<b>DRYER</b>	
<i>Drawer clean</i> ✓	<i>Seal clean</i> ✓	<i>Clean</i> ✓	<i>De-scaled</i> ✓	<i>Vent Clean</i>	<i>Seal Clean</i>
Seen in a good condition, NT		Seen in a good condition, NT		None	
<b>GARDEN/EXTERIOR:</b>	<i>Clean &amp; tidy</i>	<i>Seasonal Order</i>		<i>Not Examined</i>	
None					

<b>CHECK-IN</b>		<b>CHECK-OUT</b>	✓	<b>DATE:</b>	28/08/2008	<b>TIME:</b>	09:00
<b>Property Address:</b> [Address]							
<b>—Unfurnished</b>		<b>Furnished</b>		<b>No. Beds -</b>	2	<b>Kitchen contents:</b>	<b>Y / N</b>
<b>Agent/Landlord:</b> [Agent] <b>Signature: Not needed</b>							
<b>Tenant :</b>				<b>Present/ Not Present</b>			
<b>Signature:</b>							

**UTILITY METER READINGS**

**Electricity:**



Meter Ref. Number	D03A16147
Reading	07430
Location of meter	Above entrance door

**Gas:**

Meter Ref. Number	Basement (unable to access – agent made aware at time of visit)
Reading	
Location of meter	

**Water:**

Meter Ref. Number	Not Taken
Reading	Not Taken
Location of meter	Unknown

**Keys**

Front Door:	<b>Chubb</b> and R.S.T
Garden Door:	
Block Door:	R.S.T
Windows:	
Additional:	
<b>Returned to:</b>	Agent