



Inventory & Check-in

[ADDRESS]




For: [Agent]
Visit date: [Date]
Clerk: [Name]


020 7812 0490
www.propertyinventories.com
info@propertyinventories.com

Table of Contents

▪ Disclaimer / Abbreviations	3
▪ Tenant Guidance Notes	4
▪ Property Floor Plan	6
▪ Inventory Report	8
▪ Summary	53
▪ Schedule of Condition	54
▪ Property Details	55



REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
1)	Varnished wooden electric gate	WO
2)	Paved flooring	Seen in a good condition – <i>not fully examined as in use</i>
3)	Bamboo	In good order
4)	Waterfall	Running unevenly – <i>advised requires cleaning</i>
		
5)	Stairway	Plastered surrounding wall is heavily cracked to the base
		
6)	Stainless steel uplighter	NT
		

REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
(External) Front Door & Architrave		
9)	Oak panelled door fitted with draught excluder	Various light scuffs mid-low level, 4 indentations to centre, natural defects, scuff above handles, excess white marks to low level RHS
10)	Door frame – varnished wood	Few removal holes, nail holes, various light white scuffs and marks mid-low level RHS, other light usage marks
Door Fixtures		
11)	Stainless steel Banham lock	Light usage scratches
12)	Stainless steel D-rail	Light usage marks, light tarnishing rub marks RHS, minor marks to LHS
13)	Stainless steel Chubb lock with cover	Cover slightly uneven
14)	Large stainless steel Banham lock with escutcheon	Light usage marks
(Internal) Front Door & Architrave		
15)	Flush wooden door painted white	Light finger soiling along opening edge from eye-level to floor, couple of small indentations to bottom edge
		
16)	Door frame – painted white	Slightly uneven, shrinkage cracking to low level, light soiling marks below
Door Fixtures		
17)	2 White plastic screw covers	Minor marks
18)	Stainless steel Banham night latch	Excess paint, light usage marks, shrinkage cracking to frame fixture
19)	Painted mortice lock	Very light usage scratches and chipping
20)	Large stainless steel Banham lock with escutcheon	Light usage marks



REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Ceiling		
21)	Painted white	Slightly patchy to edges, minor shrinkage cracking above door
Ceiling mounted fixtures		
22)	Recessed spotlight with white surround	
23)	2 Recessed spotlights with white surrounds above lift	Slightly detached to edges, excess paint
Walls		
24)	Painted white	Dark rub marks to angle forward of entrance, chip to low level, light soiling to angle RHS of clear window, few small nicks to paint mid level, light soiling marks mid level RHS of obscured glass window
Wall mounted fixtures		
25)	Dark grey Nova BPT Vimar entry system with screen	NT, light movement – slightly loose, chips behind
26)	Metallic effect and black AMX heating/television/lighting/CCTV home control system	NT
27)	White plastic panic button	No key seen
Switches & Sockets		
28)	White painted switches and sockets as fitted to include;	
	Round-pin socket, 2 double sockets	

REF DESCRIPTION / DETAIL

CONDITION / COMMENTS

Windows & Frames

29) 2 Fixed glass full length panels, 1 obscured

Soiled to exterior, light white marks to low level

Woodwork

30) Skirting – painted white

Sealant appears to be cracking to bases, painted over defects, rub marks to angle forward of entrance, other minor shrinkage cracking to top, dusty residue to surface

Flooring

31) Oak veneer floorboards fitted with 2 inset strip lights with stainless steel surrounds

Visible seams, slight gaps to edges, light residue to top, couple of minor usage scuffs forward of entrance, lights NT

Furnishings


32) Flush built-in cupboard with push mechanism painted white with 2 doors

Interior:
Ceiling & walls painted white

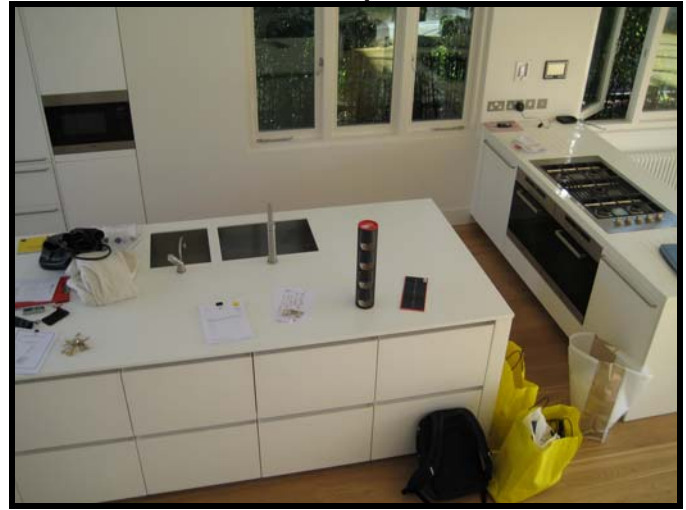


Light soiling to opening edge of doors, small chip to top door opening edge low level, light rub marks to fronts



REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Furnishing cont.		
<i>Contents:</i>		
	2 Cream plastic fuse boxes with covers	
	White metal access panel	Screwed shut
	Silver plastic video switch	
	Control panel with screen	WO
	White plastic tag control panel	NT
	Small gas key	
	2 Stainless steel STS	Use unknown
	Fuse switch for bathroom 1,2,3 towel rails	
	3 Outlet covers	Screwed shut
	Cream plastic Honeywell Hometronic control panel	NT
33)	Elevator operated with pin code	WO – cleaned at time of inventory
		

Open Plan Kitchen



REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Ceiling		
56)	Painted white	Light shrinkage cracking to edges
Ceiling mounted fixtures		
57)	7 Recessed spotlights with white surrounds	NT
58)	4 Speaker units	
59)	White plastic smoke detector	NT
60)	Wooden panel with 3 Perspex panels to base and extractor	NT
Walls		
61)	Painted white	Dark scratches above radiator LHS of fridge around windows, light rubs to angles, couple of minor rub marks to low level RHS of window by washing machine, minor rub marks to angles mid level RHS of entrance, light usage marks
Wall mounted fixtures		
62)	Cream plastic sensor	NT
63)	Metallic effect and black AMX heating/ TV /lighting/CCTV home control system	
64)	White plastic recessed iport with white silver iPOD to interior	NT



REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Windows & Frames		
65)	White wooden window casement with 3 obscured glass panes and 3 panes	Light shrinkage cracking to edges, light dust to surfaces, couple of minor painted over defects at protruding angles, light soiling to exterior
66)	White wooden window casement with 4 fixed panes, 2 moveable, fitted with 2 stainless steel adjuster latches and 2 handles	Minimal usage marks, discolouration to recessed areas, low level LHS, light soiling to exterior, couple of light usage scratches to front low level RHS
Window coverings		
67)	2 White electric roller blind	NT
Heating		
68)	White Victorian style double panelled radiator	Couple of minor rub marks to edges
Switches & Sockets		
69)	Stainless steel plated and white plastic switches and sockets as fitted to include; TV aerial jack, telephone jack, 8 fuse switches, 2 cooker fuse switches	Minimal shrinkage cracking to edges, slight excess grouting
Woodwork		
70)	Skirting – painted white	Light painted over defects, very minor residue to top, shrinkage cracking to seams and bottoms, visible seam forward of entrance to RHS, couple of indentations to low level LHS of radiator, couple of minor scuffs below RHS window
Flooring		
71)	Oak veneer floorboards	Visible seams, possible light shrinkage cracking to edges, brown spotted stains LHS of kitchen island, minor residue to top, minor usage scuffs

REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
<i>Kitchen Units</i>		
72)	Selection of flush white laminate kitchen units fitted with stainless steel tubular handles to include;	Light usage marks and discolouration to opening edge
	2 Single wall units with push mechanism	LHS has light soiling to opening edges
	Single wall unit with push fixture	Light discolouration, minor rub marks to edges, does not appear to go in
	Single base unit	
	5 Facia doors	
	3 Pull-out units with various storage compartments to base	
	8 Drawer compartments	Minor usage marks, light soiling marks to front exterior

Worktops

- 73) White laminate style worktops with 2 sets of grooves to each side of hob



Minimal usage marks, couple of minor soiling rub marks to edges

Sink / Taps

- 74) 2 Inset stainless steel sinks with stainless steel waste, overflow and waste basket







Minimal usage marks, light brown discolouration to RHS of bowls




- 75) Stainless steel ***Newform*** mixer tap with 1 adjuster

Light white discolouration to edges

- 76) Small ***Quooker*** filter tap with 1 temperature adjuster



Minor water marks to edges

REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Appliances		
77)	Integrated stainless steel extractor with 3 panels and 4 spotlights	NT
78)	Integrated stainless steel Boffi & Scholtes gas hob with 5 points, 5 controls and 3 trivets	NT
		
79)	2 Integrated stainless steel Miele ovens with 2 controls and 3 buttons Model: H4271BP to include; Pair of chrome tracks Chrome rack 2 Grill pans Shallow rack with grill pan handle	NT
		
80)	Integrated white Bosch washer/dryer Model: FD 8611	NT, light white residue to seal
		
81)	Integrated stainless steel Miele dishwasher Model: G 1270 SCVI to include; 2 Racks Cutlery rack Filter	NT
		



REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Appliances cont.		
82)	<p>Integrated stainless steel Miele microwave Model: M 8261 with turntable, to include;</p> <p>Metal rack Plastic and tempered glass shelf Plastic lid Glass oven dish Non-stick oven dish</p>	 <p>NT</p>
83)	<p>Integrated white Sub Zero fridge with 2 freezer drawers below Model: 736TC to include;</p> <p>4 Full length glass and white plastic shelves Salad box with 3 compartments 3 Full length clear plastic and white door shelves Egg tray with lid Dairy shelf with 2 compartments White plastic 3 Freezer compartments</p>	 <p>NT, minor rub marks to edges</p> <p>Use unknown Minor marks to edges</p>
84)	<p>Integrated stainless steel Miele coffee making machine</p>	 <p>NT</p>
85)	<p>Integrated white Miele wine fridge Model: KWT 4154 UG/1</p>	
86)	<p>Philips Pronto Extreme Colours telephone system with cradle</p>	<p>Phone not seen</p>

REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Furnishings & Contents		
87)	Mille built-in coffee machine with spare pieces	
88)	Glass and protective polystyrene	
89)	Spare cables and wires	Use unknown
90)	Small bulbs	
91)	2 Baking and roasting books	Still in packaging
92)	Gas safety certificate	
Manuals		
	Home booster manual	Boffi manual
	Hansgrohe tap manual	Philips Pronto extreme colours telephone system and cradle box with manual
	Oven operation instructions	Miele dishwasher manual
	Bosch washer/dryer manual	Sub Zero fridge/freezer
	Miele wine fridge manual	Video switch and digital recorder user manual





REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Ceiling		
93)	Painted white	Shrinkage cracking LHS of stairs to edge of room, painted over plastering defects, very minor marks, notable shrinkage cracking rubbing to edge of ceiling forward of large windows and around balcony door windows
94)	2 nd Ceiling painted white	Black marks to RHS, shrinkage cracking to edges
Ceiling mounted fixtures		
95)	3 Recessed spotlights with white surrounds	1 WO
96)	10 Stainless steel ceiling roses with pendants and frosted glass shades	NT
		
97)	White plastic smoke detector	NT
98)	White plastic ceiling rose pendant with obscured glass circular shade	NT
		

REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Walls		
99)	Painted white	Light scratches and scuffs above radiators and below windows, light rub marks, usage marks, shrinkage cracking throughout, dark scuff marks low level RHS of large window casement between book cases, scuffs above television, discolouration mid level LHS of fire place, notable shrinkage cracking above 3 window casement LHS of book case, painted over defects
Wall mounted fixtures		
100)	5 White plastic BOSE speakers	NT
101)	6 White plastic spotlights	Out of reach, not fully examined, NT
102)	Painted vent	White residue to surface
Windows & Frames		
103)	3 White wooden window casements with 2 fixed panes, 4 moveable, fitted with 2 stainless steel adjuster latches and 2 handles	LHS – shrinkage cracking to recessed areas, minor rub marks to angles low level/mid level RHS, small chip marks, light liquid soiling low level RHS Centre – light shrinkage cracking bottom LHS, light scuffs to angle LHS low level, other minor marks, light soiling to exterior RHS – shrinkage cracking low level, discolouration LHS divided panel low level, rubs to angles, light usage marks, soiling to exterior
104)	Large fixed window casement with 20 fixed panes	Soiled to exterior
105)	Reveals painted cream	Small chip and indentation LHS of threshold, minor marks high level, rub marks, light scuffs mid level LHS
106)	Outdoor casement to include 4 fixed panes, 2 double doors, fitted with a pair of stainless steel tubular handles and stainless steel mortice lock escutcheon to each and 2 safety locks	Possible light scratches to glazing mid level between doors, other minor soiling, defect high level RHS door, minor usage marks, painted over defects to edges, shrinkage cracking to surrounds, 2 E★S keys, 1 safety key in situ
Window coverings		
107)	3 White electric roller blinds	NT

REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Heating		
108)	3 White Victorian style double panelled radiators	LHS – couple of rub marks to top edges, light soiling to recessed areas Centre – minor soiling to recessed areas, excess paint/plaster to front RHS – light scuff mark low level LHS, couple of minor marks, light soiling to recessed areas
Switches & Sockets		
109)	White plastic switches and sockets as fitted to include; 5 Round-pin sockets, fire place control, fuse switch, aerial 3-prong switch	
Woodwork		
110)	Skirting – painted white	Shrinkage cracking throughout, couple of minor scuffs, rub marks to angle below large window casement, visible seams throughout
Flooring		
111)	Oak veneer floorboards	Visible seams, shrinkage cracking to edges, dark black scratch forward of entrance radiator, couple of minor usage marks, deep chip forward of large window
		
Furnishings		
112)	2 Recessed full length oak bookshelf units with cubby holes of 30 sections to each	Couple of minor slivers to edges not seen, minor light residue to surfaces
113)	Full length rail and ladder	WO, light usage marks, tarnishing to edges
114)	Recessed stone electric fire place	Light scratches, soiling marks to front surface, manual in situ, NT
		
115)	Black flat screen Pioneer TV with 2 remote controls	NT

Decked Garden






REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
116)	Varnished decking with 6 inset stainless steel surround spotlights	Natural defects, area of discolouration where water is collecting to back wall RHS, lights NT
		
117)	5 Decked raised flower beds	Natural defects
118)	12 Stainless steel spotlights	NT, plants in seasonal order
119)	4 Raised plaster plant pots	
120)	Varnished trellis	
121)	Cream blinds	WO
122)	3 Wall down-lighters	NT
123)	Security camera	Extractor below obscures with steam
		
124)	Electric junction points	NT



REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Door & Architrave		
138)	Flush wooden door painted white	Light scuff mid level exterior, light finger soiling and discolouration to opening edge, slivers coming away to bottom edge exterior and interior
139)	Door frame – painted white	Shrinkage cracking to high level, light rub marks and discolouration low level RHS exterior, visible seams
Door Fixtures		
140)	Pair of stainless steel lever handles with matching cuffs	Handles are slightly loose
Ceiling		
141)	Painted white	Notable shrinkage cracking between windows and above wardrobes
Ceiling mounted fixtures		
142)	2 Recessed speakers	NT
143)	Recessed spotlight with white surround	WO
Walls		
144)	Painted white	Small chip to low level angle forward of entrance, minor rub mark to bottom edge forward of entrance, minor painted over defect, nail pop below LHS window, other light scuffs low level edge, minor rub marks to angle by door to bathroom, light scuff above radiator LHS

Bedroom 1 – 1ST Floor LHS (cont.)


REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Wall mounted fixtures		
145)	3 White ceramic up-lighters	WO
146)	3 Black plastic control panels for lights and blinds	Light excess paint to edges, NT
Windows & Frames		
147)	Internal window	
148)	2 White wooden window casements with 2 fixed panes, 4 moveable	Lightly soiled to exterior, light shrinkage cracking, painted over defects to bottom edges, minor scuff mark by handles, shrinkage cracking RHS
Window coverings		
149)	3 White electric roller blinds	NT
150)	Wooden pelmet with 3 sets of coloured strip lights	RHS panel not working, shrinkage cracking to centre of panel
		
Heating		
151)	White Victorian style double panelled radiator	Light soiling to top
Switches & Sockets		
152)	White painted switches and sockets as fitted to include; 3 Outlet covers, 3 round-pin sockets, fuse switch, isolator switch	
Woodwork		
153)	Skirting – painted white	Shrinkage cracking forward of entrance to LHS, light soiling mark, 2 vertical shrinkage cracking marks, light scuff and usage marks to fronts
Flooring		
154)	Oak veneer floorboards fitted with stainless steel and rubber doorstop	Visible seams, slight gaps to edges, minimal usage marks

REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Furnishings		
155)	<p>2 Double built-in wardrobes with flush wooden doors on push mechanism</p> 	<p>Minor usage rub marks mid level opening edges</p>
	<p><i>Contents:</i> Blanket shelf Chrome clothing rail 2 Drawers</p> <p><i>Contents LHS:</i> Blanket shelf Chrome clothing rail 2 Drawers 12 Cubby holes</p> <p>Fuse switch</p> <p>Honeywell thermostat control</p> <p>Cream plastic control</p> <p>Honeywell cream plastic panel</p>	<p>Light rub marks to surface of drawers, usage marks, light finger soiling to fronts of drawers</p> <p>Use unknown</p>
156)	<p>Single built-in wardrobe with flush wooden door on push mechanism</p> 	<p>Appear to be loose – gaps to edges, minor rub mark, couple of light chips to edge of second</p>
157)	<p>Wall mounted black flat screen Pioneer TV with remote control</p>	<p>NT</p>





REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Door & Architrave		
158)	Flush wooden door painted white	Very light soiling marks to interior
159)	Door frame – painted off-white	Shrinkage cracking to seams, rub mark to mid level LHS interior, nail pop mid level LHS exterior, shrinkage cracking running vertically, scuff to RHS
Door Fixtures		
160)	Pair of stainless steel lever handles with matching cuffs	Appear a little loose, light rub marks and usage marks
161)	Stainless steel twist lock and indicator	WO – in reverse, very stiff
Ceiling		
162)	Painted white	Light painted over plastering defects in shower area
Ceiling mounted fixtures		
163)	2 Speakers	NT
164)	4 Recessed spotlights with square surrounds	NT
165)	2 Recessed frosted glass panels	NT
166)	Wooden pelmet with 3 sets of coloured strip lights	LHS lights NW
167)	2 Sets of wires hanging	

En-Suite Bathroom (cont.)

REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Walls		
168)	Part painted white	Small chip to mid level RHS of exterior windows, couple of rub marks, shrinkage cracking to vertical edges
169)	Part grey tiles with light grey grouting	Natural defects, darker defects to flooring of shower, slight gaps to sealant each side of basin
Wall mounted fixtures		
170)	White plastic Vent-Axia extractor	WO
Windows & Frames		
171)	White wooden window casement with 6 glass panes – 3 obscured	Light shrinkage cracking to edges of casement, couple of minor soiling marks mid level interior
172)	Internal window pane	
Window coverings		
173)	1 Cream electric blind to hall side	NT
Heating		
174)	Stainless steel towel rail	NT
Flooring		
175)	Grey matt tiles fitted with stainless steel and rubber doorstop with natural door saddle	Circular discolouration marks forward of toilet
Toilet		
176)	White ceramic toilet with concealed cistern and chrome double flush	1 Flush protrudes more than other
177)	White plastic seat and lid	
Basin		
178)	Grey shallow shelf basin	Natural defects, light residue to top
		
179)	2 Stainless steel control panels with 2 temperature adjusters and spout to each	Light cleaning tarnishing

En-Suite Bathroom (cont.)

REF	DESCRIPTION / DETAIL	CONDITION / COMMENTS
Bath / Shower		
180)	Free-standing Victorian Albert bath with chrome waste, waste cover and overflow	Light residue to top
181)	Stainless steel spout	
182)	Stainless steel control with 1 adjuster	
183)	Open plan shower with draining groove built-in to base	
		
184)	Stainless steel control panel with 1 adjuster	Light usage scratches
185)	Stainless steel shower and showerhead	Slightly tarnished, minor water marks
Furnishings		
186)	Integrated black Aqua Vision television with remote control and manual	NT
		

CHECK-IN	✓	CHECK-OUT		DATE:	16th February 2008
GENERAL CLEANLINESS:	Good Standard ✓	Fair Standard	Poor Standard		
Seen in a good condition with light residue to many low level surfaces					
Professional Clean	Company :				
DECORATIVE ORDER:	Good Standard ✓	Fair Standard	Poor Standard		
Seen in a good condition with various light scuff marks in areas of traffic and at many mid levels with settlement cracks appearing					
LIGHTING:	Clean ✓	Working	Damaged		
Seen in a good condition with some coloured strip lights appearing to not work					
WINDOWS:	Exterior Clean ✓	Interior clean ✓	Damaged		
Seen in a good condition with small defect to glazing in reception					
BLINDS / CURTAINS:	Clean ✓	Good Order ✓	Damaged		
All blinds tested were in working order					
FURNISHINGS:	Clean	Good Order	Damaged		
None					
CARPETS / HARD FLOORS:	Clean ✓	Good Order ✓	Damaged		
Seen in a good condition with chip to reception and some other minor usage marks					
LINENS:	Cleaned	Pressed / Hung	Damaged		
None					
BEDS/ MATTRESSES:	Clean	Good order	Damaged		
None					
SKIRTING:	Clean	Good Order ✓			
Seen in a good condition with light residue to some surfaces and settlement cracks appearing					
FRIDGE & FREEZER		HOB	OVEN	EXTRACTOR	
Clean	Defrosted	Clean	Clean	Clean	Filter Needed
Appears new, NT		Appears new, NT		Appears new, NT	
WASHING MACHINE		DISHWASHER		DRYER	
Drawer clean	Seal clean	Clean	De-scaled	Vent Clean	Seal Clean
Appears new, NT		Appears new, NT		None	
BALCONY / GARDEN	Clean & tidy ✓	Seasonal Order ✓	Not Examined		
Seen in a good condition with water collecting in places					

CHECK-IN	✓	CHECK-OUT		DATE:	[date]	TIME:	11:00:00
Property Address: [address]							
Unfurnished		Furnished		No. Beds -	3	Kitchen contents:	Y / N
Agent/Landlord: Signature:							
Tenant : Signature:							

UTILITY METER READINGS

Electricity:



Meter Ref. Number [reference]

Reading at Check-in 21825

Location of meter Built in cupboard by electric entry gates

Gas:



Meter Ref. Number [reference]

Reading at Check-in 02035.926

Location of meter Built in cupboard by electric entry gates

Water:

Meter Ref. Number Not Taken

Reading at Check-in Not Taken

Location of meter Unknown

Gas Safety Certificate Date: Seen

Keys : Front Door: 4 **Banham** keys, 8 Brass mortice keys, 4 Stainless steel mortice keys
 Garden Door:
 Block Door: 1 FOB
 Windows:
 Additional: 2 **JMA** keys, 1 **Burg Wachter**

Given to: Tenant when finished