

# *Ideal Inventories UK*

[enquiries@idealinventoriesuk.com](mailto:enquiries@idealinventoriesuk.com)

Tel: 020 8971 2179 Mob: 07980 908552

## **CHECK IN REPORT**

(This report is to be read in conjunction with the full professional inventory)

**Sample Property  
Sample Road  
London  
SW19**

**1<sup>st</sup> January 2007**

**Agent: Sample Agent**

<b>In Attendance:</b>	
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<b>Tenant</b>	<b>Print</b>
	<b>Sign</b>

<b>Clerk</b>	<b>Print</b>
	<b>Sign</b>

**CHECK OUT PROCEDURES**

**GUIDANCE NOTES FOR LANDLORDS AND TENANTS**

**At the Check Out Assessment a clerk will make a comparative assessment of the property against the Inventory/Check In.**

**HELPFUL HINTS FOR CHECK OUT**

**The following notes are to assist with a smooth and efficient Check Out at the end of your tenancy, thus ensuring a minimum delay in returning your security deposit.**

**Use the following points together with your Tenancy Agreement:-**

- **CLEANING** – This should be thorough. Main areas of concern are: Bathrooms, Kitchens (including kitchen appliances, units, shelves, ovens, cooker hoods and refrigerators) windows, hard floors, woodwork, wardrobes and drawer units.

*If the standard of cleaning is not satisfactory most Agents or Landlords will employ a contract cleaner and the charges will be added to the dilapidations report.*

- **CARPETS/CURTAINS** – Carpets and curtains should be professionally cleaned. You will be charged to clean any staining or compensatory costs towards any further damages such as cigarette burns. If a carpet is marked or damaged, you may be charged for part or all of the replacement costs.
- **CROCKERY, CUTLERY AND UTENSILS** – These items will be checked for soiling, chips, burn marks, loose handles or suchlike. If damage has occurred beyond fair wear and tear, compensation or replacement costs will be added to the dilapidation report.
- **REFRIGERATOR/FREEZER** – To be left defrosted, clean and switched off.
- **DECORATIONS** – It is accepted that during normal day to day living a few finger marks will appear on the walls. However if found to be excessive, charges will be added to the dilapidation report. Examples: Hooks and nails driven into walls, excessive furniture rubbing, tears in wallpaper and excessive damage to woodwork.
- **BEDS** – Beds, mattresses and pillows will be examined for staining and damage not previously recorded on the inventory. Charges will be made in the form of compensation or a percentage of the replacement costs. Linen should be left clean and pressed.
- **POLISHED FURNITURE** – This will be checked for scratches, ring marks, soiling and damage to joints. Repair and re-polishing costs are particularly high therefore you are requested to take steps to protect polished furniture.
- **INVENTORY ITEMS** – It is the tenant’s responsibility to ensure all inventory items are returned to their original place at the end of the tenancy.
- **GARDEN** – If the owner has not employed a gardener at the property, you will be required to cut the lawn, weed beds and generally maintain the garden.
- **CHIMNEYS** – To be swept during the last month of tenancy (where appropriate).
- **KEYS** – All keys listed on the inventory should be kept safely and handed back at the end of the tenancy. You will be charged for any replacement keys.
- **BROKEN OR LOST ITEMS** – It is advised to replace these before the Check Out assessment.

**DISCLAIMER**

Ideal Inventories UK can not be held responsible for any errors or omissions if they have not conducted the original Inventory. No liability will be accepted where the Instructing Principal fails to supply the correct, or supplies incomplete, documentation for the Check In appointment.

**1. GENERAL CONDITION**

- **Domestically Cleaned throughout**
- **Clean condition throughout**
- **Walls and woodwork marked at lower level throughout**

**2. MAINTENANCE REQUIREMENTS AT CHECK IN**

- **Bathroom Flooring**
- **Bedroom curtains**
- **Kitchen Wall**

**3. METER READINGS**

<b>SERVICE SUPPLIER</b>	<b>DETAILS</b>	<b>METER READING</b>
<b>Gas</b>	EDF Energy	6867
<b>Electric</b>	EDF Energy	37167
<b>Water</b>	Thames Water	N/A

**4. KEYS**

<b>KEYS</b>	<b>DESCRIPTION</b>	<b>COMMENT</b>
<b>Communal Front Door</b>	1 x Yale	1 Key
<b>Front Door</b>	1 x Chubb 1 x Yale	1 Set
<b>Rear Door</b>	N/A	

**5. MANUALS**

Oven	<u>X</u>
Fridge/Freezer	<u>X</u>
Washer/Dryer	<u>X</u>
Carbon Monoxide detector	<u>X</u>
Boiler	<u>X</u>
Dehumidifier	<u>X</u>
Central Heating	<u>X</u>
Kettle	<u>X</u>

**6. CHECK IN SUMMARY**

<b>General Condition</b>	
<b>Carpets</b>	Aged Marked in traffic area
<b>Curtains</b>	Clean Condition Curtain hooks needed in bedroom
<b>Windows</b>	Clean Condition No damage seen
<b>Doors</b>	Chipped at lower level Scuff marked at lower level

<b>Decorative Order</b>
<ul style="list-style-type: none"> <li>• Woodwork chipped at lower level throughout</li> <li>• Door frames marked at closing edges and lower level throughout</li> <li>• Bathroom suite in clean condition but appears aged</li> <li>• Lower level walls in kitchen requires attention</li> <li>• Flooring in bathroom requires attention</li> </ul>

<b>Cleaning</b>
<ul style="list-style-type: none"> <li>• Domestically cleaned throughout</li> </ul>

<b>Flooring</b>
<ul style="list-style-type: none"> <li>• Kitchen – Good condition</li> <li>• Bathroom – requires attention</li> <li>• Carpets – Aged, worn in traffic areas</li> </ul>

<b>Furniture</b>
<ul style="list-style-type: none"> <li>• Aged</li> <li>• Clean Condition</li> </ul>

<b>KITCHEN</b>	
<b>Work Surface /Tiles</b>	Clean Condition
<b>Oven/Hob</b>	Clean Condition

Signature.....

Date.....

<b>Sink</b>	Clean Condition
<b>Refrigerator/Freezer</b>	Clean Condition Defrosted
<b>Utensils</b>	Clean Condition

<b>BATHROOM</b>	
<b>Bath</b>	Aged Clean Condition
<b>Shower</b>	Scaled
<b>Hand Basin</b>	Aged Clean Condition
<b>Toilet</b>	Aged Clean Condition

<b>Appliances</b>
• Clean Condition

<b>Linen</b>
• N/A

<b>Garden/Exterior</b>
• N/A

**7. TENANT'S COMMENTS**

**I/We confirm that we have checked the property with the Inventory Clerk today and agree with the above Check In Report Summary.**

**Tenant** \_\_\_\_\_ **Date** \_\_\_\_\_

**Landlord** \_\_\_\_\_ **Date** \_\_\_\_\_

**Clerk** \_\_\_\_\_ **Date** \_\_\_\_\_

Signature.....

Date.....