

Check-in Inventory Report



Sample Inventory / Check - in Report Address , Address, Town or City, County/State, England, Postcode

TENANT NAME

Joe Bloggs

TENANCY TYPE

Single

REPORT CONFIRMED BY

Inventory Clerk

PROPERTY VISIT DATE

09/02/2021

PREPARED ON BEHALF OF

Letting Ahead






Telephone: 01622 801

211

 [View Photo Gallery](#)

 [View 360° Gallery Tour](#)

This report contains

-  Check-in Inventory details: Record of appliance manuals (if any present); Record of key handover; Record of meter readings (where accessible).
-  Compliance checklists.
-  Habitation Compliance Checklist
-  Detailed descriptions and schedule of condition and cleanliness for all fixtures and fittings.
-  Disclaimer and check-out guidance details.

Property Information

This is a 3-bedroom detached house with front and rear garden.

Report Information

PLEASE NOTE: THIS IS ONLY A SAMPLE INVENTORY REPORT. WE TAKE MORE IMAGES AND ADD DETAILED DESCRIPTIONS ON EACH ROOM AND AREAS.

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		● Good	● Good	 360° photo
Kitchen		● Good	● Good	 360° photo
Living Room/Lounge		● Good	● Good	 360° photo
Stairway/Landing		● Good	● Good	 360° photo
Bedroom		● Good	● Good	 360° photo
Ensuite		● Good	● Good	 360° photo
Back Garden		● Good	● Good	 1 photo



Check-in Inventory Details

✓ Safety certificates and landlord legislation compliance checks

- YES Right to Rent checks performed
- YES Valid gas safety certificate present
- YES Smoke alarm present on each level. Test function working
- YES Carbon monoxide alarm present in any room with solid fuel burning source. Test function working
- YES Electrical safety certificate present
- YES Energy Performance Certificate present

Habitation Compliance Checklist

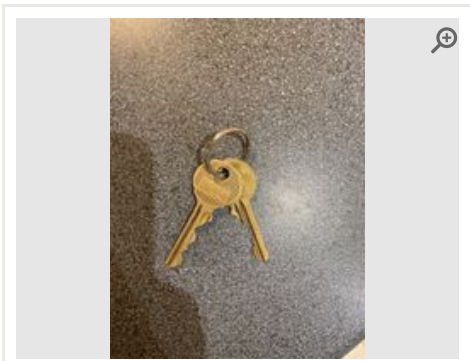
- YES Tenant(s) have access to all escape routes in the event of a fire
- YES All entrances, exits and windows have secure locking mechanisms in working order with the appropriate keys, access cards and/or codes supplied to tenant(s).
- NO Evidence of damp/mould on walls/ceilings
- YES All rooms/spaces have adequate ventilation in the form of: Windows/Trickle vents that open/close and/or; Responsive extractor fans.
- NO Evidence of fraying carpets, especially on stairs
- NO Evidence of damage to electrical fixtures & fittings, frayed cables, cracked power points
- YES Hot/Cold water facilities have been adequately serviced and are in working order.
- YES Heating facilities have been adequately serviced and are able to maintain a healthy indoor temperature of 18-21°C
- YES All bedrooms, stairways and internal living spaces (kitchens, living rooms, bathrooms) have adequate natural and artificial lighting.
- YES All drainage and supplied sanitation facilities are properly installed, free of defects and in working order.
- YES All sinks, draining boards, work tops and cooking facilities are free of defects and in working order.

YES	All food storage cupboards, shelves and refrigerator power outlets are properly installed and in working order.
YES	Internal stairways have adequate: Securely fixed handrails; Lighting (Top & Bottom); Treads without defects.
YES	External stairways have adequate: Securely fixed handrails; Lighting (Top & Bottom); Treads without defects.
NO	Evidence of loose roof tiles
NO	Evidence of damp on outside walls
NO	Evidence of any uneven paving slabs/decking

Check-in Inventory Procedures

YES	Keys photographed, tested & handed over
N/A	Appliance manuals photographed & handed over

Key Photos



Provided by	Inspector
Captured (Certified by inspector)	09/02/2021
Added	09/02/2021



Utility Details

Gas - Standard Meter

Supplier

British Gas (0800 0480202)

Serial Number (MSN)

8 3 3 4 4 3 47 2

Location

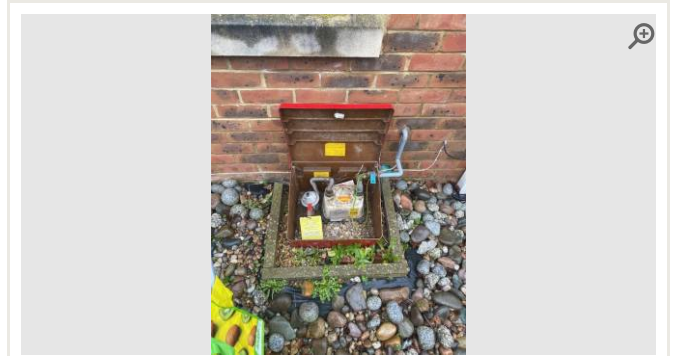
Exterior/cabinet (front)

Serial Photo



Provided by	Inspector
Captured (Certified by inspector)	09/02/2021
Added	09/02/2021

Location Photo



Provided by	Inspector
Captured (Certified by inspector)	09/02/2021
Added	09/02/2021

Access Details

Turn key needed

Date	Notes	Reading
09/02/2021		8 3 3 4 4 3 47 2



Provided by	Inspector
Captured (Certified by inspector)	09/02/2021
Added	09/02/2021

Electricity - Single Rate Meter

Supplier

British Gas (0800 0480202)

Serial Number (MSN)

558855435555

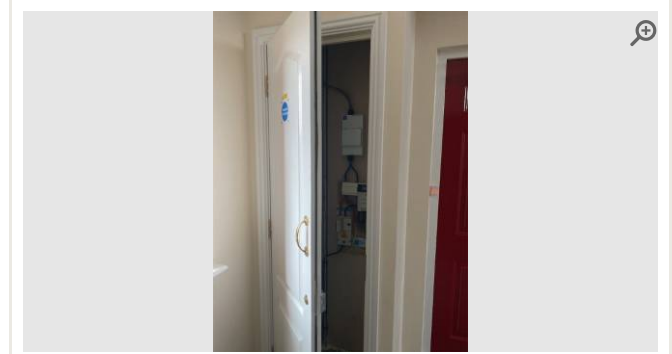
Location

Serial Photo



Provided by	Inspector
Captured (Certified by inspector)	09/02/2021
Added	09/02/2021

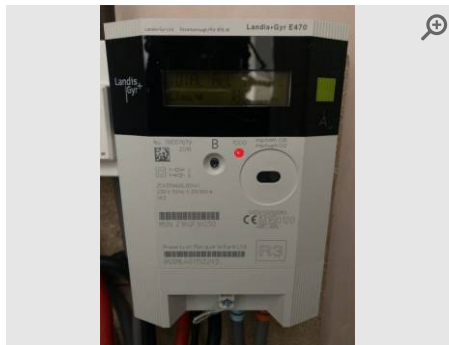
Location Photo



Provided by	Inspector
Captured (Certified by inspector)	09/02/2021
Added	09/02/2021

Access Details

Date	Notes	Reading
09/02/2021		36057679



Provided by	Inspector
Captured (Certified by inspector)	09/02/2021
Added	09/02/2021

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.






















1 Entrance/Hallway				
Item	Description	Condition	Cleanliness	Photos
General Overview 1.1		Good	Good	360° photo
Front Door 1.2		Good	Good	N/A
Door Frame & Skirting 1.3		Good	Good	N/A
Ceiling 1.4		Good	Good	N/A
Light Fittings 1.5		Good	Good	N/A
Smoke Alarm 1.6		Good	Good	N/A
Walls 1.7		Good	Good	N/A
Windows and Sills 1.8		Good	Good	N/A
Radiator 1.9		Good	Good	N/A
Sockets & Switches 1.10		Good	Good	N/A
Floor 1.11		Good	Good	N/A

General Overview



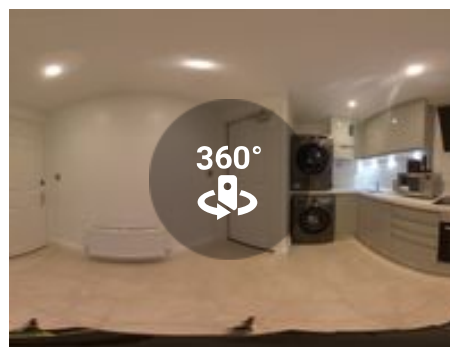
Provided by	Inspector
Captured (External device)	20/03/2020
Added	09/02/2021
Reference	1.1.1

2 Kitchen

Item	Description	Condition	Cleanliness	Photos
General Overview 2.1		● Good	● Good	 360° photo
Door (Internal) 2.2		● Good	● Good	 N/A
Door Frame & Skirting 2.3		● Good	● Good	 N/A
Ceiling 2.4		● Good	● Good	 N/A
Light Fittings 2.5		● Good	● Good	 N/A
Walls 2.6		● Good	● Good	 N/A
Windows and Sills 2.7		● Good	● Good	 N/A
Radiator 2.8		● Good	● Good	 N/A
Sockets & Switches 2.9		● Good	● Good	 N/A
Floor 2.10		● Good	● Good	 N/A
Kitchen Cupboards/Units 2.11		● Good	● Good	 N/A
Kitchen Drawers 2.12		● Good	● Good	 N/A
Kitchen Worksurfaces 2.13		● Good	● Good	 N/A
Kitchen Sink 2.14		● Good	● Good	 N/A
Hob 2.15		● Good	● Good	 N/A
Oven 2.16		● Good	● Good	 N/A
Extractor Cooker Hood 2.17		● Good	● Good	 N/A
Microwave 2.18		● Good	● Good	 N/A
Fridge 2.19		● Good	● Good	 N/A
Washing Machine 2.20		● Good	● Good	 N/A
Dishwasher 2.21		● Good	● Good	 N/A

















Item	Description	Condition	Cleanliness	Photos
Toaster 2.22		● Good	● Good	📷 N/A
Fire Blanket 2.23		● Good	● Good	📷 N/A
Fire Extinguisher 2.24		● Good	● Good	📷 N/A

General Overview

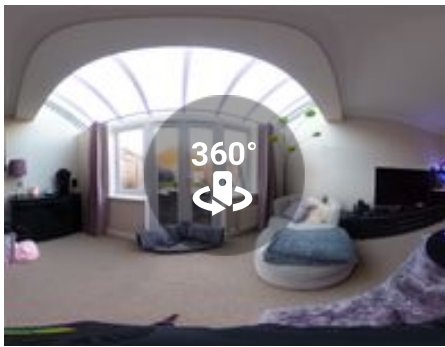


Provided by	Inspector
Captured (External device)	19/11/2020
Added	09/02/2021
Reference	2.1.1

3 Living Room/Lounge












Item	Description	Condition	Cleanliness	Photos
General Overview 3.1		● Good	● Good	 360° photo
Door (Internal) 3.2		● Good	● Good	 N/A
Door Frame & Skirting 3.3		● Good	● Good	 N/A
Ceiling 3.4		● Good	● Good	 N/A
Light Fittings 3.5		● Good	● Good	 N/A
Walls 3.6		● Good	● Good	 N/A
Windows and Sills 3.7		● Good	● Good	 N/A
Radiator 3.8		● Good	● Good	 N/A
Sockets & Switches 3.9		● Good	● Good	 N/A
Floor 3.10		● Good	● Good	 N/A
Fireplace 3.11		● Good	● Good	 N/A
Sofa 3.12		● Good	● Good	 N/A
Chair 3.13		● Good	● Good	 N/A
Coffee Table 3.14		● Good	● Good	 N/A
Television 3.15		● Good	● Good	 N/A
Shelf 3.16		● Good	● Good	 N/A

General Overview

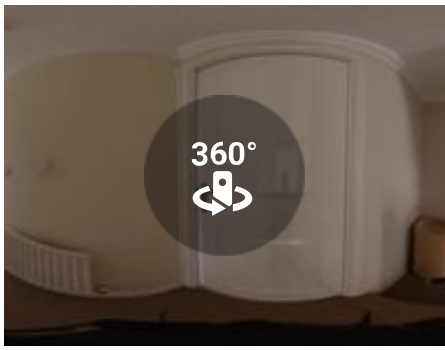


Provided by	Inspector
Captured (External device)	02/02/2021
Added	09/02/2021
Reference	3.1.1

4 Stairway/Landing




















Item	Description	Condition	Cleanliness	Photos
General Overview 4.1		● Good	● Good	 360° photo
Bannister/Hand Rail 4.2		● Good	● Good	 N/A
Floor 4.3		● Good	● Good	 N/A
Walls 4.4		● Good	● Good	 N/A
Ceiling 4.5		● Good	● Good	 N/A
Loft Hatch 4.6		● Good	● Good	 N/A
Smoke Alarm 4.7		● Good	● Good	 N/A
Light Fittings 4.8		● Good	● Good	 N/A
Sockets & Switches 4.9		● Good	● Good	 N/A
Skirting Board 4.10		● Good	● Good	 N/A
Boiler/Storage Cupboard 4.11		● Good	● Good	 N/A

**General
Overview**

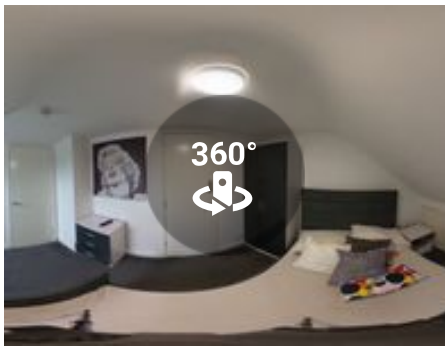


Provided by	Inspector
Captured (External device)	02/02/2021
Added	09/02/2021
Reference	4.1.1

5 Bedroom



















Item	Description	Condition	Cleanliness	Photos
General Overview 5.1		● Good	● Good	 360° photo
Door (Internal) 5.2		● Good	● Good	 N/A
Door Frame & Skirting 5.3		● Good	● Good	 N/A
Ceiling 5.4		● Good	● Good	 N/A
Light Fittings 5.5		● Good	● Good	 N/A
Walls 5.6		● Good	● Good	 N/A
Windows and Sills 5.7		● Good	● Good	 N/A
Radiator 5.8		● Good	● Good	 N/A
Sockets & Switches 5.9		● Good	● Good	 N/A
Floor 5.10		● Good	● Good	 N/A
Storage Cupboard/Wardrobe 5.11		● Good	● Good	 N/A
Bed 5.12		● Good	● Good	 N/A
Bookshelf 5.13		● Good	● Good	 N/A
Bedside Cabinet 5.14		● Good	● Good	 N/A
Storage Cupboard/Wardrobe 5.15		● Good	● Good	 N/A
Drawers 5.16		● Good	● Good	 N/A
Mirror 5.17		● Good	● Good	 N/A
Desk 5.18		● Good	● Good	 N/A
Chair 5.19		● Good	● Good	 N/A

**General
Overview**



Provided by	Inspector
Captured (External device)	04/02/2021
Added	09/02/2021
Reference	5.1.1

6 Ensuite

Item	Description	Condition	Cleanliness	Photos
General Overview 6.1		● Good	● Good	 360° photo
Door (Internal) 6.2		● Good	● Good	 N/A
Door Frame & Skirting 6.3		● Good	● Good	 N/A
Ceiling 6.4		● Good	● Good	 N/A
Light Fittings 6.5		● Good	● Good	 N/A
Extractor Fan 6.6		● Good	● Good	 N/A
Switches/Cord 6.7		● Good	● Good	 N/A
Walls 6.8		● Good	● Good	 N/A
Windows and Sills 6.9		● Good	● Good	 N/A
Radiator 6.10		● Good	● Good	 N/A
Floor 6.11		● Good	● Good	 N/A
Shower Cubicle/Screen/Tray 6.12		● Good	● Good	 N/A
Shower 6.13		● Good	● Good	 N/A
Sink/Basin 6.14		● Good	● Good	 N/A
Toilet 6.15		● Good	● Good	 N/A
Cabinet 6.16		● Good	● Good	 N/A
Mirror 6.17		● Good	● Good	 N/A
Bathroom Fixings 6.18		● Good	● Good	 N/A

General Overview



Provided by	Inspector
Captured (External device)	02/02/2021
Added	09/02/2021
Reference	6.1.1

7 Back Garden

Item	Description	Condition	Cleanliness	Photos
Overview (External) 7.1		● Good	● Good	📷 1 photo

📷 Back Garden Photos

Overview (External)



Provided by	Inspector
Captured (Certified by inspector)	09/02/2021
Added	09/02/2021
Reference	7.1.1

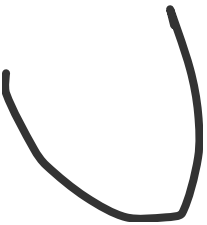
Declaration

Was the tenant present during the inspection

YES

I hereby confirm approval of the accuracy and contents of the information contained within this report and my responses (if/where provided). I have also read, understood and agree to the disclaimer information contained within this report. I hereby confirm that the test function button of any smoke and carbon monoxide alarms (where present) in my property are/were in working order (alarm sounds when pressed) at the start of my tenancy. I also understand that it is my responsibility to ensure that any smoke or carbon monoxide alarms are tested and batteries replaced (where required) during my tenancy. Furthermore, in the event any such alarm becomes faulty, I will inform my landlord or managing agent with immediate effect to arrange a replacement.

Inspector Signature




Name:

Inventory Clerk

Date:

09/02/2021 at 3:49pm

Tenant Signature



Name:

Joe Bloggs

Date:

09/02/2021 at 3:49pm

Email address:

joe.bloggs@sampleinvetor
y.com

IP address:

90.254.29.223

Location:



Disclaimer

The term 'Inspector' is used hereafter to define that Letting Ahead 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 Letting Ahead to highlight issues that may exist at the property at the date of preparing this report. Letting Ahead 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 Letting Ahead to highlight issues that may exist at the property at the date of preparing this report. Letting Ahead 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 (Property Reporting 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 to tenants. Discolouration due to smoke, staining, burns or tears to curtains may also incur costs.

Flooring

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.