

yourinventoryclerk

Report type
& property
address

Inventory and Check-In Report

for

74b Front Street, Tynemouth, Newcastle Upon Tyne, NE30 2LT



Photograph
of the front
of the
property

All photographs
are date
& time stamped.
Dispute resolution
compliant.

Instructed by

Prepared By

Date of Report

Amended

17/March/2014

Instructing party and assessor's
details. Report completion date,
plus amendment(s) dates(s) if
required.



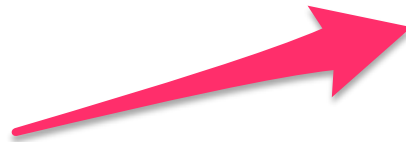
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Date of report and property address on all pages.

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Easy to read contents of the report.



Observations summary can be inserted at client's request for quick access to problem areas descriptions.

About the Inspection

Report's standard legal information
can be amended or removed to
suit clients' requirements.

This report:

This report provides an impartial and easy to follow schedule of condition for each of the main features of the property on a room by room basis, together with details of its contents if present. It has been prepared on the understanding that where no comment on the condition of an element or item is made by the inventory assessor, the element or item is taken to be in good serviceable condition and without defect(s). This report will specifically comment on, and identify defects or elements in poor condition that have been observed during the inspection and will be described in the narrative of the report/ evidenced in the photographs contained in the report.

Where the words 'silver', 'chrome', 'oak', 'pine', etc. are used, it is understood that this is a description of the colour and type of the item and not the actual fabric. The description of the listed items is for identification purposes only. New items will only be described as such when they are in a new building, still in their wrappings, or with a receipt. Reference to wall numbers, i.e. wall #1, will always be the wall that the door or entrance way is situated in and then round in a clockwise motion from there.

Where an inventory report is compiled at an old property, it must be understood that the condition of the fabric and contents are normally age worn and age marked unless otherwise noted.

What this report does not tell you:

The person preparing this report is not an expert on fabrics, woods, materials, antiques etc: nor a qualified surveyor or Valuer. This report will not necessarily mention structural defects and does not give any advice on the cost of any repair work, or the types of repair which should be used. Fixtures and fittings are listed and described; they are not tested and no comment is made as to the working condition.

What is inspected?

The inventory assessor carries out a visual inspection of the inside of the main building together with any contents and will carry out a general inspection of the remainder of the building including the exterior cosmetic elements and any permanent outbuildings. Inaccessible areas and loft areas will not be inspected.

Belongings left by the landlord in a locked room or outbuildings will not be included and are the sole responsibility of the landlord. Items of little monetary value are listed and described generically; i.e. a bookshelf could be described as containing 'a number of paperback books'. Similar items will include used bedding, used kitchen utensils, tableware etc.

Ownership:

This report remains the property of the instructing party and shall not be used or copied without their written permission.

IMPORTANT: This report must be signed by the tenant(s) and returned to the issuing agent within 5 working days from the commencement of the tenancy. If the report is not returned by the tenant(s) within this timescale, any future discrepancies will not be admissible.

Tenant guidance notes

It is expected that the property and its contents will be in a similar condition of cleanliness as noted in the original inventory. If the standard of cleaning is not satisfactory, most managing agents or Landlords will employ a contract cleaner - the cost of which will be deducted from the tenant's deposit. Where professional cleaners are used, receipts should be retained and produced if required.

All cleaning must be thorough and the property left tidy at the end of the tenancy. The main areas for concern are set out below:

- Carpets should be professionally cleaned before the end of a tenancy in accordance with the inventory or tenancy agreement and vinyl/tiled flooring should be left clean and free from cracks or tears.
- Curtains should be professionally cleaned before the end of a tenancy in accordance with the inventory or tenancy agreement.
- The decor throughout the property should be in the same state and condition as at the start of the tenancy as detailed within the original inventory. Charges may be incurred if picture hooks, nails, screws or screw holes etc have been added and not removed and the area made good. Charges may also be incurred where excessive wear is noted. Remove finger prints and excessive marks from the decor. Whilst reasonable wear and tear is expected, your fingerprints to walls and doors will be considered a cleaning issue.
- Refrigerators/Freezers should be defrosted and left switched off and open to avoid smelling.
- Ovens, Hobs, Extractor Hoods, and Microwaves should be cleaned of burnt on deposits and grease and doors/seals cleaned.
- Tumbles Dryers, Washing Machines and Dishwashers should have filters emptied, soap drawers cleaned of deposits and doors/seals cleaned.
- Gardens where applicable should be left in a neat and tidy order, the lawns having been cut, borders and planters weeded, hedges trimmed and pathways/patios weeded and swept.

Property Information

General:

Property Furnished	Unfurnished
Property Type	Flat
Property Style	Mid Terrace
Stopcock location	Under kitchen sink
Security Alarm	No

All meters are recorded in terms of location, serial number, reading, type and date recorded. Includes supporting photographs.

Utility Meters:

	Location	Serial Number	Reading	Meter type	Date recorded
1: Gas	Communal	NM00G4 10707	00663146	Tariff	17/03/2014
	Entrance	1068			
2: Electric	Communal	D05L00385	16069	Tariff	17/03/2014
	Entrance				

1: Gas



1: Gas



2: Electric



Keys:

	Location	Number	Comments
1: Yale	N/a	2	To be returned to agent

1: Yale Key



Safety:

Details of safety features within the property.

Gas Safety Certificate	No
PAT Certificate	No
Window Locks/ Keys	No
Smoke Detectors Present	Yes
CO Detectors Present	No

Cleaning Condition:

General cleanliness	Cleaned to a professional standard
Bathroom	Cleaned to a professional standard
Bathroom Fittings	Cleaned to a professional standard
Curtains and Blinds	Cleaned to a professional standard
Carpets	Cleaned to a professional standard
Hard flooring	Cleaned to a professional standard
Kitchen	Cleaned to a professional standard
Hob and Oven	Cleaned to a professional standard
Kitchen white goods	Cleaned to a professional standard
Mattress(s)	Cleaned to a professional standard
Upholstery	Cleaned to a professional standard
Windows (Inside)	Cleaned to a professional standard
Windows (Outside)	Professional cleaning required throughout
Woodwork	Cleaned to a professional standard



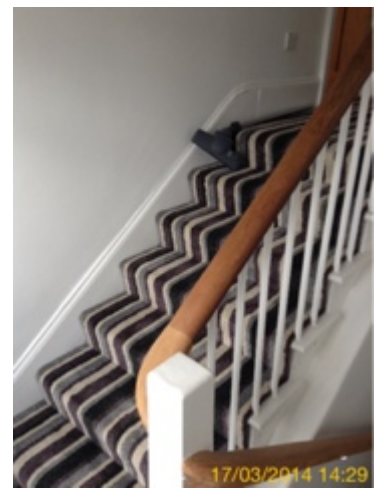
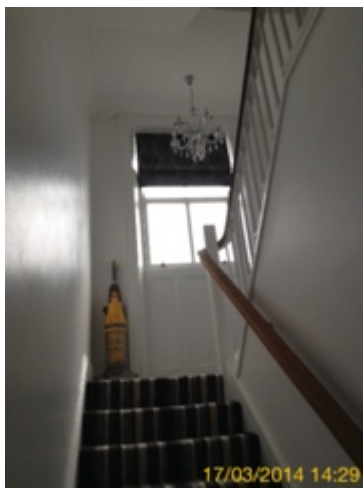
A general overview of the cleanliness of the property. More detail is given in individual inspection areas, which is accompanied by photographic evidence.

1: Entrance

1.1 Door

Wood effect	Good Overall - no obvious faults in appearance or functionality		
	Element	Element Description	Observations (Check-In)
1.1.1	Door	Panelled, Wood (Varnished), Lever Handle(s), Yale Lock, Mortis lock Chrome effect fixings	
1.1.2	Door Frame	Wood, Painted, Painted white	

2: Stairs



2.1 Floor

	Good Overall - no obvious faults in appearance or functionality		
	Element	Element Description	Observations (Check-In)
2.1.1	Carpet	Long Pile, Multiple coloured stripes (see photo)	

All areas are inspected in a consistent format, complete serial numbers for easy referencing.

Full colour photographs are included within areas as evidence, date and time stamped.



2.1 Floor

2.2 Wall	
White	Good Overall - no obvious faults in appearance or functionality

	Element	Element Description	Observations (Check-In)
2.2.1	Skirting	Chamfered Edge, Painted	
2.2.2	Wall	Plaster, Painted	

2.3 Woodwork

2.4 Ceiling	
White	Good Overall - no obvious faults in appearance or functionality

	Element	Element Description	Observations (Check-In)
2.4.1	Ceiling	Plaster Finish, Painted, Coving	

2.5 Lighting	
Black	Good Overall - no obvious faults in appearance or functionality

	Element	Element Description	Observations (Check-In)
2.5.1	Chandelier	1 x , With Chain Support , With Glass Droplets	

2.6 Lighting	
Chrome effect	Good Overall - no obvious faults in appearance or functionality

	Element	Element Description	Observations (Check-In)
2.6.1	Chandelier	1 x , With Chain Support , With Glass Droplets	

2.7 Radiator	
White	Good Overall - no obvious faults in appearance or functionality

	Element	Element Description	Observations (Check-In)
2.7.1	Double Panel	1 x, Enamel	

2.8 Fire Extinguisher

Red	Good - minor cosmetic damage; functionality not impaired
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	Element	Element Description	Observations (Check-In)
2.8.1	Fire Extinguisher	CO2	

2.9 Staircase

Wood effect	Good - minor cosmetic damage; functionality not impaired
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	Element	Element Description	Observations (Check-In)
2.9.1	Bannister	Wood, Wood Stained	
2.9.2	Newel Post	Wooden, Painted White	
2.9.3	Spindles	Wood, Painted White	

2.10 Vacuum

Grey	Good - minor cosmetic damage; functionality not impaired
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	Element	Element Description	Observations (Check-In)
2.10.1	Vacuum	Dyson, Upright, With Hand Tools	

2.11 Blinds

Grey	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Check-In)
2.11.1	Roman	1 x, Corduroy, With Pull Cords	

2.12 Window

White	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Check-In)
2.12.1	Window	Wood (Painted), Double Glazed	

2.13 Switch

White	Good - minor cosmetic damage; functionality not impaired
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	Element	Element Description	Observations (Check-In)
2.13.1	Single	1 x Plastic, For Light	

3: Landing



3.1 Floor

	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Check-In)
3.1.1	Carpet	Long Pile, Multiple coloured stripes (see photo)	

3.2 Wall

White	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Check-In)
3.2.1	Cupboard	With Door(s), Fuse Box	
3.2.2	Skirting	Chamfered Edge, Painted	
3.2.3	Wall	Plaster, Painted	

3.3 Ceiling

White	Good Overall - no obvious faults in appearance or functionality
-------	-----------------------------------------------------------------

	Element	Element Description	Observations (Check-In)
3.3.1	Ceiling	Plaster Finish, Painted, Coving	

3.4 Lighting

Chrome effect	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Check-In)
3.4.1	Chandelier	1 x , With Glass Droplets	

3.5 Socket Outlet

White	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Check-In)
3.5.1	Single	1 x Plastic	

3.6 Switch

White	Good - minor cosmetic damage; functionality not impaired
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	Element	Element Description	Observations (Check-In)
3.6.1	Double	1 x Plastic	

3.7 Radiator

White	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Check-In)
3.7.1	Double Panel	1 x, Enamel	

3.8 Smoke Alarm

Red	Good Overall - no obvious faults in appearance or functionality
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3.9 Rug

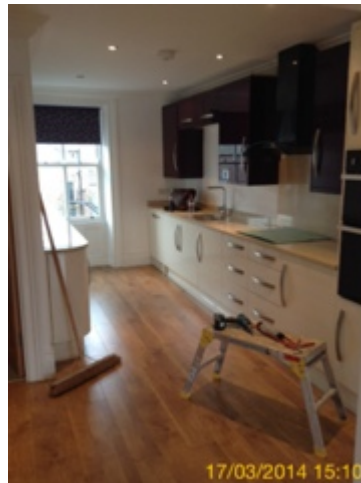
Grey	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Check-In)
3.9.1	Rug	Long Pile, Rectangular	



3.9 Rug

4: Kitchen Dining Room



4.1 Door

Wood effect	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Check-In)
4.1.1	Door	Panelled, Wood (Varnished), Lever Handle(s), Fixings chrome effect	

4.2 Floor

4.3 Wall

White	Excellent - unused; as new condition
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	Element	Element Description	Observations (Check-In)
4.3.1	Cupboards	Built-in To Recess, With Door(s), Shelf(s)	
4.3.2	Skirting	Chamfered Edge, Painted	
4.3.3	Wall	Plaster, Painted	Two holes between windows and electric fire.



4.3.3 Two holes between windows and electric fire.



4.3.3 Two holes between windows and electric fire.



4.3.3 Two holes between windows and electric fire.

4.4 Ceiling

White	Good Overall - no obvious faults in appearance or functionality
-------	-----------------------------------------------------------------

	Element	Element Description	Observations (Check-In)
4.4.1	Ceiling	Plaster Finish, Painted, Coving	

4.5 Lighting

Chrome effect	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Check-In)
4.5.1	Recessed Spotlights	18 spotlight fittings	1 x Recessed Spotlights bulb(s) not working.



4.5.1 1 x Recessed Spotlights bulb(s) not working.

← All observation areas are boxed in red for easy identification, along with serial numbers.
 ↘

4.6 Smoke Detector

White	Good Overall - no obvious faults in appearance or functionality
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	Element	Element Description	Observations (Check-In)
4.6.1	Smoke Detector	Mains Fitted	

Declarations

Tenant Declaration

Lead Tenant Name:

Lead Tenant Email:

Lead Tenant Signature:

Tenant's name, email address and signature.

If present, the tenant can sign the report electronically and be emailed a copy.

Assessor Declarations

I confirm that this report is a fair and correct schedule of the contents and condition of the property.

Assessor Name:

Assessor Email: jonathan.yourinventoryclerk.com

Assessor Signature:



Assessors name, email address and signature.