

# STENCEL INVENTORIES



**CHECK OUT REPORT PREPARED FOR:**



**Property: Full address**

**Client: Name**

**Date: Day Month 2023**



**TABLE OF CONTENTS**

**DISCLAIMER..... 3**

**CHECK OUT GUIDANCE NOTES FOR TENANTS ..... 4**

**SUMMARY – SCHEDULE OF CONDITION..... 5**

**METER READINGS ..... 7**

**KEYS..... 8**

**FRONT DOOR AND ENTRANCE HALL ..... 9**

**FRONT DOOR AND ENTRANCE HALL PHOTOS ..... 12**

**BATHROOM ..... 13**

**BATHROOM PHOTOS ..... 16**

**RECEPTION/ KITCHEN ..... 17**

**RECEPTION/ KITCHEN PHOTOS ..... 22**

**RECEPTION/ KITCHEN PHOTOS PAGE 2 ..... 23**

**BEDROOM ..... 24**

**BEDROOM PHOTOS ..... 27**

**BALCONY ..... 28**

**BALCONY PHOTOS ..... 29**

**DISCLAIMER**

“The Clerk” means Terence Stencil or the person or persons appointed by Terence Stencil to inspect the Premises for the purpose of preparing the Inventory or carrying out the Check-in or Checkout procedure.

“The Premises” means the house, flat or other property, the contents of which are to be listed in the Inventory.

“The Inventory” means the list of the items at the Property to be prepared in accordance with the following Conditions.

1. All items listed in the inventory are considered to be in good and clean condition unless otherwise stated.
2. The inventory document is not a building survey and will not comment on the fabric of the building.
3. The clerk is not an expert in decorations, furnishings, fabrics etc. and is presenting only a layman’s description of these items. Items will not be identified by the period produced, or the materials used in the fabrication of these items.
4. The clerk will not test any electrical appliance, utility or other appliance and will not know if these items are in working order or comply with current safety regulations.
5. The inventory may state when a item has been noted as having the Furniture and Furniture (fire safety) regulation tag, It should not be assumed that other items not stated though, comply with this regulation. Compliance of these regulations is the onus of the landlord/ agent and the clerk cannot be held responsible through noncompliance of these parties.
6. The clerk will not inspect lofts, cellars etc. or the contents therein.
7. Gardens/ Outside areas will only be inspected if there is sufficient natural lighting. Landlord`s and agents are advised to take this into account especially during the winter months. House plants, garden plants will not be inspected. Garden shed items will only be listed if they are assumed to have a value of over £20 eg. A lawnmower. Other items will be grouped together.
8. Mattresses will be inspected to the topside and underside (where possible), but will not be inspected if the bed is already made up.
9. Carpets and rugs will be inspected to ascertain if they are clean, so that burns, stains and other marks can be ascertained. Heavy furniture will not be moved around to inspect under sofa`s or beds. If noticeable signs of furniture movement are present at the check out, the clerk will do his best to ascertain if this is the result of the concealment of stain, burns etc.
10. Windows are not checked to see if they are in operational condition. They will be visually inspected for defects, cracks etc. It is the tenant’s responsibility to inform the landlord/ agent if a window does not open or close correctly.
11. Items in `Dwarf ` cupboards or on top of kitchen cupboards, or in any unreachable area, will not be inspected and will be listed as Not inspected in the inventory document.
12. Smoke detectors are tested if accessible. It is the responsibility of the tenant to perform regular checks on smoke detectors.

## CHECK OUT GUIDANCE NOTES FOR TENANTS

It is fully expected that the property will have been restored to its original condition with any cleaning, maintenance or repairs completed.

All items must be returned to their original positions as indicated on the inventory. Any items packed away during the tenancy, must be unpacked, cleaned and returned to their places.

Beds should not be made up as the mattresses need to be inspected. Bedding and linen should be cleaned.

The inventory will be checked and any discrepancies in the condition of the property or items will be noted.

After making allowance for what is considered as fair wear and tear, the tenant may be liable to pay for repairs, replacement or cleaning of such noted items, by way of a agreed deduction from the security deposit.

Fair wear and tear will be assessed on the length of the tenancy, number of occupants etc.

The tenant must have properly vacated the property at the time of the inspection.

Gardens- Should be properly maintained and in good order.

Floors- Cleaned, stains removed and vacuumed. Professionally steam cleaned as regards to contractual obligations.

Decorations - After normal wear and tear is taken to account, any excessive marks, fittings, holes etc you may be charged for. It is highly recommended to get permission from either the landlord or agent before mounting any additional fittings.

Beds - These are examined for stains, marks and excessive wear. Please leave all beds unmade at the time of the check out.

Doors - Keys missing, broken locks, cracked panels.

Electrical items - Cleanliness, damage, if light bulbs are in operational order.

Furniture - Cleanliness, stains and marks, damage, missing items. The agent or the landlord must be informed of any additional items left behind or missing. Tenants could be liable for removal and replacement costs.

Crockery and cutlery - Damage, missing items, cleanliness. Any items packed away during the tenancy must be unpacked and returned to their original places

Linen - Cleanliness, pressed.

Outside areas - removal of rubbish, cleanliness.

<b>REFERENCE NUMBER:</b>	<b>SI 3964/ SI 4074</b>
--------------------------	-------------------------

<b>SUMMARY – SCHEDULE OF CONDITION</b>		
	<b><u>CHECK IN CONDITION – Check in date</u></b>	<b><u>CHECK OUT CONDITION</u></b>
<b>CLEANLINESS</b>	The property has been cleaned to a domestic standard with omissions as noted	The property has been domestically cleaned for the end of tenancy with omissions as noted
<b>SMOKE DETECTORS/ CARBON MONOXIDE ALARMS</b>	Smoke detectors tested for power, audio sounding	Tested for power, audio sounding
<b>GENERAL OVERVIEW</b>	1 Bedroom furnished property with balcony	1x set of keys pick up from the concierge. The concierge has informed the clerk that they hold 2 sets of keys in total
<b>DECORATIVE ORDER</b>	Painted over small circular tape on the reception and bedroom walls as noted. Bubbling paint patch on the kitchen wall. Patchy paintwork throughout. Light scuffs in parts	Some scuffs and marks. Touched up paint patches on the bedroom wall.
<b>LIGHTING</b>	Hallway light not working. 1x Spotlight in the hallway very dim	1x Spotlight in the hallway not working. 1x Very dim bulb in the bathroom. 1x Spotlight not working in the kitchen, 1x dim
<b>WINDOWS</b>	Light cleaning smears to the interior, dusty to the exterior. Balcony door lock engaging but unable to remove the key when the door is locked	In working order. Balcony door lock as per inventory. Some cleaning smears to the interior, dust to the exterior
<b>CURTAINS/ BLINDS</b>	Some marks on the reception blind slats. Blinds in working order. Bedroom blind does not open completely	In working order. Bedroom blind as per inventory
<b>SKIRTING/ WOODWORK</b>	Dusty as noted	Light dust on the surfaces as noted
<b>FLOORING/ CARPET</b>	Light dust and fluff bits to the edges. Surface scratches on the bedroom floor	Fluff bits on the surfaces as noted. Patch of paint splashes on the bedroom flooring. Grey paint type stains on the bathroom tiles
<b>FURNITURE</b>	The bedframe is supported in the middle by a stack of phonebooks. Red and yellow marks on the sofa upholstery. Laminate chipping to the dining chairs. Chest of drawer's top drawer back panel cracked. Wardrobe frame wobbly	Bedframe as per inventory. Some drip marks on the headboard. Grubby residue marks on the sofa armrest. Cleaning smears as noted. Furniture has been moved around in the bedroom. Chest of drawer, top drawer as per inventory
<b>KITCHEN APPLIANCES</b>	Tested for power. Freezer drawers cracked. Leftover water inside the freezer. Leftover food debris inside the fridge. Scattered rust spots and heavy scale inside the dishwasher. Settlement dust on the hob, oven bulb in working order, oven interior clean. Small leak from the sink tap	All tested for power only. Fridge/ freezer unit smelly. Freezer defrosted. Cracked drawers as per inventory. Dishwasher replaced. Cleaning smears on the hob. Cooker hood very oily. Small leak from the sink tap as per inventory
<b>BATHROOM FITTINGS</b>	Scale to the fittings. Heavy chemical staining on the bath controls. Bath pop up is opening very low. Bath panel laminate loose to the top. Sink pop up stiff and gets stuck	WC flush in working order, interior clean. Small chip inside the sink. Leftover scale residue on the sink tap. Sink pop up missing. Ledge very patch with scuffs and cleaning smears. Leftover scale residue on the bath controls
<b>BEDDING/ LINEN</b>	Mattress stained. Springs caving/ flattening	Mattress replaced. In good order
<b>EXTERNAL FRONT/ BACK</b>	Pieces of tape to the surround panels	Surfaces dusty

<b>SUMMARY – SCHEDULE OF CONDITION</b>		
	<b><u>CHECK IN CONDITION – Check in date</u></b>	<b><u>CHECK OUT CONDITION</u></b>
<b>INSTRUCTION MANUALS</b>	Oven, Hob, Extractor fan, Dishwasher, Washing dryer machine, Fridge freezer, Microwave, Thermostat and programmers. See full notes	Present. Additional manual for the new dishwasher
<b>PHOTOS</b>	Check out photos: <a href="#">Link to a drive</a> Inventory photos available via link: <a href="#">Link to a drive</a>	

SAMPLE

**METER READINGS**

	LOCATION	SERIAL NUMBER	READING IN	READING OUT
ELECTRICITY	Hallway Utility Cupboard	19L3034569	Rate1: 08021	09361
HEATING	Hallway Utility Cupboard	46076876	20356	21628
WATER	Communal Riser Cupboard by the stairs – FB2 Keys required	13393176	00874	00910



Electric Meter Reading



Heating Meter Reading



Water Meter Reading

KEYS			
CHECK IN		CHECK OUT	
KEYS	QUANTITY	KEYS	QUANTITY
Black fob – Communal	2	Black fob – Communal	1
Yale- Flat door	2	Yale- Flat door	1
Post box CC000	2	Post box CC000	1
Balcony door keys	3 in situ	Balcony door keys	3 in situ
Window keys	2 in situ	Window keys	2 in situ



Keys

Abbreviations	Abbreviations for the check out/ Recommended actions
LL	Landlord maintenance issues
T	Recommended Tenant liability ( to be confirmed by the letting/estate agent/landlord or managing agent), according to the contractual obligations agreed upon ie: Tenancy agreement etc. between the agent/ landlord and the tenants
FWT	Fair, Wear and Tear
NOTE	Comment only



FRONT DOOR AND ENTRANCE HALL				
AREA	DESCRIPTION	CONDITION	CHECK OUT NOTES	
DOOR EXTERIOR	Panelled painted blue	Paint chipping and angle grazing to the leading edge at mid and low level	Light cleaning smears and finger marks on the surface	FWT
	Chrome spyhole Chrome lever handle with integrated security lock Frames matching door Chrome '74' lettering	Handle noted with paint chipping and grazing Cleaning smears and handprints on the panel at mid-level	Further scuffs and laminate chipping	FWT
DOOR INTERIOR	Panelled painted white	Scuffs on the handle	Light dust on the frame	FWT
	Chrome lever handle and lock Chrome chain and security keep Chrome fire closer Chrome spyhole Chrome hinges	Door slightly off-alignment and catching on the frame at top level Scuffs and marks at mid and low level Few scuffs to the right hand side frame with light angle grazing at top and low level. Light dust to the frame	Some cleaning smears on the door panel Door is catching slightly on the frame at top level as per inventory	FWT
CEILING	Painted white	Slightly discoloured to the joins	Good order	
	White metal circular plate	Slightly discoloured around the sprinkler plate		
LIGHTING	2 x Recessed inset spotlights	Both bulbs in working order 1x very dim	1 x Bulb not working	LL
WALLS	Painted white	Shrinkage above the door Minor scuffs and marks visible	Discoloured around the bathroom light switch	FWT
			Few small discoloured patches above the bedroom door	FWT
HEATING	Single panelled white radiator	Thermostat and end cap intact Panels clean	Surface clean Thermostat intact	
FLOORING	Light wood effect laminate with matching threshold	General surface scratches visible Paint splashes to the edges Threshold marked Small grey marks forward of the cupboard Odd fluff bits to the surface	Cleaning smears visible Grey marks forward of the cupboard as per inventory	FWT
SKIRTING	Painted white	Light dust Some chipping and scuffs	Clean	
	Chrome and black rubber doorstep fitted	Doorstopper secure	Secure	
SWITCHES/ SOCKETS	2 x White light switches Double socket 2 x Fuse sockets	Clean	Clean	

FRONT DOOR AND ENTRANCE HALL				
AREA	DESCRIPTION	CONDITION	CHECK OUT NOTES	
MISCELLANEOUS ITEMS	Wall mounted entry phone by COMELIT	Tested for power Top dusty	Clean and intact Not tested	
	Smoke detector by DETA	Tested for power, audio sounding	Tested for power, audio sounding	
	Wall mounted building fire bell return	Not tested	Intact	
BUILT-IN CUPBOARDS	2 x Panelled doors painted white Chrome lever handle Top deadlock to the left hand side door	Light dust to the frame Scuffs and cleaning smears to the exterior panels Light laminate chipping to the base Handle slightly loose Oily marks by the hinges Lock in working order Interior doors with some scuffs visible to the right-hand side at mid and low level Some drip marks visible to the left interior at mid-level	Light dust on the exterior frame Cleaning smears on the exterior panels Some scuffs to the base Interior doors in good order Some cleaning smears on the panels Drip marks not seen	FWT FWT FWT
	Ceiling painted white Fitted metallic access hatch painted cream White circular air vent White sensor	Ceiling and walls in good order Metallic access hatch cover loose to the corner Odd scuffs to the walls Vent dusty	As per inventory Edge loose as per inventory Vent dusty	FWT
	Lighting: White and glass fluorescent	Lighting not working	Not working as per inventory	LL
	Walls are painted white	In good order	General scuffs at mid level	FWT
	Flooring: Continuation of hallway	Paint flakes on the surface Residue ring mark to left of the washing machine	Some soap residue around the washing machine Light dust to the edges	FWT
	Skirting painted cream	Skirting noted with light dust to the surface Scuffs visible White paint marks to the edges	Dusty	FWT
	<u>Interior fittings:</u> Cream fuse box with Perspex panel	Slightly discoloured, few scuffs to the exterior Light dust	Secure Light dust on the top	FWT

FRONT DOOR AND ENTRANCE HALL				
AREA	DESCRIPTION	CONDITION	CHECK OUT NOTES	
	Wall mounted electric meter and panelled board	Secure	As per inventory	
	ROSSWEINER heat sonic meter with contained housing, piping behind	Secure	Intact	
	Wall mounted SIEMENS thermostat	Power on Light dust to the surface Secure	Power on Clean	
	Fuse switch for the heating Openreach socket Double socket	All secure Light dust	Clean	
	1 x RANGE TRIBUNE HE boiler	Dusty to the top	Light dust on the fittings and to the top	FWT
	2 x Water tanks and back pipe fittings	All secure		
	White metal framed stand with wooden slats to the shelving to the top	Scattered residue marks and staining visible to the surface Some washing powder under the piping	Further residue marks and light dust	FWT
	Additional fuse socket for the washing machine and for the water heater			
	1 x Fold up wooden framed stripy fabric sun bed	Well used order	Present  <b>Additional items:</b> 1 x EE router 2 x Dining chairs from the reception room – both chairs dusty, laminate chipping on the surface	
<b>WASHING MACHINE</b>	HOTPOINT PRO INVERTER washing machine seen Model NDB8635WUK Serial number 602229002310	Tested for power Soap tray and seal clean	Light scale residue on the tray White residue to the washing machine seal Tested for power	T T

**FRONT DOOR AND ENTRANCE HALL PHOTOS**



Overview



View 2



Washing machine soap tray



Washing machine seal

SAMPLE

BATHROOM				
AREA	DESCRIPTION	CONDITION	CHECK OUT NOTES	
DOOR EXTERIOR	Panelled painted white Chrome lever handle Chrome hinges Frames painted cream	Handle slightly tarnished Light dust to the frame Cleaning smears on the panel at low level Few scuffs	Frame clean Laminate chipping to the leading edge by the handle Few scuffs to the base	FWT FWT
DOOR INTERIOR	Panelled painted white Chrome lever handle Chrome lock Frames painted cream	Shrinkage visible at top level Light laminate chipping to the base Lock in working order Handle and lock tarnished Finger marks above the handle Frame dusty	Lock in working order Laminate chipping to the base Finger marks and leftover residue on the panel at mid level	FWT
CEILING	Painted white Fitted circular vent	Few faded water spots above the bath Vent clean	Cleaning smears around the vent Vent clean	FWT
LIGHTING	4 x Recessed inset spotlights  3x Under the unit spotlights	All bulbs in working order  All in working order	1 x Bulb very dim Others in working order  Working order	LL
WALLS	Part painted white  Part beige tiled backsplash	Odd scuff above the radiator  Orange scale residue on the grouting by the bath area White scale residue Odd mould spot to the sealant	Scuffs above the radiator and to the left of it Some watermarks behind the radiator Drip marks left of the sink at mid and low level Light shrinkage right of the sink at top level  Tiles – leftover cleaning residue and white shading above the bath	FWT FWT FWT FWT
HEATING	Wall mounted white metal radiator	Light dust to the surface Not tested Secure	Light dust on the surface Secure	FWT
FLOORING	Light beige tiling	Discoloured to the surface throughout Footprints and leftover dust visible to the surface	Further discolouration Scattered white chemical spot stains forward of the sink and WC Grey paint type marks forward of the sink	T T
WC	White ceramic, acrylic lid and seat 6 x Buffer pads by TWYFORD Tile mounted chrome double flush by GROHE	Flush in working order Seat secure Discoloured to the seat underside Interior clean Leftover grubby marks on the rim	Flush in working order Leftover scale residue on the waterline Seat yellowing to the underside Scattered scuffs on the top	FWT FWT

BATHROOM				
AREA	DESCRIPTION	CONDITION	CHECK OUT NOTES	
<b>SINK/TAPS</b>	Ledge mounted white ceramic sink Chrome waste and pop-up plug Chrome excess Chrome mixing tap and spout by GROHE	Pop-up very stiff and getting stuck when testing Leftover cleaning residue to the interior walls Tap with watermarks Light scale to the tap spout Leftover drip marks to the exterior	Pop-up cover not seen Scattered pieces of hair inside the waste Small chip to the interior right of the waste Interior clean Light scale residue on the tap spout Tap clean	T T T
<b>BATH/ SHOWER</b>	White steel Chrome waste and pop-up plug Chrome mixing taps and spout Chrome adjuster plug Chrome shower controls Extending hose Riser rod Chrome and acrylic showerhead  Bath panel, cream coloured laminate	Leftover residue to the interior Pop-up cover is not in correct working order Scattered hair to the waste Heavy chemical staining to the pop-up adjuster and mixing control taps Leftover scale residue to the controls Shower controls secure, top clean Surface clean Hose with minor scale residue Riser rod heavily tarnished with chemical staining visible Scale residue to the showerhead and hose  Laminate swelling to the top edge and bubbling in parts Drip mark staining visible to the surfaces	Pop-up in working order Leftover cleaning residue to the interior walls Chemical staining on the controls as per inventory Shower controls secure Hose clean Showerhead clean Riser rod secure  Good order Bubbling seen on the left hand side edge Some drip marks on the surface	T       FWT FWT
<b>SHOWER SCREEN</b>	Chrome framed shower panel with glass and seal	Cleaning smears and scale residue to the surface	Top bracket loosening Cleaning smears on the surfaces	LL FWT
<b>LEDGE</b>	Dark wood composite ledge behind the sink  Matching backsplash	Scattered white staining around the sink Ring mark to left of the sink Some scuffs visible right-hand side Patchy appearance above the WC Surface scratches visible  Surface clean Some white shading	Leftover cleaning fluff on the surface Patches of dull, cleaned up areas above the WC and right of the sink  Surface scratches behind the sink	FWT FWT  T

BATHROOM				
AREA	DESCRIPTION	CONDITION	CHECK OUT NOTES	
MISCELLANEOUS ITEMS	White access hatch to the right-hand side	Discoloured	As per inventory	
	Integrated dark wood storage underneath the sink	Laminate swelling to the edges Light surface dust	Surface clean	
	Wall mounted white shavers socket	Secure and clean	Clean and secure	
BUILT-IN CUPBOARD	Dark wood effect panelled triple cupboard 3 x Mirrored panels 2 x Long glass shelves to the interior 2 x Short glass shelves	Silvering visible to the exterior panels Light cleaning smears on the shelves and to the interior back Exterior panels clean	Slight cleaning smears on the exterior mirrored panels Silvering to the edges Oily spots or stains to the interior back walls and on the interior doors	
	3 x Inset spotlights to the interior	Working order	Leftover makeup residue on the double unit right interior door Lights in working order	

SAMPLE

**BATHROOM PHOTOS**



Overviews



Flooring – white chemical spot stains



Grey paint type mark on the flooring



View 2



Sink pop up is not seen



Small chip inside the sink



Scale residue on the sink tap spout



Patchy worktop



WC interior



Bath fittings – scale residue





RECEPTION/ KITCHEN				
AREA	DESCRIPTION	CONDITION	CHECK OUT NOTES	
<b>DOOR EXTERIOR</b>	Panelled painted white Chrome lever handle Frames painted cream	Door in working order Handle slightly tarnished Slightly discoloured to the panel leading edge Light cleaning smears on the panel at low level Frame dusty	Working order Frame dusty Light cleaning smears on the panel at low level	FWT FWT
<b>DOOR INTERIOR</b>	Panelled painted white Chrome lever handle Chrome hinges Frames painted cream	Frame dusty Laminate chipping to the base	Frame dusty Laminate chipping to the base	FWT FWT
<b>CEILING</b>	Painted white  Fitted white air vents White metal circular plates  Heat detector	Patchy appearance Some scuffs and oily spots above the kitchen units Vents discoloured, but clean Few brown spots forward of the balcony door Few scuffs by the sprinkler plate forward of the balcony doors  Tested for power, audio sounding	Odd scuff above the kitchen units Oily spots as per inventory Slightly discoloured to the joins Patchy appearance as per inventory  Tested for power, audio sounding	FWT
<b>LIGHTING</b>	2 x White ceiling roses, hanging cords, energy saving bulbs  6 x Recessed inset spotlights  4 x Under unit lights	Bulbs in working order  All in working order, two of them dim  All in working order, very dim	Bulbs in working order  1 x Not working, 1 x very dim	LL
<b>WALLS</b>	Painted white	Rear wall – 9 x small circular painted over stickers at top level Patchy paintwork right of the sofa Splash marks by the radiator not seen Very patchy paintwork on the rear wall behind the sofa and above the radiator 2 x Removal marks above the radiator at top level Far wall – 7 x painted over circular marks above the radiator at top level Rough plastered over area at mid -section Patchy paintwork throughout	Further scuffs at mid and low level Stickers as per inventory Small indent above the sofa Far wall – 3 x tack removal marks at mid level Kitchen area – bubbling paint as per inventory Light scuffs at mid and low level Drip marks left of the dishwasher at low level Some water staining behind the sink Further oily spots left and right of the sink	FWT FWT FWT FWT FWT FWT

RECEPTION/ KITCHEN				
AREA	DESCRIPTION	CONDITION	CHECK OUT NOTES	
	Brown wooden effect laminate upstand and backsplash	Kitchen area – bubbling paint on the left wall at mid-level Some watermarks behind the sink Light oily spots left and right of the hob  Oily spots on the splashback behind the hob Swelling behind the sink and hob Sealant perishing behind the sink	Sealant as per inventory  Oily spots on the surface	FWT
<b>HEATING</b>	2 x Double panelled white radiators	Both radiators secure Light dust on the panels	Both secure and clean	
<b>FLOORING</b>	Continuation of hallway	Furniture movement marks visible at entry and mid-section of the room Scattered small paint splash marks to the edges Surface scratches visible Fluff bits to the edges, dusty under the sofa	Odd pieces of hair to the edges Light surface dust Surface scratches as per inventory	FWT
<b>SKIRTING</b>	Painted cream Chrome and black rubber doorstopper	Few scuffs and light shrinkage Building dust in parts Paint chipping and scuffs behind the door	Laminate chipping behind the door as per inventory Surface clean	
<b>SWITCHES/ SOCKETS</b>	Light switch Double sockets Telephone sockets Large spur / cable panel	Light switch in working order Sockets not tested Light settlement dust Few oily marks to the sockets by the kitchen area	Odd oily spot on the double sockets by the worktop Otherwise clean	FWT
<b>WINDOWS</b>	Grey metal framed balcony door with Grey metal lever handle Integrated lock 2x Double glazed grey metal framed, fixed panes to the left hand side Integrated air vent Chrome hinges	Finger marks and dust to the interior Dusty to the exterior and to the frame Leftover tape residue to the interior frames Lock is in working order but unable to remove the key from the key slot when the door is locked	Light cleaning smears to the interior and exterior Tape residue marks to the edges as per inventory Lock as per inventory	FWT
<b>CURTAINS/ BLINDS</b>	White acrylic curtain rail with off-white vertical slatted blinds, acrylic pull cord and toggle	Scattered small orange spots to the slats at low level mid-section and to the right-hand side Base cables detached in parts	Some small brown spots at top level Orange staining as per inventory Cabling detached in parts to the base	FWT FWT

## RECEPTION/ KITCHEN

<u>AREA</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>CHECK OUT NOTES</u>	
<b>FURNITURE</b>	Chrome and glass circular dining table	Light surface scratches visible Legs tarnished Cleaning smears to the glass top and to the base	Cleaning smears on the top and to the base	FWT
	4 x White wooden effect chairs with chrome legs	Some laminate cracking visible on the seats and backrests Legs tarnished 1 x Frame slightly wobbly Slightly tarnished to the legs	2 x Seen in the room 2 x Seen in the hallway cupboard Further laminate wear on the seats	FWT
	White melamine TV unit with 2 x Panelled doors 2 x Shelves to the interior	Cleaning smears and light dust to the top Some surface scratches visible Left door hinge loose Surface scratches and scuffs to the interior shelves	Left door hinge as per inventory Slightly wobbly to the frame Surface scratches on the top	FWT FWT
	Chrome and glass rectangular coffee table	Settlement dust to the top Frame slightly tarnished	Light cleaning smears on the top Frame tarnished	FWT
	1 x Dark grey double sofa Chenille upholstered seats and back rests Chrome legs	FFR label seen Right armrest heavily faded further with white marks visible Under seat cushions dusty Base fabric slightly torn with springs visible under the right seat Pink and yellow staining to the left seat cushion	Scattered grubby marks on the right hand side armrest Under seat cushions dusty as per inventory Few marks on the seat cushions Cushions out of shape	T  FWT
	Chrome and glass framed accessory table	Tarnish to the legs with rust marks visible Settlement dust to the top	Light dust on the surface Frame tarnished	FWT
	1 x Dark grey chenille effect armchair with wooden armrests Wooden legs	Patchy to the upholstery with white marks visible to the seats and also to the backrests Beige grubby mark on the seat front edge Odd paint chip on the armrest	Seat patchy throughout with white marks on the seat	
<b>MISCELLANEOUS ITEMS</b>	SIEMENS thermostat	Not tested	As per inventory	
	1x Energy saving display	Not tested	Seen in the hallway cupboard	

## RECEPTION/ KITCHEN

<u>AREA</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>CHECK OUT NOTES</u>	
<b>SINK</b>	Stainless steel sink and drainer Chrome mixing tap and spout Chrome waste Chrome strainer plug	Surface scratches visible Light watermarks to the interior Small leak from the sink tap Hardened scale residue to the tap spout	Some leftover watermarks to the interior Small leak from the sink tap as per inventory Tap secure Hardened scale to the tap spout	FWT
<b>WORK TOP</b>	Brown wooden effect laminate worktop	White shading behind the sink and to the right Sealant perishing behind the sink and also to the right of it Odd surface scratch to left of the hob and right of the sink Settlement dust and light cleaning smears	Leftover residue right of the sink Small rust type mark between the hob and the sink	FWT NOTE
<b>KITCHEN UNITS</b>	Top and bottom white melamine units Chrome D-handles Slider drawer 3 x Recycling bins: 1 x With green lid Grey acrylic cutlery tray with 4 dividers	Cleaning smears to the exterior doors Heavy staining to under sink unit interior base Under the sink unit handle slightly loose All drawers in working order Bins clean Light cleaning smears to the top unit interior Under oven drawer laminate swelling to the exterior panel Laminate edging peeling to the top unit exterior right and left of the hob All push on mechanisms in working order Laminate swelling to door edges in parts Edge panel loose right of the fridge/ freezer	Light drip marks to the bottom exterior doors Small cleaned up patch on under the sink unit exterior door Light laminate swelling to the bottom exterior door edges Drawers in working order Handle slightly sticky Cleaning smears to the interior Under the oven drawer front panel laminate swelling Leftover residue to the edges Recycling bins clean Light oily spots to the top unit undersides Light cleaning smears on the top exterior doors Interior clean Right bottom edge kickboard panel loose	FWT FWT FWT FWT FWT FWT LL
<b>HOB</b>	AEG induction hob	Tested for power Settlement dust and some surface scratches visible	Tested for power Light cleaning smears on the surface	
<b>OVEN</b>	AEG Competence Model number BE300302 2 x Twist dials, LCD display Push buttons 2x Chrome shelves, 1x Oven tray with chrome trivet	Bulb in working order Interior clean	Bulb in working order Leftover cleaning residue to the interior walls Interior base clean Cleaning smears on the interior door and on the tray	FWT

RECEPTION/ KITCHEN				
AREA	DESCRIPTION	CONDITION	CHECK OUT NOTES	
EXTRACTOR FAN	ELECTROLUX integrated flap style extractor hood with 2 x Bulbs and filter	Exterior sticky Bulbs in working order Tested for power	Bulbs in working order Cover sticky	FWT
FRIDGE/ FREEZER	<u>Fridge:</u> ELECTROLUX model ENN2801EOW 3 x Glass shelves and chrome trim 1 x Glass shelf with white trim 2 x Pull-out salad crispers 2 x White egg trays 1 x Ice tray 5 x Side door compartments 1 x With closing lid Bottom one with divider panel	Bulb in working order Water drip marks to interior back wall Small chip missing to one door compartment right base corner Stress cracks to the door compartments	Bulb in working order Light cleaning smears on the shelves Unit is smelly Small crack on one of the salad compartment front panels	FWT NOTE T
	<u>Freezer:</u> 3 x Pull out acrylic drawers	Water inside the drawers and to the base Middle drawer heavily cracked by the front handle Bottom drawer cracked by the front handle Small crack to the top drawer handle left and right hand side	Middle drawer cracked further with a piece loosening Other cracks as per inventory Unit is defrosted	FWT
DISHWASHER	ELECTROLUX model ESL4200LO 2 x Grey crockery shelves 2 x Top flaps 1 x Grey acrylic cutlery tray	Tested for power Heavy scattered rust spots and cleaning smears throughout	Replaced Indesit dishwasher seen instead Cleaning smears on the interior door Interior base clean Minor residue marks by the hinges	FWT
MICROWAVE	AEG model MC1763E Glass turn table to the interior LCD face Push buttons	Interior bulb in working order Interior clean	Bulb in working order Interior walls clean	
MANUALS	Seen for extractor hood, fridge freezer x2, microwave, hob x2, oven, HOTPOINT washing machine		Present	

RECEPTION/ KITCHEN PHOTOS



Overview



View 2



Dim spotlight



Grubby residue on the sofa armrest



Blind slats detached from the base cable



Drip marks on the wall, by the dishwasher



Sink interior



Sink tap



Leftover residue mark on the drawer



Replaced dishwasher



Dishwasher interior



Oven interior

RECEPTION/ KITCHEN PHOTOS PAGE 2



View2



View 3



Small crack on the salad compartment



Freezer drawers cracked further



Kickboard edge panel loose

SAMPLE

BEDROOM				
AREA	DESCRIPTION	CONDITION	CHECK OUT NOTES	
DOOR EXTERIOR	Single panelled painted white Chrome lever handle Frames painted cream	Old chips to the left-hand side frame at low level Handle tarnished Cleaning smears visible on the panel Frame dusty	Frame dusty Some scuffs on the panel at mid and low level	FWT
DOOR INTERIOR	Single panelled painted white Chrome lever handle Chrome hinges Frames painted cream 2 acrylic hooks fitted	Some discolouration above the handle Laminate chipping to the base Frame dusty Small angle graze to the frame at top level	Acrylic hooks present Frame clean	
CEILING	Painted white White metal circular plate	Slightly discoloured to the edges Scuffs above the wardrobe	As per inventory	
LIGHTING	White ceiling rose, hanging cord energy saving bulb	Bulb in working order	Bulb in working order	
WALLS	Painted white	Left wall –Patchy paintwork Few painted over tape removal marks to the left of the chest of drawers at mid level 5 x Painted over small circular marks at top level Small painted over indent at low level Far wall – angle grazing visible to the window surrounds Few scuffs at mid level and behind the radiator Discoloured to the corner joins Cleaned up paint patch by the blind cleat Right wall – patch of small splash marks to right of the radiator at low level Few finger marks above the bed Light furniture rub marks left of the bed Scuffs visible above the wardrobe	Painted over removal mark as per inventory Far wall – some furniture rub marks left of the window Cleaned up paint patch by the cleat now painted over Right wall – some furniture rub marks behind the headboard 2 x Small purple stains with touched up paintwork right of the bed	FWT NOTE FWT T
HEATING	Double panelled white radiator	Thermostat and end cap intact Light dust to the top and front panel	Fittings intact Few scuffs on the front Clean	
FLOORING	Continuation of hallway	Light dust to the edges General surface scratches visible Heavier surface scratches at entry to the right hand side	White paint splashes right of the bed and forward of the wardrobe Some paint splash marks also right of the windows	T T



BEDROOM				
AREA	DESCRIPTION	CONDITION	CHECK OUT NOTES	
SKIRTING	Painted cream	Clean Light shrinkage to the corner joins Odd scuffs Graze line visible to the skirting left of the wardrobe	Clean Shrinkage visible	FWT
	Chrome and black rubber doorstep fitted	Secure		
SWITCHES/ SOCKETS	White light switch Double sockets TV cable socket	All secure Light switch in working order Others not tested Clean	Clean and secure	
WINDOWS	Grey metal framed double glazed UPVC Chrome metal lever handle Child lock 2 x Double glazed fixed panes, 1 x Below and 1 x To the right hand side 2 x Window keys seen	Dusty with handprints to the interior Dusty to the exterior Tape residue marks to the interior frames Handle tarnished with scuffs	Clean to the interior Dusty to the exterior	
CURTAINS/ BLINDS	Beige roller blind	Working order Finger marks and discolouration to the surface at low level Scuffs visible to the back lining Fraying to the edges Discoloured to the base Blind does not open completely due to the positioning of a safety clip Small tear to the base plinth back fabric	Working order Some further discolouration on the surface	FWT
FURNITURE	White laminate effect chest of drawers 6 x Drawers 6 x Chrome pull handles	Settlement dust to the top All drawers in working order Top drawer back plinth broken Second from the top drawer off-alignment Water staining visible to the third from the bottom drawer interior base Handle secure General laminate wear	Top drawer as per inventory Second from the top drawer catching on the edge and is stiff Various stains to all other drawers Interior clean	LL FWT
	2 x Matching nightstands with 2 x Pull-out drawers to each	Both with settlement dust to the top Some stains and marks visible to the left unit top drawer interior Scuffs to the exterior handle	General laminate wear Surface clean	FWT

## BEDROOM

<u>AREA</u>	<u>DESCRIPTION</u>	<u>CONDITION</u>	<u>CHECK OUT NOTES</u>	
	<p>1 x White melamine bed base with integrated headboard Chrome metal legs</p> <p>1 x COOLMAX memory orthopaedic double mattress</p>	<p>Small laminate chips to the right unit top Marks to the interior drawers</p> <p>General laminate wear to the headboard Headboard dusty Phonebooks stacked under the bed for support Odd scuff to the exterior frame Laminate wear to the edges Legs slightly tarnished</p> <p>FFR label seen Heavy yellow stains to the underside Few stains to the top Discoloured to the top, springs caving in</p>	<p>Frame is loosening Pieces of hair to the edges Some drip marks on the headboard</p> <p>Replaced No visible stains or marks to top or underside</p>	<p>LL FWT T</p>
<b>WARDROBE</b>	<p>White laminate framed triple wardrobe with 2 x White veneer and burgundy glass panels sliding doors Hat shelf Chrome hanging rail Additional smaller hat shelf and chrome hanging rail to the left hand side</p>	<p>Both doors in working order Unit is wobbly to the frame Some finger marks to the exterior panels Both top shelves slightly bowing Single unit back panel loosening Top hat shelf with small laminate chip to the edge Light settlement to the hat shelves Few scuffs to the double unit interior Front door sliding over the right-hand side edge Back door catching on the skirting</p>	<p>Cleaning smears on the exterior doors Doors are catching on each other Back panel loose on the left hand side Door is catching on the skirting as per inventory Few hangers to the interior</p>	<p>LL FWT</p>

**BEDROOM PHOTOS**



Overview



View 2



View 3



Painted over small purple marks



Paint splash marks on the flooring



Drip marks on the headboard



Replaced mattress



View 2

BALCONY				
AREA	DESCRIPTION	CONDITION	CHECK OUT NOTES	
ENTRY	Return to glazed windows Grey metal frames Air vent at top level	Glazing and panels dusty Paint bubbling to the right frame	Glazing and panels as per inventory	
FLOORING	Wooden panelled composite decking	Moss visible to the surface mid-section and right hand side Panel slightly bowing at entry	Moss visible as per inventory Floorboard at entry bowing slightly and caving when stepped on it. Uneven surface Some small pebbles on the surface	LL FWT
CEILING	White composite	General discolouration and scuff marks and settlement cracking	✓	
SURROUND	2 x Composite white melamine boards to the left and right hand side Grey metal framed surround	Railing dusty Pieces of tape attached to the left- and right-hand side panels top edges	Dusty with cobwebs throughout Pieces of tape as per inventory	FWT

SAMPLE

**BALCONY PHOTOS**



Overviews

Small pebbles on the flooring



Dusty frames



Uneven flooring