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## Check in report

1 Keystone Way, Weston-super-Mare, BS23



Head tenant:	Joe Bloggs
Prepared by:	Anthony Smith
Report date:	27th September 2013
Job number:	Y2023

## Tenant details

Address	1 Keystone Way	Postcode	BS23
Head tenant	Joe Bloggs	Moved in date	27th September 2013

## Tenancy payment details

Deposit paid in full?	Yes (£665)	Receipt issued?	Yes
Has a copy of the registered deposit scheme certificate been issued to the tenants? After move in			No
Rent paid in full?	Yes (£665)	Receipt issued?	Yes
Payment method	Standing order		
Has payment method form been completed by tenants?		No	
Provided on move in day, tenants to take completed form to the bank.			

## Formalities

Tenancy agreement signed and dated? (Landlord's copy)	Yes	Agreement retained?	Yes
Tenancy agreement signed and dated? (Tenant's copy)	Yes	Agreement retained?	Yes
Has a copy of the Energy Performance Certificate been issued to the tenants?	Yes		
Has a copy of the Gas Safety Certificate been issued to the tenants?	Yes		
Has a copy of the property inventory and schedule of condition been issued to the tenants?	Yes		
Other check in paperwork given to tenants	Letter confirming strictly no pets		

## Utilities

	Electricity	Gas	Water
In Property?	Yes	Yes	Yes
Meter Location	Front of property	Front of property	Road / Pavement
Stopcock Location	-	-	Under kitchen sink
Meter Reading	12341	92868	TBC
Key Card	No	No	-
Amount	-	-	-
Supplier	Edf energy	Edf energy	Wessex water
Serial Number	S74171828	GX74974321	-
Notes	-	-	To be read by supplier
Photo(s)	-	-	-

Self contained sewage tank at property? N/A

## Health and Safety

Smoke detectors in property?	Yes	Type	Mains	Location	Top of stairs	Tested?	Yes
Carbon monoxide detector?	No						
Fire extinguisher in property?	No						
Fire blanket in property?	No						
Electrical safety certificate?	No						
Certificate given to tenant?	No	Notes					

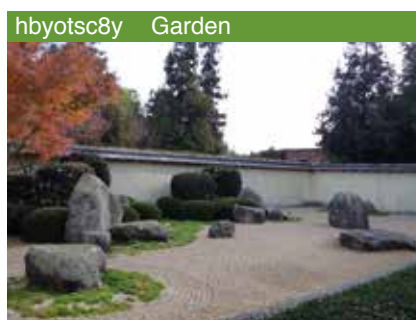
## Keys handed to the tenants

Key type	Quantity and lock type	
Front door	2	Yale
Back door	1	Chubb
Garage door	1 standard cylinder key	

## Maintenance

No maintenance issues to report

## Photo Library



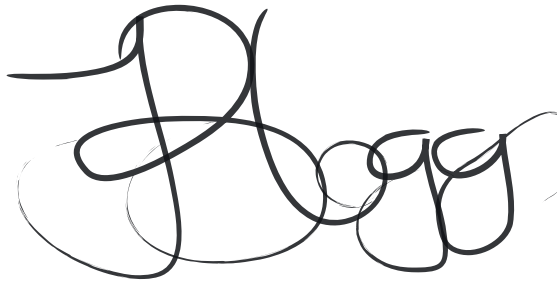
## Tenant declaration

I/we certify that I/we the undersigned tenant(s) have carefully checked the information provided through out this report and consider this to be accurate and a correct schedule of the contents within it and the documentation exchanged. This property inspection report is not a guarantee or report on the accuracy of, or the safety of any equipment or appliance(s) supplied. It is merely a record that such items exist in the property and provides visual recommendations. If the property is rented to multiple tenant(s), only one tenant signature certifies the approval of all tenant(s).

(Please note – you can bespoke your own text)

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Tenant signature



Name Joe Bloggs  
Date 27/09/13

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Clerk signature



Name Anthony Smith  
Date 27/09/13

## Terms and conditions

You are reminded that it is your responsibility at the beginning of the tenancy to note any specific discrepancies on the inventory that you do not agree with i.e. marks on walls, carpets, etc. Please sign every page. **YOU MUST RETURN THE INVENTORY WITHIN 7 DAYS OTHERWISE WE UNDERSTAND THAT YOU AGREE WITH THE CONTENTS THROUGHOUT THE REPORT.**

If no amendments are made, this inventory & schedule of condition will be regarded as a true record of the condition of the property and will be used to assess all damage for check-out purposes at the end of the tenancy.

### Tenancy Guidance Notes

An inventory is a report, which not only includes the internal condition of the property but also gives an accurate description of the fixtures and fittings. It is compiled shortly before the commencement of the tenancy and checked at the termination for any dilapidations that may have accrued during the term of the tenancy.

Fair wear and tear allowance is taken into consideration for the full term. The guidelines set out below are intended to assist with the check out at the end of the tenancy and, if adhered to, should result in charges incurred, if any, being kept to a minimum.

### Cleaning

Unless specifically stated in this Inventory & Schedule of Condition, the property is considered to be clean at the start of the tenancy. The property should be clean and tidy upon departure. A cleaning charge may be incurred if the property and, or fixtures and fittings, are left in an unsatisfactory state. Please ensure correct cleaning materials are used for different surfaces (bath, windows etc). Laminate flooring should be cleaned using a dry or slightly damp cloth/mop? water saturation will cause damage.

### Carpets

You may be charged for cleaning any marks, stains etc and for part, or all, of the cost of damages.

### Decoration

Fair wear and tear will be taken into consideration, however, you may be charged for tearing to wallpaper, blue tack marks, excessive chips to woodwork and plaster damage caused by pins, nails, screws etc being driven into walls and excess number of picture hooks. Light bulb/smoke alarm battery replacement is the responsibility of the tenant.

### Ventilation

It is important to ensure that the property is adequately ventilated in order to avoid damage & staining from condensation. The following advice should help reduce condensation:

### Parking Areas

Please be aware that oil causes permanent staining and damage to certain to surfaces (especially tarmac). You may be charged for any damage or deterioration caused by leakage of oil onto surface areas.

### Stored Items

Any items stored or moved during the tenancy must be returned to their original location, and where applicable, cleaned and ready for use. A charge will be made if boxed/stored items need to be returned to inventory location after you have left.

### Keys

All keys to the property must be handed over to the agent prior to the inventory check out, or if the tenant is attending the check out appointment they must hand them over the agent attending.

**THIS REPORT IS STORED ON COMPUTER AND THE ORIGINAL RETURNED TO YOU FOR SAFE KEEPING**

**(Please note – you can bespoke your own text)**

## Disclaimer

### Disclaimer

This inventory does not guarantee the safety of any equipment or contents and does not set out to do so.

A representative of XXX who is not a qualified surveyor or a qualified trades-person, or qualified to value the contents of the property has prepared this inventory.

This inventory relates only to the furniture and all the Landlords 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 inventory and the superficial condition of same.

### 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 principal. Where the inventory notes, fire Regulation Label Attached 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.

### USING THE INVENTORY

All static, loose or moveable items in this inventory are listed from left to right viewed from the doorway of that room.

Multiple items may be grouped together and may require locating.

Fixed items such as light switches, electrical sockets, telephone points, electric, blanking plates and fuse boxes are deemed serviceable and in place. Light fittings are assumed to come complete with a serviceable bulb(s) unless otherwise stated.

Any visible cracks to walls and ceilings will be documented and form part of this inventory.

At the point of check in the inventory will be recorded in correspondence to the fair wear and tear guide and the descriptions detailed below:

**(Please note – you can bespoke your own text)**