

# Inventory Check-In Report

For the contents and conditions of

83 Burns Drive  
Hemel Hempstead  
Hertfordshire  
HP2 7NW



21<sup>st</sup> April 2017

Report prepared on behalf of Sears & Co

by Daniel Pickles MARLA (Inv)  
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### Abbreviations which may be used in the Report

CM – ceiling mounted  
 CP – cream painted  
 DG – double glazed  
 LHS – left hand side  
 NT – not tested  
 NW – not working  
 POD – painted over defects

RHS – right hand side  
 SG – single glazed  
 SS – stainless steel  
 WM – wall mounted  
 WP – white painted  
 WPI – white plastic



## Terms, Conditions & Guidance Notes

- This report is prepared in good faith to describe the contents, conditions, and cleanliness of items, fixtures and fittings within the property.
- The clerk preparing this inventory is not an expert on fabrics, woods, materials, antiques, nor is a qualified surveyor or valuer. The clerk is not required to state whether an item is antique, made of precious metals, or unique in origin, or whether it is new despite the appearance of being so.
- As this is a visual inspection only, no electrical items or appliances have been tested for safety and no guarantee is given to the working condition.
- Locked areas or similar inaccessible places, including bags and boxes of various items, plus loft cavities and cellars are not inspected (unless specifically converted into a room). Heavy items are not moved and meter readings are only taken if it is practical to do so. In the event a meter cannot be read, Red Kite Inventories are not able to make a return visit at a later time, and it is down to the incoming tenant to ensure correct readings are provided to the appropriate utility company. It is the responsibility of the letting agent to ensure the clerk is aware if a water meter is present.
- Items should be returned to their original positions by the tenant in order to efficiently compare check-out with check-in. Failure to do so could result in inaccuracies and/or additional tenant charges at the check-out. If the tenant is not ready to return keys at the allocated appointment time then an additional abortive check-out fee will be charged.
- Any items not present on the check-in should be removed prior to the commencement of the check-out. Where checkouts are completed with tenants in situ and it is deemed difficult for clerks to differentiate between that belonging to the Landlord or Tenant, then the report may contain inaccuracies for which the clerk cannot be held responsible.
- Fire Safety Regulations pertaining to furniture, gas and electrical supplies etc are outside the bounds of this report. The landlord or agent should satisfy themselves that products are supplied within the bounds of relevant Fire Regulations Acts.
- Any queries or discrepancies relating to the description or content must be directed to Red Kite Inventories within 7 days of the date the report being issued to the Letting Agent, after which time no amendments will be made and Red Kite Inventories accept no liability whatsoever for any inaccuracies not raised within this time frame. Any reports which remain unsigned after this time with no amendments notified will be deemed as accepted by all parties.

## Entrance Door

Description	Check-In and Inventory Comments	Check-Out Comments
<p><b><u>Exterior Door:</u></b></p> <p>WP door &amp; frame</p> <p>Frame mounted doorbell Black metal '8' '3' Chrome spy hole with glass insert Brass Era barrel lock with SS surround SS letterbox flap &amp; surround Black painted threshold Green doormat</p>	<p>Scattered usage marks throughout, especially eye &amp; low level <b>Pic1</b> NW</p> <p>Tarnished</p> <p>Scratches Tarnished Chips In use</p>	
<p><b><u>Interior Door:</u></b></p> <p>Rear of door</p> <p>Rear of spy hole Yale lock on mount Letterbox rear with draft excluder Black doormat</p>	<p>Very patchy Minor mid level scuffs</p> <p>Tarnished Paint splashed &amp; lightly fraying</p> <p>In use</p>	



## Hallway

Description	Check-In and Inventory Comments	Check-Out Comments
<b><u>Flooring:</u></b>		
Parquet effect laminate	1x chip	
<b><u>Walls/Skirting:</u></b>		
CP walls	High level cracks	
WP skirting	Minor mid level rubs upon entry	
<b><u>Ceiling:</u></b>		
WP		
<b><u>Lighting:</u></b>		
1x CM downlighter		
Cream card shade		
<b><u>Sockets/Switches:</u></b>		
1x chrome light switch		
1x chrome single power socket		
<b><u>Fixtures/Fittings:</u></b>		
WM wooden backboard with 4x chrome flip hooks WM smoke alarm	Light usage marks	



## Bedroom

Description	Check-In and Inventory Comments	Check-Out Comments
<p><b><u>Door/Frame:</u></b></p> <p>Off-white painted door</p> <p>WP frame Chrome hook 2x chrome handles</p>	<p>Light dust Low level marks to exterior Light high level marks to interior Interior marks &amp; patchiness around handle Edge chips Scuffs against floor</p> <p>Slightly loose</p>	
<p><b><u>Flooring:</u></b></p> <p>Parquet effect laminate</p>	<p>Scuffs door upon entry 2x pieces slightly loose far mid RHS</p>	
<p><b><u>Walls/Skirting:</u></b></p> <p>CP walls WPI air vent WP skirting</p>	<p>Some patchiness</p> <p>Tarnished top far LH corner Light usage marks RH corners</p>	
<p><b><u>Ceiling:</u></b></p> <p>WP</p>	<p>Crack over door &amp; window 1x chip LHS Light embedded spores over window <b>Pic2</b></p>	
<p><b><u>Lighting:</u></b></p> <p>CM chrome/glass 4-bulb fixing</p>		
<p><b><u>Heating:</u></b></p> <p>WM electric heater with cable</p>		

<p><b><u>Sockets/Switches:</u></b></p> <p>Chrome/WPI</p>		
<p><b><u>Windows:</u></b></p> <p>uPVC DG to front elevation with bottom opening casement 1x lock handle WPI windowsill</p>	<p>Recently installed Feint embedded spores to high level reveals</p>	
<p><b><u>Curtains:</u></b></p> <p>WM SS curtain pole Just below sill length white net curtain on pole with 3x chrome hooks Pair sill length lined beige swirl design curtains with eyelets</p>	<p>Tarnished</p> <p>Very light edge pulls Low level lining spores <b>Pics 3 &amp; 4</b></p>	



## Bathroom

Description	Check-In and Inventory Comments	Check-Out Comments
<b><u>Door/Frame:</u></b> WP 2x chrome handles Chrome twist lock Chrome threshold	Light dust Light rust to interior Light rust	
<b><u>Floor:</u></b> Mottled blue & white tiles Black grout	Scuffs door upon entry	
<b><u>Walls:</u></b> Mottled black & white tiles  White grout Grey tiled border around bathtub	2x caps LHS, 1x cap RHS 2x screw holes RHS Mastic blackening by bath controls <b>Pic5</b> Scattered black spots to front RHS window Black spore remnants around window	
<b><u>Ceiling:</u></b> WP	Patchy Crack between window & light	
<b><u>Lighting:</u></b> CM bulb with chrome & glass shade	Rust spots	
<b><u>Windows:</u></b> uPVC DG frosted fully opening casement to side elevation 1x lock handle 1x key WPI sill	Recently installed 4x caps & spore remnants to reveal	



<p><b><u>Sanitary Ware:</u></b></p> <p>WPI bathtub with black plastic side panel Chrome mixer tap &amp; plug wheel WM chrome riser rail, shower head, flexi-hose &amp; control Plastic soap dish</p> <p>White ceramic hand wash basin 2x SS taps SS plug SS chain</p> <p>White ceramic toilet WPI lid &amp; seat Chrome flush button</p>	<p>Some blackening behind controls</p> <p>Lightly tarnished around plug</p> <p>Not affixed to chain</p> <p>Very lightly tarnished to rear</p>	
<p><b><u>Fixtures/Fittings:</u></b></p> <p>CM light pull cord with chrome toggle WM SS/white ceramic towel rail WM white metal curtain pole Fabric butterfly design shower curtain WM chrome hook WM chrome toilet roll holder WM white laminate double mirrored cabinet with 1x interior shelf</p>	<p>Fingermarks</p> <p>Light mildew to base</p> <p>Loose</p>	
<p><b><u>Others:</u></b></p> <p>Small SS/blue pedal bin 1x scraper Black plastic toilet brush &amp; holder</p>	<p>Usage marks</p> <p>Light chips to top of holder</p>	

## Main Reception Room

Description	Check-In and Inventory Comments	Check-Out Comments
<p><b><u>Door/Frame:</u></b></p> <p>Off white painted door WP frame 2x chrome handles Brass threshold</p>	<p>Low level interior discolouration</p>	
<p><b><u>Flooring:</u></b></p> <p>Laminate with beading</p>	<p>Chip upon entry Joins visible Wipe required Scuffs door when fully opened</p>	
<p><b><u>Walls/Skirting:</u></b></p> <p>Part CP walls  Part red/white floral wallpaper WP skirting</p>	<p>1x screw LHS Patchy in places Washed spores low level far RH corner <b>Pic6</b> Some yellowing</p>	
<p><b><u>Ceiling/Cornice:</u></b></p> <p>WP stippled ceiling WP cornice</p>		
<p><b><u>Lighting:</u></b></p> <p>CM 4-bulb chrome/glass fixing</p>		
<p><b><u>Sockets/Switches:</u></b></p> <p>Chrome/WPI switches &amp; sockets Various cabling</p>		
<p><b><u>Windows:</u></b></p> <p>uPVC DG to rear elevation with bottom opening casement 1x lock handle 1x key WPI windowsill</p>	<p>Recently installed</p>	

<p><b><u>Curtains:</u></b></p> <p>WM SS curtain pole Just below sill length white net curtain on pole with 3x chrome hooks Pair sill length lined grey stripe curtains with eyelets</p>	<p>Tarnished</p> <p>Light marks to low level LH lining</p>	
<p><b><u>Fixtures/Fittings:</u></b></p> <p>WM mirror in ornate white frame</p>		




## Kitchen

Description	Check-In and Inventory Comments	Check-Out Comments
<p><b><u>Flooring:</u></b></p> <p>Laminate continued from kitchen</p> <p>Black &amp; white tile effect laminate under fridge/freezer</p>	<p>Sticky marks from former fittings over</p> <p>Light paint marks under breakfast bar</p> <p>Various chips &amp; lifting</p>	
<p><b><u>Walls/Skirting:</u></b></p> <p>CP walls with black/red tiled splashbacks</p>	<p>Large patch behind hob</p>	
<p><b><u>Ceiling/Cornice:</u></b></p> <p>WP stippled ceiling</p> <p>WP cornice</p>	<p>Patchy</p>	
<p><b><u>Lighting:</u></b></p> <p>CM bulb in chrome/glass shade</p> <p>2x under unit spotlights</p>	<p>Tarnished</p> <p>1x NW</p>	
<p><b><u>Sockets/Switches:</u></b></p> <p>Chrome/WPI switches &amp; sockets</p>		
<p><b><u>Windows:</u></b></p> <p>uPVC DG fully opening casement to rear elevation</p> <p>1x lock handle</p> <p>1x key</p> <p>WPI windowsill</p>	<p>Recently installed</p>	
<p><b><u>Curtains:</u></b></p> <p>Sill length white net curtain on wire with 2x plastic hooks</p>		

<p><b><u>Kitchen Units:</u></b></p> <p>A range of laminate wall and base units with chrome handles inc drawers</p>	<p>Heavy usage marks &amp; edge chips to interior base unit under sink Handles have rust spots throughout</p>	
<p><b><u>Worktops:</u></b></p> <p>Mottled black laminate with 2x runners inc breakfast bar</p>	<p>Heavy scratches LHS hob Minor scratches RHS hob Heavy scratches to breakfast bar &amp; chips to edges</p>	
<p><b><u>Sink Unit:</u></b></p> <p>SS Caron Phoenix inc. draining board SS mixer tap Black plastic plug on SS chain Chrome crockery strainer</p>	<p>Dulled  Tarnished</p>	
<p><b><u>Extractor:</u></b></p> <p>Candy behind unit front 2x light bulbs</p>	<p>Minor stickiness to casing Appear NW</p>	
<p><b><u>Hob:</u></b></p> <p>4-ring electric 4x dials</p>		
<p><b><u>Oven:</u></b></p> <p>Candy  3x wire racks 1x roasting tray</p>	<p>Heavily tarnished to front Dials bubbling Greasy to interior door <b>Pic7</b> Burnt on deposits Burnt on deposits</p>	
<p><b><u>Fridge/Freezer:</u></b></p> <p>Beko A Class</p> <p><i>Fridge:</i> 3x glass shelves 1x plastic crisper 3x plastic door trays 1x egg tray</p> <p><i>Freezer:</i> 1x plastic flap 2x plastic drawers</p>	<p>Usage marks &amp; scratches to top &amp; front <b>Pics 8 &amp; 9</b> Light streakiness interior back wall</p> <p>Finish wipe required  Top front cracked</p>	

<p><b><u>Washing Machine:</u></b>  C510WM14</p>	<p>Dusty to front</p>	
<p><b><u>Microwave:</u></b>  Breville with rotating glass plate Pan stand</p>		
<p><b><u>Toaster:</u></b>  Morphy Richards red/chrome 4-slice</p>	<p>Light usage marks</p>	
<p><b><u>Storage Cupboard:</u></b>  Off white painted door WP frame 1x chrome handle Laminate floor  WP inside 4x WM CP shelves Electric meter &amp; associated wiring Fuse box Water meter &amp; associated pipework 1x electric dehumidifier 2x sweepers</p>	<p>Smells inside  Aged Uneven upon entry Usage marks  Heavy usage marks  Not tested or fully inspected</p>	
<p><b><u>Airing Cupboard:</u></b>  As storage cupboard, housing 2x watertanks in factory jackets with associated pipework Various spare cabling &amp; tiles</p>		
<p><b><u>Others:</u></b>  Bell box Various cleaning products Purple plastic cutlery tidy 2x Yale keys 1x window key 1x toilet seat key <i>Manuals for:</i> Bath, shower, water pump, smoke alarm</p>	<p>NW  Unidentified</p>	

## Schedule of Condition

Description	Condition at date of Inventory Check-In	Condition at Check-Out
<b>General</b>	This is a one bedroom ground floor flat in a purpose built block. It has been generally well maintained and is considered suitable for tenancy.	
<b>Cleanliness incl. floors &amp; windows</b>	The property has been domestically cleaned to a generally high overall standard with omissions to oven & fridge/freezer.	
<b>Decoration</b>	Generally very good overall order.	
<b>Furnishing / Appliances</b>	The property is let unfurnished. Appliances require additional clean where noted and have not been tested.	
<b>Linen</b>	None inspected.	
<b>Windows &amp; dressings</b>	All windows recently replaced. Bedroom curtains require washing to remove spores to low level linings.	
<b>Outdoor Areas &amp; Outbuildings</b>	N/A. Communal areas are outside the scope of this report.	
<b>Smoke &amp; CO Alarms</b>	1x smoke alarm to hallway tested & working.	
<b>Keys Issued</b>	3x front door Yale 3x front door Chubb 	

## Photographs

**Pic1**



**Pic2**



**Pic3**



**Pic4**



**Pic5**



**Pic6**





**Pic7**



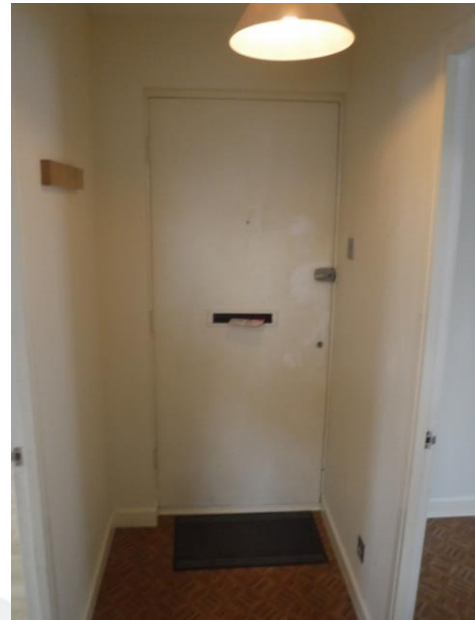
**Pic8**



**Pic9**



**Hallway**



**Bedroom**



**Bedroom**



**Bathroom**



**Main Reception Room**



**Main Reception Room**



**Kitchen**



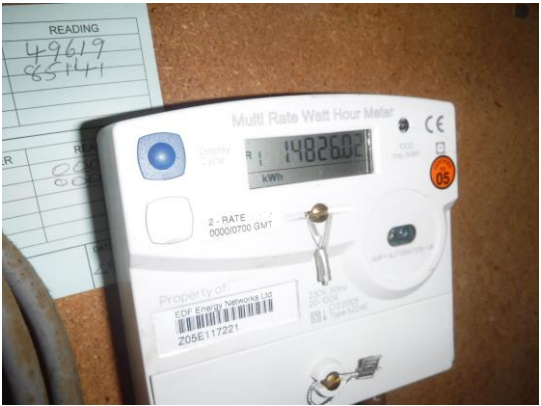


**Kitchen**



**Kitchen**



## Meter Readings

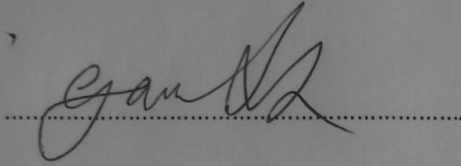
Type	Date	Reading
<p><b>Electric</b></p> <p>Located in kitchen storage cupboard</p>	<p>21/4/17</p>	<p><u>Rate 1:</u> 14826</p>  <p><u>Rate 2:</u> 48362</p> 
<p><b>Water</b></p> <p>Located in kitchen storage cupboard</p>	<p>21/4/17</p>	<p>00539</p> 

## Declaration and Key Release

I, the undersigned, confirm receipt of the correct keys for 83 Buns Drive  
have double-checked the meter readings and confirm that smoke & carbon monoxide  
alarms have been appropriately tested. I have also checked the above report including  
photographs taken at the date of inventory 21<sup>st</sup> April 2017 and am in agreement  
with the contents herein.

**Signed for Tenant 1**

**Signed for Tenant 2**



.....

**Print Name Tenant 1**

**Print Name Tenant 2**

G-SMITH

.....

**Date**

**Date**

21-4-2017

.....

**Signed for Landlord**

.....

**Print Name Landlord**

.....

**Date**

.....