



CHECK OUT

*For*

21 Station Road  
London  
WC1H 9PS

22<sup>nd</sup> June 2011

*On behalf of:*

xxxx

Job Ref: xxxx

Compiled by:

*SIGNATURE INVENTORIES LTD*

*Tel- 0207 241 2688 Mob-07736 282798*

*Fax- 0207 275 7525*

*Email-[enquiries@signatureinventories.co.uk](mailto:enquiries@signatureinventories.co.uk)*

*[www.signatureinventories.co.uk](http://www.signatureinventories.co.uk)*

## **NOTES FOR THE READER**

*Signature Inventories Ltd advises all parties to read these notes very carefully.*

This document is a factual and unbiased inventory.

Should any party have comments to add to this document, they should put them in writing and send a copy to our offices via fax, mail or email within 14 days. These comments will be noted on our master copy under the heading 'Amendment', it will then be re-sent to all parties. If the other parties do not contest the changes at this point our clerk will consider their consequences at the time of the check-out.

This document, its contents, opinions and layout remain the property of *Signature Inventories Ltd* and may not be reproduced without the express written consent of *Signature Inventories Ltd*.

Employees of *Signature Inventories Ltd* are **not** experts in cleaning techniques, building/construction techniques, fabrics, woods, materials, art and antiques, surveying, structure, electrics or plumbing.

The aim of this inventory is to serve as an objective, independent, witness statement of the condition of the property, as witnessed by our Inventory Clerk. It is not intended to be used as a building structural report nor a critic of fixtures, appliances, furniture, cleaning or structural condition.

No attempt has been made to place monetary value on the property or any of its contents. Those parts of the property or contents in areas that are not easily accessible, which cannot be viewed from floor level (e.g. lofts, cellars and locked rooms), and which are hidden from view, may not be inventoried fully and remain the sole responsibility of the Landlord, Tenant and the agent to record.

The Fire and Safety Regulations regarding Furnishing, Gas & Electrical appliances and similar items are the responsibility of the Landlord, Tenant and the agent. *Signature Inventories Ltd* will make no representation regarding the legality of specific items with regard thereto. Furthermore, if the inventory notes "F.F.R. label seen" this should not be interpreted to mean that the item complies with the Furniture & Furnishings (Fire) (Safety) (Amendments) 1988/1993/ 1996 (or any amendments thereto).

Any measurements or descriptions of size referred to are approximate.

Where boxes or bags are found during the inspection, it will be assumed that these items are being prepared for disposal unless otherwise advised. They will therefore not be recorded. Items in densely packed drawers or cupboards, books, compacts discs, DVD's or videotapes will not be recorded individually unless specifically requested.

The state and condition of the exterior will be recorded and photographed for general condition, cleanliness and contents. Our inventory clerks are not experts in names of plants, trees and shrubs.

All parties are reminded to inform *Signature Inventories Ltd* of any issues that may occur during the Tenancy that they feel may affect our recommendations at Check-out.

When the term '**In use**' is seen in a report it indicates that the item/area of the property is not brand new or recently refurbished and has deteriorated slightly due to general use and age.

## **CHECK-IN REPORTS**

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This Inventory Check In report provides an objective, independent and accurate record, on the date of inspection, of the condition and contents of the property which is the subject of this report. This report is the opinion of *Signature Inventories Ltd* and is not intended to be the opinion of any other party.

It is however, your duty to inform *Signature Inventories Ltd* if there is any part of this report that you do not agree with and/or any events that occur during the Tenancy that you feel may affect recommendations made during the Check-out inspection. These must be sent to us in writing, via fax, mail or email to the contact details listed on the front page.

Please note that:

Lights will always be tested (where practical). All appliances (gas or electrical) and smoke alarms will not be tested. The person preparing this report is not a qualified electrician or plumber and cannot accept any responsibility for confirming worthiness with regard to compliance with current Tenancy Law or any other obligation or regulation.

Any Check-in cell that is blank indicates that the item in question is in perfect condition.

## **CHECK-OUT**

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At the check-out it is understood that:

Only the check-in report (including any written comments or amendments received during the Tenancy) will be used to record dilapidations.

The Tenant will return the property in the same condition as described in the check-in report.

Any areas of the property or contents that have not been included in the original check in report will not be inspected during the check out inspection. If the contents in question belong to the tenant then these items should be removed from the property to avoid possible charges.

To avoid any unnecessary costs, the tenant is advised to follow the following guidelines;

- (i) All parties should read the check-in report when it is published. Make any contradictory comments in writing within 14 days.
- (ii) All parties should read the check-in report again, a few days before the property check-out inspection.
- (iii) The tenant must be ready to surrender all methods and rights of access to the property to our clerk at the commencement of the agreed appointment date and time. If you are not ready, our clerk may abort the inspection and a re-visit charge may be added to our bill. (NB - This also includes all areas being fully accessible i.e. carpets being dry and any professional cleaning booked in has been completed by the time our clerk arrives.)
- (iv) The Tenant should complete all repairs and/ or cleaning prior to the start date and time of our inspection.
- (v) All items listed in the check-in report must be returned to their original locations. Where our clerk cannot find an item, it may be recorded as 'not seen', and the replacement cost or the re-positioning cost of the item may be charged to the tenant.

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**SAMPLE**

	<b>DATE</b>	<b>TIME</b>
<b>Check in</b>	21 - October - 2010	14:30
<b>Check Out</b>	22 - June - 2011	16:00

<b>DESCRIPTION OF PROPERTY</b>	Bedrooms	2	Reception	1	Bathrooms	1
	Kitchen	1	WC		Utility	
	Stairs/Landings		Balcony/Patio		Garden	
	Hallways	1				

<b>INSPECTION DETAILS</b>	House/Flat	<b>FLAT</b>	Furn/Unfurn	<b>UNFURN</b>
<b>Company</b>	Signature Inventories Ltd			
<b>Clerk</b>	Lawrence Bloom			
<b>Contact Details</b>	Telephone: 0207-241-2688 E:Mail: <a href="mailto:enquiries@signatureinventories.co.uk">enquiries@signatureinventories.co.uk</a>			

<b>UTILITY READINGS</b>			
<b>GAS</b>	<b>Reading</b>	<b>Serial No.</b>	<b>Location</b>
Check In	1771.0	0727918S	Above the entrance door
Check Out	1991.0	0727918S	Above the entrance door
<b>ELEC</b>			
Check In	Unable to locate meter – agent informed during the inspection	Unable to locate meter – agent informed during the inspection	Unable to locate meter – agent informed during the inspection
Check Out	Unable to locate meter	Unable to locate meter	Unable to locate meter
<b>WATER</b>			
Check In	Not stated in original report	Not stated in original report	Not stated in original report
Check Out	N/A	N/A	N/A

<b>GAS</b>	<b>ELECTRICITY</b>	<b>WATER</b>
	N/A	N/A

## KEYS

CHECK IN	Keys picked up and returned to LDG, 39 Foley Street, London
1 x brass Chubb	
1 x brass Yale	
1 x silver Yale	
CHECK OUT	No keys handled by Signature Inventories

LANDLORD	TENANT
NOT PRESENT	PRESENT

## GENERAL CONDITION SUMMARY

Check In	The property is offered in a good condition with a few defects as noted in the report. There are prominent paint touch up marks in the entrance hall, bedrooms and reception room.
Check Out	The property has been returned in a good condition with some defects as noted in the report. There are a few scattered blu tac residue marks to the walls as well as a chip to the kitchen floor.

## GENERAL CLEANING SUMMARY

Check In	The property is clean to a good domestic standard with missed areas as noted in the report.
Check Out	The property is clean to an average domestic standard with missed areas as noted in the report.

## LANDLORD COMMENTS

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## TENANTS COMMENTS

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## CLERKS COMMENTS

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ORIGINAL REPORT INFO	TENANT FORWARDING ADDRESS
Company : Signature Inventories Date : 21 <sup>st</sup> October 2010 Amendments on report? : No	111 Pinner Road Oxhey Herts WD19 4EJ

**ENTRANCE DOOR & HALLWAY**

<b>Description</b>	<b>Check In</b>	<b>Check Out</b>
No defects found at check out	No defects found at check out	No defects found at check out

SAMPLE

**BEDROOM 1**

<b>Description</b>	<b>Check In</b>	<b>Check Out</b>
Walls Off-white painted	<p>Several fairly prominent paint touch up marks at mid / low level throughout</p> <p>Couple of small black spots to the right hand side of the door</p> <p>Faint black scuffs at mid level left hand side of the chimney breast wall and left hand side of the window sill</p> <p>Couple of filled in old fitting holes right hand side of the window</p> <p>Lining paper seam to the same wall is visible</p>	 <p>Cello tape removal marks to the right hand side wall  <b>Removal required</b>  <b>Costs can be charged to the tenant</b></p>
Floor Brown fitted carpet	<p>Furniture indent marks remain</p> <p>In use</p> <p>Light flattening to the high traffic areas</p>	 <p>Light surface debris remains  <b>Cleaning required</b>  <b>Costs can be charged to the tenant</b></p>

<b>Description</b>	<b>Check In</b>	<b>Check Out</b>
Windows 2 x white painted wood framed sash windows 2 x chrome screw locks White painted wood sill	Glazing is not fully cleaned throughout Frames have painted over defects Lightly dusty at low level Chrome locks in good condition Sill is lightly dusty	   <p>Fairly prominent cracked paintwork to the base of the window frame and to the sill <i>Management issue</i> <i>No charges recommended</i></p>

## RECEPTION ROOM

Description	Check In	Check Out
Walls Off-white painted	Several prominent touch up paint marks throughout 2 x filled in old fitting holes to the wall left hand side of the door Lining paper seam visible to the right hand side of the door Light scuffs to the corner left hand side of the radiator at mid level Small scuffs above the 2 filled in old fitting holes	 Prominent blu tac residue marks to the right hand side of the door <b>Removal required</b> <b>Costs can be charged to the tenant</b>   2 x small pin holes to the right hand side of the window <b>Repair required</b> <b>Costs can be charged to the tenant</b>

SAUNDERS

## BEDROOM 2

Description	Check In	Check Out
Door White painted wood door 2 x chrome handles	Couple of minor wood knots showing through to both sides Lightly dusty to the panels Chrome handles in good condition	 <p>Couple of scuffs to the interior of the door NOTE: These appear to have been caused by items being hung from the over-door hanging baton which was not provided by the landlord <b>Removal required</b> <b>Costs can be charged to the tenant</b></p>

SAMPLE

Description	Check In	Check Out
Walls Off-white painted	Prominent paint touch up marks throughout Light settlement crack right hand side of the entrance door Few light scuffs at mid level Lining paper seam visible left hand side of the window Couple of small scuffs at mid level to the wall opposite the window	

Blu tac residue marks to the walls right hand side of the window, opposite the window and to the right hand side of the door

**Removal required**  
**Costs can be charged to the tenant**



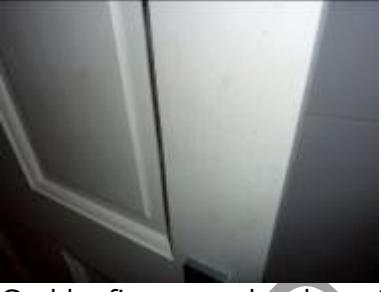
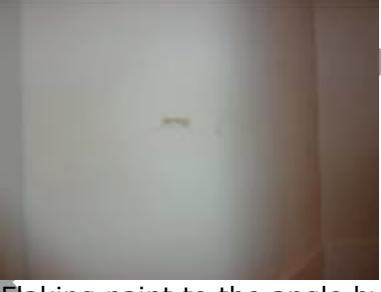
2 x old fitting holes to the angled wall to the left hand side of the door

**Repair required**  
**Costs can be charged to the tenant**

## KITCHEN

Description	Check In	Check Out
Floor Black and white tiled	Very light surface debris remains	  <p>1 x chip to tile bottom right hand side of the oven  <b>Compensation can be requested from the tenant</b></p>
<b>Kitchen Appliances</b>		
Oven  Brushed metal Moffat oven 3 x grey plastic control knobs  Interior: 2 x stainless steel wire trays 1 x black baking tray with integrated wire trivet 1 x stainless steel grill pan handle	Interior light and fan in working order  Interior of the oven door has some grease smear marks remaining  Trays and baking tray are in use with minor burnt on residue remain	  <p>Heavily grubby to the interior surfaces  <b>Cleaning required</b>  <b>A portion of the cost can be charged to the tenant</b></p>

**BATHROOM**

<b>Description</b>	<b>Check In</b>	<b>Check Out</b>
Door  White painted wood door  2 x chrome handles Integrated twisting lock	Few wood knots showing through  Light scuffs at mid level to the exterior  Lightly dusty to the panels at both sides Lock mechanism in working order	  Grubby finger marks above the exterior handle  <b>Cleaning required</b> <b>Costs can be charged to the tenant</b>
Walls  Part off-white painted  Part white tiled	Fairly prominent settlement crack left hand side of the entrance door  Flaking paint at mid level to the same area  Faint grubby marks above the tiled section above the bath   Tiles are generally in good condition Prominent cracking to the grouting to the top of the tiles left hand side of the basin Light discolouration to the grout in places Couple of small brown burn type marks around the radiator pipes	  Flaking paint to the angle by the door  <i>Management issue</i> <i>No charges recommended</i>
<b>Bathroom Fixtures</b>		
Bath  White Roca bath White tiled panel Chrome mixer tap Chrome waste Chrome plug attached to chrome beaded chain Chrome shower hose Chrome and white shower head Chrome wall mounted shower head holder 1 x 'D' shaped glass shower screen	Generally in good condition  Some light hair debris remains to the edge opposite the tap Panel is in good condition Chrome fixtures appear in use with some light scale marks remaining Shower screen appears slightly smeared	  Cracking grout to the bath panel  <i>Management issue</i> <i>No charges recommended</i>

## PROPERTY PHOTOGRAPHS

ENTRANCE DOOR & HALLWAY	BEDROOM 1	RECEPTION ROOM
		
BEDROOM 2	KITCHEN	BATHROOM
		

SALE

## **ACKNOWLEDGEMENT**

I acknowledge receipt of a copy of this report and agree the contents thereof

Tenant/Rep SIGN: ..... PRINT: ..... DATE: ...../...../.....

Landlord/Rep SIGN: ..... PRINT: ..... DATE: ...../...../.....

**SAMPLE**