



## Check In Summary For

123 Sample Street  
London  
W1A 2XX

### On Behalf Of

EzyLets  
345 Sample Street  
London  
W1B 3ZZ



# Check In Guidance Notes

## *Terms and Conditions*

Inspections may be hindered in instances of poor light or where cleaning levels are below standard. Just Inventories Ltd takes no responsibility for any errors or omissions in such circumstances.

The Inventory Clerk is neither an expert in fabrics, woods, antiques, etc nor a qualified surveyor. This report in no way constitutes a valuation or statement of authenticity. This report should not be used as an accurate description of each and every piece of furniture and equipment.

All parties should be aware that this report is no guarantee on the adequacy of, or safety of any equipment or contents. It is merely a record that such exist in the property as at the date of the summary was compiled and the superficial condition of same.

The Fire and Safety Regulations regarding furnishings, gas, electrical and similar services are ultimately the responsibility of the Instructing Principal. Where the inventory notes "FFR label seen" this should not be interpreted to mean that the item complies with the "Furniture and Furnishings (Fire) (Safety) (Amendments) 1993". It is a record that the item has a label as described or similar to that detailed in the "Guide" published by the Department of Trade and Industry March 1996 (or subsequent date), attached at the time of the inventory was compiled. It is not a statement that the item can be considered to comply with the Regulations.

The Inventory Clerk is not an electrician or gas engineer and is therefore not qualified to test or report on the safety or working condition of any appliance other than general visual condition. Where no comment is made it should not be taken that this item complies with the Regulations.

It is the responsibility of the Agent/Landlord to ensure that the property and all contents and furnishings are safe, suitable for the intended purpose and comply with all relevant legislation (including Health and Safety). Just Inventories Ltd does not undertake any of these responsibilities when commenting upon any such area.

The Inventory Clerk cannot undertake to move furniture or to make searches in inaccessible locations such as lofts, cellars, locked rooms and high level cupboards or to unpack items. We reserve the right not to handle or move any items deemed unsuitable for further inspection.

It is not normal practice to include in detail any numbers and titles of books, plants, paintings or pictures, consumable items, paints and other items other than garden tools and equipment found in garages and sheds.

The attending Inventory Clerk will make every possible endeavour to record all utility meter readings at Check In however, it is not always possible to locate or access the correct meters (especially in communal blocks). It remains the responsibility of the Agent/Landlord to furnish the Inventory Clerk with the correct access keys where required (for example communal meter cupboards), exact location and serial numbers of meters that are not clearly marked with the house/flat number and the existence and location of water meters where applicable.

123 Sample Street London W1A 2XX

## Check In Summary

Landlord, Tenant and Property Details - Safety Checklist - Condition Schedule - Check In

### *Introduction*

A check in summary at:

Property Address: 123 Sample Street  
London  
Post Code W1A 2XX

Made **3<sup>rd</sup> July 2008** for the purpose of a  
rental on behalf of: EzyLets

Agent Address: 345 Sample Street  
London  
Post Code: W1B 3ZZ

Inspection Date: **3<sup>rd</sup> July 2008**

Reference Number:

### *Check In Details:*

Check In DECLARATION:

Unless commented on and initialled in this document all Items have been inspected and found to be in the condition indicated.

#### **Declaration of Check In**

Whilst every care has been taken to ensure the accuracy of this report, the Inventory Clerk cannot guarantee the accuracy.

This report is not a guarantee or report on the adequacy of, or safety of any equipment or appliance supplied. It is merely a record that such items exist in the property at the date of the Inventory and the superficial condition.

Tenant/  
Representative  
1. \_\_\_\_\_

Print Name. \_\_\_\_\_

Tenant/  
Representative  
3. \_\_\_\_\_

Print Name. \_\_\_\_\_

Tenant/  
Representative  
2. \_\_\_\_\_

Print Name. \_\_\_\_\_

Tenant/  
Representative  
4. \_\_\_\_\_

Print Name. \_\_\_\_\_

Check In Date:	<b>3<sup>rd</sup> July 2008</b>
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***Meter Readings:***

SERVICE	METER LOCATION		READING	SERIAL NUMBER
Electricity	Meter Box	L N R1 R2	14490.91	
Gas	Meter Box		08053.866	
Water	Drive		000351.718	

General description of property:

**Burglar Alarm**

**Yes/No  
Security Code:**

KEYS:

2 x Remote Gate Fobs  
 2 x Front Door  
 2 x Mortice Front Door  
 2 x Patio Door  
 14 x Window locks  
 1 x Meter Box

Other Comments

	<b><i>Room</i></b>	<b><i>Cleaning</i></b>	<b><i>Comment</i></b>
1.	All areas	General clean throughout recommended	

	<b><i>Area</i></b>	<b><i>Remedial</i></b>	<b><i>Comment</i></b>
2.	Entrance Hall	Replace battery to smoke detector	
3.	Entrance Hall	Front door rubs on threshold. Adjustment required	
4.	Bedroom 1	Repair blind	
5.	Bathroom 2 <sup>nd</sup> floor	Plug & chain not attached	

	<b><i>Area</i></b>	<b><i>Other</i></b>	<b><i>Comment</i></b>
6.	Store	Dispose of rubbish, empty wheelie bin	Store
7.	Bedroom 3	Dispose of rubbish found in wardrobe	Bedroom 3

## CHECK IN SUMMARY

*PLEASE HIGHLIGHT APPROPRIATE STATEMENT AND NOTE ANY COMMENTS AS NECESSARY*

### SERVICES

<b>GAS ON</b>	YES	NO	N/A	<b>PRE-PAID METERS</b>
<b>ELECTRICITY ON</b>	YES	NO	N/A	<b>GAS</b>
<b>WATER ON</b>	YES	NO	N/A	AMOUNT OF CREDIT/DEBIT:
<b>HEATING ON</b>	YES	NO	N/A	<b>ELECTRICITY</b>
<b>BOILER ON</b>	YES	NO	N/A	AMOUNT OF CREDIT/DEBIT:
<b>IMMERSION ON</b>	YES	NO	N/A	
<b>ADVISED AGENT/LANDLORD TO RESET PROGRAMMER</b>	YES	NO	N/A	

### SAFETY

<b>GS1 CERTIFICATE IN PROPERTY</b>	SEEN	NOT SEEN	N/A	<b>WINDOW LOCK KEYS IN PROPERTY</b>	YES	NO	N/A
<b>ELECTRICAL SAFETY CERTIFICATE IN PROPERTY</b>	SEEN	NOT SEEN	N/A	<b>METER BOX KEY IN PROPERTY</b>	YES	NO	N/A
<b>APPLIANCE MANUALS IN PROPERTY</b>	SEEN	NOT SEEN	N/A				

### COMMENTS:

**Entrance Hall - Replace battery to smoke detector**

123 Sample Street London W1A 2XX

**GENERAL CONDITION OF PROPERTY****CONDITION OF GRASS/LAWNS?**

- A RECENTLY CUT (POOR CONDITION)
- B SLIGHTLY OVERLONG
- C OVERLONG
- D N/A

**ARE THE UTILITY ROOM APPLIANCES CLEAN?**

- A NEW
- B APPEAR TO BE PROFESSIONALLY CLEANED
- C GENERALLY GOOD
- D REASONABLE
- E BELOW STANDARD
- F N/A

**CONDITION OF GARDEN/GROUNDS?**

- A WELL MAINTAINED AND TIDY
- B ADDITIONAL ATTENTION REQUIRED
- C UNTIDY
- D N/A

**IS THE CLOAKROOM CLEAN?**

- A NEW
- B APPEAR TO BE PROFESSIONALLY CLEANED
- C GENERALLY GOOD
- D REASONABLE
- E BELOW STANDARD
- F N/A

**ARE THE EXTERIOR WINDOWS CLEAN?**

- A NEW
- B RECENTLY CLEANED
- C REASONABLE
- D BELOW STANDARD

**IS THE BATHROOM CLEAN?**

- A NEW
- B APPEAR TO BE PROFESSIONALLY CLEANED
- C GENERALLY GOOD
- D REASONABLE
- E BELOW STANDARD

**ARE THE INTERIOR WINDOWS CLEAN?**

- A NEW
- B RECENTLY CLEANED
- C REASONABLE
- D BELOW STANDARD

**IS THE EN SUITE CLEAN?**

- A NEW
- B APPEAR TO BE PROFESSIONALLY CLEANED
- C GENERALLY GOOD
- D REASONABLE
- E BELOW STANDARD
- F N/A

**HAVE THE CARPETS BEEN CLEANED?**

- A NEW
- B APPEAR TO BE PROFESSIONALLY CLEANED
- C APPEARS TO BE DOMESTICALLY CLEANED
- D NOT VACUUMED
- E MARKED/STAINED AS LISTED
- F N/A

**HAVE THE WINDOW DRESSINGS BEEN CLEANED?**

- A NEW
- B YES
- C UNKNOWN BUT APPEAR CLEAN
- D MOSTLY CLEAN WITH SOME EXCEPTIONS
- E NO
- F N/A

**HAS ALL OTHER FLOORING BEEN CLEANED?**

- A NEW
- B APPEAR TO BE PROFESSIONALLY CLEANED
- C APPEARS TO BE DOMESTICALLY CLEANED
- D NOT VACUUMED
- E MARKED/STAINED AS LISTED
- F N/A

**HAVE THE FURNISHINGS BEEN CLEANED?**

- A NEW
- B UNKNOWN BUT APPEAR CLEAN
- C MOSTLY CLEAN WITH SOME EXCEPTIONS
- D NO
- E N/A

**IS THE KITCHEN CLEAN?**

- A NEW
- B APPEAR TO BE PROFESSIONALLY CLEANED
- C GENERALLY GOOD
- D REASONABLE
- E BELOW STANDARD

**ARE ALL LIGHT FITTINGS IN WORKING ORDER?**

- A YES ALL BULBS WORKING
- B MOSTLY WORKING WITH EXCEPTIONS AS LISTED
- C LIGHT BULBS NOT PRESENT AS LISTED
- D NONE WORKING
- B MOSTLY WORKING WITH EXCEPTIONS AS LISTED

**ARE THE KITCHEN APPLIANCES CLEAN?**

- A NEW
- B APPEAR TO BE PROFESSIONALLY CLEANED
- C GENERALLY GOOD
- D REASONABLE
- E BELOW STANDARD
- F N/A

**IS MILDEW/MOULD PRESENT?**

- A NONE PRESENT
- B SLIGHT MILDEW/MOULD AS LISTED
- C HEAVY MILDEW/MOULD AS LISTED

**IS THE UTILITY ROOM CLEAN?**

- A NEW
- B APPEAR TO BE PROFESSIONALLY CLEANED
- C GENERALLY GOOD
- D REASONABLE
- E BELOW STANDARD
- F N/A

**WHAT IS THE OVERALL CLEANLINESS OF THE PROPERTY?**

- A NEW
- B APPEARS TO BE PROFESSIONALLY CLEANED
- C APPEARS TO BE DOMESTICALLY CLEANED
- D ATTENTION REQUIRED AS LISTED