

Check-In Report & Schedule of Condition

(Example Document)

25 Priory Court,
Lypiatt Street,
Cheltenham,
Gloucestershire,
GL55 – 4BG.

Prepared by DMR Inventory Services on: 25th April 2018

Our Reference: DMR 675/18

On Behalf of: The Real Estate Managers

Utilities

Water:	No water meter fitted	
Electric:	08041	Gas: N/A

Record of Keys

3 x Rimlock = Front Door
2 x Rimlock = Lounge Exit Door
2 x Small Rimlock = Window Locks

General Condition

The property, was found in a cleaned & generally tidy condition.

Further Cleaning Required:

Lounge Exit Door panes: Heavily smeary outside.
Kitchen, Hob: Base & Hot plate surrounds light burnt-on-grease deposits.
Kitchen, Refrigerator Door: Heavily splash marked & speck marked.

Decorative Condition:

Ceilings: Sound.
Walls: Sound. Light furniture scuffs in Lounge. General light wear marks
Doors & Frames: Sound. Light wear marks in places
Skirtings: Sound. Light scuff marks

Curtains and Blinds:

Sound and Serviceable. Light marks in places. (full details as per the Main Inventory-Schedule)

Windows:

Inside Panes clean; Outside panes lightly dusty.

Carpets:

Wear marked to walkways. Light furniture indent marks.

Hard Floors:

Clean. Light scuffs/marks in places. (Inventory details refer).

Furniture

N/A

Appliances:

Cleaned condition.

Sanitary Wear:

Clean

Smoke Alarms:

Tested for power, 'Beeping' when tested

Carbon Monoxide Alarms:

Tested for power, 'Beeping' when tested

Gardens

Front areas. Lawn: Un-cut & Heavily weedy; Shrubs: Heavily un-trimmed/Heavily seasonal/Lightly over-grown.
Rear areas: Lawn: Un-cut/Heavily weedy/Patchy/Un-trimmed; Beds: Heavily weedy.

Items Not Fire Labelled

N/A

Other Comments

Kitchen, 4 x Drawer Base Unit : 2 x drawer fronts *very* loose; 1 x drawer front detached = Attention required.
Kitchen, In Base Unit to Sink: Appliance 'Hot' valve leaking = Attention required.
In Airing Cupboard, Hot Water control unit: Very loose & detaching from Wall = Attention required.
In Bathroom area, Ceiling Light: bulb holder 'broken' & bulb loose = Attention required.
User Leaflets/Brochures for Kitchen Appliances & Gas Fire: Not seen = Tenant requests issue of same.
Tenant requests: Permission to install own Extractor Hood in Kitchen = Landlords comments required.
Tenant requests: Permission to install own Washing Machine = Landlords comments required.