

## Inventory of Furniture, Fixtures and Fittings

### IMO Reporting Specialists

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Address	X Belcanto Apartments, 3 Elvin Gardens, Wembley, Middlesex, HA9 0GQ		
Size / Type	1 Bedroom Furnished apartment		
Check in	Date: 07-06-2019 Time:	Check out:	Date: Time:
Instructed by	 QUINTAIN		

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IMO has prepared this Inventory and the following is intended as an informative guide to help both the Landlord and the Tenant.

## General Guidance Notes

**Please note that if this inventory was not available for inspection at the time of check in, then all concerned parties have 10 working days from receipt of the inventory (other than in exceptional circumstances pre-advised to IMO) to revert with any comments and/or their agreement. Non-receipt of any comments will be taken as full agreement and therefore this may affect any disputes at the time of check out which IMO cannot be held responsible for.**

1. Any item on this Inventory which does not have a marginal note against it can be considered to be in good clean condition for its age. All light bulbs are in working order unless stated but electrical appliances and machinery have only been tested, where practicable, for power. Unless specifically agreed, books, records, videos, compact discs and plants have not been counted or individually itemized.
2. This Inventory only extends to readily accessible places: overcrowded drawers or cupboards and property left in cellars, attics and locked rooms / cupboards will not be included, nor will heavy furniture be moved. Large amounts of miscellaneous crockery and cutlery will not be listed individually, unless prior arrangements have been agreed. Standard practice is to list complete dinner services only.
3. Unless otherwise stated in writing, items in boxes, plastic sacks and other containers are assumed to be awaiting removal and are specifically excluded from the inventory.
4. The IMO representative is not aware of recently bought items. New is only stated if the item is still within packaging. This inventory has been compiled on the basis that, unless otherwise stated, an item is free from visible soiling, defects or damage.
5. Unless the Inventory is carried out in daylight hours, the exterior and belongings will not have been inspected.
6. If a garden needs inspecting IMO will endeavour to mention plants and shrubs however IMO considers plants to be perishable.
7. Contractual terms listed in the Tenancy Agreement overrule the opinion of the Inventory Clerk.
8. Lighting, electrical appliances, machinery and other similar items will be tested where practical, and in any event for power supply only. Burglar alarms and panic alarms are not tested.
9. Carpets, rugs and other floor coverings have been inspected to the extent that they are sufficiently clean so that stains and markings, including burns and other damage can be readily identified.
10. Any Inventories compiled with the tenants in situ may contain inaccuracies for which we cannot be held responsible.
11. Safety Disclaimer: this Inventory relates only to the furniture, furnishings and all Landlord's equipment and contents in the property. It is no guarantee of, or report on, the adequacy of or safety of any such equipment or contents, merely a record that such items exist in the property as at the date of the Inventory and the superficial condition of same.
12. The fire and Safety Regulations regarding Furnishings, Gas, Electrical and similar services, the provision of safety certificates and tested smoke alarms are ultimately the responsibility of the Instructing Principal.
13. Where the Inventory notes "FFR label seen", this should not be interpreted to mean that the item complies with the Furniture & Fittings (Fire) (Safety) Amendments 1993. It is a record that, at the time the Inventory was compiled, the item has a label attached as described or similar to that detailed in the "Guide to the Furniture & Furnishings (Fire) (Safety) Regulations" as published by the Department of Trade & Industry, January 1997 (or subsequent editions). It is not a statement that the item can be considered to comply with the Regulations.
14. This Inventory provides a fair and accurate record of the contents and condition of the contents of the property as well as the property's internal condition. The person preparing the Inventory is not an expert in fabrics, woods, materials, antiques etc, nor a qualified surveyor. The Inventory should not be used as an accurate description of each and every piece of furniture and equipment, nor as a structural survey report.
15. Liability: No liability will be accepted or admitted for alleged damage arising from the removal of materials, liquids or others, stored in containers – original or otherwise – from their location.
16. Meter readings can only be taken if meters are accessible and clearly marked. Otherwise the reading must be taken by the relevant boards.

1. At the Check-Out a representative from IMO will attend. It is expected that the property will have been restored to its original condition with any professional cleaning and repairs

## General Guidance Notes for TENANT at CHECK-OUT

completed.

2. All items must be returned to the position indicated on the Inventory. Any items packed away for the duration of the tenancy must be unpacked, cleaned and returned to their original position. All china, glass and kitchen utensils should be clean and accessible. Beds should not be made up as the mattresses need to be examined. Bedding and linen should be cleaned and placed neatly in the appropriate room. Failure to comply with the above may well incur a charge for repositioning or reconnecting items or equipment. The check-out appointment is not an opportunity for repairs or additional cleaning
3. The Inventory will be checked and any variances and discrepancies in the general condition of the property and its contents will be noted. After making due allowance for what can be considered as fair wear and tear, the tenant will be liable to pay for repairs, replacement, making good or cleaning of the various items (as necessary) by way of an agreed deduction from the Security Deposit.
4. Normal "fair wear and tear" is assessed generally on the length of the tenancy and the type of occupancy i.e. couple, family etc. It is understood that certain items, such as kitchen utensils and bedding, will receive considerable heavier usage than others.
5. Discrepancies:  
These generally fall into the categories listed below. These are the most common areas and it would be in the best interests of the tenant to pay particular attention to these:  
**Carpet soiling:** Spotting, staining, heavy shading, burn marks / **Furniture damage:** Soiling, staining, breakage, ring and scratch marks, water/liquid marks, dents and chip marks / **Curtains:** Discoloured due to smoke, torn or not freshly cleaned / **Fireplace:** Unauthorised use, chimneys not swept, damage to mantel / **Mattresses:** Staining / **Linen:** Soiling, staining, not freshly cleaned, tears / **Flooring:** Heavy usage, scrape / scratch marks, stains, burns.
6. Cleaning: Apart from the day-to-day cleaning, listed below are the most common areas missed which will be noted in the check-out report:
  - All paintwork, skirting boards, picture rails
  - Ceramic tiles in kitchens and bathrooms
  - Lime scaling to taps, showerheads and dishwasher element
  - Carpets and flooring
  - Kitchen units, cupboards and drawers – inside and out
  - All kitchen appliances inside and out, including shelving and all rubber seals
  - Defrosting freezer and freezer compartment
  - Soap dispensers and filters of washing machine and dishwasher
  - Extractor fans
  - Ceiling / wall light fittings, shades and bulbs
7. All personal items must have been removed and the tenant should be ready to leave the property as soon as the check-out procedures have been completed.
8. The schedule of condition will be completed and signed by both the Inventory clerk and the tenant, the meters will be read and a forwarding address will be required.

## The Role Of An Inventory Clerk:

An Inventory clerk's role at check in:

- Inspect and examine the contents and condition of a property
- Accurately and impartially record the contents and condition of the property in the form of an Inventory
- Take meter readings (where possible – though final responsibility remains with the tenant)
- Document keys that have been handled and given to tenants/agents
- Take photos of the property (to include areas of concern)

An Inventory clerk's role at check out:

- Inspect and examine the contents and condition of a property in comparison to the stated condition at check in
- Accurately and impartially record the changes or damages that have occurred during the tenancy
- Take meter readings
- Document keys that have been handled and given back to landlords/agents
- Take supporting photos to the check-out report (where possible)

Areas that are not part of an Inventory clerk's role:

- Preparing the property or fixing problems prior to check in (or at any time)
- To have the knowledge of or demonstrate how appliances are used
- To assist in repairs or point out areas that need repairing or cleaning at check out
- To help move belongings or furniture

Note: This is not an exhaustive list but does cover the most common scenarios.

## Abbreviations and Definitions

### ABBREVIATIONS

CM	Ceiling mounted	CWF	Complete with fittings
CWO	Clean working order	CO	Clean order
DC	Domestically clean	HMD	Hand/finger marked
IU	In use	L/RHS	Left/right hand side
LUMs/HUMs /VUMs	Light/heavy/various usage marks	MCA / U	Marks consistent with age/use
NI	Not inspected / examined closely	NT	Not tested
NWO	Non-working order	PC	Professionally clean
PO	Power on	POD	Painted over defects
RFC / RFW / RC	Requires further cleaning / requires final wipe / requires cleaning	WIU	Well in use
WO	Working order	w/	With
WT	Wear and tear	W/M	Wall mounted

### CLEANING DEFINITIONS

1	Professionally Clean	Highest expected standard, carried out by professional cleaning company with all necessary products and normally including steam clean of carpets and window cleaning inside/out.
2	High level Domestic clean	Cleaned to a very good standard – but not by a professional company. Unlikely to need follow up but less likely to include any steam cleaning of carpets or window cleaning.
3	Domestically clean – standard	Cleaned to a generally good standard – most areas could probably be improved and very unlikely to include steam cleaning of carpets or window cleaning.
4	Domestically clean – poor	Has had a very basic or superficial clean – most areas require follow up.
5	Dirty – unreasonable condition	Poor condition throughout and requires full clean prior to tenancy commencing.

### (R) Responsibility key (FOR CHECK OUT ONLY):

T = Tenant responsible   L = Landlord responsible   WT = Wear and Tear   TNC = Tenant – No Charge   PT = Part Tenant   ACI = As check in   U = Unallocated   N/A or Blank = Unchanged



	Entrance Hall	Description	Comments	Condition at check out	(R)
1.	Front Door Exterior	Flat white painted wooden door with black plastic numerals '8', chrome peephole, chrome lever handle and chrome deadlock	POD, clean Door furniture – IU Lock – WO Scratches to bottom		
2.	Front Door Interior	Reverse of exterior with back part to handle and lock and chrome back flap to peephole	POD, clean Door furniture – IU Small circular mark from contact with doorstep Few small scratches near handle		
3.	Ceiling	White painted	POD, clean		
4.	Walls	White painted	POD, LUMs seen at low to mid-level, heavier between bathroom and kitchen Chips to wall edges		
5.	Woodwork	White painted	POD, clean		
6.	Flooring	Fitted engineered light wood with brushed metal threshold bars	Good order, several scuffs and shading, discolouration in front of bathroom door. Additional discolouration and darkening in the area between the bathroom and the kitchen threshold		
7.	Windows	N/A			
8.	Window Coverings	N/A			
9.	Heating	None visible			



	Entrance Hall	Description	Comments	Condition at check out	(R)
10.	Lighting	Recessed LED spotlights in white casements	WO		
11.	Switches / Plugs	Switches and plugs as fitted with brushed metal and black plastic face plates	Intact.		
12.	Cupboard	1 x built in with a single flat white painted wooden door and chrome lever handle, giving access to open storage  Ceiling – white painted Walls – white painted Woodwork – white painted Flooring – fitted light beige/cream porcelain tiles with grey grout  1 x W/M light with frosted glass and white metal surround  Switches and plugs – 1 x with brushed metal and black plastic face plate, remainder as fitted with white plastic face plates  1 x W/M Danfoss heating system with associated pipe and wire work  1 x W/M white metal MDSL box	POD, clean, light scratches noted  POD, clean POD, clean, grey scuffing to low level LHS POD, clean Clean and intact  In WO  Intact  PO, NT  PO, NT		





Entrance Hall	Description	Comments	Condition at check out	(R)
	1 x W/M beige metal Crabtree consumer unit with hinged flap	Intact		
	1 x W/M electricity meter with associated wire work			
	1 x black Zyxel router	PO, NT		
	1 x C/M white metal access hatch	NI		
	1 x C/M white passive air vent			
	1 x white Siemens iSensonic washing machine	IU, GO, clean, discolouration to top of door		
	1 x Eon smart meter	Appears to be in WO.		
	1 x purple colour basic iron.			
	1 x Russell Hobbs handheld vacuum cleaner with attachments.			
	1 x small upright silver colour Morphy Richards Super Vac			
	On top of the heating unit – boxes for the Super Vac and the Russell Hobbs handheld vac.			
	1 x yellow lever arch folder with tenant information pack.			



	Entrance Hall	Description	Comments	Condition at check out	(R)
		1 x white metal framed ironing board with polka dot patterned cover.			
13.	Miscellaneous	1 x C/M white sprinkler plate			
14.		1 x W/M white plastic Danfoss digital control with hinged flap	Intact, PO, NT		
15.		1 x W/M white plastic Devi heating control	Intact, PO, NT		
16.		1 x W/M Orcomm entry system	PO, NT		
17.		1 x skirting mounted chrome doorstop with black rubber end	IU		
18.	Notes				



	Bathroom	Description	Comments	Condition at check out	(R)
19.	Door	Flat white painted wooden door with chrome lever handle and chrome twist lock	POD, lightly marked Handle - IU		
20.	Ceiling	White painted	POD, clean		
21.	Walls	Part beige porcelain tiles with grey grout  Part beige composite panel	Clean and intact  Clean and intact		
22.	Woodwork	White painted	POD, clean		
23.	Flooring	Beige ceramic tiles with grey grouting	Clean and intact Light discolouration to grout		
24.	Windows	N/A.			
25.	Window Coverings	N/A.			
26.	Heating	None visible.			
27.	Lighting	Recessed LED spotlights in white casements.  2 x vertical and 1 x under unit strip light around medicine cabinet.	1 x NWO (above bath)  In WO		
28.	Switches / Plugs	Light switch located to exterior.	Intact		



	Bathroom	Description	Comments	Condition at check out	(R)
		1 x shavers only socket with chrome and white plastic face plate.			
29.	Suite	W/M white ceramic WC with white plastic soft close seat and lid and W/M chrome Grohe dual push button flush	Clean.		
30.		Unit mounted white ceramic Vitra sink with chrome pop up waste, chrome overflow, W/M chrome tap and control	Clean.		
31.		White enamel bath with chrome pop up waste, chrome bath filler, W/M chrome shower control, W/M chrome shower fitting with chrome shower flex, chrome and grey plastic hand held shower head and 1 x further W/M chrome flat shower head, side panel tiled to match walls	Clean.		
32.	Cupboard	1 x built in medicine cabinet with single mirrored door giving access to white melamine carcass and interior with 3 x internal shelves  Static mirrors to surround	GO, 1 x small circular defect to RHS of bottom shelf		



	Bathroom	Description	Comments	Condition at check out	(R)
33.	Miscellaneous	1 x C/M white passive air vent.	IU		
34.		1 x W/M chrome single towel rail	IU		
35.		1 x W/M chrome toilet roll holder	IU		
36.		Boxing behind sink and WC front faced tiled to match walls with grey marble effect composite top surface	GO, clean and intact		
37.		1 x W/M chrome double hook	IU		
38.		1 x W/M white plastic Minky clothes drier with 2 x W/M metal hooks	Intact but not fully inspected.		
39.		W/M two-part glass shower screen with chrome brackets and frame	Clean and intact		
40.		Built in shelving area with brushed metal edging, 1 x internal glass shelf with chrome brackets	Clean and intact		
41.		1 x stone type toothbrush/utensil jar.			
42.	Notes				



	Bedroom	Description	Comments	Condition at check out	(R)
43.	Door	Flat white painted wooden door with chrome lever handle	POD, clean Handle - IU		
44.	Ceiling	White painted	POD, clean Small dark mark noted on approach to window.		
45.	Walls	White painted	Fairly clean throughout, though there are general LUM and areas of shading at low to mid-level throughout.		
46.	Woodwork	White painted	POD, clean		
47.	Flooring	Fitted light beige woven wool carpet	Appears to have been steam cleaned. Good general order. 1 x loose thread noted behind the entry door.		
48.	Windows	Double glazed tilt and turn set into grey metal frames with grey metal handle, integral lock and integrated vent to high level	Glazing intact, clean to interior, slightly dusty and weathered to exterior.  Frames IU.		
49.	Window Coverings	1 x C/M white metal curtain track  1 x full length grey fabric lined curtain	IU  GO, creased		
50.	Heating	1 x W/M white horizontal panel double radiator with chrome fittings	CWF, IU, NT		



	Bedroom	Description	Comments	Condition at check out	(R)
51.	Lighting	Recessed LED spotlights in white casements	In WO		
52.	Switches / Plugs	Switches and plugs as fitted with brushed metal and white plastic face plates	Intact		
53.	Electrical	1 x pair of bedside lamps with chrome effect glass globe bases and black fabric shades	WO		
54.	Cupboard	1 x built in with 2 x flat light grey wooden doors with integral finger pulls, giving access to wardrobe style storage, light grey laminate interior with 1 x shelf and 1 x chrome hanging rail	IU.		
55.	Furniture	1 x grey fabric double bed frame with matching studded bedhead, slatted wooden base and black feet.	IU		
56.		1 x cream fabric Pineking Ortho double mattress	IU		
57.		2 x high gloss grey laminate bedside units, each with 2 x drawers, matching interiors and integrated finger pulls	IU, light scratches to top surface		
58.		1 x high gloss grey laminate four drawer chest with matching	GO, area of damage to the bottom drawer RHS.		



	Bedroom	Description	Comments	Condition at check out	(R)
		interiors and integrated finger pulls			
59.	Miscellaneous	1 x floor mounted chrome and black rubber doorstep	IU		
60.		1 x C/M white sprinkler plate			
61.		1 x C/M smoke alarm	In WO		
62.		1 x W/M rectangular bevel edged mirror in mirrored frame	Clean and intact		
63.		2 x W/M prints in black frames (green leaf pattern).			
64.		Selection of bedding both on the bed and inside the wardrobe consisting of: Duvet Pillows Scatter cushions Throw Mattress protector Bed sheets.	In reasonable used order, but of no commercial value.		
65.	Notes				



	Lounge	Description	Comments	Condition at check out	(R)
66.	Door	N/A – open plan to entrance hall.			
67.	Ceiling	White painted	POD, clean		
68.	Walls	White painted	POD, LUMs seen at low to mid-level		
69.	Woodwork	White painted	POD, clean		
70.	Flooring	Continuation of entrance hall	Good order, visible darker spots and usage marks Circular stain noted just at the end of the kitchen island area There appears to be a small scorch mark just in front of the armchair.	.	
71.	Windows	Double glazed sliding balcony door set into grey metal frames with 2 x grey metal 180 degree turn handles and 1 x integrated lock, 2 x brushed metal and black rubber doorstop mounted to central door and 1 x high level integrated vent	Glass – all intact, clean to interior, slightly dusty and weathered to exterior Frames – IU Lock - NT		
72.	Window Coverings	1 x C/M white metal curtain track  1 x pair of full length grey fabric lined curtains	IU  GO, creased RHS curtain has some black staining to the bottom RHS.		

	Lounge	Description	Comments	Condition at check out	(R)
73.	Heating	2 x W/M white horizontal panel double radiators with chrome fittings	CWF, IU, NT		
74.	Lighting	Recessed LED spotlights in white casements	In WO		
75.	Switches / Plugs	Switches and plugs as fitted with brushed metal and black plastic face plates	Intact		
76.	Electrical	1 x table lamp with black ceramic base and black fabric shade	NWO.		
77.	Cupboard	None built in			
78.	Furniture	1 x grey fabric two seater sofa with 2 x seat cushions, 2 x back cushions and black feet	GO Few loose threads noted	.	
79.		1 x grey fabric armchair with 1 x seat cushions, 1 x back cushion and black feet	IU.		
80.		1 x rectangular tempered glass coffee table with chrome frame	IU, clean, intact. Superficial marks and scratches to the glass.		
81.		1 x rectangular tempered glass side table with chrome frame	IU, clean, intact. Superficial marks and scratches to the glass.		



	Lounge	Description	Comments	Condition at check out	(R)
82.		1 x circular tempered glass side table with chrome frame	IU, clean, intact. Superficial marks and scratches to the glass.		
83.		1 x square tempered glass dining table with chrome legs	IU, clean, intact. Superficial marks and scratches to the glass.		
84.		4 x grey fabric covered dining chairs	IU.		
85.	Miscellaneous	1 x C/M smoke alarm	In WO		
86.		1 x C/M white sprinkler plate			
87.		1 x W/M fire alarm beacon	In WO		
88.		1 x W/M print in black frame			
89.		1 x W/M rectangular bevel edged mirror in mirrored frame with black fabric surround	Clean and intact		
90.		Total of 6 x square scatter cushions (2 x leopard print patterned, 2 x shades of green, beige and grey, 1 x mustard, 1 x shades of grey, mustard and beige pattern).	GO		
91.		Pair or white wicker bookcase type baskets.	IU.		



	Lounge	Description	Comments	Condition at check out	(R)
92.		1 x rectangular short pile grey rug	GO		
93.		Pair of circular cork mats.			
94.		1 x decorative tea light holder.			
95.	Notes	Balcony door gives access to a private balcony with brown wood effect uPVC style flooring, glass front with brushed metal top and floor mounted brushed metal dome light	Flooring in GO, glass intact, light in WO, some green staining just in front of patio door threshold Light debris and some pigeon debris.		



	Kitchen	Description	Comments	Condition at check out	(R)
96.	Door	N/A – open plan to lounge			
97.	Ceiling	White painted	POD, clean		
98.	Walls	White composite	GO		
99.	Woodwork	N/A			
100.	Flooring	Fitted light beige/cream porcelain tiles with grey grout	Clean and intact		
101.	Windows	N/A			
102.	Window Coverings	N/A			
103.	Heating	None visible			
104.	Lighting	Recessed LED spotlights in white casements	In WO		
		Under unit strip lights	In WO		
105.	Switches / Plugs	Switches and plugs part as fitted with brushed metal and black plastic face plates	Intact		
		Appliance switches to cupboard interior as fitted with white plastic face plates	Intact		



	Kitchen	Description	Comments	Condition at check out	(R)
106.	Units	Range of eye and base level units with flat light beige/grey melamine soft closing doors, all giving access to grey melamine carcass and interiors.	IU.		
107.	Worktop	Square edged white composite with integrated sink drainer	IU, clean and intact.		
108.	Sink	S/S Franke under counter sink with S/S drainer waste, chrome directional Vado mixer tap	Clean and intact with residual cleaning scratches Badge missing from overflow.		
109.	Fridge Freezer	Integrated Siemens fridge freezer.  Fridge: 4 x full width safety glass shelves with brushed metal edges 1 x two-part safety glass shelf with white plastic and brushed metal edging 1 x sliding grey plastic humidity control 1 x white plastic crisper drawer with clear plastic front and brushed metal edge 5 x full width clear plastic door trays with brushed metal edging, upper having two part sliding clear plastic top 1 x white plastic bottle fringe	Clean, internal light WO.		



	Kitchen	Description	Comments	Condition at check out	(R)
		2 x clear plastic egg trays Digital control strip to high level 1 x internal light  Freezer: 1 x clear plastic drawer 2 x white plastic drawers with clear plastic fronts and brushed metal edging 1 x white plastic ice cube tray 2 x white plastic ice packs			
110.	Extractor Hood	Integrated S/S Siemens pull out extractor with 4 x under unit LED lights.	In WO		
111.	Hob	1 x Siemens black ceramic four burner hob	Clean, intact with scattered superficial marks and scratches.		
112.	Oven	1 x Siemens S/S single electric oven with digital display, 2 x chrome wire shelves and 1 x baking tray	Clean, internal light WO.		
113.	Dishwasher	Integrated Siemens dishwasher with 2 x grey pull out racks and grey and blue plastic cutlery tray	PO, NT		
114.	Washing Machine	See entrance hall cupboard			
115.	Miscellaneous	1 x C/M white passive air vent	Intact		



	Kitchen	Description	Comments	Condition at check out	(R)
116.		1 x C/M white sprinkler plate			
117.		1 x manual pack			
118.		1 x integrated grey plastic pull out bin beneath sink	Intact, RFW		
119.		Small selection of cutlery, utensils, crockery and some glassware, also a small pink and white Breville blender and couple of pots, pans and frying pan.			
120.	Notes				



CHECK IN		Schedule of Condition		Date: 15-09-2018
ADDRESS	x Belcanto Apartments, 3 Elvin Gardens, Wembley, Middlesex, HA9 0GQ	PROPERTY TYPE / SIZE	1 Bedroom Furnished	
AGENT	Quintain	BRANCH	Wembley	

Key: 1 - Very Good order / 2 – Good order / 3 – Average order / 4 – Poor order

DECORATION	2		FURNITURE	2	
FLOORING	2	Quite darkened between kitchen and bathroom area and there is a residual circular mark near the kitchen island.	HOB	2	
CURTAINS / BLINDS	2		OVEN	2	
MATTRESSES	2		EXTRACTOR	2	
LIGHTING	2		FRIDGE / FREEZER	2	
WINDOWS	2		KITCHENWARE	NA	
BATH / SHOWER	2		W / MACHINE	2	
BASINS	2		WC (s)	2	
TILING	2		LINEN	2	
UNITS / WORKTOPS	2		EXTERNAL SPACE	2	

CLEANING COMMENTS	<u>Professional cleaning receipt seen:</u> No	<u>SCORE (1-5):</u> 2 KEY ON PAGE 6	The property has been cleaned to a fairly good domestic standard, but will require follow up to bring to the expected standard.
FINAL COMMENTS	There is a problem with the bedroom window where it does not appear to shut and lock, Wembley Park Residential aware		

Utility	Location	Serial number	Reading
Heating/Gas	Entrance Hall Cupboard	5180 5834	5880 kWh
Water	Communal Hallway Riser	17MU028380	00067.45 m3
Electricity	Entrance Hall Cupboard	16K0258479	02579.6 kWh
Smoke & Carbon Monoxide Alarms	Total Number	Have all been tested and working?	Comments
	2 x alarms, 1 x beacon	WO	N/A
Keys From: Quintain	Keys to: Concierge	2 x front door keys 2 x post box keys 2 x window keys 2 x patio door keys 2 x white plastic fobs	



## DECLARATION:

I, the undersigned am in agreement with the schedule of condition for the property.

**For tenants checking in only -** I understand that I must check through the full report (once received) and then have 14 days to respond with my comments via the online agreement form. If I do not respond within this time then I understand that I surrender my right to challenge any of the stated findings / opinions in the report.

SIGNED FOR TENANT:	SIGNED FOR LANDLORD:	SIGNED FOR IMO:
PRINT:	PRINT:	PRINT: T Gray
EMAIL:	CONTACT NUMBER:	FORWARDING ADDRESS: