

Check out report

IMO Reporting Specialists

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In association with:



Address	Apartment x Dakota, Exhibition Way, Wembley, HA9 0FU		
Size/ Type	2 Bedroom 2 Bathroom Furnished		
Inspection	Date: 27-10-2017	Check out:	Date: 21-10-2019 Time:
Instructed by	 tipi.		

Table of Contents

Property details and report type

Table of Contents

General Guidance Notes

General Guidance Notes for Tenant at Check-out

The role of an Inventory clerk

List of Abbreviations / Cleaning Definitions / Check out Responsibility Key

INVENTORY MAKE AND CHECK OUT REPORT:

Entrance Hall

Bathroom

Bedroom 1

En-suite

Bedroom 2

Lounge

Kitchen

Schedule of condition

Photos

General Guidance Notes

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

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.

General Guidance Notes for TENANT at CHECK-OUT

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 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
 - Limescaling 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				CLEANING DEFINITIONS		
CM	Ceiling mounted	CWF	Complete with fittings	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.
CWO	Clean working order	CO	Clean order	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.
DC	Domestically clean	HMD	Hand/finger marked	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.
IU	In use	L/RHS	Left/right hand side	4	Domestically clean – poor	Has had a very basic or superficial clean – most areas require follow up.
LUMs/HUMs /VUMs	Light/heavy/various usage marks	MCA / U	Marks consistent with age/use	5	Dirty – unreasonable condition	Poor condition throughout and requires full clean prior to tenancy commencing.
NI	Not inspected / examined closely	NT	Not tested			
NWO	Non-working order	PC	Professionally clean			
PO	Power on	POD	Painted over defects			
RFC / RFW	Requires further cleaning / requires final wipe	WIU	Well in use			
WO	Working order	w/	With			
WT	Wear and tear	W/M	Wall mounted			

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

Blank = Item checked and unchanged T = Tenant responsible L = Landlord responsible WT = Wear and Tear L = Landlord responsible TNC = Tenant – No Charge

	Entrance Hall	Description	Comments	Condition at check out	(R)
1.	Front Door Exterior	Flat medium varnished grained wood Chrome & brushed metal lever hand Chrome & brushed metal E & S lock Chrome peephole	Good order Lock WO Scattered LUMs.		
2.	Front Door Interior	Reverse of exterior Back part to handle Twist back part to lock Back part to peephole w/ brushed metal flap Additional chrome security chain w/ keep	Good order		
3.	Ceiling	White painted	POD, clean		
4.	Walls	Off white painted	POD, clean, few very small angle chips mid-level next to cupboard	General usage marks noted on the walls that are quite heavy in places, particularly at the immediate entry and include fairly significant chips to the wall angles that are beyond expected use for this duration of tenancy	PT
5.	Woodwork	White painted	POD, scattered LUMs throughout skirting and mid to low level of door frames, small chip to top of skirting corner facing master bedroom, some areas of mild cracking to joins	Require cleaning	
6.	Flooring	Fitted medium engineered wood flooring	Good order, scattered light surface scuffs	Requires cleaning	
7.	Windows	N/A			
8.	Window Coverings	N/A			



	Entrance Hall	Description	Comments	Condition at check out	(R)
9.	Heating	None visible			
10.	Lighting	Recessed spotlights in white casements	WO	1 x light requires changing	
11.	Switches / Plugs	All as fitted w/ brushed metal & white plastic faceplates	Intact, light cleaning marks visible	All need a wipe down	
12.	Cupboard	<p>1 x integrated cupboard w/ flat white painted wood doors, 2 x chrome curved handles Magnetic catches & plates to interior high level Interior: Giving access to open storage</p> <p>Ceiling – White painted Walls – Off white painted</p> <p>Woodwork – White painted Flooring – grey speckled linoleum Switches & plugs as fitted w/ white plastic face plates</p> <p>1 x c/m white passive air vent</p> <p>1 x c/m strip light w/ c/m motion sensor control</p> <p>1 x w/m Danfoss system w/ associated pipe & wire works</p>	<p>Good order</p> <p>Clean POD, scattered LUMs visible mid to low level rear wall, red scuffing to eye level RHS Clean Good order, scattered LUMs Intact</p> <p>WO</p> <p>PO, NT</p> <p>PO, NT</p>	Flooring, washing machine and all peripheral surrounds require cleaning	



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	Entrance Hall	Description	Comments	Condition at check out	(R)
		1 x w/m Vent Axia air blowing system w/ associated pipe & wire works	PO, NT		
		1 x w/m BT Open Reach units w/ associated wire works	PO, NT		
		1 x w/m white metal cabinet w/ twist catch containing Velocity unit	PO, NT		
		1 x Bosch Serie 6 Washing Machine	PO, NT		
		1 x black Zyxel unit w/ associated wire work			
		1 x w/m consumer unit w/ associated wire work & electricity meter			
13.	Furniture	None			
14.	Miscellaneous	1 x c/m smoke alarm	WO		
15.		1 x w/m black tablet entry system	PO, NT		
16.		1 x w/m Danfoss digital heating control	PO, NT		
17.		1 x w/m circular bevel edged mirror in mirror frame	Intact	RC	
18.		1 x w/m shades of blue arrow print in black frame		Appears to have been changed with one of the prints in the second bedroom	
19.	Notes				

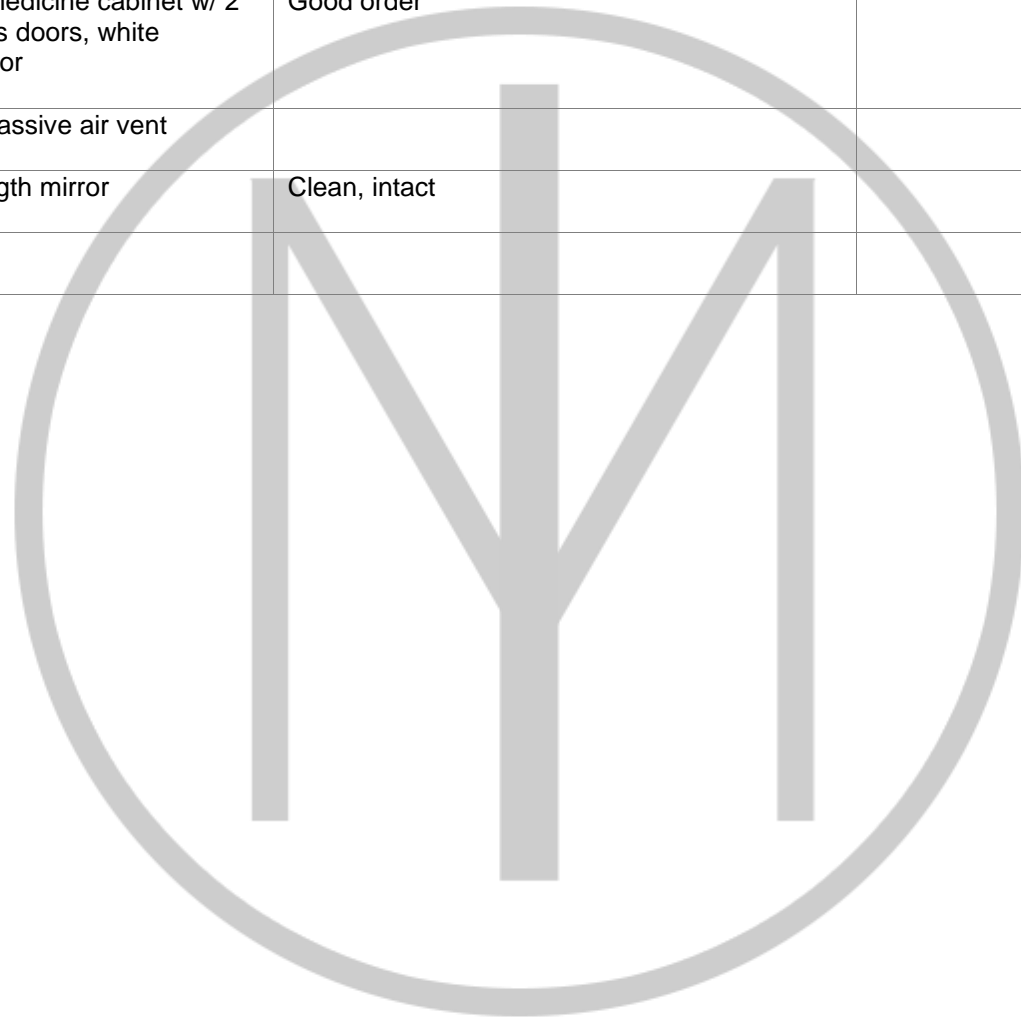
	Bathroom	Description	Comments	Condition at check out	(R)
20.	Door	Flat white painted wooden door, chrome & brushed metal lever handles & twist lock	Good order Lock WO Very small peel/chip to exterior bottom edge	All surfaces have been returned intact, but all are quite dirty and will require significant cleaning to bring back to the standard expected	PT
21.	Ceiling	White painted	Clean, some very mild discolouration around vent		
22.	Walls	Part large light brown porcelain tiles Part high gloss black brick tiles Brushed metal beading to all edges Varnished medium grained wood panel mounted behind sink	Clean, intact, some mild grout discolouration visible around bath area Clean, intact Good order		
23.	Woodwork	White painted	Clean, mild water damage to bottom edge, particularly side closest to bath		
24.	Flooring	Fitted large light brown porcelain tiles	Clean, intact, mild patches of grout discolouration throughout		
25.	Windows	N/A			
26.	Window Coverings	N/A			
27.	Heating	1 x w/m chrome ladder radiator	CWF, IU, NT		
28.	Lighting	Recessed spotlights in white casements	WO		



	Bathroom	Description	Comments	Condition at check out	(R)
29.		LED strip light mounted beneath medicine cabinet	WO		
30.	Switches / Plugs	Light switch located in hallway, as described 1 x w/m shavers only socket w/ white plastic face plate to cabinet interior	Intact		
31.	Suite	1 x w/m white ceramic Pozzi-Ginori sink, chrome push-up waste, chrome mixer tap set onto a high gloss white & grey marble effect composite surface	Clean, some mild ingrained lime scale around flow restrictor		
32.		1 x w/m white ceramic Vitra WC, w/m Grohe chrome dual push button flush, white soft closing seat and lid	Clean		
33.		1 x white Kaldewei metal bath, chrome pop-up waste, chrome bath filler, w/m chrome Vado shower control unit, shower flex, shower head, chrome riser rail w/ clear plastic soap dish, varnished medium grained wooden side panel	Clean		
34.	Cupboard	None			
35.	Miscellaneous	1 x w/m glass shower screen w/ aluminium frame	Clean, intact, mild ingrained lime scale to bottom of bracket and seal		
36.		1 x w/m chrome toilet roll holder			



	Bathroom	Description	Comments	Condition at check out	(R)
37.		1 x w/m fitted medicine cabinet w/ 2 x mirrored glass doors, white melamine interior	Good order		
38.		1 x c/m white passive air vent			
39.		1 x w/m full length mirror	Clean, intact		
40.	Notes				



	Bedroom 1 (Master)	Description	Comments	Condition at check out	(R)
41.	Door	Flat white painted wooden door, chrome & brushed metal lever handles	Good order, chip to centre exterior	Door needs cleaning inside and out and a small chip to the exterior of the door mid section	T
42.	Ceiling	White painted	POD, clean	Heavy dust build up around the passive vent, RC	PT
43.	Walls	Off white painted	POD, scattered LUMs visible mid to low level, slight angle chipping to mid-level RHS of en-suite, small indentation facing RH bedside unit, slight discolouration to low level RHS of en-suite at join with skirting	Quite heavily marked, particularly in the angled section to the LHS of the wardrobe and there is heavy finger markings around the bathroom light switch, again a little heavier than expected for the duration of the tenancy	PT
44.	Woodwork	White painted	POD, LUMs, cracking throughout joins, particularly between bed and en-suite, 1 x black scuff and 1 x small chip to skirting facing RH foot of bed	Quite heavily scuffed and marked, particularly beneath the window	PT
45.	Flooring	Fitted beige 100% wool carpet	Good order, 2 x very very lightly shaded patches on approach to bed	Needs steam cleaning, scattered small brown stains visible from the entrance to the bed	
46.	Windows	Double glazed set into grey metal frames w/ brushed metal handles, integral locks (no keys in situ) White painted wooden sill	Glass – clean, intact Frames – good order Clean	Windows and surrounds RC	
47.	Window Coverings	1 x w/m white fabric roller blind w/ white metal edge weight 1 x w/m dark grey metal curtain rail w/ matching finials	Clean, WO, few light marks towards bottom edge IU	The blind pulley has become detached	T



	Bedroom 1 (Master)	Description	Comments	Condition at check out	(R)
		1 x full length grey lined curtain	Clean used order		
48.	Heating	1 x w/m single white flat faced radiator	CWF, IU, NT		
49.	Lighting	Recessed spotlights in white casements	WO		
50.	Switches / Plugs	All as fitted w/ brushed metal & white plastic faceplates	Intact		
51.	Electrical	2 x bedside lamps w/ curved dark metal bases & dark grey fabric oval shades	WO, RH plastic lamp bulb base is cracked (reported to Tipi).		
52.	Cupboard	Built in wardrobe w/ 3 x grey/green melamine doors & brushed metal pulls giving access to wardrobe storage: Ceiling – as bedroom Walls – as bedroom Woodwork – as bedroom Flooring – as bedroom 1 x w/m grey/green melamine shelf w/ chrome hanging rail beneath LED strip lighting beneath shelf w/ shelf mounted contact sensor controls	Good order, light scratch to hinge edge mid-level of centre door Clean POD, LUMs Clean Good order Good order WO		



	Bedroom 1 (Master)	Description	Comments	Condition at check out	(R)
53.	Furniture	1 x dark wood double bed frame w/ slatted wooden base & grey velvet style bed head	Good used order with a few LUMs	The furniture is in reasonable condition, but all requires cleaning	
54.		1 x cream fabric David Phillips double "edge support orthopaedic" mattress	Fair used order, several small grey/black marks towards foot end of label side	RC	
55.		2 x dark wood bedside units w/ 2 x drawers & matching interiors	Good used order	RC	
56.	Miscellaneous	1 x c/m white passive air vent			
57.		1 x w/m circular bevel edged mirror in silver painted frame	Intact, 3 x black paint type defects to upper RH edge of mirror		
58.		2 x w/m palm tree prints in black frames			
59.	Notes				

	En-suite	Description	Comments	Condition at check out	(R)
60.	Door	Flat white painted wooden door, chrome & brushed metal lever handles & twist lock	Good order Lock WO	The door is a little marked to the exterior and requires a wipe down both sides	T
61.	Ceiling	White painted	Clean, couple of small discoloured spot marks around vent		
62.	Walls	Part large light brown porcelain tiles Part high gloss black brick tiles Brushed metal beading to all edges Varnished medium grained wood panel mounted behind sink and WC w/ a high gloss white & grey marble effect composite surface beneath	Clean, intact, patches of grout discolouration throughout shower area Clean, intact Good order		
63.	Woodwork	White painted	POD, LUMs, slight water damage to bottom edge		
64.	Flooring	Fitted large light brown porcelain tiles	Clean, intact, grout discolouration throughout		
65.	Windows	N/A			
66.	Window Coverings	N/A			
67.	Heating	1 x w/m chrome ladder radiator	CWF, IU, NT		
68.	Lighting	Recessed spotlights in white casements	WO		



	En-suite	Description	Comments	Condition at check out	(R)
69.		LED strip light mounted beneath medicine cabinet	WO		
70.	Switches / Plugs	Light switch located in hallway, as described 1 x w/m shavers only socket w/ white plastic face plate to cabinet interior	Intact		
71.	Suite	1 x w/m white ceramic Pozzi-Ginori sink, chrome push-up waste, chrome mixer tap	Clean, mild ingrained lime scale to tap flow restrictor	All surfaces appear to be intact but are quite dirty and require significant cleaning to bring back to the standard provided.	T
72.		1 x w/m white ceramic Vitra WC, w/m Grohe chrome dual push button flush, white soft closing seat and lid	Clean		
73.		1 x fitted shower unit w/ white plastic shower tray, chrome waste, w/m chrome Vado shower control unit, shower head	Clean	There is also quite heavy mould build up in the perimeter sealant in the shower cubicle	PT
74.	Cupboard	None			
75.	Miscellaneous	1 x w/m fixed glass shower screen w/ aluminium frame	Clean, intact		
76.		1 x w/m chrome toilet roll holder			
77.		1 x w/m fitted medicine cabinet w/ 1 x mirrored glass doors, white melamine interior	Good order		
78.		1 x c/m white passive air vent			



	En-suite	Description	Comments	Condition at check out	(R)
79.	Notes				



	Bedroom 2	Description	Comments	Condition at check out	(R)
80.	Door	Flat white painted wooden door, chrome & brushed metal lever handles	Good order, liner scratch to interior mid-level, appears to be caused by contact with cupboard door handle	The door requires a wipe down inside and out, and a long linear scuff mark to the interior mid section	PT
81.	Ceiling	White painted	Clean		
82.	Walls	Off white painted	POD, scattered very LUMs mid to low level	Quite heavily marked around the chest of drawers where there is also some indentations and at the foot end of the bed, there is some dark (almost removed) sticky tape type marks	T
83.	Woodwork	White painted	POD, LUMs, areas of mild cracking to joins, particularly to RHS on entry and beneath radiator		
84.	Flooring	Fitted beige 100% wool carpet	Good order	Requires steam cleaning, again very noticeable trail of dark brown and pink stains leading from the entrance to the bed	T
85.	Windows	Double glazed set into grey metal frames w/ brushed metal handles, integral locks (no keys in situ) White painted wooden sill	Glass – clean, intact Frames – good order Clean	Glazing and surrounds RC	
86.	Window Coverings	1 x w/m white fabric roller blind w/ white metal edge weight 1 x w/m dark grey metal curtain rail w/ matching finials 1 x pair full length grey lined curtains	Clean, WO, few very light grey marks to bottom RH corner IU Clean used order		



	Bedroom 2	Description	Comments	Condition at check out	(R)
87.	Heating	1 x w/m single white flat faced radiator	CWF, IU, NT		
88.	Lighting	Recessed spotlights in white casements	WO		
89.	Switches / Plugs	All as fitted w/ brushed metal & white plastic faceplates	Intact		
90.	Electrical	2 x bedside lamps w/ curved chrome bases & oval white corrugated shades	WO		
91.	Cupboard	<p>Built in wardrobe w/ 3 x grey/green melamine doors & brushed metal pulls giving access to wardrobe storage:</p> <p>Ceiling – as bedroom Walls – as bedroom Woodwork – as bedroom Flooring – as bedroom</p> <p>1 x w/m grey/green melamine shelf w/ chrome hanging rail beneath</p> <p>LED strip lighting beneath shelf w/ shelf mounted contact sensor controls</p>	<p>Good order, black linier scuff to mid-level interior far LH door</p> <p>Clean POD, LUMs Clean Good order</p> <p>Good order</p> <p>WO</p>	Interior walls are generally marked and scuffed and the floors needs cleaning	
92.	Furniture	1 x grey fabric double bed frame w/ slatted wooden base, black feet & matching bed head	Good used order		

	Bedroom 2	Description	Comments	Condition at check out	(R)
93.		1 x cream fabric David Phillips double "edge support orthopaedic" mattress	Fair used order, heavy grey markings to LH edge label side with several small grey spot marks to surrounding area	A few spot marks and stains to the top side	T
94.		2 x black wood bedside units w/ 1 x drawer, matching interiors & black glass tops	Good used order	All units RC	
95.		1 x black wood 4 drawer chest w/ matching interiors & black glass top	Good used order	RC	
96.	Miscellaneous	1 x c/m white passive air vent			
97.		2 x w/m triangle prints in black frame			
98.		1 x w/m black & white lines print in black frame			
99.		1 x w/m circular mirror in decorative bevel edged mirror frame	Intact		
100.	Notes				



	Lounge	Description	Comments	Condition at check out	(R)
101.	Door	Flat white painted wooden door, chrome & brushed metal lever handles	Good order, small impact mark to bottom edge interior from contact with doorstop	The door needs a wipe down inside and out	
102.	Ceiling	White painted	Clean	Stain on the ceiling just beyond the middle on approach to the balcony	
103.	Walls	Off white painted	Clean	General usage marks at low to mid level, most consistent with fair wear and tear but then there is also a section of removed sticky marks and spot marks and stains followed by heavier markings that are beyond expected use around the dining table and then coming across into the kitchen area	T
104.	Woodwork	White painted	Clean	RC	
105.	Flooring	Fitted medium engineered wood flooring	Good order, numerous light surface marks and scuffs, L-shaped discoloured mark beneath dining table, slightly heavier linier scuff towards window plinth LHS	RC	
106.	Windows	Double glazed balcony door set into grey metal frame w/ brushed metal lever handle & twist lock Medium varnished wooden plinth	Glass – clean, intact Frames – good order Lock – WO Good order, various lighter patches	Glazing and surrounds RC	
107.	Window Coverings	1 x c/m white metal curtain track 1 x full length grey lined curtain	IU Clean used order, although pet hair seen to bottom edge of lining which would benefit from vacuuming		

	Lounge	Description	Comments	Condition at check out	(R)
108.	Heating	1 x w/m white vertical panel radiator	CWF, IU, NT		
109.	Lighting	Recessed spotlights in white casements	WO		
110.	Switches / Plugs	All as fitted w/ brushed metal & white plastic faceplates	Intact		
111.	Electrical	1 x lamp w/ curved chrome base & oval corrugated white shade	WO		
112.	Cupboard	None			
113.	Furniture	1 x grey fabric 2-seater sofa w/ 2 x seat cushions, 2 x back cushions & chrome feet	Good used order	In reasonable condition but requires vacuum cleaning	T
114.		1 x grey fabric armchair w/ 1 x seat cushion & black feet	Good used order with 1 x very lightly discoloured patch to centre of seat cushion	Various stains and marks and will require upholstery cleaning	T
115.		1 x medium wood rectangular coffee table w/ 2 x matching square nesting tables	Good used order with various light marks and scuffs, 1 x heavier scratch to top surface of coffee table	In reasonable condition but requires cleaning	T
116.		1 x medium wood circular side table	Good used order	In reasonable condition but requires cleaning	T
117.		1 x white entertainment unit w/ 2 x lower hinged flaps having magnetic catches	Appears new	In reasonable condition but requires cleaning	T
118.		1 x medium wood dining table	Good used order with various LUMs and scuffs	In reasonable condition but requires cleaning There are several deep scratches and some raised spots on the table, mostly to the RHS	T T



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	Lounge	Description	Comments	Condition at check out	(R)
119.		4 x moulded white plastic dining chairs w/ light wood & black metal frames	Good used order with various LUMs	In reasonable condition but requires cleaning 1 x dining chair has some unusual bump like protrusions on the seat	T U
120.	Miscellaneous	1 x c/m smoke alarm	WO		
121.		1 x c/m white passive air vent			
122.		1 x f/m brushed metal & black rubber doorstop	IU		
123.		1 x w/m shades of beige arrow print in black frame			
124.		2 x w/m black & white lines prints in black frames			
125.		1 x w/m rectangular mirror on black backing	Intact		
126.		1 x rectangular light blue & yellow patterned scatter cushion	IU		
127.		2 x rectangular beige & grey patterned scatter cushions	IU		
128.		1 x short pile rectangular grey lined rug	IU (Tipi advised this will be shampooed prior to move in)	RC	
129.	Notes	Private balcony having: Decked wooden flooring w/ integral gripping	Good order, lightly weathered	Tenant has left a calendar stuck to the wall The external space would benefit from cleaning	T



	Lounge	Description	Comments	Condition at check out	(R)
		Brick wall to LHS Frosted glass divider pane to RHS Cream painted metal railings 1 x f/m brushed metal and black rubber door stop 1 x w/m brick light	Intact IU WO		

	Kitchen	Description	Comments	Condition at check out	(R)
130	Door	Open plan to lounge			
131	Ceiling	White painted	Clean		
132	Walls	Part off white painted – high level Reminder – white & grey marble effect composite	Clean Good order	As mentioned in the lounge, the painted sections are quite heavily stained and marked and will require cleaning/painting The tenant has stuck 2 x plastic hooks to the composite and other sticky patches in different parts, possible from removed sticky hooks	PT T
133	Woodwork	White painted	Clean		
134	Flooring	Continuation of lounge	Various light surface marks and scuffs, slight ingrained shading to wood grain and joins, particularly around oven and sink		
135	Windows	N/A			
136	Window Coverings	N/A			
137	Heating	None visible			
138	Lighting	Recessed spotlights in white casements Under unit LED strip lights in brushed metal casements	WO WO		
139	Switches / Plugs	All as fitted w/ brushed metal & white plastic faceplates	Intact		

	Kitchen	Description	Comments	Condition at check out	(R)
140	Units	A range of eye and base level units all having white melamine interiors. Lower and full height w/ flat grey soft closing doors, upper w/ flat white soft closing doors Drawers having light grey melamine interiors	Good order, scattered LUMs visible, shallow unit above extractor missing 1 x shelf.	All surfaces and appliances are quite dirty and will require significant cleaning to bring back to the standard provided.	T
141	Work Top	White & grey marble effect composite worktop w/ integral sink drainer	Good order, scattered LUMs, ingrained watermarks visible around drainer area which may improve with continued cleaning		
142	Sink	Square stainless-steel sink built into worktop w/ chrome mixer tap, stainless steel waste & chrome filter plug	Clean, numerous light cleaning scratches throughout and scattered small dents to tap end		
143	Fridge / Freezer	Built in white Bosch fridge freezer Fridge giving access to: 5 x safety glass shelves w/ white plastic edges 1 x clear plastic crisper drawer 1 x clear plastic butter dish w/ white plastic lid 5 x clear plastic door trays Internal light & control Freezer having: 3 x clear plastic drawers	PO, NT, some mild debris remains to interior which would benefit from final wipe		
144	Extractor Hood	Slide out silver Bosch under unit extractor	Clean, WO, small spot indentation to mid/RHS of front fascia, several small indentations to front filter		

	Kitchen	Description	Comments	Condition at check out	(R)
145	Hob	Black glass Bosch 4 ring hob	PO, NT, numerous light scratches throughout		
146	Oven	Built in Bosch oven w/ 1 x wire shelf 1 x grill tray w/ wire insert Digital display	PO, NT, slightly worn to interior with various small burnt on spot marks, slight grease staining to control panel		
147	Dishwasher	Built in Bosch w/ grey plastic cutlery tidy	PO, NT		
148	Washing Machine	See Entrance Hall cupboard			
149	Electrical	N/A			
150	Cupboards	N/A			
151	Furniture	N/A			
152	Miscellaneous	1 x c/m heat sensor	WO		
153		1 x low level unit mounted stainless steel vent beneath fridge freezer			
154		1 x white passive air vent			
155		1 x sliding grey plastic recycling bin to unit beneath sink			
156	Notes				

CHECK OUT		Schedule of Condition		Date: 21 st October 2019
ADDRESS	Apartment x Dakota, Exhibition Way, Wembley, London, HA9 0FU	PROPERTY TYPE / SIZE	2 Bedroom 2 Bathroom Fully Furnished	
AGENT	Tipi	BRANCH	Wembley	

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

DECORATION	3	RFC	FURNITURE	3	RFC
FLOORING	3	RFC	HOB	3	RFC
CURTAINS/BLINDS	3	RFC	OVEN	3	RFC
MATTRESSES	3	RFC	EXTRACTOR	3	RFC
LIGHTING	2	1 x spot light bulb needs replacing	FRIDGE / FREEZER	3	RFC
WINDOWS	3	RFC	KITCHENWARE	NA	
BATH / SHOWER	3	RFC	W / MACHINE	3	RFC
BASINS	3	RFC	WC (s)	3	RFC
TILING	3	RFC	LINEN	NA	
UNITS/WORKTOPS	3	RFC	EXTERNAL SPACE	3	RFC

CLEANING COMMENTS	Professional cleaning receipt seen: No	SCORE (1-5): 4-5 KEY ON PAGE 6	The property really is quite dirty and will require a significant cleaning to bring back to the standard provided. This must include deep steam cleaning of the carpets but it is possible that the stains visible on both bedroom carpets may not come out.
FINAL COMMENTS	Overall, the property has been returned in fairly average order with various areas that have been marked beyond expected use from a decorative stand point. There are no signs of damage to any items of furniture, however, all are quite dirty and will require cleaning/upholstery cleaning. Both bedroom carpets have got heavy brown spot staining which may or may not come out with a chemical clean.		

Inventory Management Online®

Heat Meter	Hallway cupboard	5170 9742	24427 kwh
Water	External riser	16MU165524	00549
Electricity	Hallway cupboard	15K0021761	08742.2 kwh
Smoke & Carbon Monoxide Alarms	Total Number:	Have all been tested and working?	Comments
	Entrance Hall – 1 x Smoke Alarm Lounge – 1 x Smoke Alarm Kitchen – 1 x Heat Alarm	All WO	N/A
Keys From: Agent	Keys to: Agent	1 x front door key (full sets not handled)	

