

ADD  
YOUR LOGO  
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# Inventory + Check In

## Sample TIM Report, HA6 2PM



Date of Report	9/8/2023
Reference No	10071615
Tenant's Name	Mr Bond
Prepared By	Mr Smith

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## Schedule of Condition

Item	Start of Tenancy	End of Tenancy
GENERAL CONDITION	Other than my noted comments, the property is in very good condition, internally and externally	
DECORATIVE CONDITION	All the rooms are in good decorative condition, with only slight defects as noted in my report	
APPLIANCES	Not tested	
KITCHEN	Overall the kitchen area is very clean and tidy	
GRASS/LAWNS	Reasonably well maintained, other than the comments and photos with the report	
GENERAL CONDITION	The property is in a very good condition. Other than the defects noted in my report	
HEATING	Not tested	
FRIDGE/FREEZER	Not tested, new very good condition	
WINDOWS	All in good condition	
FLOORING	Generally well kept, other than where stated	
WOODWORK	Slight paint scuffs in several rooms	

**Property Details**

Is the property occupied	YES
Is the property furnished	YES
Type of property	House Detached

**General Notes**

The property is a 3 bedroom detached house with gardens to the front and rear and double garage.

The condition of the property both, internally, and externally, is very good. Other than where I have added comments, supported by date/time stamped photos.



**Additional Info**

Evidence of Pets	Yes
Evidence of Smoking	No
Evidence of Unauthorised Tenants	No
Location of the Fuse box	Location 1
Location of the Water Meter	Location 2
Location of the Stop Tap	Location 3

**Certificates**

Gas Certificate Checked	Yes	Expiry Date	16/08/2023
EICR Certificate Checked	No	Expiry Date	
PAT Certificate Checked	Yes	Expiry Date	24/08/2023

**Smoke Alarm**

Location	First and second floors
Install Date	01/07/2023
Expiry Date	01/07/2025
Status	Working
How is the alarm powered?	Battery operated
Notes	2 alarms are located on the first and second floor landings.



Carbon Monoxide Alarm

Location	Kitchen and boiler room
Install Date	08/01/2023
Expiry Date	08/01/2025
Status	Working
How is the alarm powered?	Battery operated
Notes	Carbon Monoxide alarm fitted onto the kitchen and boiler room ceilings. Tested and found to be working.





Services

Type	Is meter accessible/Location	Supplier
Electric	YES Outside side entrance wall	Scottish Power
Gas	YES Outside side entrance wall	Scottish Power

Meter Readings

Type	Reading	Serial Numbers/Notes
Electric	11268	G4 K0055587 16 06
Gas	23635	17K 0214306

Electric



REF 55

Electric



REF 55

Gas



REF 58

Gas



REF 58

**Fitness for Human Habitation**

Item Name	Comments
Repair	Visually good order
Stability	Defective
Freedom from damp	Damp and mould growth
Internal arrangement	Functional in-situ
Natural lighting	Visually good order
Ventilation	Excess heat
Water supply	Functional in-situ
Drainage and sanitary conveniences	Excess Cold
Facilities for preparation and cooking of food	Overcrowded
Facilities for the disposal of waste water	Defective



## **Tenancy Guidance Notes**

An inventory is a report, which not only includes the internal condition of the property but also gives an accurate description of the fixtures and fittings. It is compiled shortly before the commencement of the tenancy and checked at the termination for any dilapidations that may have accrued during the term of the tenancy.

Fair wear and tear allowance is taken into consideration for the full term. The guidelines set out below are intended to assist the check out at the end of the tenancy and, if adhered to, should result in charges incurred, if any, being kept to a minimum.

## **Cleaning**

The property should be clean and tidy upon departure. A cleaning charge may be incurred if the property and, or fixtures and fittings, are left in an unsatisfactory state. Please ensure correct cleaning materials are used for different surfaces (bath, windows etc). Laminate flooring should be cleaned using a dry or slightly damp cloth/mop - water saturation will cause damage.

## **Carpets**

You may be charged for cleaning any marks, stains etc. and for part, or all, of the cost of damages.

## **Decoration**

Fair wear and tear will be taken into consideration, however, you may be charged for tearing to wallpaper, excessive chips to woodwork and plaster damage caused by pins, nails, screws etc., being driven into walls. Light bulb/smoke alarm battery replacement is the responsibility of the tenant.

## **Stored Items**

Any items stored or moved during the tenancy must be returned to their original location, and where applicable, cleaned and ready for use. A charge will be made if boxed/stored items need to be returned to inventory location after you have left.

## **Keys**

All keys to the property must be handed over to the Agent prior to the inventory check out, or if the tenant is attending the check out, they must be handed over to the inventory clerk at that time.

## **Additional Notes**

Any amendments / alterations or queries regarding the inventory are to be highlighted with the letting agent within 7 days of the check in. Any alterations made to the inventory outside this 7 day period will not be considered.

## Entrance/Hallway

Ref	Item	Description	Qty	Colour	Condition + Comments
	<b>Decor</b>				
2	Ceiling	Painted with coving		White	Good condition with no visible marks or damage
4	Walls	Painted plaster	2	White	Clean and well kept. No visible issues
5	Flooring	Parquet flooring		Brown dark	Good condition with no visible marks or damage
10		Entrance carpet	1	Red	Condition consistent with use
3	Skirting Boards	Painted		White	There are a few scuffs and marks near the front door Partially
	<b>Doors / Windows</b>				
6	Windows	Wooden framed glass lead panels	2	White	Good condition with no visible marks or damage
	<b>Fixtures / Fittings</b>				
7	Lighting	Ceiling mounted glass chandelier	1	Chrome	Good condition with no visible marks or damage
9	Heating	Wall mounted radiator	2	White	Marks to the left hand side of the wall
	<b>Furniture / Items</b>				
8	Entrance Furniture	Display table with shelf		Black	Good condition with no visible marks or damage
	<b>Other</b>				
11	Overview	Description			

Skirting Boards



REF 3

Flooring



REF 5

Flooring



REF 5

Windows



REF 6

Lighting



REF 7

Entrance Furniture



REF 8

## Lounge

Ref	Item	Description	Qty	Colour	Condition + Comments
	<b>Decor</b>				
12	Ceiling	Painted with coving		White	Good condition with no visible marks or damage
13	Walls	Painted walls		Cream	Clean and well kept. No visible issues
15	Flooring	Parquet floor/s		Dark oak	Clean and well kept. No visible issues
14	Skirting Boards	Wooden skirting		White	Clean and good no visible marks
	<b>Doors / Windows</b>				
16	Windows	Wooden framed glass lead panels	4	White	Clean and tidy unless otherwise noted
	<b>Fixtures / Fittings</b>				
17	Lighting	Ceiling mounted pendant	2	White / Silver	Condition consistent with use
19	Heating	Wall Mounted Radiator	2	White	Complete with fittings not tested
18	Electric	Single light switch Double plug socket Telephone point Single plug socket	4	Brass	Good condition with no visible marks or damage
	<b>Other</b>				
20	Overview	Photo			
	<b>Furniture / Items</b>				
21	Lounge Furniture	White leather corner unit sofa	2	White	Brand new
22		2 seater settee	1	Black and white	There are some very minor scuffs and discolouring
105		Large art piece 48" by 48"	1	Brown light	Good condition with no visible marks or damage

Lighting



REF 17

Lighting



REF 17



Lounge Furniture



REF 22

Lounge Furniture



REF 105

Overview



REF 20

Overview



REF 20

## Dining Room

Ref	Item	Description	Qty	Colour	Condition + Comments
	<b>Decor</b>				
23	Ceiling	Painted with coving		Off White	Good condition with no visible marks or damage
24	Walls	Painted walls		Magnolia	Chipped and cracked in places
26	Flooring	Tiled		Cream	Good condition with no visible marks or damage
31		Carpet rug	1	Grey	Condition consistent with use
25	Skirting Boards	Wooden skirting		White	Few light scratch marks
	<b>Doors / Windows</b>				
27	Windows	Wooden framed glass panels	6	White	Good condition with no visible marks or damage
	<b>Fixtures / Fittings</b>				
28	Lighting	Ceiling mounted chandelier	1	Black	Good condition with no visible marks or damage
30	Heating	Wall mounted radiator	1	White	Good condition with no visible marks or damage
29	Electric	1 Single light switch 3 x Double plug sockets 1 x Telephone point 3 x Single plug sockets		Brass	Condition consistent with use
	<b>Other</b>				
32	Overview	Photo			

Windows



REF 27

Windows



REF 27



## Kitchen

Ref	Item	Description	Qty	Colour	Condition + Comments
	<b>Decor</b>				
33	Ceiling	Painted with architrave		White	Good condition with no visible marks or damage
34	Walls	Painted walls		Magnolia	Good condition with no visible marks or damage
36	Flooring	Tiled		Cream	Good condition with no visible marks or damage
35	Skirting Boards	Wooden skirting		White	Marks to the left hand side of the wall
	<b>Doors / Windows</b>				
37	Windows	Wooden framed glass lead panels	2	White	Good condition with no visible marks or damage
	<b>Fixtures / Fittings</b>				
38	Lighting	Wall mounted downlighter	1	Brass	Good condition with no visible marks or damage
40	Heating	Wall mounted radiator	2	White	Complete with fittings not tested
39	Electric	Double light switch, double plug socket, single light switch, 3 x single plug socket, electric cooker switch and socket	-8	Brass	Condition consistent with use
	<b>Other</b>				
42	Overview	Description			
64		Photo			
	<b>Furniture / Items</b>				
43	Kitchen Appliances	Belling built In 4 door oven	1	Silver	Condition consistent with use
60		Siemens dishwasher no/53761-83C		Silver	Condition consistent with use
104	Kitchen Furniture	Wall fitted TV	1		Good condition with no visible marks or damage

Flooring



REF 36

Lighting



REF 38

Heating



REF 40

Kitchen Appliances



REF 43

Kitchen Appliances



REF 60

Kitchen Furniture



REF 104

Overview



REF 64

Overview



REF 64



## Conservatory

Ref	Item	Description	Qty	Colour	Condition + Comments
	<b>Decor</b>				
44	Ceiling	Plaster not painted		White	Good condition with no visible marks or damage
45	Walls	Heating thermostat loose fitting, notify contractor to re-fit	1	Cream	Chipped and cracked in places
47	Flooring	Parquet floor		Beech	Good condition with no visible marks or damage
52	Window	Roller Blind fitted	7	Brown light	In good clean condition
46	Skirting Boards	Wooden skirting		White	Clean and good no visible marks
	<b>Doors / Windows</b>				
48	Windows	Wooden framed glass lead panels	8	White	Good condition with no visible marks or damage
	<b>Fixtures / Fittings</b>				
49	Lighting	Ceiling mounted chandelier	1	Gold and Brass	Condition consistent with use
50	Heating	Wall mounted radiator	1	White	Complete with fittings not tested
	<b>Furniture / Items</b>				
51		Beech wooden dining table. 4 dining chairs	1	Beech	Few visible scuff marks in the centre of the table
53	General Items	Antique clock	1	Brown light	Scratched and marked Partially
	<b>Other</b>				
54	Overview	Photo			

## Bathroom

Ref	Item	Description	Qty	Colour	Condition + Comments
	<b>Decor</b>				
68	Ceiling	Plaster painted		White	Good condition with no visible marks or damage
85		Shower ceiling		White	Good condition with no visible marks or damage
69	Walls	Tiled		Beige and brown mosaic	Condition consistent with use
70	Flooring	Laminate		Brown light	Good condition with no visible marks or damage
	<b>Doors / Windows</b>				
72	Windows	Frosted glass		White	Lime scale marks to the right hand side of the wall
71	Doors	Single painted wooden		Brown dark	Good condition with no visible marks or damage
	<b>Other</b>				
73	Overview	Photo			

Windows



REF 72

Windows



REF 72

Overview



REF 73

Overview



REF 73



## Rear Garden

Ref	Item	Description	Qty	Colour	Condition + Comments
61	Other Overview	Rear garden wood panelled fencing.		Brown dark	Rotting badly. Requires contractor to repair. Landlords responsibility Three areas of the rear garden lawn are patchy, please advise the tenant this has been noted and recorded with photos
65		Beds with various plants	2		Overgrown
66		Lawn damaged quite badly. Notify the landlord.			

Overview



REF 61

Overview



REF 61

Overview



REF 65

Overview



REF 66

Key Exchange

Verification of the official key exchange is held in this section.  
If this section is empty the key exchange is pending.

Key Type	Qty	Notes
Front door key/s, meter key	4	The tenant was handed 4 sets of keys at Check-in

Photos

Front door key/s, meter key



Front door key/s, meter key



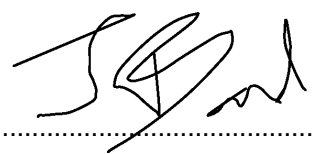
Signatures

If the tenant's signature is present below, the tenant agrees that he or she is satisfied with the information contained within this report pertaining to the property on the cover sheet. If the property is rented to multiple tenants, one tenant signature denotes the approval of all tenants.

Tenant

Name Mr Bond

Signature

  
.....

Clerk

Name Mr Miller

Signature

  
.....

Verifier

Name

Signature

.....

### **Safety Disclaimer**

This inventory provides a fair and accurate detailed record of the contents of the property and their condition plus the internal condition of the property.

The person who compiled the inventory is not an expert in fabrics, woods, materials, antiques, arts, colours etc. nor are they 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.

Property left in lofts, cellars, garages, sheds and locked cupboards or rooms, which have not been inventoried, are the sole responsibility of the Landlord.

**Disclaimer**

**Furniture and Furnishings**

This inventory relates only to the furniture, furnishings and all of the Landlords 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 at the time of the inventory and the condition perceived of it.

The heating system, gas or electrical appliances and any other fixtures and fittings in the property have not been tested for this inventory and, therefore, no guarantees are given in respect of them.

**Furniture and Furnishings (Fire) (Safety) Regulations 1988 - As amended 1994**

If requested by the Landlord or Agent and where it is possible to identify that furniture and furnishings comply with the above regulations, it will be recorded on the inventory. If not recorded on the inventory, identification was not visible or present.

## helpful Hints

It is important to note that items must be returned to their respective rooms on termination of the tenancy. Failure to do so can result in delays and confusion and can lead to a search fee being added on at checkout.

We cannot undertake to move heavy items of furniture or large pots. Plants are considered perishables.

We cannot search inaccessible places to locate items or check lofts. All electrical items are considered to be pleased with plugs, bulbs and flexes etc, unless specified otherwise. We will test electrical equipment for power only when practical.

### Helpful hints

- The following notes have been compiled for your convenience to help facilitate a speedy and problem free move at the end of your tenancy.
- We hope you enjoy your stay in the property.
- It is the tenant's responsibility to return all items to their original position at the end of the tenancy. Should the inventory clerk have to search for items it may result in charges being made to the tenant.
- The agent or landlord must be informed of any items removed from or added to the property. Failure to do so may result in charges being made for replacement items removed.
- All items on the inventory are assumed to be in a good, clean, undamaged order unless qualified by marginal note.

### Cleaning

This must be thorough. Main areas of concern are:

Sanitary wear, Windows, hard floors, woodwork, kitchen appliances including kitchen units, shelves, oven hoods, refrigerators, wardrobes and drawer units.

The standard of cleaning is not satisfactory most agents or landlords will employ a contract cleaner and their account will be added to the dilapidation's report.