

Inventory & Check In

WILSON
INVENTORIES

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Property inspected by Zoey Choi

Address

Example
Inventory
Report



Carried Out

**October
16th 2025**

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Disclaimers


1. WILSON INVENTORIES SERVICES covers the property only to the extent that the condition of the premises permits. It only extends to the parts of the premises that are readily accessible. All other parts of the premises i.e. attics, garages, lofts and communal areas that are not relevant to the inventory, are specifically excluded.
2. This document is considered to be an accurate assessment of the contents and condition of the property. You have 14 days from the date of this report to notify us in writing of any amendments you wish to make. These should be sent to james@wilsoninventories.co.uk. If no amendments are received within this time you are deemed to have agreed with the contents of this report. Amendments will only be made to the report with all parties' agreement. It is the responsibility of the Landlord and Tenant to agree to amendments prior to sending any request to WI.
3. Unless the Inventory is carried out in daylight hours, the exterior and belongings will not have been inspected.
4. If a garden needs inspecting WI will endeavour to mention plants and shrubs however WI considers plants to be perishable.
5. 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.
6. 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.
7. 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.
8. All items are described only so that they can be identified. Sizes of objects are given only as approximate and are purely an aid for identification.
9. It should be noted that the compiler of this report is not an expert in fabrics, woods, materials, antiques, etc and not a qualified surveyor. This inventory should not in any way be used as a report for valuation purposes for the premises and its contents or as a structural survey report.
10. Every effort has been made to carefully check the property and its contents, however, WI representative cannot move extremely heavy Contents, nor can we undertake to attempt entry to inaccessible places. Our clerks will not report on areas such as overcrowded drawers & cupboards.
11. The WI 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.
12. Newspapers, magazines, perishables, houseplants are not included unless specifically requested. Books, compact discs, DVDs, videotapes and other similar items will not be listed individually but will be stated as 'collections'.
13. Properties containing large amounts of assorted crockery, cutlery, glasses etc will not have items listed individually but will be listed as "assorted items".
14. The person preparing the Inventory is not an expert in The Fire and Safety Regulations in relation to soft furnishings. It assumes that all furnishings & fabrics have been checked by the landlord and/or managing agent to ensure they comply with the relevant regulations at date of compilation.
15. Any Inventories compiled with the tenants in situ may contain inaccuracies for which we cannot be held responsible.
16. Smoke alarms will be listed on the inventory but will only be tested for sound in accordance with the legislation of October 2015 and only where practically possible to do so. Liability for ensuring the property complies with the legislation remains with the Landlord.
17. Meter readings can only be taken if meters are accessible and clearly marked. Otherwise the reading must be taken by the relevant boards.
18. It is essential that all items are returned to respective rooms as listed on the original Inventory before the Check Out is due to be carried out. Where items have not been returned to their original position and are not easily seen they may be noted as "Not Seen" on the Check Out and their replacement may be charged for.
19. All personal items should be removed prior to the Check Out and the tenant should be ready to vacate the property at the end of the Check Out returning all sets of keys.
20. Unless otherwise stated, the report was carried out at the date and time stated on the front cover and all photos were taken during the inspection.
21. Blinds in the premises are visually checked. We are unable to verify that the blinds comply with child safety requirements of BS EN 13120:2009 + A1:2014 placed on the manufacturer, supplier and professional installation of internal window blinds.

1. SCHEDULE OF CONDITION		
Ref	Name	Condition
1.1	Decorative Order	Good clean decorative order; Few minor defects
1.2	Ceilings	All in good order; Few mismatched paint marks and cracking
1.3	Lights	All tested for power; 1x light not working
1.4	Walls	Few chips, scuffs and odd marks
1.5	Windows & Sills	Functional Some light cracking; Possible mildew to high level
1.6	Curtains / Blinds	Functional, good condition
1.7	Woodwork	Few marks, cracking and chips
1.8	Flooring	Some odd marks and scratches
1.9	Kitchen & Appliances	All tested for power Marks and stains to kitchen units; Rusting and staining to hob grills; Heavy rusting to fridge
1.10	Bathroom & Appliances	Bathroom appeared to be outside of flat 3 ; Communal?

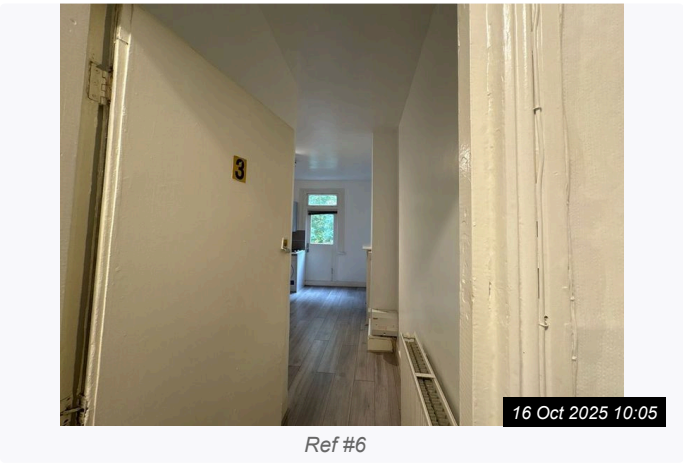
2. CLEANING SUMMARY		
Ref	Name	Condition
2.1	General Cleanliness	Cleaned to a professional standard
2.2	Carpets & Flooring	Cleaned to a professional standard
2.3	Window and Sills	Cleaned to a professional standard
2.4	Kitchen & Appliances	Cleaned to a professional standard
2.5	Bathroom & Appliances	Cleaned to a professional standard
2.6	Contents	Cleaned to a professional standard

3. METRE READINGS			
Ref	Name	Description	Reading
3.1	Gas Meter	Location: Basement Serial Number:G4A00506750901	66795 m3
<div><p>Ref #3.1</p></div>			




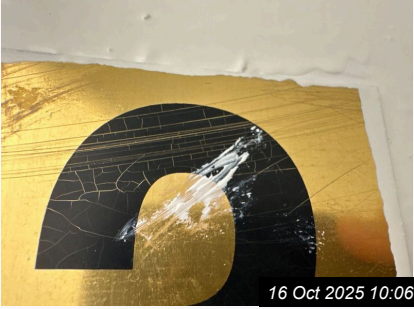





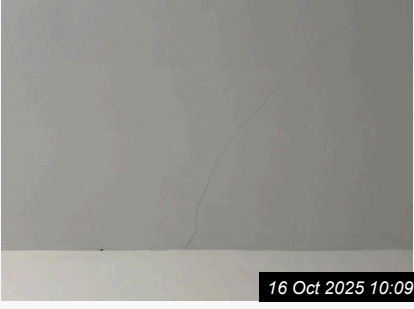





4. KEY SETS		
Ref	Name	Description
4.1	Key set	1x tenant set handover to tenant 1x chrome Yale type for flat entry 1x Banham key type for building entry
<div></div> <div>Ref #4.1</div>		

5. SMOKE AND CO2 ALARMS			
Ref	Name	Location Room & Floor	Test Result
5.1	Smoke Alarms	Floor: 1 level Location Kitchen	Audible sound heard
<div><p>Ref #5.1</p></div>			

6. ENTRANCE & HALLWAY



Ref	Name	Description	Condition
6.1	Door & Frame	Painted timber door and frame	Multiple dents, chips, scuffs, areas of poorly applied filler, exposed wood, minor peeling, and scratched number sign.
6.2	Door Fixtures	Yale brass cylinder lock Square black interior turn lock Chrome-finish handle Metal strike plate	Visible paint wear and chipping around fixtures Minor scratches on metal surfaces Strike plate area has some screw holes and damage to surrounding wood.
6.3	Ceiling	Smooth white painted ceiling	Long hairline crack present, otherwise ceiling appears intact.
6.4	Walls	Painted plaster walls in a neutral light colour.	Walls show multiple minor dents, scratches, and a visible crack, along with a horizontal scuff mark.
6.5	Skirting	Painted wooden skirting in an off-white finish	Skirting shows scuff marks, chipped paint, and some dents and rough patches along the surface.
6.6	Heating	White metal panel radiator with vertical ridges	Minor chipping to the top edge, visible small dent and surface rust marks, general paint wear present.
6.7	Flooring	Wood-effect laminate flooring in a light grey tone	No visible signs of wear or damage, flooring appears well maintained.
Contents			
6.8	Telecom	Wall-mounted beige intercom phone unit with a coiled cord.	Few white paint marks, intact secured to wall
Cleanliness			
6.9	Cleanliness	Professional clean	

6. ENTRANCE & HALLWAY (CONT.)		
 <div>16 Oct 2025 10:06</div> <div>Ref #6.1</div>	 <div>16 Oct 2025 10:06</div> <div>Ref #6.1</div>	 <div>16 Oct 2025 10:06</div> <div>Ref #6.1</div>
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 <div>16 Oct 2025 10:07</div> <div>Ref #6.2</div>	 <div>16 Oct 2025 10:07</div> <div>Ref #6.2</div>	 <div>16 Oct 2025 10:08</div> <div>Ref #6.3</div>
 <div>16 Oct 2025 10:09</div> <div>Ref #6.3</div>	 <div>16 Oct 2025 10:10</div> <div>Ref #6.4</div>	 <div>16 Oct 2025 10:10</div> <div>Ref #6.4</div>
 <div>16 Oct 2025 10:11</div> <div>Ref #6.4</div>	 <div>16 Oct 2025 10:13</div> <div>Ref #6.4</div>	 <div>16 Oct 2025 10:09</div> <div>Ref #6.5</div>

6. ENTRANCE & HALLWAY (CONT.)


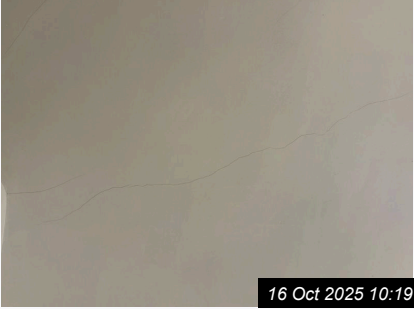















7. STUDIO




Ref	Name	Description	Condition
7.1	Ceiling	Smooth white painted plaster	Ceiling has visible hairline cracks and minor marks but no significant damage.
7.2	Lighting	Three adjustable brushed metal spotlights mounted on a rectangular metal bar fixed to the ceiling	One of the three spotlights is not operational Review - Investigate
7.3	Walls	Painted plaster walls in light beige with a smooth finish.	Walls show small dents, scuff marks and a visible paint chip exposing plaster.
7.4	Window & Sills	White wooden-framed window with a separate top vent pane	Visible dirt and mildew around the frame and on the glazing of the top pane; Signs of paint chipping on lower edges
7.5	Skirting	Painted wooden skirting board in off-white colour	Multiple chips, holes, cracks and areas of flaking paint are visible General surface wear present.
7.6	Switch / Sockets	White plastic single light switch White double electrical socket with individual switches.	Light switch faceplate has chipped paint and rough edges around the switch opening. Double socket faceplate shows minor surface marks and slight discolouration.

7. STUDIO (CONT.)			
7.7	Flooring	Wood-effect laminate flooring in a grey finish	Visible scratches and a discoloured stain present on the surface.
7.8	Kitchen Units	Wall and base kitchen units in a gloss light grey finish with matching doors and integrated handles.	Multiple cabinet doors and shelves show small surface marks, stains and minor soiling.
7.9	Worktops	White laminate worktop with integrated sink area and tiled splashback.	Some minor surface marks and stains, visible dirt and discolouration near the wall junction, sealant residue present.
7.10	Sink	Single bowl stainless steel sink with drainer and chrome mixer tap.	Heavy surface scratches, limescale build-up, visible marks and residue, chipped drainer edge, and some wear around tap base.
7.11	Fireplace	White painted wooden surround and mantel Tiled frontage hearth Recessed black interior cavity suitable for alcove storage or display	Paintwork is chipped and scuffed in places with visible holes and marks on tiles Surface scratches on top Rust visible on underside of ledge Patchy interior paintwork
Appliances			
7.12	Hob	Stainless steel hob with two black electric solid hotplates and two black control knobs.	Visible rust and heavy discolouration on the hotplates and surrounding area with signs of wear and staining.
7.13	Fridge / Freezer	White under-counter Frigidaire fridge freezer with integrated handle and internal glass shelves.	Multiple areas of rust present around the door frame and base Visible stains and marks on interior and shelves Some minor scratches and discolouration on exterior Damage to internal drawer slot
7.14	Washing Machine	White Indesit front-loading washing machine with multiple control dials and built-in detergent drawer	Visible signs of wear, residue and marks in detergent drawer and inside the drum, needs cleaning.
Contents			
7.15	Plants	Artificial plant with green and white striped leaves featuring pink accents in a textured white ceramic pot.	No visible damage or wear on leaves or pot.
Cleanliness			
7.16	Cleanliness	Professional clean	


7. STUDIO (CONT.)		
 <p>16 Oct 2025 10:19</p> <p>Ref #7.1</p>	 <p>16 Oct 2025 10:19</p> <p>Ref #7.1</p>	 <p>16 Oct 2025 10:19</p> <p>Ref #7.1</p>
 <p>16 Oct 2025 10:20</p> <p>Ref #7.2</p>	 <p>16 Oct 2025 10:20</p> <p>Ref #7.2</p>	 <p>16 Oct 2025 10:20</p> <p>Ref #7.3</p>
 <p>16 Oct 2025 10:20</p> <p>Ref #7.3</p>	 <p>16 Oct 2025 10:21</p> <p>Ref #7.3</p>	 <p>16 Oct 2025 10:44</p> <p>Ref #7.4</p>
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7. STUDIO (CONT.)




16 Oct 2025 10:27

Ref #7.7




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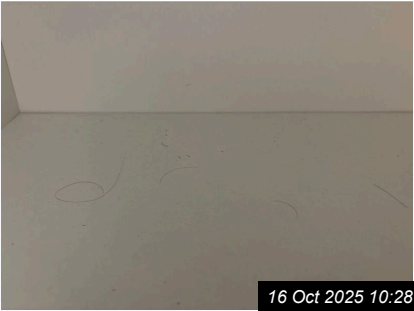
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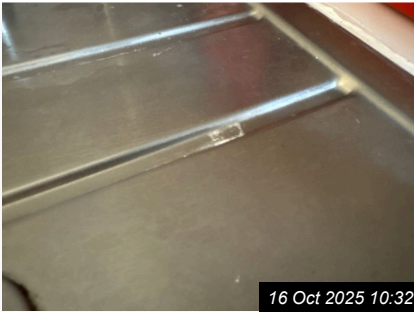
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7. STUDIO (CONT.)




16 Oct 2025 10:32

Ref #7.10




16 Oct 2025 10:32

Ref #7.10




16 Oct 2025 10:39

Ref #7.11




16 Oct 2025 10:39

Ref #7.11




16 Oct 2025 10:39

Ref #7.11




16 Oct 2025 10:40

Ref #7.11




16 Oct 2025 10:40

Ref #7.11




16 Oct 2025 10:33

Ref #7.12



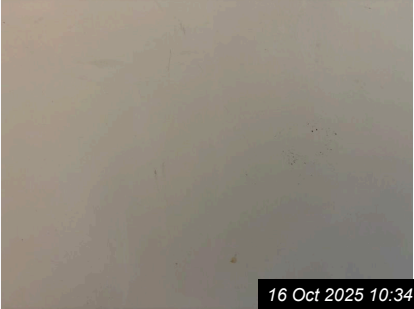
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Ref #7.13



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Ref #7.14

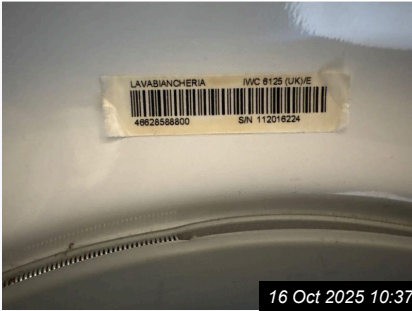
7. STUDIO (CONT.)



Ref #7.14



Ref #7.14

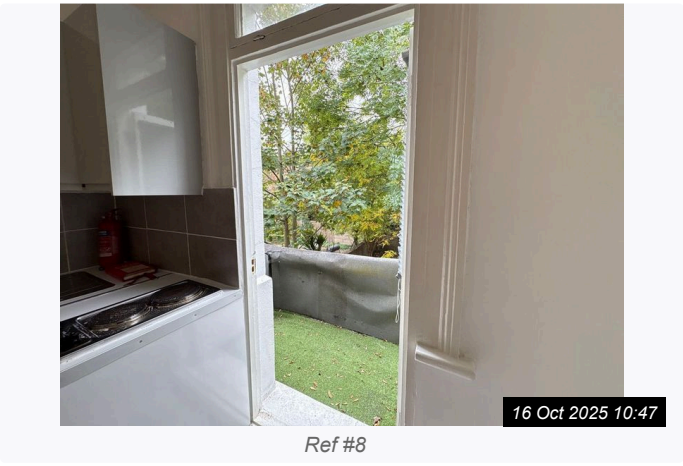
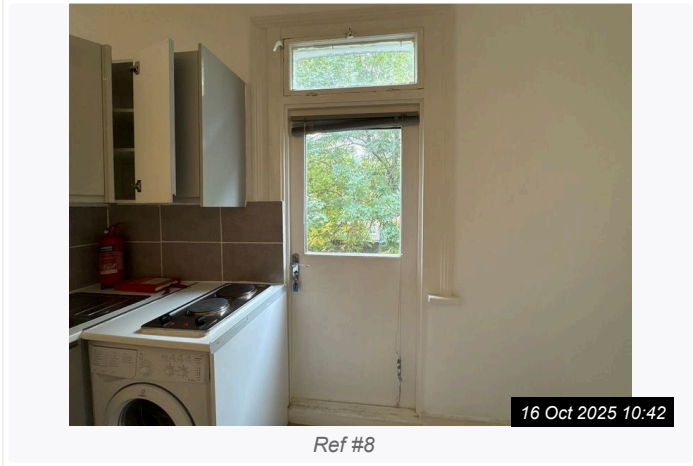


Ref #7.14















Ref #7.15

8. BALCONY



Ref	Name	Description	Condition
8.1	Door, frame and blinds	Timber door with white painted finish Fitted with chrome and brass hardware Glass inset panel White timber frame Grey aluminium venetian blinds	Door and frame have paint chips, scratches and several areas with visible damage Hardware is tarnished Frame has cracks and wear, ; Blinds appear intact and operational.
8.2	Description	Brick wall with yellow-brown bricks mortar joints Textured surface asphalt roofing Visible split artificial grass surface	Brickwork displays weathering and minor wear; Roofing felt is torn with cracks ; Artificial grass has debris and a loose plank is present



8. BALCONY (CONT.)		
 <p>16 Oct 2025 10:48</p> <p>Ref #8.1</p>	 <p>16 Oct 2025 10:48</p> <p>Ref #8.1</p>	 <p>16 Oct 2025 10:49</p> <p>Ref #8.1</p>
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 <p>16 Oct 2025 10:52</p> <p>Ref #8.1</p>	 <p>16 Oct 2025 10:53</p> <p>Ref #8.1</p>	 <p>16 Oct 2025 10:53</p> <p>Ref #8.1</p>
 <p>16 Oct 2025 10:50</p> <p>Ref #8.2</p>	 <p>16 Oct 2025 10:50</p> <p>Ref #8.2</p>	 <p>16 Oct 2025 10:50</p> <p>Ref #8.2</p>

9. PROPERTY COMPLIANCE			
Ref	Name	Answer	Comments
9.1	Is the Property Compliant?	Yes	

Actions Required			
Ref	Action Required	Responsibility	Comments
7.2 STUDIO » Lighting	Review	Investigate	One of the three spotlights is not operational

Declaration

I/We the undersigned, affirm that if I/we do not comment on the Inventory in writing within seven days of receipt of this Inventory then I/we accept the Inventory as being an accurate record of the contents and condition of the property.

Signed by the

Signatures

Print Name

Date / /

Signed by the

Signatures

Print Name

Date / /