# **Inventory & Check In**



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Property inspected by Zoey Choi

## **Address**

Example Inventory Report



**Carried Out** 

October 24th 2025 09:30

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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. SCHI	EDULE OF CONDITION	
Ref	Name	Condition
1.1	Decorative Order	Good general condition throughout ; Few defects and minor cleaning issues
1.2	Ceilings	Minor cracking and few marks
1.3	Lights	All lights tested and working ; Some rusting to chrome spotlights
1.4	Walls	Few scuffs, chips and cracking
1.5	Windows & Sills	Minor cracking Light scratches to glazing
1.6	Curtains / Blinds	Functional
1.7	Woodwork	Cracking, chips and odd scuff and marks
1.8	Flooring	Scrapes and scratches
1.9	Kitchen & Appliances	All tested for power; Mould and hair to washing machine; Staining to few appliances
1.10	Bathroom & Appliances	Some staining and limescale
1.11	Contents	Good condition

2. CLE	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	Windows & 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. METR	3. METRE READINGS			
Ref	Name	Description	Reading	
3.1	Gas Meter	Location: Storage room, hallway Serial Number:G4F01511592000	01955 m3	
3.2	Electric Meter	Floor: N/A Location: unable to locate	N/A	



Ref #3.1

## 4. KEY SETS



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Ref	Name	Description
4.1	Key sets	2 x key sets (5 Yale keys) handover to tenants

5. SMOI	5. SMOKE AND CO2 ALARMS		
Ref	Name	Location Room & Floor	Test Result
5.1	Smoke Alarms	Floor: 1 level Location: hallway	Sound heard
5.2	Carbon Monoxide Alarms	Floor: 1 level Location: Kitchen	Sound heard





## 6. ENTRANCE & HALLWAY





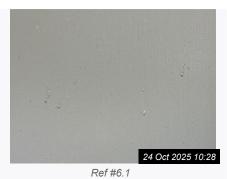


Ref	Name	Description	Condition
6.1	Door & Frame	Painted wooden door and frame in white	Multiple scuffs marks and discolouration patches visible minor paint deterioration and accumulated dirt around frame edges.
6.2	Door Fixtures	Chrome key lock cover Chrome letter plate White internal letter flap Chrome security bolt cover Chrome door knob Chrome door viewer Chrome door viewer cover Chrome strike plate Chrome door hinge	Most fixtures have slight tarnish and scratches; Minor paint wear to edges
6.3	Ceiling	Ceiling is finished in white painted plaster	Ceiling shows a visible patch repair area and minor surface imperfections
6.4	Lighting	Ceiling-mounted recessed LED downlights with a metallic trim in a neutral finish.	All lights operational with no visible damage or signs of wear.
6.5	Walls	Painted plaster walls in white	Visible cracking near door frame Minor surface abrasions and marks present Patches of flaking paint and plaster Areas of damaged and missing plaster at lower levels
6.6	Skirting	Painted timber skirting in off-white	Shows visible cracks, chipped paint, uneven finish, and some scuffing and wear along lower edges.
6.7	Switch / Sockets	Single metallic light switch with a brushed silver finish	Switch plate shows light surface marks and minor smudges, otherwise intact with no visible damage.
6.8	Heating	Wall-mounted white metal radiator with painted pipework.	Multiple scuffs abrasions and chipped paint visible with paint residue on valve and rust spots at corners.

6. ENTRANCE & HALLWAY (CONT.)			
6.9	Flooring	Wood parquet flooring in a medium brown shade with a natural grain pattern	Flooring shows scratches, scuff marks, and scattered paint spots, with visible signs of wear.
Conten	nts		
6.10	Thermostat	White, wall mounted	Appears in good condition
6.11	Pegs	White painted with chrome brushed pegs	Good condition
Cleanliness			
6.12	Cleanliness	Professional clean	



















## 6. ENTRANCE & HALLWAY (CONT.)



Ref #6.2



Ref #6.2



Ref #6.2



Ref #6.2



Ref #6.2



Ref #6.2



Ref #6.3



Ref #6.3



Ref #6.3



Ref #6.4



Ref #6.4



Ref #6.4



Ref #6.5



Ref #6.5



Ref #6.5

## 6. ENTRANCE & HALLWAY (CONT.)



Ref #6.5



Ref #6.5



Ref #6.6



Ref #6.6



Ref #6.6



Ref #6.7



Ref #6.8



Ref #6.8



Ref #6.8



Ref #6.8



Ref #6.9



Ref #6.9



Ref #6.9



Ref #6.10



Ref #6.11

## 7. STORAGE ROOM



Ref #7

Ref	Name	Description	Condition
7.1	Door & Frame	Timber door with light brown wood grain finish and painted timber frame in white.	Door has a chip on the surface and worn edges; frame shows paint chips, dents, and exposed wood.
7.2	Door Fixtures	Polished chrome door knob and latch	Door knob and latch are clean with no visible damage while the strike plate and surrounding paintwork show wear and scratches
7.3	Ceiling	Painted timber beams with exposed structural detailing	Ceiling has visible cracks flaking paint and minor gaps at joints with one broken section towards the rear.
7.4	Walls	Painted brick walls in white with visible mortar joints	Walls show signs of cracking, chipped paint, uneven surfaces, and general wear.
7.5	Skirting	White painted timber	Skirting has scratches scuff marks paint chips and patches covering fixing holes.
7.6	Flooring	Laminate wood-effect flooring in a light oak finish	Visible gaps at joins, minor paint spots, and loose or lifted edges present.
Cleanl	Cleanliness		
7.7	Cleanliness	Professional clean	







Ref #7.1

## 7. STORAGE ROOM (CONT.)







Ref #7.2



Ref #7.2



Ref #7.3



Ref #7.4



Ref #7.5



Ref #7.5



Ref #7.6

## 8. KITCHEN



Ref #8



Ref #8



Ref #8



Ref #8

Ref	Name	Description	Condition
8.1	Door & Frame	Light brown wood effect door and frame	Minor paint marks and scuffs visible with some edge wear noted on the frame.
8.2	Door Fixtures	Polished chrome lever handle on rectangular backplate with integrated keyhole; Matching chrome latch and strike plate	Handle and backplate are in good condition with minor surface marks; Latch plate and strike plate show signs of wear including scratches
8.3	Ceiling	Smooth white plaster ceiling	Minor mark and small indentation visible on the surface, otherwise appears sound.
8.4	Lighting	Recessed ceiling spotlights with a white trim	All lights appear functional with no visible damage or signs of wear.
8.5	Walls	Emulsion painted plaster walls in off-white	Walls show multiple cracks, scattered stains, minor paint marks, damp patches, screw holes, and general signs of wear.
8.6	Skirting	Painted white wooden skirting	Surface scuffs, small dents, chipped paint, and discolouration patches present throughout.
8.7	Windows & Sills	White-painted timber window with two panes and a window sill	Glass shows scratches and surface marks, window sill paint chipped in areas

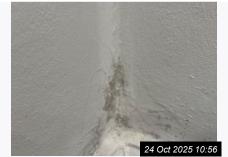
8. KITCHEN (CONT.)			
8.8	Blinds / Curtains	White horizontal venetian blinds made of metal with wand tilt and cord lift mechanism.	Some scuff marks and surface damage visible on the bottom rail, otherwise operational.
8.9	Switch / Sockets	Polished chrome double socket with two switches and polished chrome double dimmer switch	Socket shows minor surface marks and sign of uneven wall edges  Dimmer switch is clean with no visible damage
8.10	Heating	White metal painted radiator, connected to the central heating system.	Radiator shows multiple chips and areas of rust, as well as minor surface marks and stains.
8.11	Flooring	Wood effect vinyl flooring in a medium brown tone	Visible marks and minor stains present with some scratches and light surface damage.
8.12	Kitchen Units	Gloss cream coloured kitchen units with flat panel doors, integrated handles and laminate worktops.	Units show signs of wear with visible scuffing, staining, chipped edges, minor surface marks and some internal discolouration.
8.13	Worktops	Dark marbled laminate worktops with a matte finish	Worktops appear in good condition with no visible damage or significant signs of wear.
8.14	Sink	Stainless steel single-bowl sink with attached drainer and chrome dual-handle mixer tap.	Sink shows visible surface scratches and worn areas on drainer Limescale and grime around waste and overflow No major dents or structural damage
Appliar	nces		
8.15	Extractor Hood	Stainless steel extractor hood with control buttons and twin mesh filters; Blue filter frames and black plastic side brackets.	Visible signs of rust and dirt on mesh, cracked plastic bracket, scratched housing and worn areas around fixings.
8.16	Hob	Black glass induction hob with touch controls	Visible surface scratches and one notable longer scratch, otherwise intact.
8.17	Oven	Stainless steel and black built-in Hotpoint oven with digital display, two wire racks, and two baking trays.	Oven is structurally intact with minor signs of use and some food residue on the interior surfaces.
8.18	Fridge / Freezer	Integrated fridge freezer with white exterior and plastic internal drawers and fittings.	Internal areas show minor dirt and light debris, scuffing to door seal, rust and discolouration on hinge, some wear visible on edges.
8.19	Washing Machine	White front-loading Baumatic washing machine with digital display and multiple wash settings located in the kitchen.	Visible residue and mould present in the detergent drawer and door seal, hair on door seal, internal seal shows notable areas of dirt and mould.  Review - Investigate
8.20	Boiler	White wall-mounted gas boiler with control panel and dials	Boiler casing appears clean with minor marking on sticker surfaces and no visible damage or corrosion.
Conten	Contents		

	, <b>,</b>					
8. KITC	HEN (CONT.)					
8.21	Table	White wooden drop-leaf table with rectangular top and extendable semi-circular sides.  Multiple scuffs, scratches, stains and areas of chipped paint on the tabletop and legs.				
Cleanl	iness					
8.22	Cleanliness	Professional clean				
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	24 Oct Ref #8.2	2025 10:51  Ref #8.2	0:51 Ref #8.2			
	24 Oct Ref #8.3	2025 10:52  Ref #8.3	0:53  Ref #8.4			
	24 Oct	2025 10:55 24 Oct 2025 10	0:55 24 Oct 2025 10:56			

Ref #8.5

Ref #8.5

Ref #8.5







Ref #8.5



Ref #8.6



Ref #8.6





Ref #8.7



Ref #8.7



Ref #8.8



Ref #8.8



Ref #8.9



Ref #8.9



Ref #8.10







Ref #8.10



Ref #8.11



Ref #8.11



Ref #8.12



Ref #8.12



Ref #8.12



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Ref #8.14



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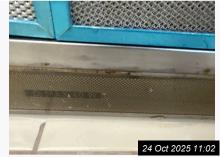
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Ref #8.16



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Ref #8.18



Ref #8.18



Ref #8.18



Ref #8.19



Ref #8.19



Ref #8.19



Ref #8.19









Ref #8.21

Ref #8.21







Ref #8.21

## 9. BATHROOM





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Ref	Name	Description	Condition
9.1	Door & Frame	Wood-effect door with matching frame, golden brown finish, door frame painted white.	Door and frame show multiple areas of minor scratches, chips on edges, paintwork damage, and surface scuffs.
9.2	Door Fixtures	Polished chrome lever handle set and thumb-turn lock	Door handle and thumb-turn show minor surface wear with light scratches; Latch plate is tarnished and displays paint marks
9.3	Ceiling	Smooth white plasterboard ceiling	Ceiling appears clean and intact with no visible signs of damp, stains, or cracks.
9.4	Lighting	Ceiling-mounted recessed spotlights with chrome surrounds and integrated LED bulbs.	Multiple units exhibit visible rust and corrosion on the metal surrounds, with no obvious cracks or broken glass, all appear to be in working order
9.5	Walls	Large beige marble-effect ceramic tiles	Tiles appear clean with no visible cracks, chips, or stains.
9.6	Skirting	Painted timber skirting board in white	Visible cracks gaps and chipped paint in multiple areas with some surface staining and minor dents present.
9.7	Windows & Sills	Frosted double-glazed UPVC window in white with matching sill and top vent.	Window and sill are intact with minor surface dirt and marks on the sill; no visible cracks or damage.
9.8	Switch / Sockets	White ceiling-mounted pull cord switch	Switch and cord appear intact with no visible damage or discolouration.
9.9	Heating	White metal panel radiator and chrome ladder- style heated towel rail	Radiator has minor paint chips, some small rust spots and wear on the lower edge.  Towel rail exhibits visible rust patches around joints and general surface wear.
9.10	Flooring	Large black ceramic tiles with dark grout lines.	Multiple visible surface marks and minor scratches with some soiling present.

9. BATH	IROOM (CONT.)		
9.11	Toilet	White ceramic close-coupled toilet with dual flush chrome button and standard toilet seat.	Minor limescale and staining visible around flush button and pan, otherwise intact with no visible cracks or damage.
9.12	Basin	White ceramic basin with integrated chrome mixer tap, overflow hole, and metal plug on a white cabinet unit.	Visible limescale deposit and rust marks around plug and overflow Pitting and surface wear on tap Overall functional but with signs of use and discolouration.
9.13	Bath & Taps	White enamel-coated steel bath with wood effect side panel, chrome mixer taps, chrome overflow and plug, handheld shower attachment included.	Bath has light scuffs and minor chips Plug and overflow show light tarnishing Taps have heavy water staining and surface corrosion
Conter	nts		
9.14	Mirror	Oval shaped, mounted to wall, frameless	Silvering to mirror edges
Cleanli	iness		
9.15	Cleanliness	Professional clean	















Ref #9.2











Ref #9.2



Ref #9.3

## 9. BATHROOM (CONT.)







Ref #9.4



Ref #9.4



Ref #9.5



Ref #9.6



Ref #9.6



Ref #9.6



Ref #9.6



Ref #9.7



Ref #9.7



Ref #9.8



Ref #9.9





Ref #9.9



Ref #9.9

## 9. BATHROOM (CONT.)



Ref #9.9



Ref #9.9



Ref #9.9



Ref #9.10



Ref #9.10



Ref #9.10



Ref #9.11



Ref #9.11



Ref #9.11



Ref #9.12



Ref #9.12



Ref #9.12



Ref #9.12



Ref #9.12



Ref #9.13

## 9. BATHROOM (CONT.)



Ref #9.13



Ref #9.13



Ref #9.13



Ref #9.13



Ref #9.13



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Ref #9.13



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Ref #9.14

## 10. BEDROOM ONE



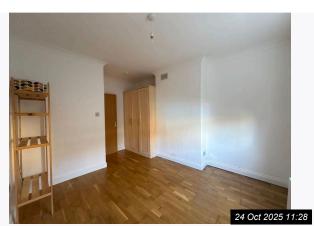




Ref #10







Ref #10

Ref	Name	Description	Condition	
10.1	Door & Frame	Light oak veneer door with matching wooden frame.	Multiple scratches and scuff marks present on the door Chipped paint and damage on the frame, small dent visible on door surface.	
10.2	Door Fixtures	Polished chrome lever handle with rectangular backplate Chrome latch and keyhole; Matching chrome strike plate on the frame.	Chrome plates and handles show scratches and scuffs Screws on one handle are misaligned Strike plate and latch show minor wear and paint residue around the edge.	
10.3	Ceiling Smooth white painted ceiling Generally intact with a visible smanning minor damage in one area.		Generally intact with a visible small paint chip or minor damage in one area.	
10.4	Lighting	Single exposed bulb light fitting with white ceiling mount and white stem.	Bulb is functional with no visible damage to fitting or mount.	
10.5	Walls	Painted plaster walls in light off-white colour	Multiple areas of peeling paint, visible cracks, scuff marks, and patches of damp or staining evident at lower sections and corners.	
10.6	Skirting	White painted timber skirting	Multiple dents, chips, cracks, paint bubbles, surface marks, and poorly executed repair patch visible.	

10. BEDI	ROOM ONE (CONT.)		
10.7	Windows & Sills	White painted timber window frame with clear glazed panes	Window and sill show signs of minor paint chipping and dirt marks with some wear visible on the lower frame.
10.8	Blinds / Curtains	White horizontal venetian blinds made of metal with pull cord.	Blinds show some minor bending at the bottom slats and slight unevenness, otherwise intact.
10.9	Switch / Sockets	Double socket outlet with switches White plastic dimmer switch with chrome faceplate	Minor surface scratches and tarnishing visible signs of wear but no visible cracks or breaks
10.10	Heating	Wall-mounted white metal panel radiator	Multiple marks and minor stains on the surface with visible signs of dirt and some scuffs but no obvious structural damage.
10.11	Flooring	Wooden plank flooring with medium brown finish and natural grain patterns.	Scuffed surface with visible scratches, dust, and patches of worn or peeling finish.
10.12	Built-in Wardrobe	Three-door built-in wardrobe in light wood finish with metal handles.	Visible surface stains and dirt marks on the wood panels, scuffing along the edge near the wall, and minor plaster damage adjacent to the wardrobe.
Conten	its		
10.13	Shelves	Four-tier open wooden shelves with natural finish	Shelves are structurally intact with no visible damage, slight surface marks present on wood.; Patterned storage box on the top shelf.
Cleanli	ness		
10.14	Cleanliness	Professional clean	
	24 Oct . Ref #10.1	2025 11:28 Ref #10.1	24 Oct 2025 11:28 Ref #10.1







## 10. BEDROOM ONE (CONT.)



Ref #10.2



Ref #10.2



Ref #10.2



Ref #10.3



Ref #10.3



Ref #10.4



Ref #10.5



Ref #10.5



Ref #10.5



Ref #10.5



Ref #10.5



Ref #10.5



Ref #10.5



Ref #10.5



Ref #10.6

## 10. BEDROOM ONE (CONT.)







Ref #10.6



Ref #10.6



Ref #10.7



Ref #10.7



Ref #10.8



Ref #10.9



Ref #10.9



Ref #10.10



Ref #10.10



Ref #10.10



Ref #10.10







Ref #10.11



Ref #10.11

## 10. BEDROOM ONE (CONT.)





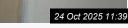


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Ref #10.13

11. PROPERTY COMPLIANCE			
Ref	Name	Answer	Comments
11.1	Is the Property Compliant?	Yes	

Actions Required			
Ref	Action Required	Responsibility	Comments
8.19 KITCHEN » Washing Machine	Review	Investigate	Visible residue and mould present in the detergent drawer and door seal, hair on door seal, internal seal shows notable areas of dirt and mould.;

## **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 / /