

# Check in inventory

**Flat 31**  
**7 Example Street**  
**London WC1**

**A furnished 1 bedroom flat**

**Agent**                      **The Landlord**

**Check in date**            **28 May 2021**

**Live Oak Inventories Limited**

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**TENANCY DATES**

Check in	Check out	Length of tenancy
28 May 2021		

**GENERAL COMMENTS**

Check in	Check out
None	

**SUMMARY OF CONDITION**

Check in	Check out
Very recent new build. Showing very light/minor wear	



**SUMMARY OF CLEANLINESS**

	Check in	Check out
Overall cleanliness	Professionally cleaned	
Odours	None	
Lighting	Clean	
Walls	Clean	
Woodwork	Clean	
Floors	Clean	
Curtains and blinds	Clean. Some light marks to curtain in bedroom	
Windows	Cleaned within. Not clean to exterior	
Sofas, mattresses etc	Clean	
Kitchen units	Clean	
Worktops	Clean	
Sink	Clean	
Appliances	Clean	
Bathroom fittings	Clean and free of scale	
Linens and towels	Laundered	
Outside space/garden	Clear and swept. Normal outdoor soiling	
Garage	Not applicable	



**PHOTOGRAPHS**

Check in	Check out
Photos were taken at the inspection. These can be viewed or downloaded <a href="#">here</a>	


**KEYS**

Check in	Check out
<p>1 set taken issued to tenant comprising:</p> <ul style="list-style-type: none"><li>1 fob</li><li>1 flat door key</li><li>1 mailbox type key</li><li>1 fob and 2 keys in total</li></ul> 	
<p>I confirm I am receipt of the keys as listed above</p> <p>Name John Doe</p> <p>Date 28 May 2021</p>	
<p>Signed</p> 	

**UTILITY METERS**




Meters	Check in	Check out
<p>Electric</p> <p>Location Riser cupboard on landing outside flat. Access via concierge</p> <p>Meter no D15R27245</p>	<p>Reading 11977</p>  <p>A photograph of a white 'Single Phase Watt Hour Meter' with a digital display showing '14590'. Below the display, it says 'PROPERTY OF:' and 'Type 5258K 20-100A 1PH 2W'.</p>	<p>Reading</p>
<p>Evinox</p> <p>Location Flat entrance hall cupboard</p> <p>Meter no</p>	<p>Reading Heating 13338</p> <p>Cooling 1492</p> <p>Electricity 7015</p> <p>Water meter 1 0</p> <p>Water meter 2 0</p>  <p>A photograph of an Evinox meter with a blue LCD screen. The screen displays 'Meter Readings' and lists: Heating 13338 kWh, Cooling 1492 kWh, Electricity 7015 kWh, Water Meter 1 0, and Water Meter 2 0. The Evinox logo is visible at the top left of the screen.</p>	<p>Reading</p>

**UTILITY METERS**


Meters	Check in	Check out
<p>Water</p> <p>Location      Flat entrance hall cupboard</p> <p>Meter no        310917922</p>	<p>Reading      000093.987</p> 	<p>Reading</p>



**SAFETY ALARMS**

Room	Alarm type	Tested at check in?	Tested at check out?
Entrance hall	Smoke alarm 	Yes	
Reception room and kitchen	Heat alarm 	Yes	
Reception room and kitchen	Smoke alarm 	Yes	

**SAFETY ALARMS**

Room	Alarm type	Tested at check in?	Tested at check out?
Bedroom	Smoke alarm 	Yes	
Other comments at check in		Other comments at check out	
Alarms press tested and working The property is safety alarm compliant			

**GUIDANCE NOTES**

This inventory is an objective record of the condition of the property and contents for the purposes of this residential tenancy. It has been compiled after a thorough visual inspection by an Inventory Clerk independent of agent, landlord or tenant. It extends only to the property to which the tenant has sole responsibility and only covers issues specifically relevant to the inventory process

In line with normal industry practice and the guidelines laid down by the Association of Independent Inventory Clerks the following are not tested as part of the inventory process

- Electric circuits, central heating or hot water systems
- Electric radiators, fan heaters and gas fires
- Entryphone systems
- Fire extinguishers, fire blankets and other safety equipment (less smoke, heat or carbon monoxide alarms)
- Bath, shower and kitchen taps or fittings
- Smaller electrical items and audio visual equipment

The following other limitations apply

- Furniture and larger rugs and carpet off cuts are not moved as part of the inventory process
- Sofa beds are not extended. Consequently the bed mechanism is not tested nor the mattress inspected
- Mattresses on beds are not lifted or turned. Consequently the bed base below the mattress will not be inspected. Only the upper exposed side of the mattress will be checked and then only where practicable
- Windows are not opened
- Boxed items, items of a personal nature (clothing etc), consumables and items considered to have no replacement value are not individually inspected or listed

**Photographs**

Where practicable, photographs are taken as part of the Check in process. These images can be viewed or downloaded by clicking the link on the photographs schedule towards the beginning of this report

**Glossary**

**Wear:** This is a general term used throughout our inventories and denotes the effects of normal day to day usage and wear to an item. This may include normal rubbing, scuffs and marks including chipping and scratches. This may be quantified from very minor to very heavy. Any other defects to an item will be specifically noted in addition to this general term

**Condition comments**

Where there are no comments in the check in condition column, items or contents are free of any obvious wear or damage

**Greyed out areas**

Greyed out areas on the inventory denote cupboards or wardrobes and their contents

**Smoke and Carbon Monoxide Alarm (England) Regulations 2015**

As part of the Check in and Check out inventory process all accessible alarms will be tested where possible. This will be a simple push test whereby the test button on each alarm will be depressed to test if the alarm sounds. Where an alarm sounds the alarm will be noted as **Working**. Where no sound is made, the alarm will be noted as **Not working**

For ease of reference a summary of alarms tested and any other information deemed relevant by the inventory clerk is noted on the safety alarm schedule of this report

Some alarm systems will require more specialist testing than Live Oak are able to offer. These will be noted as such on the safety alarm schedule

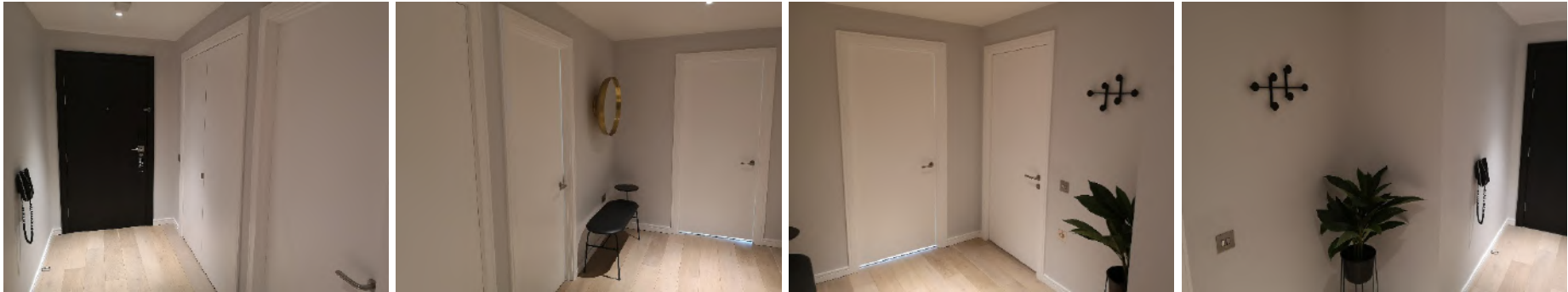
The testing of alarms is done in good faith, the aim of which is merely to inform the landlord or managing agent of potential issues relating to them. Live Oak accepts no responsibility or liability for the alarms, whether they work or not or if they are compliant or not

Live Oak will take no responsibility for damage or malfunction during the testing of alarms or reporting on any other safety related matters

**Live Oak Inventories Limited has been trading since 1996, is an executive member of the Association of Independent Inventory Clerks and Safecontractor approved**

**ENTRANCE HALL**

Check in photos



Entrance hall					
No	Item	Condition at check in	Check out comments and additional items		
1	Front door exterior. Black wood with metal fittings Handle Lock Spy hole	Couple of light marks to door			
2	Front door interior. Black wood with metal fittings Spy hole and cover Security fitting receiver Black plastic box Handle/twist lock				

Entrance hall					
No	Item	Condition at check in	Check out comments and additional items		
3	Door frame. Black wood Numerals Door closure Security fitting bracket	Interior Chip over door to left Some corresponding damage to seal Some light wear to right Security fitting bar missing			
4	Ceiling. Painted white				
5	Spotlights. White finished	Working			
6	Walls. Painted grey	Slight patchy appearance Some uneven finishes, over painting and touch up marks Couple of light marks			
7	Switches and sockets as fitted. Metal				
8	Skirting boards. Painted white	Some minor wear			
9	Floor. Brown wood	Light wear Small round darker brown mark to far right corner			

Entrance hall					
No	Contents	Condition at check in	Check out comments and additional items		
10	Threshold. Brown wood	Light wear			
11	Cupboard. Painted white Metal handle	Couple of minor marks and chips Notable shading to leading edge of left door			
12	Interior	Some light wear and marks Some further wear and soiling to centre dividing panel Wood knots showing through paint to door frame Right door rubbed and marked from washer dryer door			
13	Contents				
14	Door magnets. 2				
15	Threshold bar				
16	Plant and boxes. Assorted	Related labels Light marks			
17	Meter. Evinox				
18	Cupboard	Some discolour Dusty within			
19	Meter. Water	No cover			
20	Ironing board and cover				
21	Clothes drying rack. Folding metal/plastic				

Entrance hall					
No	Contents	Condition at check in	Check out comments and additional items		
22	Broom				
23	Fuse box. MK	Related labels			
24	Iron. Minky				
25	Iron filler jug. Plastic				
26	Laundry basket. Plastic				
27	Washer dryer. Siemens model IQ 500	Very light wear Related labels Piece of blue tape behind door			
28	Box. Cisco				
29	Smoke alarm. Fitted white plastic				
30	Mirror. Round with brass frame	Not flush with wall Brass patchy and tarnished			
31	Bench. Rectangular with black vinyl seat Separate round black stone table				
32	Coat hooks. Black metal				
33	Plant pot. Round black metal and stand				
34	Plant. Plastic green leaves				



Entrance hall					
No	Contents	Condition at check in	Check out comments and additional items		
35	Telephone. Grandstream				
36	Doorstop. Metal/rubber				

**RECEPTION ROOM AND KITCHEN**

**Check in photos**



Reception room and kitchen

No	Item	Condition at check in	Check out comments and additional items		
37	Door. Painted white Metal handles	Doorstop mark			
38	Door frame. Painted white	Couple of light marks Couple of further marks low level			
39	Ceiling as before Matching access panel	Light soiling and marks to access panel Scuff/scratch far end of kitchen			
40	Spotlights as before	Working			
41	Concealed lights over wall units	Working			
42	Under unit lights. LED	Working			

Reception room and kitchen					
No	Item	Condition at check in	Check out comments and additional items		
43	Walls as before Far reception wall painted brown	Slight patchy appearance and finish Some uneven paint finishes Some over painting and touch up marks Trunking for TV			
44	Splashback panels. Opaque glass				
45	Switches and sockets as before				
46	Skirting boards as before	Odd scuffs			
47	Floor as before	Wear Colour variation Further wear, colour variation, marks and spots generally on entering and to kitchen Long narrow darker mark behind door Larger darker mark ahead towards kitchen units Larger dark mark around to left on entering kitchen Couple of heavier dark scuffs to reception room area and around dining table Photographs on file			
48	Kitchen units. White laminate	See contents of kitchen units for any further issues			
49	Worktop. White Corian	Some light wear Slightly dull and patchy generally Slightly rough to touch to edges around sink			

Reception room and kitchen					
No	Item	Condition at check in	Check out comments and additional items		
50	Sink. Metal Strainer plug Chrome tap	Wear Metal dull			

Reception room and kitchen					
No	Appliances	Condition at check in	Check out comments and additional items		
51	Washer dryer. Siemens model IQ 500	In entrance hall cupboard as detailed previously Noted here for reference only			
52	Dishwasher. Siemens 3 racks	Some light wear Related labels			
53	Extractor. Unbranded grey metal	Filters patchy Lights working			
54	Hob. Siemens	Very light wear			
55	Microwave. Siemens	Related labels, 1 of which is peeling Smearing within			
56	Oven. Siemens 2 fitted racks Fitted roasting tin	Very light wear Faint drip marks within door Racks tarnished Related label			

Reception room and kitchen					
No	Appliances	Condition at check in	Check out comments and additional items		
57	Fridge freezer. Siemens 5 fridge shelves Salad box Light and cover 5 door racks 2 egg racks 2 freezer drawers 2 ice packs Ice cube tray	Couple of stored items in cardboard packaging and polythene bags on top  Related labels  Some light wear			

Reception room and kitchen					
No	Contents of kitchen units	Condition at check in	Check out comments and additional items		
58	Wall cupboards 1 – 6				
59	Shelves. 2 per cupboard				
60	Wine glasses. Set of 4				
61	Water glasses. Set of 4				

Reception room and kitchen					
No	Contents of kitchen units	Condition at check in	Check out comments and additional items		
62	China. Set of white 4 dinner plates 4 side plates 4 soup bowls 4 cereal bowls 4 cups 4 saucers 4 mugs 2 odd milk cream jugs				
63	Ovenproof dishes. Set of 2 glass				
64	Storage container. Square glass Plastic lid				
65	Cafetière. Black plastic/glass				
66	Measuring jug. Glass				
67	Appliance switches				
68	Wall cupboard 7				
69	Empty				
70	Base cupboard 1	Underside of sink patchy and marked			
71	Salt funnel for dishwasher				
72	Spray attachment for dishwasher				

Reception room and kitchen					
No	Contents of kitchen units	Condition at check in	Check out comments and additional items		
73	Dustpan and brush				
74	Bin unit 3 bins				
75	Base cupboard 2				
76	Revolving saucepan shelves. 2				
77	Saucepans. Set of 2 metal 2 handled 2 glass lids				
78	Saucepan. Metal long handed				
79	Frying pan. Non stick				
80	Base cupboard 3				
81	Shelf				
82	Sieve. Metal				
83	Colander. Metal				
84	Mixing bowl. Metal				
85	Box grater. Metal/plastic				
86	Drawers				
87	Drawer divider/tray. Metal				



Reception room and kitchen					
No	Contents of kitchen units	Condition at check in	Check out comments and additional items		
88	Cutlery. Set of metal 4 knives 4 forks 4 dessert spoons 4 teaspoons				
89	Pair of scissors				
90	Bottle opener				
91	Lever corkscrew				
92	Peeler				
93	Utensils. Set of Judge Ladle Cook spoon Slice Slotted spoon Masher	Wear			
94	Balloon whisk				
95	Chopping board. White plastic	Wear			
96	Oven mitt. Red rubber/black fabric				

Reception room and kitchen					
No	Miscellaneous contents	Condition at check in	Check out comments and additional items		
97	Doorstop as before				
98	Fire blanket in box				
99	Flip top bin. Tall metal/black plastic				
100	Knife block. Judge Set of 5 knives	Wear			
101	Tray. Black cardboard Small matching tray/box				
102	Toaster. Russell Hobbs 2 slot				
103	Kettle. Russell Hobbs cordless				
104	Worktop saver/trivet. Chrome ringed	Wear			
105	Cutting board. White Corian	Light wear			
106	Heat alarm. Fitted white plastic				
107	Tablet. Small black finished Matching cradle				
108	Vent cover. White plastic				
109	Smoke alarm as before				
110	Clock. Round brass battery operated				

Reception room and kitchen					
No	Miscellaneous contents	Condition at check in	Check out comments and additional items		
111	Desk/side table. Rectangular black wood grain topped with separate small round black stone surface				
112	Desk chair. Brown/black fabric on black metal frame	Light marks to frame			
113	Bin. Round gold coloured metal wire				
114	Pictures. 2 brown wood/plastic glazed abstract pictures. Faces				
115	Sofa. Rectangular greeny brown fabric 2 back cushions 2 arm cushions	Distinct patchy appearance to fabric Couple of further small light coloured marks			
116	Rug. Large rectangular beige deep pile	Some wear Some discolour to edging			
117	Side table. Round with black stone top	Wear Stone dull and patchy, especially in reflected light			
118	Coffee/side table. Round with brown stone top	Wear Slightly dull and patchy			
119	Hardback/coffee table book. Vogue				
120	Remote control. Samsung				
121	Scatter cushions. Set of 2 rectangular gold and black patterned fabric	Some light marks and spots Larger mark to rear of 1			

Reception room and kitchen					
No	Miscellaneous contents	Condition at check in	Check out comments and additional items		
122	Floor lamp. Round brown stone/brass White glass globe shade				
123	Curtain track. White plastic				
124	Curtain. Approximately floor length unlined brown fabric				
125	Window. Black finished framed				
126	Ceiling vent. Beige plastic				
127	Chair. Square brown wood/black leather	Some light wear			
128	TV. Samsung				
129	Air conditioning vent. White finished				
130	Dining table. Round with beige and grey stone top	Wear Top dull and patchy, especially in reflected light Extensive dull spots, marks and partial ring marks to top			
131	Tablemats. Set of 3 grey slate 3 matching coasters	Variously patchy and marked			
132	Dining chairs. Set of 3 brown wood, black metal and brown fabric	Very light wear Backrest to 1 loose			

Reception room and kitchen					
No	Miscellaneous contents	Condition at check in	Check out comments and additional items		
133	Mirror. Smaller matching previous	Not flush with wall Frame patchy and tarnished			
134	Control panel. Siemens	Dust behind screen			

**BEDROOM**

**Check in photos**



No	Item	Condition at check in	Check out comments and additional items		
135	Door as before	Interior Circular ring mark low level/to base Some deterioration to paint to same			
136	Door frame as before	Some wear, more to right			
137	Ceiling and panel as before	Couple of faint marks to access panel Couple of light marks over storage/wardrobe			
138	Spotlights as before	Working			
139	Walls as before Wood panelling to right wall	Slight patchy appearance as before			
140	Skirting boards as before	Some very light wear			
141	Floor. Brown carpet				

Bedroom					
No	Contents	Condition at check in	Check out comments and additional items		
142	Threshold as before				
143	Doorstop as before				
144	Shelf, storage and wardrobe unit. White metal/laminate and brass Mirror Rail				
145	Interior				
146	Contents				
147	Hairdryer. Tresemme				
148	Shelf. Arregui				
149	Rails. 2				
150	Coat hangers. Set of 10 brass/black metal				
151	Coat hooks. Black metal				
152	Coat hooks. Black metal/brass				
153	Armchair. Round brown fabric				
154	Curtain track as before				
155	Curtain. Approximately floor length unlined brown fabric	Couple of small marks			

Bedroom					
No	Contents	Condition at check in	Check out comments and additional items		
156	Balcony door and window matching previous				
157	Smoke alarm as before				
158	Bedside tables. Set of 2 square grey marble	Light wear Tops slightly dull and patchy			
159	Table lamps. Set of 2 round brass White glass globe shades				
160	Headboard. Brown fabric				
161	Bed base. Double brown wood				
162	Mattress. Double David Philips Ortho				
163	Mattress protector. White				
164	Pillows. 4				
165	Duvet. Double				
166	Fitted sheet. White				
167	Duvet cover. White striped 4 matching pillowcases				
168	Scatter cushions. Set of 2 square beige fabric				
169	Scatter cushion. Rectangular brown fabric				
170	Throw/blanket. Brown woollen				



Bedroom					
No	Contents	Condition at check in	Check out comments and additional items		
171	Mirror. Round with brass frame				
172	Siemens panel as before				
173	Air conditioning vent as before				

**BALCONY**

**Check in photos**



Balcony

No	Item	Condition at check in	Check out comments and additional items		
174	Reverse of window and door				
175	Building walls. Brick				
176	Floor. Brown wood	Weathered Dull and faded Colour variation			
177	Doorstop. Metal/rubber				
178	Parapet wall. Grey render				
179	Wall light. Black finished	Working			
180	Safety panels. Glass				

Balcony					
No	Item	Condition at check in	Check out comments and additional items		
181	Table. Round black metal				
182	Chairs. 2 black metal wire				

**BATHROOM**

Check in photos



Bathroom					
No	Item	Condition at check in	Check out comments and additional items		
183	Door as before Matching twist lock	Patchy, rubbed and marked to rear edge from door frame seal			
184	Door frame as before	Some perishing and marks to seal			
185	Ceiling as before				
186	Spotlights. White finished	Working			
187	Concealed light over cabinets	Working			
188	Under cabinet light. LED and diffuser	Working			
189	Walls. Painted white				

Bathroom					
No	Item	Condition at check in	Check out comments and additional items		
190	Wall tiles. Combination of darker and lighter brown ceramic	Some colour variation to grout White marks to grout high level over bath			
191	Wiring plate. White plastic				
192	Skirting board tiles. Brown ceramic				
193	Floor tiles. Brown ceramic	Colour variation and discolour to grout			

Bathroom					
No	Contents	Condition at check in	Check out comments and additional items		
194	Threshold. Brown wood	Discolour Dull wear			
195	Heated towel rail. Chrome				
196	Bath mat. White				
197	Doorstop. Metal/rubber	Appears slightly pushed over			
198	WC roll holder. Metal				
199	WC brush. Metal with round black finished pot				
200	Cabinets. White laminate Mirrored doors				
201	Interiors				
202	Contents				

Bathroom					
No	Contents	Condition at check in	Check out comments and additional items		
203	Shelves. 4				
204	Shaver socket				
205	Access panel				
206	Surface. Grey Corian				
207	Bath towels. 2 white 2 matching hand towels				
208	Tissue box cover. Black finished				
209	Tray. Rectangular black finished				
210	Cistern panelling. Grey Corian Flush buttons				
211	WC. White ceramic White plastic seat and lid				
212	Basin. White ceramic Chrome fittings	Very light wear			
213	Under basin cupboard. Grey Corian Spring door catches. 2				
214	Pedal bin matching WC brush and pot				
215	Shower screen. Glass				
216	Shower fittings. Chrome				

Bathroom					
No	Contents	Condition at check in	Check out comments and additional items		
217	Shelf. Chrome runged	Light residual scale			
218	Bath. White enamel Chrome fittings				
219	Bath panel. Tiled to match walls				
220	Ceiling vent. White plastic				

**DECLARATION**

Subject to any marginal comments above, I/we acknowledge that this inventory is a fair and accurate description of the property, its contents and their condition

Landlord's signature

Print name

Date

Tenant's signature

Print name

Date

Please note that if no objections and or amendments are received within 7 days of receipt of this report, the contents will be considered accepted by the relevant parties