

Gold Star Inventory
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CHECK IN

Ref: 00000




Property address	Any Address
Property Description	1 Bedroom furnished flat
Prepared on behalf of	
Date of inspection	Any Date
Property inspector	Any clerk
Tenants Present	No

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DISCLAIMER AND GENERAL GUIDELINES

- This inventory report is a description of contents and condition of the property at the time of the inspection. The clerk that has compiled this inventory is not an expert on materials, woods, fabrics or antiques, and they are not a qualified surveyor or undertaking a valuation of the property.
- This report is not a structural survey report, but a compiled list of all furnishings. This report relates only to furniture, furnishings and landlords equipment. It is not a guarantee or safety record for these contents, just the fact that these items were present at the time of the inspection.
- No heavy items such as beds, wardrobes and appliances will be moved by our staff. All areas that require being included in the inventory should be made ready for clerk prior to arrival.
- Items in boxes, bags or containers are assumed to be awaiting removal from the property, and unless informed by the landlord these areas will not be inspected.
- Items in locked rooms or inaccessible areas will not be inspected. Items that are left in lofts, cellars, garages and sheds are the sole responsibility of the landlord. These items will not be included in the inventory unless advised by the landlord.
- Our clerks are not aware of newly purchased items. The term new will only be used if such items are in their unopened packaging.
- Newspapers, magazines, perishables, plants, videos cassettes, DVD's, CDs and books and other similar items will not be listed individually, but as collections. These areas however will be photographed.
- It is the landlord's responsibility to have smoke alarms fitted and tenant's responsibility to check they all work. These devices along with carbon monoxide detectors and alarms will not be tested by our staff.
- No gas or electrical appliances have been tested as to working order.
- All items are described so that they can be easily identifiable at the checkout. References to colour, shape and size are approximate and purely to aid identification.
- Where the report states "Fire Label seen", this should not be interpreted to mean that the item complies with the "Furniture & Furnishings" (Fire) (Safety) (Amendments) 1993. It is a record that the item had a label as described or similar to that detailed, in the guide "Furniture & Furnishings"(Fire) (Safety) Regulations as published by Department of Trade Industry, January 1997 (or subsequent edition) attached at the time the report was compiled. It is not a statement that the item can be considered to comply with the regulations.
- This report does not constitute a contract or an offer.
- We have taken great care to ensure the accuracy of this report, but it is the responsibility of both landlord and tenant to read this report carefully, and to inform **GOLD STAR INVENTORY** of any amendments or changes that need to be made within 10 days of receiving this report. If we do not hear from you, either by email or telephone, then the report will be deemed as accepted by all parties.
- No changes to the report can be made after this time. If changes are required, an addendum must be created and signed by the landlord and tenant. This document will then be used along with the Inventory to complete the check in/out.

DISCLAIMER AND GENERAL GUIDELINES

Guidance notes during the tenancy

- Tenants are advised to consult the agent/landlord before making any decorative changes to the property, including putting up pictures and installing cable or satellite TV. Charges may occur if any areas are damaged.
- It is the tenant's responsibility to keep the property in good clean condition abiding by the contract signed with the agent/landlord throughout the tenancy.

Guidance notes for the Check Out



- At the end of the tenancy, all personal items must be removed from the property and the property, including outside areas must be cleaned ready for the check-out inspection.
- If the tenant has not completely vacated, personal items still remain, or the end of tenancy clean has not been carried out, the check-out inspection may be cancelled. This may incur further charges.
- All items of furniture and contents must be returned to the positions listed on the original inventory, including any items that were stored away and not used during the tenancy. Failure to do this may incur further charges.
- If the property was professionally cleaned at the start of the tenancy, it is strongly advised that property is professionally cleaned at the end of the tenancy by a professional cleaning company. Failure to do this may incur further charges.
- All keys including copies made must be handed back to the agent/landlord or check-out inspector at the check-out appointment. If tenants still hold keys, the check-out inspection may be cancelled and this may incur further charges.
- Any damages, dilapidations or missing items may incur charges.
- If items are replaced, tenants are advised to consult the agent/landlord by email and make them aware of such changes. The landlord/agent should then advise the checkout clerk before or at the appointment of the checkout.
- Tenants are advised to retain copies of all emails and communications with the landlord/agent for future reference.
- Tenants are advised that the utility bills must be settled and paid, and accounts closed if the utilities were in their name at the end of the tenancy. If the utilities were in the landlords name throughout the tenancy they should consult the landlord regarding actions to be taken in this matter.

REPORT INFORMATION


Abbreviations in this report

- ✓ Description of item - Conditions and cleanliness are as per supporting document.

METER READINGS

ELECTRICITY		PHOTO
Reading:	32919	
Serial:	D01C36618	
Location:	Communal hall cupboard	
GAS		PHOTO
Reading:	07734	
Serial:	737265	
Location:	Hallway cupboard	
WATER		PHOTO
Reading:		Not located
Serial:		
Location:		

KEYS

MAIN KEYS		PHOTO
DESCRIPTION	1 Fob 1 Yale 1 Post box	
ACTION	Collected and returned to the porter	
OTHER KEYS		PHOTO
DESCRIPTION	None	N/A
ACTION		

SUPPORTING DOCUMENTS

- **Report:** Inventory and check in
- **Provided by:** Any company
- **Dated:** Any date

NB: All items and comments are as per supporting documents unless detailed in this report
This report must be read with the supporting document.

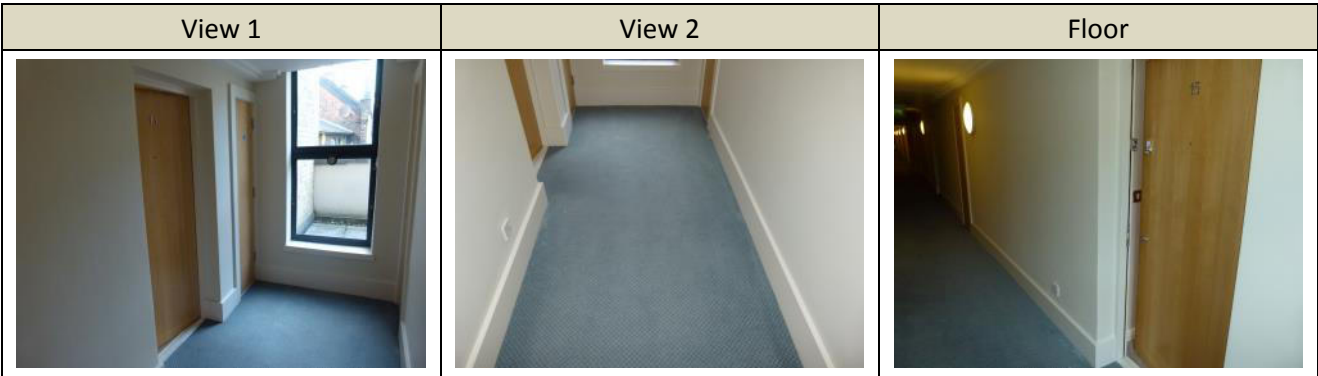
SCHEDULE OF CONDITION

ITEM	CONDITION	COMMENT
DECORATIVE CONDITION:	In our opinion the overall condition is good order	
CLEANLINESS:	In our opinion the overall cleanliness is generally professionally cleaned, further light cleaning required in places	
DOORS	Good condition.	Few scuffs, few marks.
WINDOWS	Good condition.	Receiver in main window in the reception is missing. Water marked exterior.
CURTAINS & BLINDS	Good condition.	Stained not freshly laundered to the bedroom curtains.
CEILING	Good condition.	Good order.
LIGHTS	Good condition.	1 or 2 not working. 1 fitting hanging from the ceiling.
WALLS	Good condition.	Occasional marks. Several pins. Cracking in the bedroom.
FLOORS & CARPETS	Good condition.	Generally clean. Scratches and indentations to the wood flooring.
HEATING	Good condition.	1 of the radiator is coming away left side in reception.
SOCKETS	Good condition.	Good order not fully tested.
FURNITURE	Good condition.	Stains to the small sofa on both sides. Stain to the dining table chairs, marks to the dining table. Stain to the mattress. All in used order. Heavy marks to the bedside cupboard.
BATHROOM SUITES	Good condition.	Mould around the bath but generally clean. Light lime scale to the fittings.
KITCHEN SUITE	Good condition.	Mould around the back of the sealant. Chips to the worktops. Units are clean.
APPLIANCES	Good condition.	Fridge shelf is broken. Mould to the washing machine seals but all generally cleaned.
MISCELLANEOUS ITEMS	Good condition.	Sheet not freshly laundered. Smoke detector not tested.

ADDITIONAL COMMENTS

- The fridge has broken shelf. Needs replacing.
- Appliance manuals seen in the flat.
- Window receiver missing a part.
- Tenant not present. Keys are collected and return to porter.

FRONT APPROACH



REF	ITEM	INVENTORY DESCRIPTION	CONDITION AT CHECK IN
1.	WALLS	As per supporting document	✓
2.	FLOOR	As per supporting document	✓
3.	MISCELLANEOUS ITEMS	Outside storage cupboard.	Good order. ✓

ENTRANCE & HALLWAY






View 1	View 2	View 3
		
Hanging light	Floor	Cupboards
		

REF	ITEM	INVENTORY DESCRIPTION	CONDITION AT CHECK IN
4.	DOOR	As per supporting document.	Occasional scuff marks to exterior mid-level otherwise good order.
5.	CEILING	As per supporting document	Good order. Few marks to edges.
6.	WINDOWS	As per supporting document	Generally clean.
7.	LIGHTS	As per supporting document.	All working. 1 is hanging from the ceiling.
8.	WALLS	As per supporting document	Mid low level rub marks down the hallway both sides. Some heavier scuff marks left of entry.
9.	FLOOR	As per supporting document	Generally clean and in good order.
10.	HEATING	As per supporting document.	Good order. Cap missing right side. Appears working.
11.	FIREPLACE	As per supporting document	✓
12.	WOODWORK	As per supporting document	Good condition. Few chips in places.

ENTRANCE & HALLWAY

REF	ITEM	INVENTORY DESCRIPTION	CONDITION AT CHECK IN
13.	SOCKETS & SWITCHES	As per supporting document	Good order. Light marks.
14.	CUPBOARDS	As per supporting document.	Damage indentation marks to the exterior door. Marks to the interior walls. Generally clean.
15.	MISC ITEMS	2 wooden shoe racks.	Chipped to the top edge.
16.		Entry phone.	Tested but scuff to the front.
17.		Smoke detector.	Not tested.
18.		Black vacuum cleaner.	Not seen. Now replaced with Vax purple vacuum cleaner.
19.		Ironing board.	Lightly marked.
20.	ADDITIONAL ITEMS	1 black abstract.	Not hung. Resting in the cupboard.
21.		1 mop and bucket.	Used order.
22.		Wooden batten with chrome hooks.	✓

FAMILY BATHROOM

View 1	View 2	Floor
		
Bath	Toilet	Washbasin
		

REF	ITEM	INVENTORY DESCRIPTION	CONDITION AT CHECK IN
23.	DOOR	As per supporting document	✓ Good order.
24.	CEILING	As per supporting document	Good order. Shade marks to centre.
25.	LIGHTS	As per supporting document	1 not working.
26.	WALLS	As per supporting document	Chips to angles. Marks in places. Marks around the radiator.
27.	FLOOR	As per supporting document	3 tiles cracked on entry. Grouting discoloured. Shaded around the bath but clean.
28.	HEATING	As per supporting document.	Good order. Not fully tested.
29.	WOODWORK	As per supporting document.	Lightly marked. Old water damage to the skirting boards left of the bath.
30.	SOCKETS	As per supporting document.	Wall mounted shavers light not working.

FAMILY BATHROOM

REF	ITEM	INVENTORY DESCRIPTION	CONDITION AT CHECK IN
31.	TOILET	As per supporting document	Generally clean.
32.	WASHBASIN	As per supporting document	Generally clean. Scratch marks around the sink. Grouting discoloured to the worktop near the sink.
33.	BATH	As per supporting document	Clean but heavy black mould to the sealant left and right side. Flexi hose broken near the join. Lime scale to the shower head. Water marks to the shower door.
34.	SHOWER	As per supporting document	Generally clean. Marks to the fittings. Heavily tarnished to the shower head.
35.	MISC ITEMS	Wall mounted mirror.	Heavy silvering marks.
36.		Bin.	General usage marks.
37.		Picture in a black frame.	Now seen in the hallway cupboard.
38.	ADDITIONAL ITEMS	2 brown mats.	In light used order.
39.		1 pair of scales.	Good order.
40.		1 plastic canister and brush.	✓
41.		1 chrome canister and brush.	✓
42.		1 clothes airer.	Chipped throughout the frame.

BEDROOM





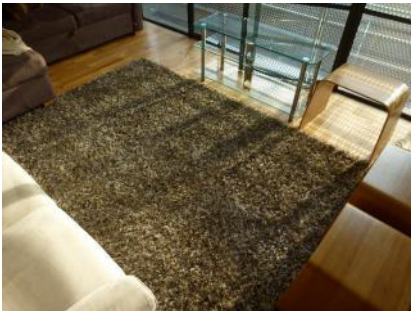

View 1	View 2	View 3
		
View 4	Floor	Cupboards
		

REF	ITEM	INVENTORY DESCRIPTION	CONDITION AT CHECK IN
43.	DOOR	As per supporting document	Good order.
44.	CEILING	As per supporting document	Good order.
45.	WINDOWS	As per supporting document	Clean.
46.	CURTAINS	As per supporting document	Both stained. Right curtain is heavily mouldy. Chips all around the window frames.
47.	LIGHTS	As per supporting document	All working.
48.	WALLS	As per supporting document	Stress cracking to the plaster right of the window. Shade stains near the window. Several pins, shade marks mid low level marks mainly on the right wall.
49.	FLOOR	As per supporting document	Furniture indentations. Minor usage marks but all clean.
50.	HEATING	As per supporting document	Good order. Tested and working.

BEDROOM

REF	ITEM	INVENTORY DESCRIPTION	CONDITION AT CHECK IN
51.	WOODWORK	As per supporting document	Occasional marks and chips.
52.	SOCKETS & SWITCHES	As per supporting document	Good order.
53.	CUPBOARDS	As per supporting document	Marks to interior walls quite heavily at the bottom.
54.	FURNITURE	Mattress.	Stained.
55.		Bedside cupboard.	Heavy black marks on top, see photo.
56.		Second bedside cupboard.	Marks to the top.
57.		Both chest of drawers.	Usage marks to the top.
58.	MISC ITEMS	2 duvets.	Not seen.
59.		Light wooden framed mirror.	Present. Not hung.
60.		Pillows.	Not seen.
61.		Ground floral heat.	Not seen.
62.		Grey metal double bed frame.	Not seen.
63.		King size bed base with a matching headboard and Sultan mattress.	Mattress stained.
64.	ADDITIONAL ITEMS	1 mirror.	Resting against the wall not hung.
65.		1 black bedside lamp.	✓
66.		2 wicker storage baskets.	✓
67.		1 sleeping bag in a bag.	✓
68.		1 clothes basket.	✓
69.		1 desk fan.	✓
70.		1 fan heater.	✓
71.		Assorted coat hangers.	✓

RECEPTION

View 1	View 2	View 3
		
View 4	Floor	Dining area
		

REF	ITEM	INVENTORY DESCRIPTION	CONDITION AT CHECK IN
72.	DOOR	As per supporting document.	Good order.
73.	CEILING	As per supporting document	Good order.
74.	WINDOWS	As per supporting document	Water marked exterior. Interior clean. Receiver on the left side of the window missing. Can't be locked properly.
75.	CURTAINS	As per supporting document	Appear in good condition.
76.	LIGHTS	As per supporting document.	All working.
77.	WALLS	As per supporting document	3 nails left side walls. Marks mid low levels.
78.	FLOOR	As per supporting document	Not inspected fully due to furniture and rug in the way. Light usage marks and indentations but clean.
79.	HEATING	As per supporting document.	Part of the radiator is coming away to the left side.
80.	WOODWORK	As per supporting document	Occasional marks but good order.

RECEPTION

REF	ITEM	INVENTORY DESCRIPTION	CONDITION AT CHECK IN
81.	SOCKETS & SWITCHES	As per supporting document	Good order.
82.	FURNITURE	Set of 3 small stools.	Large stool has red marks.
83.		Cream seated sofa.	Stained and marked to the fronts.
84.		Grey 3 seated sofa.	Light usage marks.
85.	MISC ITEMS	Blue lamp.	Not seen.
86.		Yamaha Keyboard.	Not seen.
87.		Music sheet.	Not seen.
88.		Metal stand.	Not seen.
89.		32" Plasma TV with remote control.	Not seen.
90.		Net Gear router.	Not seen.
91.		Assorted cables.	Not seen.
92.		Extension cable.	Not seen
93.		Dining table.	Light marks to the top.
94.		Dining table chairs.	All 4 chairs are stained and marked.
95.		Teddy bear scarf.	Not seen.
96.	ADDITIONAL ITEMS	1 cream coloured throw.	Good order.
97.		1 large fluffy rug.	Good order.

KITCHEN

View 1	View 2	Ceiling
		
Worktop	Floor	Sink
		







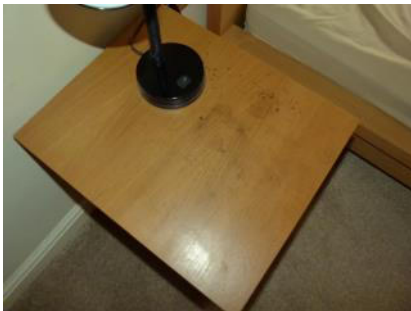





REF	ITEM	INVENTORY DESCRIPTION	CONDITION AT CHECK IN
98.	CEILING	As per supporting document	Light marks.
99.	LIGHTS	As per supporting document	All working.
100.	WALLS	As per supporting document	Good order. Clean.
101.	FLOOR	As per supporting document	Numerous indentations but clean.
102.	WOODWORK	As per supporting document	Light marks and scuffs to the skirting boards.
103.	SOCKETS & SWITCHES	As per supporting document	Good order.
104.	SINK UNIT	As per supporting document	Scratches but clean.
105.	WORKTOP	As per supporting document	Mould around the back of sealant. General usage marks. Chipped above the bank of drawers. Minor edge chips near the dishwasher.
106.	UNITS	As per supporting document	All clean.
107.	MISC ITEMS	Small kitchen items.	Not closely inspected but most crockery appears chipped.

APPLIANCES

Fridge	Freezer	Microwave
		
Hob	Oven	Extractor
		
Washing machine	Dishwasher	Boiler
		

REF	ITEM	INVENTORY DESCRIPTION	CONDITION AT CHECK IN
108.	FRIDGE / FREEZER	As per supporting document	Clean but crisper is cracked. Shelf front is missing.
109.	HOB	As per supporting document	Clean with surface scratches.
110.	OVEN	As per supporting document	Clean good order.
111.	EXTRACTOR	As per supporting document	Clean. Tested and working.
112.	WASHING MACHINE	As per supporting document	Clean good order but mould around the seal.
113.	DISHWASHER	As per supporting document	Clean. Tested and working.
114.	BOILER	As per supporting document.	Good order.

ADDITIONAL PHOTOS

Chipped unit	Lime scale to shower head	Soiled shower seal
		
Mould to grouting	Soiled grouting	Damaged flexi hose
		
Marked bedside table	Stained mattress	Manuals
		
Damaged woodwork	Stained curtain	Cracked crisper
		

ADDITIONAL PHOTOS

Cracked tiles	Chipped worktop	Loose panel to radiator
		
Window part missing	Soiled to worktop grouting	Stained chairs
		
Stained chair	Soiled washing machine seal	Contents
		
Contents	Contents	Contents
		

DECLARATION

Please carefully check the accuracy and content of this report prior to signing below.
Gold Star Inventory Ltd or the managing agent cannot be held responsible for any errors or omissions after the ten days of all parties receiving this report.

I, the undersigned, have read and examined this document, and agree that the content and additional written comments are correct.

Tenant/tenants representative

Signature _____ Print Name _____

Date _____

Landlord/Landlords representative

Signature _____ Print Name _____

Date _____
