



EAGLE INVENTORY

Independent Inventory Services

CHECK-IN

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DATE : dd month year

PROPERTY ADDRESS :

Address line one
Address line two
Address line three
Address line four
Postcode

INSTRUCTED BY :

Address line one
Address line two
Address line three
Address line four
Postcode

The purpose of the check-in is not only to transfer keys and confirm utility meter readings but also to allow the tenant the opportunity to acknowledge and accept both the Inventory and the general condition of the property. It is important for agreement to be reached as any differences, damages or dilapidations that may occur during the term of occupancy will be recorded at check-out at which time the responsibility for any potential financial liability will be assessed given due allowance for fair wear and tear and consideration for respective landlord and tenant responsibilities.

Electricity meter



Gas meter



Water meter



READINGS : 76204.52

07841.645

00332.718

SERIAL No. : S96101905

2006 : 481180

14M603249

LOCATION : Cupboard in reception

Wall box by front door

Access on driveway

PROVIDER: Electricity Company
(contact No.) (0333 000 0000)

Gas Company
(0333 000 0000)

Water Company
(0845 000 0000)

Definitions of condition and cleanliness

Unless otherwise stated, it can be assumed that all items listed on the inventory are in good condition with a cleanliness standard of 'good domestic clean'. Standards can vary as follows :

Condition

BRAND NEW, UNUSED CONDITION - still in packaging with all labels attached.

GOOD CONDITION - signs of light wear, lightly worn.

FAIR CONDITION - signs of general usage and age, light marks/scuffs/stains, discolouration.

POOR CONDITION - significant/extensive signs of wear, tear and marking/usage but still usable.

VERY POOR CONDITION - Obviously and extensively damaged, misused, faulty and marked.

Cleanliness

PROFESSIONALLY CLEANED - everything thoroughly clean and dust free with appliances and sanitary ware spotless inside and out, carpets hoovered & pro-cleaned, all floors and surfaces clean especially in both kitchen and bathroom(s) with a company cleaning receipt available.

GOOD DOMESTIC CLEAN - floors hoovered & swept, appliances clean and free of stains & debris with no surface grease, dust allowed only in areas not normally on view, sanitary ware properly cleaned.

AVERAGE DOMESTIC CLEAN - floors hoovered/swept but signs of dust to woodwork and surfaces plus obvious areas that require additional cleaning, especially kitchen, sanitary ware and appliances.

POORLY CLEANED - Carpets require hoovering, items dusty/dirty, further cleaning required throughout.

Summary Report

	Check-In condition	Issues raised
1 General property condition and cleanliness	Generally good condition, good domestic clean, many areas present as recently refurbished	
2 Decoration	Good condition, good domestic clean, cobwebs to many corners	
3 Skirting and wood work	Good condition, good domestic clean, occasional dust	
4 Lighting	All bulbs present but one not working, good domestic clean	1x kitchen bulb n/w
5 Flooring	Ground floor coverings in good order, carpets to stairs and first floor in fair condition, good	

	Check-In condition	Issues raised	
	domestic clean		
6	Windows	Generally good condition, some handles fair, good domestic clean	
7	Blinds	Generally good condition, some slats dusty, average clean	Unable to fully retract blind in bedroom 2, cord broken to right reception blind
8	Kitchen units	Good condition, good domestic clean	
9	Oven	Good condition, good domestic clean	
10	Hob	Good condition, good domestic clean	
11	Hob extractor	Replacement item, good condition but poorly cleaned	Tiled wall surround unpainted
12	Fridge/freezer	Good condition, average domestic clean	
13	Washing machine	Good condition, good domestic clean	
14	Dishwasher	Good condition, good domestic clean	
15	Sanitary ware	Good condition, good domestic clean	Kitchen sink taps loose
16	Heating	Gas central heating, radiators appear in good order, not tested	
17	Outside patio/gardens	Reasonably tidy for time of year, mature borders, seasonal length grass	

END

Keys



- 1x front door yale
- 1x front door mortice
- 1x meter cupboard
- 5x star lock keys

- 2x unidentified yales ...

- 3x unidentified mortice keys

Detector/alarms :	Present	Tested	Location(s)
SMOKE	Yes	Yes	(1) Ground floor hallway (2) Reception (3) Kitchen and (4) Upstairs Landing
CARBON MONOXIDE	Yes	Yes	Wall over cupboard in bedroom 2

Declaration

We are in agreement with the utility meter readings and the above Summary Report that has been prepared in conjunction with the Inventory. I (the tenant) also acknowledge safe receipt of the keys as shown above.

Inventory clerk name

Signature

Tenant(s) name(s)

Signature(s)

Date