



Flat 123, Sample street, Sample city, AB1
CD3

7th March 2026

Inventory & Check In



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Disclaimers

This inventory, check-in, mid-term or check-out report, is prepared by inventory clerk, and is compiled as an as seen snapshot at the time of a property inspection, and should be seen as nothing more than a fair record of a property's internal condition and its contents and does not form any part of a valuation or structural report. This report is compiled on the basis that all items listed are in good order and clean at time of inspection, unless stated otherwise. Any defects or soiling are noted where appropriate. The clerk preparing the report is not an expert in antiques, furniture style, fabrics etc. All descriptions within this report are for identification purposes only in order that each item can be compared to its condition at the commencement of the tenancy. It is normal practise not to include detailed description of the following items: a) exact number of cutlery, b) exact number & title of books, c) exact type & number of plants, c) food items, consumable & cleaning items, d) miscellaneous items such as garden tools & items found in sheds, garages & loft conversions unless instructed to do so by the Landlord or Managing Agency. Where inventories are completed with tenants in situ - i.e. tenants already occupying the property and it is deemed difficult for the inventory clerk to differentiate between that belonging to the Landlord or tenant, the report may contain inaccuracies for which the clerk will not be held responsible, especially if areas or conditions prohibit easy viewing. It is the responsibility of the Landlord/Managing Agent/Tenant to check all reports, and Inventory Clerk will not be held liable for any differences, unless notified within a 7 days period from receipt of the report.

SAFETY DISCLAIMER

We do not undertake to move heavy items of furniture or access lofts, high-level cupboards or any other inaccessible places. Contents, which have been left in the above-mentioned areas, which have not been inventoried, are the sole responsibility on the Landlord. Any electrical appliances will be tested for power only and only where practicable. Boilers, gas fires, water supply and radiators are not tested. We test all water outlets where possible and practical and it will be noted in our report if there is an issue.

METER READINGS

All meter readings will be taken when accessible and the relevant utility companies must check all meter readings, as we cannot be held responsible for any discrepancies. We are not held liable should meters not be located or inaccessible to read. For Health and Safety reasons, we do not expect our clerks to access high-level areas, which involve using ladders/chairs.

IMPORTANT: where a meter is either inaccessible or poses a risk of injury to the clerk, then notice will be given as to why, with suggestions made as to how to gain readings.

FURNITURE & FURNISHINGS (FIRE) (SAFETY) REGULATIONS 1988 as amended 1993

The Fire & safety Regulations regarding furnishings, gas, electrical & similar services are ultimately the responsibility of the instructing principle. Where the inventory notes FFR 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 to the regulations as published by the Department of Trade & Industry, January 1997, (or subsequent edition), attached at the time the inventory was compiled.

SMOKE AND CO DETECTORS

The inventory clerk – only where requested - will push button test relevant detectors or alarms, with the aim of demonstrating proper working order as per the 2015 UK legislation and the manufacturers' instructions at the time of inspection. At no time will the clerk be held responsible for a detector's proper working order, damage or malfunction, and will only report on any response if any from a detector or alarm. Following tenancy start, it is the tenant's responsibility to inspect any smoke or CO detectors fitted in the property at regular intervals, to ensure they are in full working order as per the manufacturers' instructions, although it is the Landlord's responsibility to ensure the correct products are appropriately fitted.

MAINTENANCE ISSUES

We recommended should any maintenance issues arise you contact the Landlord/Managing Agent immediately so they can deal with the matter. Should we recommend items require maintenance once a property has been checked out, this is purely stating that an item will require fixing/attention, we are not advising as to whose responsibility this and your tenancy agreement will need to be checked.

CHANGES TO PROPERTY

We recommend that if you wish to make any changes to the décor or remove any of the Landlords belongings you contact the Landlord/Managing Agent for permission and have this confirmed in writing to ensure there are no discrepancies at the end of the tenancy.

THE INVENTORY REPORT

An inventory report is made following a property inspection, listing and describing each and every component and content of a property in the context of "as seen" at the time of the inspection. As seen, meaning a written and photographed "snapshot", to be used as the basis of how the property's condition and its contents were seen by the inventory clerk. The inventory may have additional notes or observations added by relevant parties to make more accurate the report.

IMPORTANT: unless stated otherwise - in brackets following an item's description - the listed item is assumed to be in good order, although not necessarily new or perfect.

THE CHECK-IN:

As the name implies, the inventory clerk, tenant, or tenant's representative uses this report to qualify the accuracy - with any additional notes or information - of the inventory at move-in.

IMPORTANT: a check-in is not a duplication or substitute for an inventory, although it may accompany or support an inventory in distinguishing anything, which needs adding to, or altering within the inventory. The check-in report may vary in style according to Landlord or Letting agents' needs, but typically will include a record of meter readings and keys recorded at time of tenant move-in.

TENANTS INFORMATION FOR CHECK-OUT

The property should be left in a clean and tidy condition especially carpets, curtains, windows, upholstery appliances etc. We would suggest that you refer to your tenancy agreement in this matter. If you are not ready to leave it may not be possible to carry out the

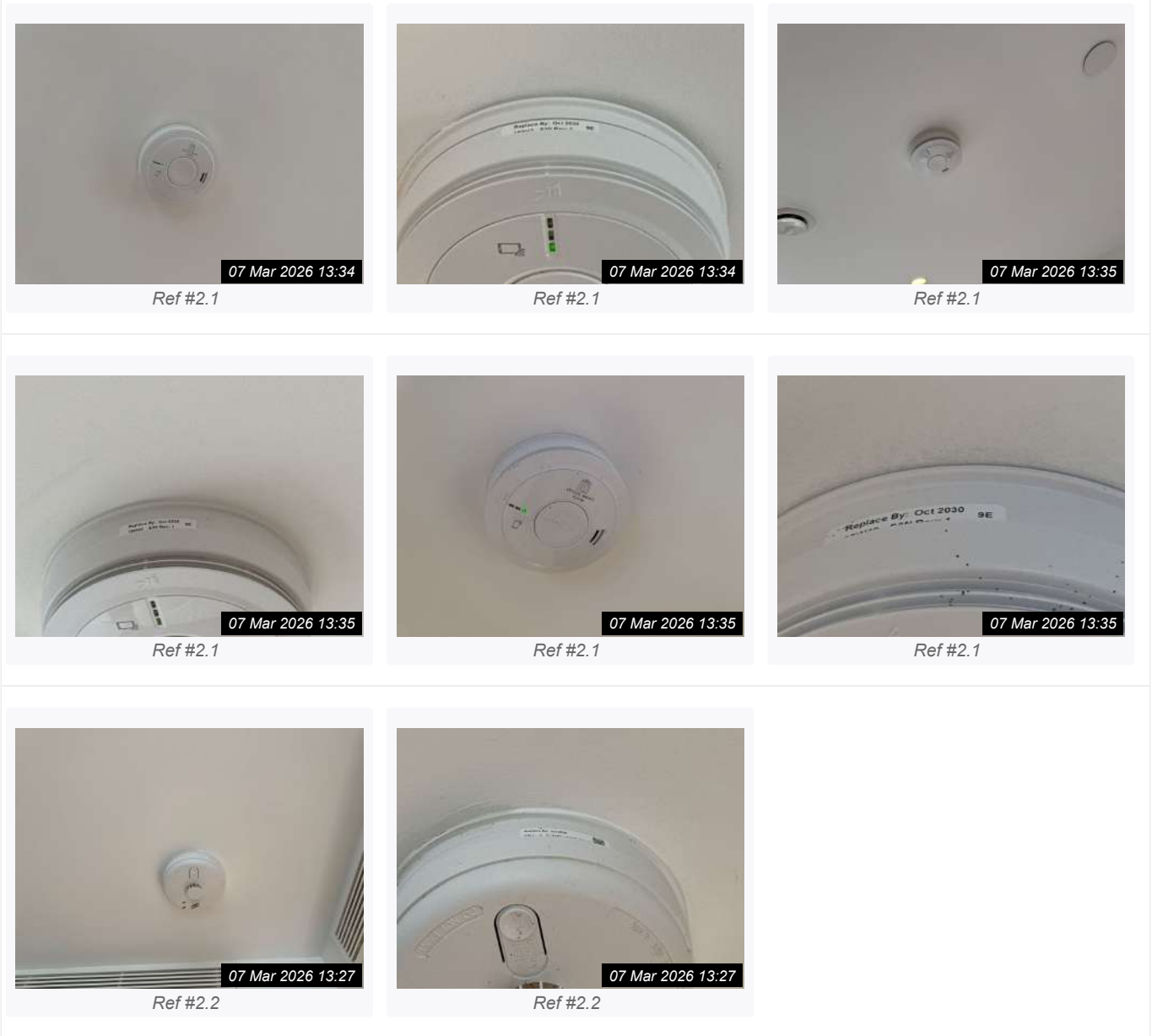
checkout. In this case a return visit will be necessary resulting in a cancellation charge. All keys to the property must be handed over at the time of checking out to the Inventory clerk or alternatively to the agents prior to the checkout taking place. The Inventory Clerk acts as an independent and reasonable body and will avoid unnecessary criticism or derogatory comments when compiling or checking the Inventory. At the termination of the tenancy, the inventory will be checked and any obvious or significant discrepancies will be reported to the Managing Agent/Instructing Principal. This report will indicate whether in our opinion the tenant is liable for the deterioration or whether it is considered fair wear & tear. Normal fair wear and tear will be assessed on the length of the tenancy and type occupancy. Important key points at the checkout: All cleaning should be completed prior to the checkout appointment as per the tenancy agreement. All personal items must be removed prior to the check out. All items should be in the same location as per the inventory, any stored items should be unpacked and returned to the same location. If the Inventory clerk has to search for items or you still have belongings in the property to be removed this will result in additional charges being made to the tenant. All beds should be left unmade with the linen folded. Bedding & towels should be cleaned & ironed where relevant. All food items should be removed, freezers defrosted & doors left open & electricity turned off. All light bulbs etc. should all be in working order or as at check in

1. Schedule Of Condition

Ref	Name	Condition
1.1	Property details	1 bedroom furnished apartment
1.2	Cleaning standard	Professionally cleaned with omission
1.3	Decorative Condition	Freshly decorated
1.4	Flooring	Light usage and light scuffs to floors Crack to grouting and a few spot marks to bathroom tiled flooring
1.5	Windows	Glazing clean to interior All panes are intact Tested and working Scuffs and light shaded marks at low level to frames
1.6	Fixtures/Fittings	Good condition
1.7	Furniture	Good condition Defects as noted Stains and shaded marks to mattress Stains, spot marks and tiny burn type dot marks to dining chairs Spot marks to armchair and sofa
1.8	Curtains/Blinds	Appears to be as new Tested and working Cleats are not attached to wall
1.9	Sanitary ware	Water running/ working
1.10	Kitchen Appliances	Tested for power unless otherwise stated
1.11	Electrics	All lights are working
1.12	Linens	None
1.13	Main switches/ fuses	Located in entrance hall cupboard Not tested
1.14	Outside Area	None
1.15	Appliances manuals	Folder in kitchen units
1.16	Tenant Present	Yes, at check in

2. Alarms

Ref	Name	Location Room & Floor	Test Result
2.1	Smoke Alarm	Entrance hall, reception & bedroom	Tested and alarm heard
2.2	Heat Alarm	Kitchen	Tested and alarm heard



3. Meter Readings

Ref	Name	Serial No.	Reading	Location	Supplier
3.1	Electric Meter	19L2028657	20287	Entrance hall cupboard	
3.2	Water Meter	310851541	74.006	Communal cupboard, provided by concierge	
3.3	Heat Meter	71541211	11887	Utility cupboard within heating box	
3.4	Cooling Meter	71614449	3812	Utility cupboard	



Ref #3.1



Ref #3.2



Ref #3.3



Ref #3.4

4. Keys

Ref	Name	Description
4.1	Check in keys list	1 x Yale key for flat door 1 x fob for communal door 2 x letterbox keys (CC1234) Keys are given to tenant
4.2	Check out key list	



Ref #4.1

5. Entrance Hall

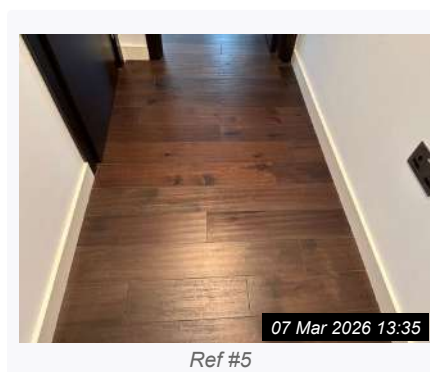
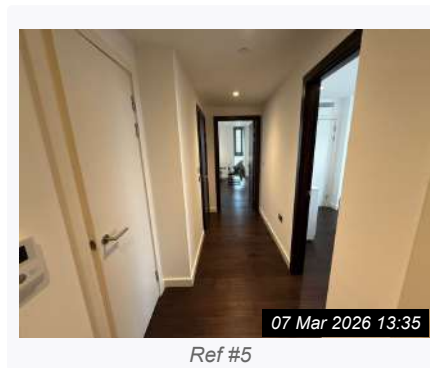
Ref	Name	Description	Condition
5.1	Front Door & Surround Exterior	Dark flat wooden door Dark wooden door frame Dark wooden threshold Recessed spotlight Brushed metal numeral '123' Brushed metal spyhole Brushed metal lever handle Brushed metal Yale lock	Light shaded mark to lever handle Light rub marks at knee level and low level to door Light is working Door frame showing light angle wear to left hand side to edges and mid level leading edge to door
5.2	Front Door & Surround Interior	Dark flat wooden door Dark wooden door frame Brushed metal door closer Brushed metal reverse of spyhole with matching cover Brushed metal lever handle Brushed metal twist lock Grey metal security chain lock	Light white wear mark at mid level below twist lock and low level to door Light angle dent next to security chain lock and angle chip at mid level to leading edge to door Door frame showing light angle dent at mid level and next to security chain lock fitting
5.3	Ceiling	White painted White metal circular sprinkle	Light black speckles next to smoke alarm
5.4	Lighting	3 x white plastic ceiling recessed spotlights	Tested and working
5.5	Walls	White painted	Good condition
5.6	Skirting Boards / Woodwork	White painted	Angle chips to left hand side of entrance Angle wear to left hand side of bedroom
5.7	Flooring	Dark wood laminated effect flooring	Light scuffs to main walking area in places
5.8	Switches / Sockets	Brushed metal and black plastic	Cleaning smear to switches to left hand side of bathroom
5.9	Smoke Alarm	Ceiling mounted white plastic smoke alarm	Black speckles to front Tested and alarm heard Slightly not fully flush to fitting Replace by October 2030
5.10	Built-In Cupboard	White flat wooden door Brushed metal lever handle White wooden door frame White painted ceiling, walls and skirting board Continuation of dark wooden laminated effect flooring Ceiling recessed white plastic spotlight White plastic switches and sockets Wall mounted grey plastic box with matching door and lock (1 x key seen) MDF panel with electric meter with associated cables and switches Wall mounted white metal fuse box with matching flap White plastic router Grey plastic router Housing cables	Light is working 2 x scuffs at mid level to interior of door 1 x scuff at low level Paint mark at chest to exterior of door Light patchy paintwork to interior walls Chips to edge of skirting board Cracks to top edges and to joins of skirting board Light paint type mark to edge of floor Key is bent Cables are protruding from wall

5. Entrance Hall (Cont.)

5.11	Utility Cupboard	2 x white flat wooden doors Right hand side door with brushed metal lever handle Left hand side door with brushed metal sliding bolt White wooden door frame White painted ceiling, walls and skirting board Continuation of dark wood laminated effect flooring White plastic switches and sockets Wall mounted grey plastic blank box Wall mounted white plastic Drayton thermostat Wall mounted white Nuaire air conditioning box with associated pipes Wall mounted white metal heating box Wall mounted cooling meter Housing pipes Ceiling mounted white metal circular air vent White Siemens washing machine (model number is FD9904)	Light dust and grey mark to washing machine door seal Washing machine is tested for power Light scuffs at low level to right hand side wall Light grubby fingermarks at mid level to leading edge to left hand side interior door and low level to exterior door White vertical drip type mark to right hand side interior door near hinge edge Cracks to joins of door frame
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Miscellaneous Items

5.12	Entryphone	Wall mounted white plastic BPT Agata video entryphone	Light mark to screen
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5. Entrance Hall (Cont.)



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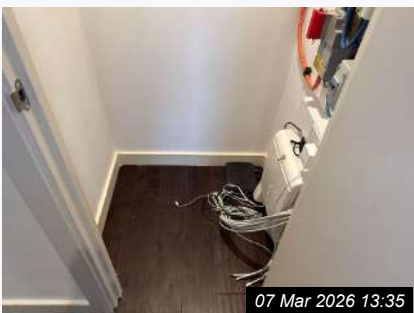
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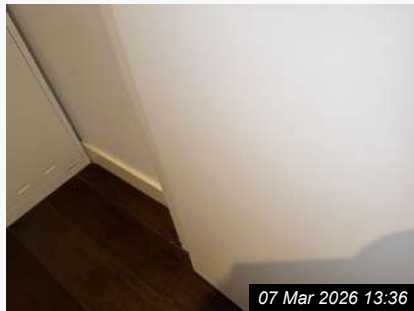
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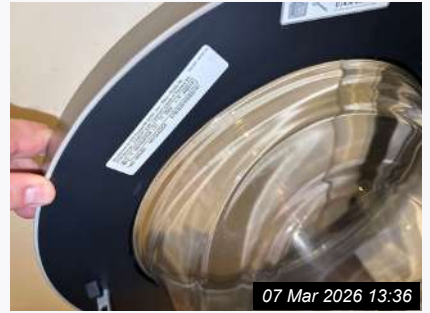
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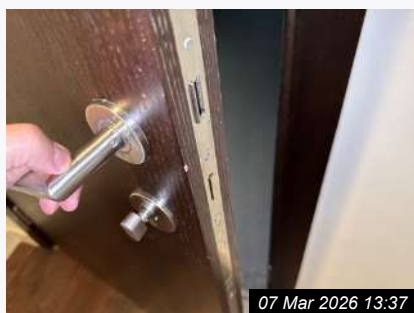
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5. Entrance Hall (Cont.)



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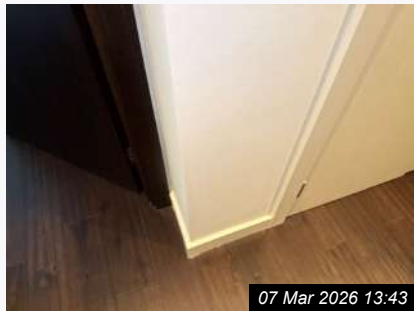
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6. Bathroom

Ref	Name	Description	Condition
6.1	Door	Dark flat wooden door Brushed metal lever handle and reverse Brushed metal twist lock and reverse	Fingermarks around handle to both sides and to handles Shaded type wear mark at chest level to interior Interior of door requires further cleaning high to low level
6.2	Door Frame	Dark wooden door frame	Sticker at mid level to left hand side
6.3	Ceiling	White painted White painted access panel	Light cracks to sealant to edges above mirror and bath Crack and touch up mark to centre of access panel Cap not seen to access panel
6.4	Lighting	Under and above medicine cabinet and mirror recessed strip lights	Tested and working
6.4.1	-	3 x white plastic ceiling recessed spotlights	Tested and working
6.5	Walls	Part marble tiled walls	Clean and intact
6.5.1	-	Part grey tiled walls	Light dust to left hand side of heating Discolouration to grouting Light splash drip marks behind sink
6.6	Flooring	Grey tiled flooring with stainless steel threshold	Scratches to threshold Footprint to centre of floor Light spot marks to right hand side of WC Crack to grouting to right hand side of bath
6.7	Heating	Wall mounted chrome finished towel heater	Cleaning smear type dust to grill edges
6.8	Medicine Cabinet	Wall mounted grey laminated medicine cabinet Frameless mirrored and grey laminated door Grey laminated interior 3 x interior shelves Exterior grey laminated open compartment shelving unit with 3 x shelves Brushed metal and white plastic shavers only socket Frameless mirrored panel to exterior	Good condition
6.9	Worktop	Marble granite worktop	Very light blemish shaded marks to surface

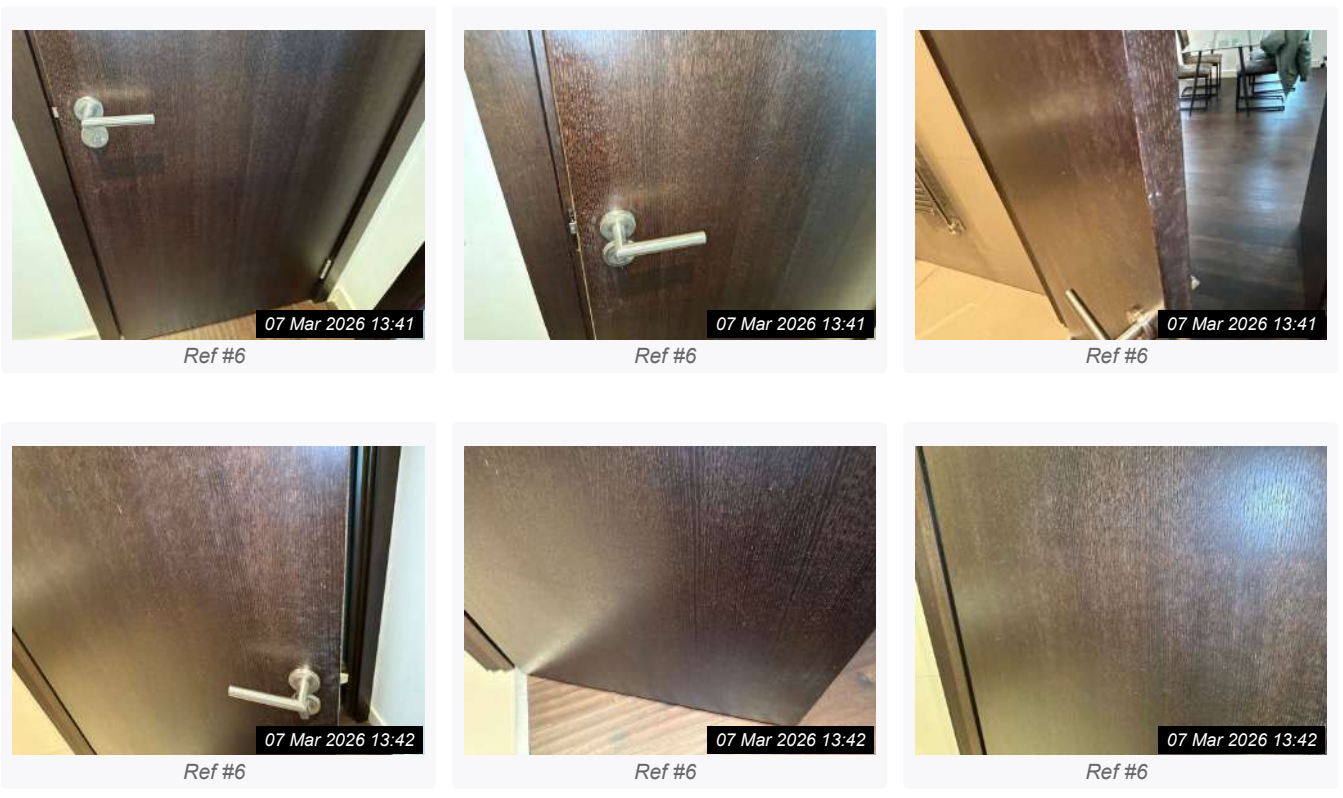
Sanitary ware

6. Bathroom (Cont.)

6.10	Bath	White plastic bath Chrome finished waste and pop-up plug Chrome finished pop-up control Chrome finished shower hose Chrome finished showerhead Wall mounted chrome finished showerhead holder Chrome finished and white plastic cap shower dials Ceiling mounted chrome finished circular showerhead Clear glass and clear plastic trimmed chrome finished frame and bracket shower screen Grey tiled bath panel	Shower not tested Light cleaning smear to shower screen to leading edge Scuffs to base of bath edges Pop-up plug tested and working
6.11	Sink	White ceramic sink Chrome finished waste and pop-up plug Chrome finished mixer tap Integrated overflow	Pop-up plug tested and working Water running/ working Light mark to pop-up plug Light scale to edge of spout
6.12	WC	White porcelain WC White plastic seat and lid Hidden cistern Chrome finished push flush	Few rub marks to lid Flush is working

Miscellaneous Items

6.13	Air Vent	Ceiling mounted white metal circular air vent	Light paint marks seen
6.14	WC roll holder	Wall mounted chrome finished	Light usage marks seen
6.15	Thermostat	Wall mounted white plastic Siemens thermostat	Power seen



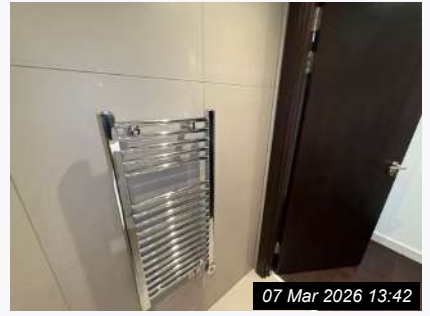
6. Bathroom (Cont.)



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6. Bathroom (Cont.)



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6. Bathroom (Cont.)



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7. Bedroom

Ref	Name	Description	Condition
7.1	Door	Dark flat wooden door Brushed metal lever handle and reverse	Light scuffs at low level to right hand side exterior Light fingermarks at mid level to leading edge to interior
7.2	Door Frame	Dark wooden door frame	Light white spot mark at low level to right hand side exterior
7.3	Ceiling	White painted White metal circular sprinkle	Light black speckles next to sprinkle Light mark to edge of air vent Light mark around smoke alarm
7.4	Lighting	4 x white plastic ceiling recessed spotlights	Tested and working
7.5	Walls	White painted	Light patchy paintwork at high level to left hand side entrance wall Light rub mark at knee level and light patchy paintwork at mid level to left hand side of window Scuff at waist level to left hand side of wardrobe
7.6	Skirting Boards / Woodwork	White painted	Light crack to top edges Light angle wear to left hand side entrance wall Light angle chip to left hand side of window
7.7	Flooring	Continuation of dark wood laminated effect flooring	Light white scratch in front of window
7.8	Switches / Sockets	Brushed metal and white plastic	Light usage mark to light switch Light white cleaning smear to sockets to right hand side of headboard
7.9	Windows	Grey aluminium and UPVC framed double glazed window 2 x clear glass panes Grey metal lever handle and integrated lock (1 x key seen) Grey metal grill to exterior left hand side	Glazing clean to interior Both panes are intact Tested and working Light mark at low level to left hand side frame Few insect debris seen to window frame to right hand side
7.10	Curtains/Blinds	Light grey vertical blind White pull cord White plastic bubble cord Clear plastic cleat	Tested and working Slightly creased to slat edges Cleat not attached to wall
7.11	Smoke alarm	Ceiling mounted white plastic smoke alarm	Tested and alarm heard Replace by October 2030
Furniture			
7.12	Bed & Mattress	Grey upholstered fabric double bed frame with matching headboard and footboard Medium wooden legs White silver detailed beige surround double mattress	Light black lined type marks to centre of mattress to non label side Stains and shaded mark to label side Mattress in used condition Light dust to inner edge of bed frame when lifting the mattress Stains to edge of mattress Light shaded type stain to mattress opposite entrance and to headboard

7. Bedroom (Cont.)

7.13	Bedside Table	2 x white laminated 2-drawer bedside tables Each drawer with integrated pull handles Each unit with caster legs	Light dust to top to both Light debris to base of bottom drawer Scuff to front of bottom drawer to left hand side unit
7.14	Chest of Drawers	White laminated chest of 4 x drawers Each drawer with integrated pull handles	Grey spot marks to base of second and fourth from top drawer Few small scuffs to front of drawers
7.15	Built-In Cupboard	2 x white flat wooden doors Left hand side door with brushed metal lever handle Right hand side door with brushed metal sliding bolt White wooden door frame White painted ceiling, walls and skirting board Continuation of dark wood laminated effect flooring Wall mounted grey metal boxes with associated pipes and fittings	Water damage to skirting board and floor, heavier to left hand side Plastic trim to leading edge to left hand side door not seen Light scuff at low level to exterior of both doors and interior of left hand side door
7.16	Built-In Wardrobe	Dark wooden panelled set of 3 x sliding doors 1 x door with mirrored panel 2 x doors with white gloss panels Dark wooden door frame with grey metal tracking rails White painted ceiling, walls and skirting board Dark wood laminated effect flooring Ceiling recessed strip light Ceiling recessed silver metal and white plastic sensor motion Integrated dark wood laminated shelving unit with matching shelves 3 x chrome finished hanger rails 4 x drawers, each drawer with brushed metal pull handles	Cleaning smear to exterior mirrored door Light grey shaded mark and scuff to base of bottom drawer Sticker to base of second from top drawer Light sticker residue to shelf above drawers Doors are catching each other, however tested and working Light scuffs to walls Light is working

Miscellaneous Items

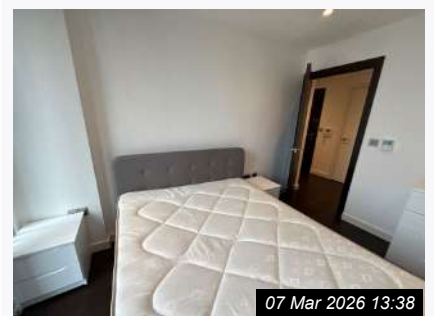
7.17	Air Vent 1	Ceiling mounted white metal circular air vent	Good condition
7.18	Air Vent 2	Wall mounted white metal rectangular shaped air vent	Good condition
7.19	Thermostat	Wall mounted white plastic Siemens thermostat	Power seen
7.20	Doorstop	Skirting mounted brushed metal and black rubber doorstop	Good condition



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7. Bedroom (Cont.)



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7. Bedroom (Cont.)



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7. Bedroom (Cont.)



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7. Bedroom (Cont.)



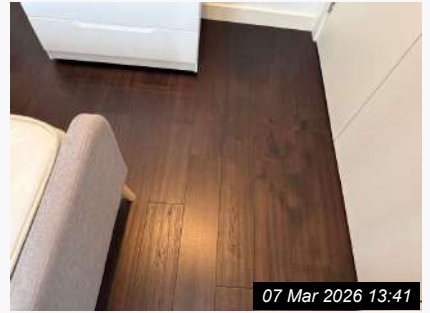
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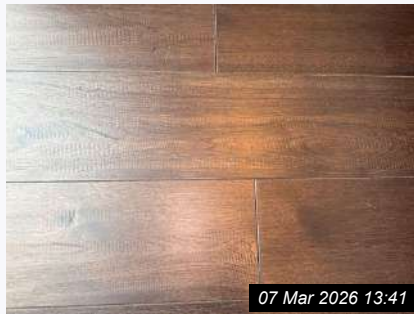
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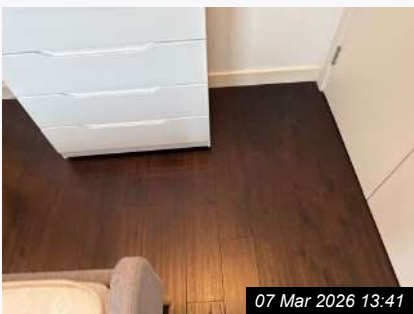
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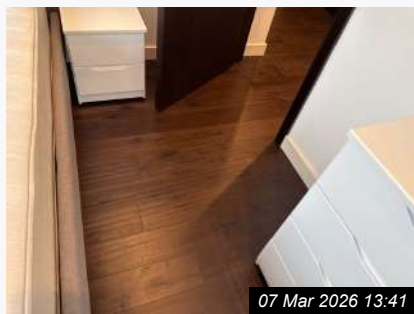
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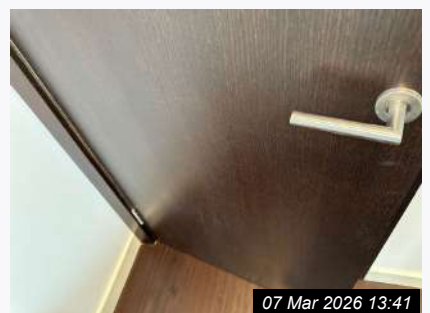
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7. Bedroom (Cont.)



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8. Reception & Open Plan Kitchen

Ref	Name	Description	Condition
8.1	Door	Dark flat wooden door Brushed metal lever handle and reverse	Light residue at mid level to right hand side and angle chip at knee level to hinge edge to exterior Light angle chip at chest level to leading edge to exterior and mid level to leading edge to interior Light shaded mark at low level and small rub mark at mid level to interior
8.2	Door Frame	Dark wooden door frame	Good condition
8.3	Ceiling	White painted White metal circular sprinkles	Crack to paintwork to left hand side of sliding glass panels and crack next to white metal tracking rail to centre of room
8.4	Lighting	11 x white plastic ceiling recessed spotlights	Tested and working
8.4.1	-	Under kitchen wall unit recessed strip lights	Tested and working
8.5	Walls	Part beige and brown speckled granite splashback	Clean and intact
8.5.1	-	Part white painted walls	Over painted scratch at knee level and over painted dent at low level to right hand side of window 1 Very light patchy paintwork to corner of walls to far right hand side of window
8.5.2	-	Part set of 6 x clear glass folding panels 3 x panels with clear plastic pull handles and reverse Grey metal frame to high level and low level Grey metal brackets to floor White metal tracking rail to ceiling	Good condition Not tested due to sofa Black marker mark to first two left hand side panels
8.6	Skirting Boards / Woodwork	White painted	Light angle wear and cracks to top edges
8.7	Flooring	Continuation of dark wood laminated effect flooring	Light scuff in front of window 2 Light usage marks to floor in places Over painted dent two steps forward from window 1
8.8	Switches / Sockets	Brushed metal and black plastic	Good condition
8.9	Windows 1	Grey aluminium/ UPVC framed double glazed window 3 x clear glass panes Grey metal lever handle with integrated lock (1 x key seen)	Tested and working Light marks at low level to frame Light scratches at mid level next to handle to frame Glazing clean to interior All panes are intact
8.10	Windows 2	Grey aluminium/ UPVC framed double glazed window 2 x clear glass panes Grey metal lever handle with integrated lock (no key seen)	Tested and working Light cleaning smear to frame at mid to low level to left hand side Both panes are intact Scattered scuffs at low level to frame

8. Reception & Open Plan Kitchen (Cont.)

8.11	Windows 3	Grey aluminium/ UPVC framed double glazed window Fixed glass pane	Glazing clean to interior Pane is intact Scuffs to frame at low level Light drip marks to left hand side frame
8.12	Curtains/Blinds	3 x light grey vertical blinds Each with white pull cord and white plastic bubble cords Clear plastic cleats	Cleats are not attached to walls Tested and working
8.13	Smoke Alarm	Ceiling mounted white plastic smoke alarm	Tested and alarm heard Replace by October 2030
8.14	Heat Alarm	Ceiling mounted white plastic heat alarm	Tested and alarm heard Replace by July 2030
8.15	Kitchen Units	Range of high and low level kitchen units White laminated doors and drawers White laminated kickboard with 2 x grey metal air vent s White laminated interior White laminated shelves White plastic switches for appliances Reverse of doors are grey laminated Grey plastic cutlery divider Integrated grey metal framed set of 3 x grey plastic pull-out bins 2 x chrome finished framed white laminated pull-out open shelves	Grey patchy mark to base of wall unit to left hand side of sink Angle chip to front edge and 2 x rub marks to base of wall unit above sink Small rub mark to exterior of door to second from right hand side to wall unit White shaded mark to under sink unit to left hand side door to interior Bottom shelf catching side panels when open and close White spot marks to base of bottom drawer to bank of drawers Light drip mark to back panel to wall unit first from right hand side
8.16	Contents to Kitchen Units	Purple leather effect folder with instruction manuals Black plastic smart meter with associated cables	Good condition
8.17	Worktop	Beige and brown speckled granite worktop	Crack to joins and brown scuff to left hand side forward from sink Light scales to edge of sink to right hand side of tap Light ring marks to right hand side of tap Crack to top edge of splashback to left hand side of drawers
8.18	Sink	Stainless steel sink Stainless steel waste plug Stainless steel sieve Chrome finished mixer tap	Watermarks to side panels Water running/ working Mixer tap head is slightly loose to touch
Appliances			
8.19	Extractor Hood	Grey metal Siemens extractor hood 2 x lights 2 x filters	Tested for power Both lights are working
8.20	Hob	Black glass 4-ring Siemens electric hob	Tiny angle chip to front right hand side corner Splash mark to surface Tested for power

8. Reception & Open Plan Kitchen (Cont.)

8.21	Oven	Integrated Siemens oven (model number is FD9908) Black and clear glass door Stainless steel D-handle Chrome finished interior Black enamel turnable plate Integrated light 2 x chrome finished wire circular stands 2 x dials	Tested for power Light is working Light drip marks to exterior of door
8.22	Dishwasher	Integrated Siemens dishwasher (model number is 9908) 2 x grey metal dish racks Grey plastic cutlery basket	Cleaning cloth seen to interior White spot drip marks to reverse of door and watermarks to door edges Stains to label
8.23	Fridge / Freezer	Integrated Siemens fridge freezer (model number is FD9909) 5 x clear glass and white plastic trimmed shelves 5 x clear plastic door shelves Clear plastic salad crisper Clear and white plastic butter dish Integrated light 3 x clear plastic freezer drawers	Tested for power Light is working
Furniture			
8.24	Dining Table	Clear glass rectangular shaped top dining table with black metal legs	Cleaning light smear and cleaning scratches seen Few large scratches seen near centre and edge
8.25	Dining Chairs	4 x grey upholstered fabric dining chairs with black metal legs	Stains and spot marks to all four chairs Light tiny black spot type holes/ burn marks seen to seat and backrest to chairs
8.26	Sofa	Beige upholstered fabric 3-seater sofa 2 x seat cushions 2 x back cushions Dark wooden legs 2 x round/ bolster scatter cushions	Light spot marks to both seat cushions Minor dust type marks seen to seat bases
8.27	Coffee table	Black metal framed and legged dark wood laminated rectangular shaped top coffee table	Good condition
8.28	TV Unit	White gloss laminated S-shaped TV unit with 2 x chrome finished support legs	Good condition
8.29	Armchair	Yellow upholstered fabric black detailed armchair with black metal legs	Light black spot marks to seat base
Miscellaneous Items			
8.30	Air Vent 1	2 x ceiling mounted white metal circular air vents	Living room one is not fully flush to ceiling
8.31	Air Vent 2	2 x wall mounted white metal rectangular shaped air vents	Good condition
8.32	Thermostat	Wall mounted white plastic Siemens thermostat	Power seen

8. Reception & Open Plan Kitchen (Cont.)

8.33

Doorstop

Skirting mounted brushed metal and black rubber doorstop

Good condition



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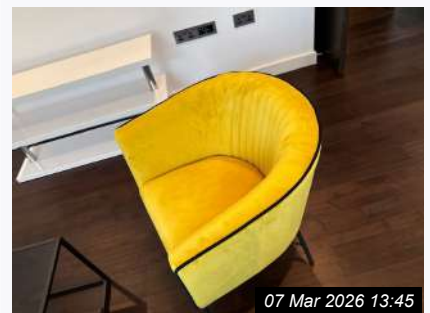
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8. Reception & Open Plan Kitchen (Cont.)



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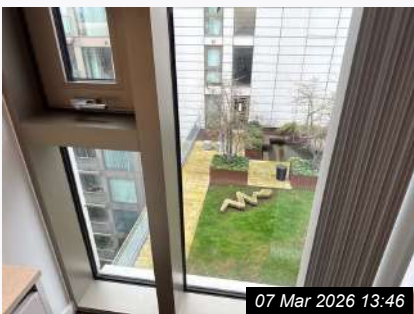
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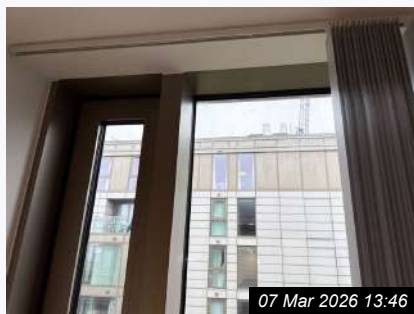
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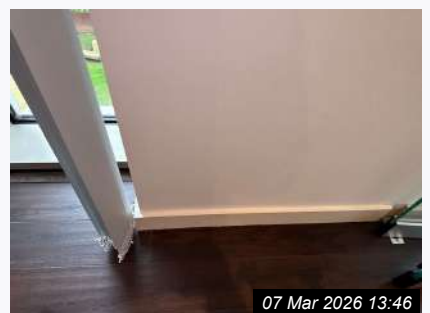
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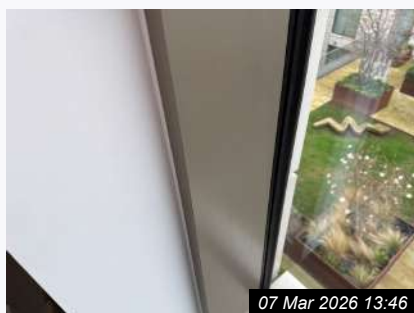
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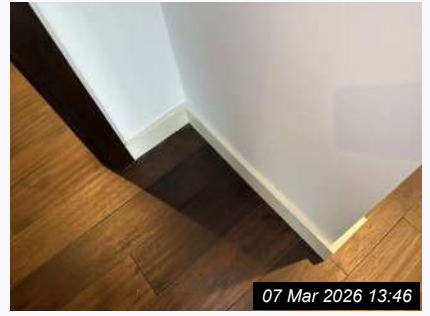
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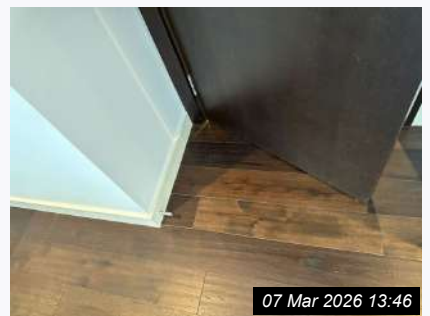
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Declaration

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 / /

Signed by the

Signatures

Print Name

Date / /

Signed by the

Signatures

Print Name

Date / /

Terms and Conditions

Terms and Conditions for Inventory Services

1. Introduction

1.1 These Terms and Conditions govern the provision of Inventory Reports, Inventory & Check-In Reports, and Check-Out Reports by Inventory Flex ("the Company").

1.2 By instructing our services, the Client agrees to be bound by these Terms and Conditions.

2. Definitions

2.1 "Client" refers to the individual, landlord, letting agent, property management company, or tenant who commissions the service.

2.2 "Inventory Report" refers to a detailed document describing the condition and contents of a property at the start of a tenancy.

2.3 "Inventory & Check-In Report" includes an Inventory Report with additional documentation confirming the tenant's presence and agreement with the property's condition at the start of the tenancy.

2.4 "Check-Out Report" refers to an assessment of the property at the end of the tenancy, noting any changes or damages.

2.5 "Fair Wear and Tear" means the reasonable deterioration in the condition of a property due to normal use over time.

3. Scope of Services

3.1 The Company provides independent and unbiased reports detailing the condition of the property and its contents at the time of inspection.

3.2 The reports are compiled using written descriptions and photographic evidence to ensure accuracy.

3.3 The reports do not serve as a valuation or survey and do not cover the internal state of appliances, heating systems, or electrical wiring.

3.4 All reports will be provided in **PDF format** for ease of access and consistency.

4. Bookings & Cancellations

4.1 Bookings must be made in advance and are subject to availability.

4.2 Cancellations made within 24 hours of the scheduled appointment may incur a cancellation fee.

4.3 The Company reserves the right to decline bookings at its discretion.

5. Client Responsibilities

5.1 The Client must ensure that the property is accessible at the agreed time of inspection.

5.2 The Client must provide any relevant documents or prior reports to assist in the accuracy of the inventory process.

5.3 If the tenant is present during the check-in, they must sign the report to confirm agreement with its findings. Failure to sign does not invalidate the report.

6. Fair Wear and Tear & Disputes

6.1 The Company makes reasonable efforts to distinguish between fair wear and tear and tenant damage in the Check-Out Report.

6.2 The final decision regarding any deposit deductions remains with the landlord, agent, or deposit protection scheme.

6.3 The Company does not mediate disputes but provides independent documentation to assist in resolving them.

7. Report Accuracy & Liability

7.1 The Company ensures reports are accurate at the time of inspection, but it is the Client's responsibility to verify their contents.

7.2 Any discrepancies or concerns must be raised within 7 days of receiving the report.

7.3 The Company shall not be liable for any loss or damages arising from the use of its reports, except in cases of proven negligence.

8. Fees & Payment

8.1 The Client agrees to pay the fees as agreed at the time of booking.

8.2 Payments must be made in full upon completion of the service or within the agreed payment terms.

8.3 Late payments may incur additional charges.

9. Confidentiality, Data Protection & Report Retention

9.1 The Company complies with all relevant data protection laws and ensures that Client information is kept confidential.

9.2 Personal data will only be used for the purpose of providing services and will not be shared with third parties without consent.

9.3 Reports will be stored for a maximum period of **12 months** from the date of issuance, after which they will be permanently deleted from our system. Clients are advised to **retain copies** for their records.

10. Amendments & Governing Law

10.1 The Company reserves the right to amend these Terms and Conditions at any time.

10.2 These Terms and Conditions are governed by the laws of England and Wales.

11. Contact Information

For any questions regarding these Terms and Conditions, please contact us at:

Email: info@inventoryflex.co.uk

Website: www.inventoryflex.co.uk