

STENCEL
INVENTORIES



Check In Report



For

Address

On behalf of

Landlord/Agency

Date



AIIC member no. 1898

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DISCLAIMER

“The Clerk” means Terence Stencil or the person or persons appointed by Terence Stencil to inspect the Premises for the purpose of preparing the Inventory or carrying out the Check-in or Checkout procedure.

“The Premises” means the house, flat or other property, the contents of which are to be listed in the Inventory.

“The Inventory” means the list of the items at the Property to be prepared in accordance with the following Conditions.

1. All items listed in the inventory are considered to be in good and clean condition unless otherwise stated.
2. The inventory document is not a building survey and will not comment on the fabric of the building.
3. The clerk is not an expert in decorations, furnishings, fabrics etc. and is presenting only a layman’s description of these items. Items will not be identified by the period produced, or the materials used in the fabrication of these items.
4. The clerk will not test any electrical appliance, utility or other appliance and will not know if these items are in working order or comply with current safety regulations.
5. The inventory may state when a item has been noted as having the Furniture and Furniture (fire safety) regulation tag, It should not be assumed that other items not stated though, comply with this regulation. Compliance of these regulations is the onus of the landlord/ agent and the clerk cannot be held responsible through noncompliance of these parties.
6. The clerk will not inspect lofts, cellars etc. or the contents therein.
7. Gardens/ Outside areas will only be inspected if there is sufficient natural lighting. Landlord’s and agents are advised to take this into account especially during the winter months. House plants, garden plants will not be inspected. Garden shed items will only be listed if they are assumed to have a value of over £20 eg. A lawnmower. Other items will be grouped together.
8. Mattresses will be inspected to the topside and underside (where possible), but will not be inspected if the bed is already made up.
9. Carpets and rugs will be inspected to ascertain if they are clean, so that burns, stains and other marks can be ascertained. Heavy furniture will not be moved around to inspect under sofa’s or beds. If noticeable signs of furniture movement are present at the check out, the clerk will do his best to ascertain if this is the result of the concealment of stain, burns etc.
10. Windows are not checked to see if they are in operational condition. They will be visually inspected for defects, cracks etc. It is the tenant’s responsibility to inform the landlord/ agent if a window does not open or close correctly.
11. Items in ‘Dwarf’ cupboards or on top of kitchen cupboards, or in any unreachable area, will not be inspected and will be listed as Not inspected in the inventory document.
12. Any discrepancies regarding the accuracy of the report must be brought to the attention of Stencil Inventories within **7** days of receipt of the report. Otherwise the report will be accepted as accurate.
13. Where the inventory notes the presence of smoke alarms and carbon monoxide detectors, if tested by the inventory company, this will be for power supply and should not be interpreted to mean that these items are fully working and that the property complies with the 2015 regulations.
The Inventory Company will take no responsibility for damage or mal-function during the testing of such alarms.

Reference No:

SI 0000

SUMMARY		
AREA	CHECK IN NOTES	CHECK OUT NOTES
CLEANLINESS	Cleaned to professional standard with omissions as noted	
GENERAL OVERVIEW	1 bedroom unfurnished property. Smoke and carbon monoxide detector tested and in working order	
DECORATIVE ORDER	Picture hooks, damp/ water stains and general scuff and rub marks as noted	
LIGHTING	All bulbs in working order	
WINDOWS	Clean to interior and exterior. Tested and working order	
CURTAINS/ BLINDS	Clean. Working order	
SKIRTING/ WOODWORK	Few angle rubs and scuff marks	
FURNITURE	N/A	
KITCHEN APPLIANCES	Tested for power. Extractor fan filter soiled	
BATHROOM FITTINGS	Clean order. Small crack visible to the sink ledge. WC flush in working order	
BEDDING/ LINEN	N/A	
EXTERIOR/ GARDEN	N/A	
INSTRUCTION MANUALS	Hob, Oven, extractor fan, fridge, dishwasher and washing machine	

This check in report should be read in conjunction of inventory report from SAMPLE COMPANY

METER READINGS				
	LOCATION	SERIAL NO	READING IN	READING OUT
ELECTRICITY	Built in storage cupboard	000000	2032 KW/h 409 m ³	
GAS	Communal riser cupboard FB2 key required	000000	40363	
WATER	Communal riser cupboard FB2 key required	000000	00201	



ELECTRIC



WATER



GAS

KEYS	

Handed To: Agent ☐ Landlord ☐ Tenant ☐ Other ☐

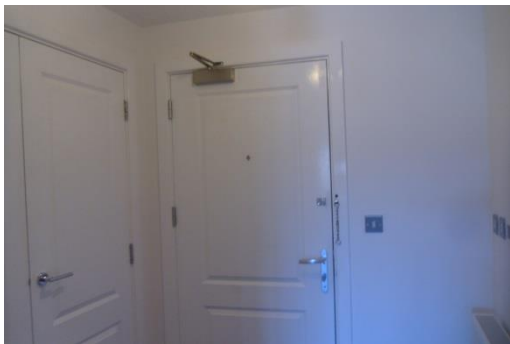
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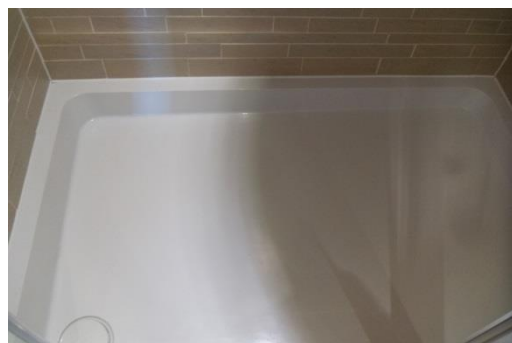
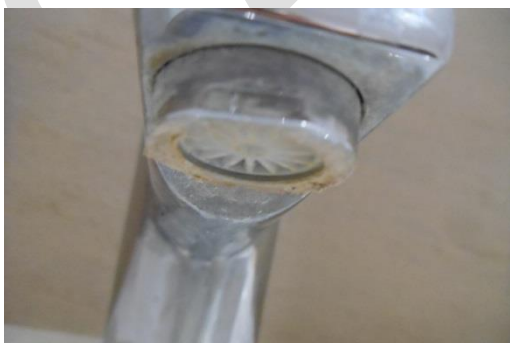


KEYS

	Grazing to angles Few odd small scuff marks	
ING	Good condition Not tested Fittings intact	
RING	Dusty to the edges by the joins Stain to the 1 st panel forward of entry Light surface scuffs at entry	
ING	Good condition, clean Light shrinkage to joins Wood knots visible in parts	
CHES/ SOCKETS	Good condition / complete	
ELLANEOUS ITEMS	Entry phone in working order / few grubby marks	
T IN CUPBOARDS	Large shrinkage crack to the interior wall at high level Damp/ Water staining to the floor next to the washing machine	
HING MACHINE	Light soap residue to tray Integrated mould to seal Clean to door hatch Tested for power	

FRONT DOOR AND ENTRANCE HALL PHOTOS

BATHROOM		
AREA	CHECK IN NOTES	CHECK OUT NOTES
DOOR EXTERIOR	Small chip at mid -level to the exterior frame Light discolouration to edge	
DOOR INTERIOR	Good condition Handle slightly loose	
CEILING	Good condition	
LIGHTING	All in working order	
WALLS	Light scuffs by the radiator Paint flaking to right wall above the WC Small blue residue spots above the sink Water damage to left of entry by the shower door at low level Tiles in good, clean order	
HEATING	Good condition, clean Not tested	
FLOOR	Clean Light discolouration to grouting	
WC	Clean to interior bowl Light discolouration to under the seat Flush tested and in working order	
SINK/ TAPS	Pop-up not working, stuck Some residue marks to the interior Some silicone marks to the interior Paint marks to the interior Some light scale to spout and tarnished to the mixing control	
BATH/ SHOWER	Tarnished and marked to the waste Some water staining to the interior of the bath Scale around the waste Pop-up in working order Some chemical staining to the controls Light scale to spout Temperature control in good clean order Showerhead in good clean order Riser rod in clean order Slightly tarnished in parts Angle grazing to top end Odd scuff to base	
SHOWER SCREEN	Sealant scaled Watermarks to shower screen glass Pop up stiff Scale to spout	
MISCELLANEOUS ITEMS	Ledge: Ring mark right of the sink Some further ring marks left of the sink Watermarks behind the sink	
BUILT IN CUPBOARDS	Light silvering to mirror edges Clean to the interior Slightly smeary to glass	

BATHROOM PHOTOS

BATHROOM PHOTOS PAGE 2

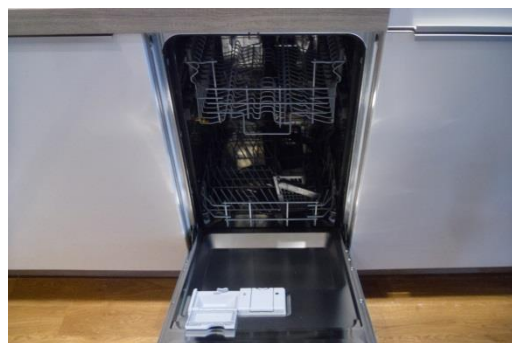
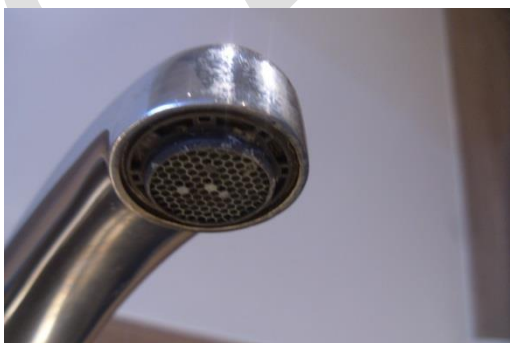


SAMPLE

RECEPTION/ KITCHEN		
AREA	CHECK IN NOTES	CHECK OUT NOTES
DOOR EXTERIOR	Odd scuff to base	
DOOR INTERIOR	Odd drip mark to base Frame in good order	
CEILING	In good condition Slight discolouration to edges Smoke alarm tested for power	
LIGHTING	No shades Bulbs in working order	
WALLS	Scuffs and light rubs at entry to right wall at mid and low level Further light scuffs mid and low level to right wall forward of the TV and by the balcony door, otherwise in good condition Some light oil spots and drip marks left of hob Odd drip mark and spot, also some scuffs above and right of the sink Back splash sticky with some grubby marks, oily	
HEATING	Thermostat and cap intact Light dust to surface	
FLOOR	Light fluff to surface Odd scuff mark to surface White residue marks to floor panel joins forward of the fridge and right of it, also by the dishwasher Residue visible to floor panel joins Odd light fluff to surface	
SKIRTING	Odd angle grazes to right wall at entry Further light scuffs and marks in parts	
SWITCHES/ SOCKETS	Light dust to surface Sockets not fully inspected	
WINDOWS	Windows are clean to the interior Light dust to the exterior	
CURTAINS/ BLINDS	Not fitted	
SINK	Tarnished to the interior with some scale by the waste Light scale to the tap spout Surface scratches to the sink interior and to edges	
WORK TOP	In good order Slightly sticky to left of the hob No visible chips to edges or scratches to surface	
KITCHEN UNITS	All doors and drawers in working order Clean to the interior and exterior Light usage to drawers Scuffs to under the sink unit base	
HOB	Slight ghosting to left top ceramic plate and to bottom All tested for power No visible chips to hob edge	

[illegible]

RECEPTION/ KITCHEN PHOTOS



RECEPTION/ KITCHEN PHOTOS PAGE 2



BEDROOM		
<u>AREA</u>	<u>CHECK IN NOTES</u>	<u>CHECK OUT NOTES</u>
DOOR EXTERIOR	All in good order Slight scratches to handle	
DOOR INTERIOR	Slight marks above the handle, otherwise in good order	
CEILING	Small paint chips forward of entry Slightly patchy appearance with discolouration to the edges Sprinkler not tested	
LIGHTING	Bulb in working order Shade not fitted	
WALLS	Red scuff marks to left wall behind the door at mid level Further light scattered mid and low level scuffs in parts Slight finger marks above the bed to right wall at mid section	
HEATING	Fittings intact Odd chip to surface Clean Good order	
FLOOR	Slight fluff to surface Some residue lines forward of the bed Odd scuff at entry Odd footprint forward of the balcony door White faded patch or paint mark patch forward of balcony	
SKIRTING	Light dust to surface Scuffs to skirting on the right wall by right far corner	
SWITCHES/ SOCKETS	Not tested	
WINDOWS	Windows clean to the interior and exterior with odd light mark in parts Some scuffs to frame at lower level by the balcony window Lock plate is loose Handles in working order Surround in good condition	
CURTAINS/ BLINDS	Curtains in good order No visible stains or marks	
BUILT IN CUPBOARDS	Light dust to shelves Interior in good order Odd scuff and mark in parts	

BEDROOM PHOTOS