

Inventory Report



Report date	12-01-2026	Ref No	IVY15240
Address	Flat 6, Queen Victoria Road, Coventry, CV1 3JS	Tenancy type	
Compiled for	Example Client	Tenancy date	
Property type	Flat	Tenant names	

[View photo gallery](#)

Table of Contents

Inventory Report	1
Table of Contents	2
Definitions	3
Schedule of Condition	4
Check In Overview	5
Meters	6
H&S Compliance	7
Rooms	8
1. Entrance/hallway	8
1.1 Overview	8
1.2 Decor	8
1.3 Fixtures	8
1.4 Furnishings	9
1.5 Photos	10
2. Kitchen/lounge	12
2.1 Overview	12
2.2 Decor	12
2.3 Fixtures	12
2.4 Furnishings	13
2.5 Photos	15
3. Shower Room	20
3.1 Overview	20
3.2 Decor	20
3.3 Fixtures	20
3.4 Furnishings	20
3.5 Photos	22
4. Bedroom	24
4.1 Overview	24
4.2 Decor	24
4.3 Fixtures	24
4.4 Furnishings	25
4.5 Photos	26
Declaration	28
Disclaimer	29

Definitions

Definition of condition

All items in the report are assumed to be in good, working and undamaged condition unless qualified by a marginal note.

Factors taken into account when assessing condition levels in the property, include but not limited to: chips, scratches, dents, cracks, peeling paint, rusting, discolouration, weathering and functionality.

The following terms have been used in the report to accurately detail the state and condition of items:

Excellent	Item/area is brand new and evidenced in original manufacturers packaging and/or freshly painted.
Good	Item/area is good and looks new and free from any marks and defects.
Fair	Item/area is fair and has minor signs of wear and/or marks and defects.
Poor	Item/area is poor and has significant signs of wear and/or marks and defects

Definition of cleanliness

All items in the report are assumed to be in clean condition unless qualified by a marginal note. Factors taken into account when assessing cleanliness levels in the property, include but not limited to: litter, dust, cobwebs, hair, grease marks, mold and mildew, liquid stains and dirt and grime.

The following terms have been used in the report to accurately detail the cleanliness level of items:

Excellent	Item/area is brand new and evidenced in original manufacturers packaging and/or freshly painted.
Good	Item/area is clean and has been washed down and free from dirt, dust and/or grease.
Fair	Item/area is fair and has minor dirt, dust and/or grease present and requires wipe down.
Poor	Item/area is poor and has significant dirt, dust and/or grease and requires a professional clean.

Schedule of Condition

Room/Area	Description
Entrance/hallway 3 photo	Good overall condition
Kitchen/lounge 6 photo	Good overall condition
Shower Room 6 photo	Good overall condition
Bedroom 6 photo	Good overall condition

Check In Overview

Question	Response
Property handed over in good condition?	Yes
Property cleaned to a good standard?	Yes
Kitchen appliances in clean condition?	Yes
Bathrooms and sanitaryware in clean condition?	Yes
Carpets clean and free of stains?	No
Any other areas require cleaning?	Yes
Evidence of mould?	No
Evidence of damp?	No
Evidence of damage outside of fair wear and tear?	No
Alarms all cited correctly and in working order?	Yes
Lightbulbs all present and in working order?	Yes
External areas maintained to a good standard and kept tidy?	N/A
Any other maintenance issues?	No

Inspector Notes

All windows and alarms present at time of Inspection have been tested for functionality. However tenant(s) MUST test smoke alarms and ensure all operative windows open/close on the day of move in. Tenant(s) MUST also inform the managing agent if they are not in working order. All windows and alarms must continue to be tested periodically throughout the tenancy with any defects reported to the managing agent.

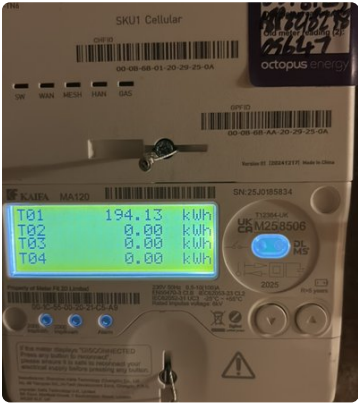
Property Information

Meters

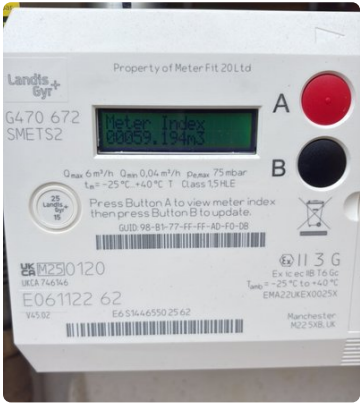
Type	Location	Serial No.	Check In Reading	Check Out Reading
Electric (1 photo)	Basement	25J0185834	194.14 (12-01-2026)	N/A
Gas (1 photo)	External (Front)	E6 S1446550 25 62	59.194 (12-01-2026)	N/A

Inspector Notes

Photos



Electric



Gas

H&S Compliance

Question	Response
Are all floors fitted with a heat/smoke alarm?	Yes
Are all heat/smoke alarms functional?	Yes
Are any heat/smoke alarms approaching the end of their life cycle?	No
Are all rooms with a fuel burning source (excluding gas cooking appliances) fitted with a CO alarm?	Yes
Are all CO alarms functional?	Yes
Are any CO alarms approaching the end of their life cycle?	No

Inspector Notes

Alarm Summary

Room	Item	Description	Date Tested	Expiry Date
Entrance/ hallway (1 photos)	Smoke Alarm	Ceiling mounted. Wired. In working order. Expiry date not present	12-01-2026	N/A
Kitchen/lounge (1 photos)	Co Alarm	Unmounted. Battery operated. In working order. Expiry date not present	12-01-2026	N/A
Kitchen/lounge (1 photos)	Smoke Alarm	Ceiling mounted. Wired. In working order. Expiry date not present	12-01-2026	N/A

Photos



Smoke Alarm



Co Alarm



Smoke Alarm

Rooms

1. Entrance/hallway

1.1 Overview

Overview (3 photos)	Good overall condition
--	------------------------

1.2 Decor

1.2.1 Ceiling (1 photos)	White painted plaster. Hairline cracks present. Free of cobwebs.	Condition	Good
		Cleanliness	Good
1.2.2 Walls (5 photos)	Painted plaster. Hairline cracks present. Heavily scuffed. Free of picture hooks. Free of cobwebs.	Condition	Fair
		Cleanliness	Good
1.2.3 Woodwork (2 photos)	White painted gloss. Trim securely fitted. Chipped. Marked. In clean condition.	Condition	Fair
		Cleanliness	Good
1.2.4 Floor (1 photos)	Laminate wood. Loose debris present.	Condition	Good
		Cleanliness	Fair

1.3 Fixtures

1.3.1 Doors (4 photos)	Front door. Handles present & intact. Scratched (inside). Scratched (outside). In clean condition.	Condition	Fair
		Cleanliness	Good
1.3.2 Lighting (0 photos)	Bulbs all working. Free of defects. Securely fitted. In clean condition.	Condition	Good
		Cleanliness	Good
1.3.3 Loft Hatch (2 photos)	PVC/Plastic hatch. Hatch marked/scuffed. In clean condition.	Condition	Fair
		Cleanliness	Good
1.3.4 Smoke Alarm (1 photos)	Ceiling mounted. Wired. In working order. Expiry date not present.	Condition	Good
		Cleanliness	Good
1.3.5 Fuse Board (0 photos)	Free of defects. Control cover intact. In clean condition.	Condition	Good
		Cleanliness	Good
1.3.6 Intercom (0 photos)	Wall mounted wired. Audio. In working order. Free of defects. In clean condition.	Condition	Good
		Cleanliness	Good
1.3.7 Heating (1 photos)	Paneled radiator. White. Free of defects. Lockshield valves present & intact. TRVs present & intact. In clean condition.	Condition	Good
		Cleanliness	Good

1.3.8 Switches (0 photos)	Free of defects. All fixings present & intact. In clean condition.	Condition	Good
		Cleanliness	Good
1.3.9 Sockets (0 photos)	Free of defects. All fixings present & intact. In clean condition.	Condition	Good
		Cleanliness	Good
1.3.10 Door Stop (0 photos)	Skirting mounted. Free of defects. Fixed securely.	Condition	Good
		Cleanliness	Good

1.4 Furnishings

1.4.1 Airing Rack (0 photos)	2 in total. Free of defects. In clean condition	Condition	Good
		Cleanliness	Good

1.5 Photos



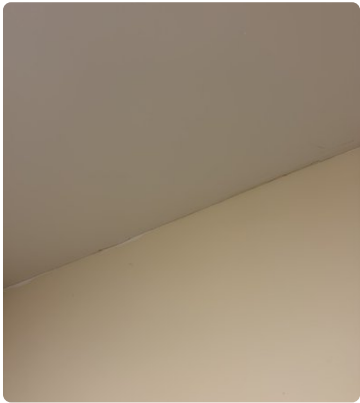
1.5.1 - General Overview



1.5.2 - General Overview



1.5.3 - General Overview



1.5.4 - Ceiling



1.5.5 - Walls



1.5.6 - Walls



1.5.7 - Walls



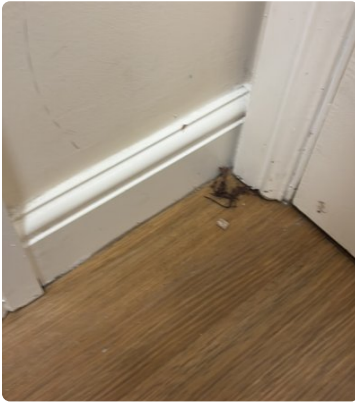
1.5.8 - Walls



1.5.9 - Walls



1.5.10 - Woodwork



1.5.11 - Woodwork



1.5.12 - Floor



1.5.13 - Doors



1.5.14 - Doors



1.5.15 - Doors



1.5.16 - Doors



1.5.17 - Loft Hatch



1.5.18 - Loft Hatch



1.5.19 - Smoke Alarm



1.5.20 - Heating

2. Kitchen/lounge

2.1 Overview

Overview (6 photos)	Good overall condition
--	------------------------

2.2 Decor

2.2.1 Ceiling (3 photos)	White painted plaster. Hairline cracks present. Marked. Free of cobwebs.	Condition	Fair
		Cleanliness	Good
2.2.2 Walls (6 photos)	Painted plaster. Hairline cracks present. Heavily scuffed. Picture hooks present. Free of cobwebs.	Condition	Poor
		Cleanliness	Good
2.2.3 Woodwork (1 photos)	White painted gloss. Trim securely fitted. Chipped. Marked. In clean condition.	Condition	Fair
		Cleanliness	Good
2.2.4 Floor (3 photos)	Scratched. In clean condition.	Condition	Fair
		Cleanliness	Good

2.3 Fixtures

2.3.1 Doors (4 photos)	Internal door. Handles present & intact. Scratched (inside). Scratched (outside). In clean condition.	Condition	Fair
		Cleanliness	Good
2.3.2 Lighting (0 photos)	Bulbs all working. Free of defects. Securely fitted. In clean condition.	Condition	Good
		Cleanliness	Good
2.3.3 Smoke Alarm (1 photos)	Ceiling mounted. Wired. In working order. Expiry date not present.	Condition	Good
		Cleanliness	Good
2.3.4 Co Alarm (1 photos)	Unmounted. Battery operated. In working order. Expiry date not present.	Condition	Good
		Cleanliness	Good
2.3.5 Extractor Fan (1 photos)	White casing. In working order. Securely fitted. Dusty (light build-up).	Condition	Good
		Cleanliness	Fair
2.3.6 Windows (5 photos)	Sash window. Opening mechanism functional. Handles present & intact. Glazing free of cracks. Frame clean. Glazing dirty (outside).	Condition	Good
		Cleanliness	Fair
2.3.7 Window Sills (2 photos)	Paintwork damage. In clean condition	Condition	Poor
		Cleanliness	Good
2.3.8 Thermostat (0 photos)	Wireless. Free of defects. Display working. In clean condition.	Condition	Good
		Cleanliness	Good

2.3.9 Boiler (0 photos)	Wall mounted. Free of defects. Buttons/dials intact. In clean condition.	Condition	Good
		Cleanliness	Good
2.3.10 Heating (0 photos)	Paneled radiator. White. Free of defects. Lockshield valves present & intact. TRVs present & intact. In clean condition.	Condition	Good
		Cleanliness	Good
2.3.11 Switches (0 photos)	Free of defects. All fixings present & intact. In clean condition.	Condition	Good
		Cleanliness	Good
2.3.12 Sockets (0 photos)	Free of defects. All fixings present & intact. In clean condition.	Condition	Good
		Cleanliness	Good

2.4 Furnishings

2.4.1 Kitchen Worktop (3 photos)	Minor scratches/wear. In clean condition.	Condition	Fair
		Cleanliness	Good
2.4.2 Kitchen Units (1 photos)	Wall units. Doors free of marks/scratches. Handles present & intact. Shelving all present & intact. In clean condition.	Condition	Good
		Cleanliness	Good
2.4.3 Kitchen Units (1 photos)	Floor units. Doors free of marks/scratches. Handles present & intact. Shelving all present & intact. In clean condition.	Condition	Good
		Cleanliness	Good
2.4.4 Kitchen Drawers (3 photos)	Free of defects. Handles all present & intact. Runners present & functional. In clean condition.	Condition	Good
		Cleanliness	Good
2.4.5 Kitchen Sink (2 photos)	Minor scratches/wear. In clean condition.	Condition	Fair
		Cleanliness	Good
2.4.6 Cooker Hood (2 photos)	In working order. Free of defects. Casing clean. Filters clean.	Condition	Good
		Cleanliness	Good
2.4.7 Hob (2 photos)	In working order. Minor scratches/wear. In clean condition.	Condition	Fair
		Cleanliness	Good
2.4.8 Oven (3 photos)	In working order. Free of defects. Dials/knobs present and intact. In clean condition.	Condition	Good
		Cleanliness	Good
2.4.9 Fridge Freezer (3 photos)	In working order. Dirty.	Condition	Good
		Cleanliness	Fair
2.4.10 Microwave (2 photos)	In working order. Rusted. Burn marked. Dirty.	Condition	Good
		Cleanliness	Fair
2.4.11 Washing Machine (3 photos)	In working order. Drum clean. Inner seal free of mould. Detergent drawer dirty. Hair present.	Condition	Good
		Cleanliness	Fair

2.4.12 Sofa (2 photos)	Fire label present. Free of defects. In clean condition.	Condition	Good
		Cleanliness	Good
2.4.13 Coffee Table (0 photos)	Free of defects. In clean condition.	Condition	Good
		Cleanliness	Good
2.4.14 Kitchen Items (5 photos)	Free of defects. In clean condition	Condition	Good
		Cleanliness	Good
2.4.15 Blinds (1 photos)	Vertical blind. In working order. Securely fixed. Upholstery torn. In clean condition.	Condition	Fair
		Cleanliness	Good

2.5 Photos



2.5.1 - General Overview



2.5.2 - General Overview



2.5.3 - General Overview



2.5.4 - General Overview



2.5.5 - General Overview



2.5.6 - General Overview



2.5.7 - Ceiling



2.5.8 - Ceiling



2.5.9 - Ceiling



2.5.10 - Walls



2.5.11 - Walls



2.5.12 - Walls



2.5.13 - Walls



2.5.14 - Walls



2.5.15 - Walls



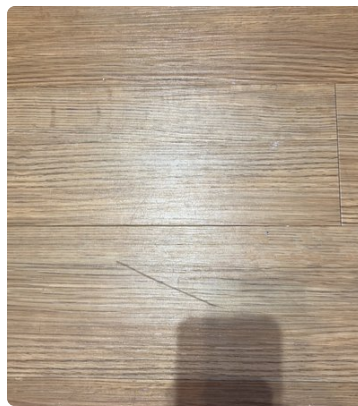
2.5.16 - Woodwork



2.5.17 - Floor



2.5.18 - Floor



2.5.19 - Floor



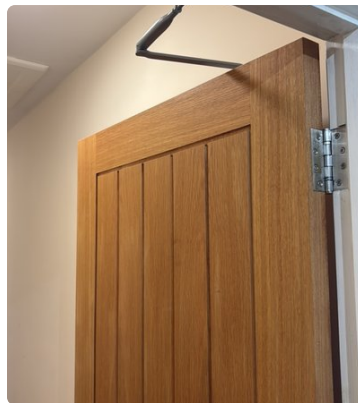
2.5.20 - Doors



2.5.21 - Doors



2.5.22 - Doors



2.5.23 - Doors



2.5.24 - Smoke Alarm



2.5.25 - Co Alarm



2.5.26 - Extractor Fan



2.5.27 - Windows



2.5.28 - Windows



2.5.29 - Windows



2.5.30 - Windows



2.5.31 - Windows



2.5.32 - Window Sills



2.5.33 - Window Sills



2.5.34 - Kitchen Worktop



2.5.35 - Kitchen Worktop



2.5.36 - Kitchen Worktop



2.5.37 - Kitchen Units



2.5.38 - Kitchen Units



2.5.39 - Kitchen Drawers



2.5.40 - Kitchen Drawers



2.5.41 - Kitchen Drawers



2.5.42 - Kitchen Sink



2.5.43 - Kitchen Sink



2.5.44 - Cooker Hood



2.5.45 - Cooker Hood



2.5.46 - Hob



2.5.47 - Hob



2.5.48 - Oven



2.5.49 - Oven



2.5.50 - Oven



2.5.51 - Fridge Freezer



2.5.52 - Fridge Freezer



2.5.53 - Fridge Freezer



2.5.54 - Microwave



2.5.55 - Microwave



2.5.56 - Washing Machine



2.5.57 - Washing Machine



2.5.58 - Washing Machine



2.5.59 - Sofa



2.5.60 - Sofa



2.5.61 - Kitchen Items



2.5.62 - Kitchen Items



2.5.63 - Kitchen Items



2.5.64 - Kitchen Items



2.5.65 - Kitchen Items



2.5.66 - Blinds

3. Shower Room

3.1 Overview

Overview (6 photos)	Good overall condition
--	------------------------

3.2 Decor

3.2.1 Ceiling (0 photos)	White painted plaster. Free of defects. Free of cobwebs.	Condition	Good
		Cleanliness	Good
3.2.2 Walls (1 photos)	Painted plaster. Hairline cracks present. Free of picture hooks. Free of cobwebs.	Condition	Good
		Cleanliness	Good
3.2.3 Walls (2 photos)	Tiled. Grouting discoloured. Grouting mould present.	Condition	Fair
		Cleanliness	Fair
3.2.4 Floor (0 photos)	Free of defects. In clean condition.	Condition	Good
		Cleanliness	Good

3.3 Fixtures

3.3.1 Doors (3 photos)	Internal door. Handles present & intact. Scratched (inside). Scratched (outer edge). Scratched (outside). In clean condition.	Condition	Fair
		Cleanliness	Good
3.3.2 Lighting (0 photos)	Bulbs all working. Free of defects. Securely fitted. In clean condition.	Condition	Good
		Cleanliness	Good
3.3.3 Extractor Fan (1 photos)	In working order. Fitted securely. Dusty (light build-up).	Condition	Good
		Cleanliness	Fair
3.3.4 Windows (1 photos)	Velux window. Opening mechanism functional. Handles present & intact. Glazing free of cracks. Frame clean. Glazing dirty (outside).	Condition	Good
		Cleanliness	Fair
3.3.5 Heating (1 photos)	Heated towel rail. Chrome. Rusted. In clean condition.	Condition	Fair
		Cleanliness	Good
3.3.6 Switches (0 photos)	Free of defects. All fixings present & intact. In clean condition.	Condition	Good
		Cleanliness	Good

3.4 Furnishings

3.4.1 Shelf (0 photos)	Glass. 1 present. Free of defects. Securely fixed. In clean condition.	Condition	Good
		Cleanliness	Good

3.4.2 Mirror (1 photos)	Wall mounted. Fitted securely. Tarnished to edges. In clean condition.	Condition	Fair
		Cleanliness	Good
3.4.3 Sink (2 photos)	Free of defects. Plug present. Sealant intact. In clean condition.	Condition	Good
		Cleanliness	Good
3.4.4 Sink Unit (1 photos)	Free of defects. Fitted securely. In clean condition.	Condition	Good
		Cleanliness	Good
3.4.5 Toilet (3 photos)	Free of cracks/chips. Seat secure. Flush functional. Marked. In clean condition	Condition	Fair
		Cleanliness	Good
3.4.6 Shower (2 photos)	Free of defects. Hose intact. Riser intact. Shower head intact. In clean condition.	Condition	Good
		Cleanliness	Good
3.4.7 Shower Tray (2 photos)	Plug free of hair/grime. Sealant mould. In clean condition	Condition	Good
		Cleanliness	Fair
3.4.8 Shower Screen (0 photos)	Free of defects. Securely fitted. In clean condition.	Condition	Good
		Cleanliness	Good

3.5 Photos



3.5.1 - General Overview



3.5.2 - General Overview



3.5.3 - General Overview



3.5.4 - General Overview



3.5.5 - General Overview



3.5.6 - General Overview



3.5.7 - Walls



3.5.8 - Walls



3.5.9 - Walls



3.5.10 - Doors



3.5.11 - Doors



3.5.12 - Doors



3.5.13 - Extractor Fan



3.5.14 - Windows



3.5.15 - Heating



3.5.16 - Mirror



3.5.17 - Sink



3.5.18 - Sink



3.5.19 - Sink Unit



3.5.20 - Toilet



3.5.21 - Toilet



3.5.22 - Toilet



3.5.23 - Shower



3.5.24 - Shower



3.5.25 - Shower Tray



3.5.26 - Shower Tray

4. Bedroom

4.1 Overview

Overview (6 photos)	Good overall condition
--	------------------------

4.2 Decor

4.2.1 Ceiling (2 photos)	White painted plaster. Marked. Paintwork flaking. Free of cobwebs.	Condition	Fair
		Cleanliness	Good
4.2.2 Walls (4 photos)	Painted plaster. Heavily scuffed. Free of picture hooks. Free of cobwebs.	Condition	Fair
		Cleanliness	Good
4.2.3 Woodwork (0 photos)	White painted gloss. Free of defects. Trim securely fitted. In clean condition.	Condition	Good
		Cleanliness	Good
4.2.4 Floor (1 photos)	Burn marks present. In clean condition.	Condition	Fair
		Cleanliness	Good

4.3 Fixtures

4.3.1 Doors (2 photos)	Internal door. Chipped (inside). Chipped (outer edge). Handles present & intact. In clean condition.	Condition	Fair
		Cleanliness	Good
4.3.2 Lighting (0 photos)	Bulbs all working. Free of defects. Securely fitted. In clean condition.	Condition	Good
		Cleanliness	Good
4.3.3 Windows (1 photos)	Velux window. Opening mechanism functional. Handles present & intact. Glazing free of cracks. Glazing dirty (outside).	Condition	Good
		Cleanliness	Fair
4.3.4 Heating (0 photos)	Paneled radiator. White. Free of defects. Lockshield valves present & intact. TRVs present & intact. In clean condition.	Condition	Good
		Cleanliness	Good
4.3.5 Switches (0 photos)	Free of defects. All fixings present & intact. In clean condition.	Condition	Good
		Cleanliness	Good
4.3.6 Sockets (0 photos)	Free of defects. All fixings present & intact. In clean condition.	Condition	Good
		Cleanliness	Good
4.3.7 Door Stop (0 photos)	Skirting mounted. Free of defects. Fixed securely.	Condition	Good
		Cleanliness	Good

4.4 Furnishings

4.4.1 Bed (0 photos)	Headboard present. Free of defects. Frame free of cracks. In clean condition.	Condition	Good
		Cleanliness	Good
4.4.2 Mattress (5 photos)	Fire label present. In clean condition. Stains present (top side).	Condition	Fair
		Cleanliness	Good
4.4.3 Bedside Table (2 photos)	1 present. Free of defects. In clean condition.	Condition	Good
		Cleanliness	Good
4.4.4 Desk (1 photos)	Free of defects. In clean condition.	Condition	Good
		Cleanliness	Good
4.4.5 Desk Chair (2 photos)	Upholstery scratched. Upholstery torn. In clean condition.	Condition	Fair
		Cleanliness	Good
4.4.6 Wardrobe (1 photos)	Free of defects. Hinges functional. Rail secure. Shelving secure. In clean condition.	Condition	Good
		Cleanliness	Good
4.4.7 Mirror (0 photos)	Freestanding. Free of defects. Fitted securely. Free of tarnishing. Free of smears.	Condition	Good
		Cleanliness	Good

4.5 Photos



4.5.1 - General Overview



4.5.2 - General Overview



4.5.3 - General Overview



4.5.4 - General Overview



4.5.5 - General Overview



4.5.6 - General Overview



4.5.7 - Ceiling



4.5.8 - Ceiling



4.5.9 - Walls



4.5.10 - Walls



4.5.11 - Walls



4.5.12 - Walls



4.5.13 - Floor



4.5.14 - Doors



4.5.15 - Doors



4.5.16 - Windows



4.5.17 - Mattress



4.5.18 - Mattress



4.5.19 - Mattress



4.5.20 - Mattress



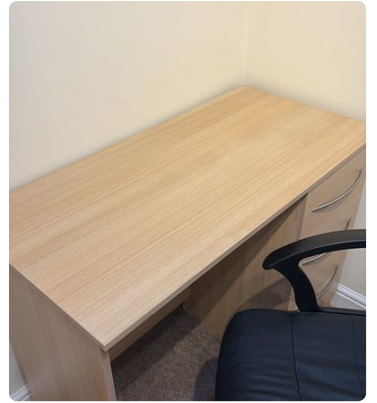
4.5.21 - Mattress



4.5.22 - Bedside Table



4.5.23 - Bedside Table



4.5.24 - Desk



4.5.25 - Desk Chair



4.5.26 - Desk Chair



4.5.27 - Wardrobe

Declaration

I/We acknowledge receipt of the report and confirm all details recorded within are in the condition and cleanliness stated and a true and accurate record at the time of inspection.

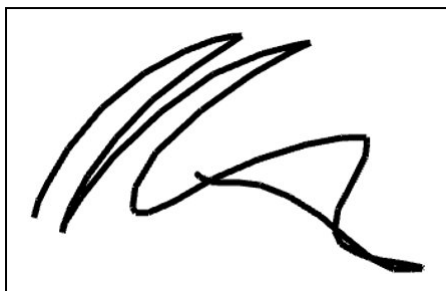
I/We understand that if we do not amend this report within the specified timeframe, the original copy shall form the basis of any future assessment of dilapidation on subsequent vacation of the property.

I/We confirm should only one signature be provided, all tenants residing in the property and under the tenancy agreement, will still be responsible for its condition and cleanliness at the end of tenancy.

Inspector Name: Dan Gallear

Date of Report: 12-01-2026

Signature

A handwritten signature in black ink, enclosed within a rectangular box. The signature is stylized, featuring a large, sweeping 'G' followed by a horizontal line and a small flourish at the end.

Disclaimer

General Disclaimer

The person preparing the report is not an expert in fabrics, woods, materials, antiques etc. nor a qualified surveyor. The report relates only to the furniture and all the landlord's equipment and contents in the property. It is no guarantee, or report on, the adequacy of, or safety of, any such equipment or contents; merely a record that such items exist in the property at the date of preparing the report and the superficial condition and cleanliness of them.

Heavy Items & Access

The report is non-invasive, which means the clerk does not take up carpets, floorcoverings or floorboards, move bulky or large items of furniture, remove secured panels or undo electrical fittings. Common parts in relation to flats, exterior structural elements of the main building and structure of any outbuildings will not be inspected.

Ancillary Rooms and Areas

Lofts, cellars, garages and outbuildings, are also not included unless they are fit for habitation and form part of the tenancy. In addition, any areas which are locked or where full access is restricted, such as overcrowded drawers or excessively full cupboards, will not be inspected.

Safety Disclaimer

The report does not guarantee the safety or working order of any equipment or contents within the property and only states the item or fixture is present and its condition and cleanliness, at the time of the inspection. Electrical appliances, machinery, boilers, gas appliances, heating systems, water supplies and other similar items are not tested unless individually mentioned. Lighting is solely tested to indicate whether light bulbs are working at time of inspection however, this is not an indicator that such items are functioning correctly or comply with the relevant safety regulations.

Furniture & Furnishings (Fire Safety) Regulations 1994

The report may also contain a reference to 'fire safety labels', this is a comment on a label that refers to fire & safety and it attached to an item of furniture. It is not a guarantee that the specified furniture complies to any current legislation. If not recorded on the inventory, identification was either not accessible or present.

Smoke & Carbon Monoxide Alarm Regulations (England) 1st October 2025

Smoke and carbon monoxide detectors are tested when the report is completed. The pressing of 'test functions' is merely to confirm audibility of the alarm and in no way confirming functionality of the detection system. It is the responsibility of the tenant to make sure that, where fitted, all alarms are working correctly at all times and regularly tested as per the manufacturer's instructions.

Accuracy

Where a report is completed with tenants in situ in the property, there may be difficulties for the clerk to ascertain which items belong to the tenant or landlord. At such, there may be slight inaccuracies in the report for this reason and for which the clerk will not be held accountable.

Though every effort has been made to ensure reports compiled are fair and an accurate record of the property's external and internal condition and contents, it should not be taken as 100% accurate nor as a structural survey report.

Inventory Report

The inventory report has been prepared as a 'snap shot' of the property and provides a fair and accurate record of its contents and condition on the specified date of inspection.

The inventory aims to reduce disputes at the end of the tenancy term and enable the tenants deposit to be returned in a timely manner.

The tenant has 7 days from the date of moving in to sign and return the report along with any amendments. If not returned, the report will be accepted in its current condition.

Inspection Report

During the course of tenancy and should the tenancy agreement permit, periodical inspection visits will be carried out at regular intervals throughout the tenancy.

This purpose of this report will be to enable the letting agent and/or landlord to obtain an overview of the property's cleanliness and condition at the time of the inspection.

This will involve accessing all areas both inside/outside a property and taking overview photos and recording any tenancy agreement breaches. The clerk will endeavour to ensure close-up photos of personal or sensitive items are not photographed.

It will also provide the opportunity for the tenant to document any maintenance issues or concerns that have come to light since the commencement of tenancy.

Check Out Report

The check out report is a direct comparison to the inventory report where any defects or maintenance issues, outside of fair wear and tear, are recorded and assigned either as landlord or tenant liability.

The purpose of the report is to determine whether there is any damage, maintenance works or missing items which would have to be paid for, out of the tenants deposit. The tenant must ensure the property is returned in the same condition as check in to avoid any dilapidation charges.

The check out report is advisory and based on information available to the inspector at the time of the inspection. It must not be treated as a final statement of tenant responsibility. It remains the responsibility of the agent/landlord and tenant to fully agree any issues and/or deductions (if any) from the deposit.