



Square Peg Property Solutions
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Check in report

10 Example Road, Leeds, West Yorkshire LS5 6WS



Head tenant: Joe Blogs

Prepared by: Jon Richmond
Square Peg Property Solutions

Report date: 11th August 2019

Job no.:

Guidance Notes

Tenant guidelines for inspections

Check in inspection

Before you sign the declaration ensure that you are happy with all the statements made in the inventory. If there are any issues you must inform the check in clerk at the time, so that it can be recorded on the report. The condition of items and rooms are deemed to be clean, undamaged and fit for purpose unless otherwise stated in the inventory. You will receive a full copy of the inventory to keep. You must refer to the inventory at check out time, so keep it in a safe place.

At Mid term inspection

If a midterm inspection has been booked, you will be informed of the date in writing and will be expected to allow a clerk to enter the property to carry out the inspection. At this point you must inform the clerk of any damage or maintenance issues with the property so they can be dealt with.

At Check out inspection

It will be expected for the property and its contents to be returned to the condition and location at check in – use the inventory as a guide. Any items missing from location may be deemed lost / broken and charged for.

Tenant details

Address	10 Example Road	Postcode	Ls5 6WS
Head tenant	Joe Blogs	Moved in date	11th August 2019

Tenancy payment details

Deposit paid in full?	Yes	(£595)	Receipt issued?	Yes
Has a copy of the registered deposit scheme certificate been issued to the tenants?				Yes
Rent paid in full?	Yes	(£675)	Receipt issued?	Yes
Payment method	Direct debit			
Has payment method form been completed by tenants?		Yes		

Formalities

Tenancy agreement signed and dated? (Landlord's copy)	Yes	Agreement retained?
Tenancy agreement signed and dated? (Tenant's copy)	Yes	Agreement retained?
Has a copy of the Energy Performance Certificate been issued to the tenants?	Yes	
Has a copy of the Gas Safety Certificate been issued to the tenants?	Yes	
Has a copy of the property inventory and schedule of condition been issued to the tenants?	Yes	
Other check in paperwork given to tenants		

Utilities

	Electricity	Gas	Water
In Property?	Yes	No	Yes
Meter Location	Kitchen cupboard	Outside the front door	Under kitchen sink
Stopcock Location	–	–	Under kitchen sink
Meter Reading	45066	13362	298
Key Card	No	No	–
Amount	–	–	–
Supplier	Eon	Eon	Yorkshire Water
Serial Number	–	–	–
Notes	–	–	–
Photo(s)	–	–	–

Self contained sewage tank at property?

Health and Safety

Smoke detectors in property?	Yes	Location	Hallway and landing	Tested?	Yes
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Carbon monoxide detector?	Yes	Location	Bedroom 2 (store cupboard)	Tested?	Yes
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Fire extinguisher in property?	
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Fire blanket in property?	
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Electrical safety certificate?	Yes	Expiry date	Notes
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Gas safety certificate?	Yes	Expiry date	Notes
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Legionnaires sheet at property?	
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Keys handed to the tenants

Key type	Quantity and lock type
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Front door	2 x security
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Maintenance

Photo Library

66j9x0afp Front of property



You are reminded that it is your responsibility at the beginning of the tenancy to note any specific discrepancies on the inventory that you do not agree with i.e. marks on walls, carpets, etc. Please sign every page. YOU MUST RETURN THE INVENTORY WITHIN 7 DAYS OTHERWISE WE UNDERSTAND THAT YOU AGREE WITH THE CONTENTS THROUGHOUT THE REPORT.

If no amendments are made, this inventory & schedule of condition will be regarded as a true record of the condition of the property and will be used to assess all damage for check-out purposes at the end of the tenancy.

An inventory is a report, which includes the internal condition of the property and an accurate description of the fixtures and fittings. It is compiled shortly before the commencement of the tenancy and checked at the termination for any dilapidations that may have accrued during the term of the tenancy.

Fair wear and tear allowance is taken into consideration for the full term. The guidelines set out below are intended to assist with the check out at the end of the tenancy and, if adhered to, should result in charges incurred, if any, being kept to a minimum.

Cleaning

Unless specifically stated in this Inventory & Schedule of Condition, the property is considered to be clean at the start of the tenancy. The property should be clean and tidy upon departure. A cleaning charge may be incurred if the property and, or fixtures and fittings, are left in an unsatisfactory state. Please ensure correct cleaning materials are used for different surfaces (bath, windows etc). Laminate flooring should be cleaned using a dry or slightly damp cloth/mop – water saturation will cause damage.

Carpets

You may be charged for cleaning any marks, stains etc and for part, or all, of the cost of damages.

Decoration

Fair wear and tear will be taken into consideration, however, you may be charged for tearing to wallpaper, blue tack marks, excessive chips to woodwork and plaster damage caused by pins, nails, screws etc being driven into walls and excess number of picture hooks. Light bulb/smoke alarm battery replacement is the responsibility of the tenant.

Ventilation

It is important to ensure that the property is adequately ventilated in order to avoid damage & staining from condensation.

Parking Areas

Please be aware that oil causes permanent staining and damage to certain to surfaces (especially tarmac). You may be charged for any damage or deterioration caused by leakage of oil onto surface areas.

Stored Items

Any items stored or moved during the tenancy must be returned to their original location, and where applicable, cleaned and ready for use. A charge will be made if boxed/stored items need to be returned to inventory location after you have left.

Keys

All keys to the property must be handed over to the agent prior to the inventory check out, or if the tenant is attending the check out appointment they must hand them over the agent attending.

THIS REPORT IS STORED ON COMPUTER AND THE ORIGINAL RETURNED TO YOU FOR SAFE KEEPING

This inventory does not guarantee the safety of any equipment or contents and does not set out to do so.

A representative of Square Peg Property Solutions who is not a qualified surveyor or a qualified trades-person, or qualified to value the contents of the property has prepared this inventory.

This inventory relates only to the furniture and all the Landlords 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 inventory and the superficial condition of same.

FURNITURE AND FURNISHINGS (FIRE SAFETY) REGULATIONS 1988/1993

The fire and safety regulation regarding furnishings, gas, electrical and similar services are ultimately the responsibility of the instructing principal. Where the inventory notes "fire Regulation Label Attached" this should not be interpreted to mean the item complies with the "furniture and 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" published by the Department of Trade and industry January 1997 (or subsequent date). It is not a statement that the item can be considered to comply with the regulations.

USING THE INVENTORY

All static, loose or moveable items in this inventory are listed from left to right viewed from the doorway of that room.

Multiple items may be grouped together and may require locating.

Fixed items such as light switches, electrical sockets, telephone points, electric, blanking plates and fuse boxes are deemed serviceable and in place. Light fittings are assumed to come complete with a serviceable bulb(s) unless otherwise stated.

Any visible cracks to walls and ceilings will be documented and form part of this inventory.

At the point of check in the inventory will be recorded in correspondence to the fair wear and tear guide and the descriptions detailed below:

Tenant declaration

I/we certify that I/we the undersigned tenant(s) have carefully checked the information provided through out this report and consider this to be a fair and correct schedule of the contents within it and the documentation exchanged. I/we the undersigned tenant(s) have 7 days from receipt of this inventory and schedule of condition to notify the agent/landlord/inventory company of any discrepancies. If no notification is made within the stated time frame then it is taken the tenant(s) hereby agrees that the Inventory will be deemed to comprise a fair and accurate schedule of the condition and contents of the Property as at the Check-in Date. This property inspection report is not a guarantee or report on the accuracy of, or the safety of any equipment or appliance(s) supplied. It is merely a record that such items exist in the property and provides visual recommendations. If the property is rented to multiple tenant(s), only one tenant signature certifies the approval of all tenant(s).

Tenant signature



Name Joe Blogs

Clerk signature



Name Jon Richmond
Date 11/08/2019