



**DMR**

Inventory Services

'Your property, in safe hands'

## Check-In Report & Schedule of Condition

*(Example Document)*

25 Priory Court,  
Lypiatt Street,  
Cheltenham,  
Gloucestershire,  
GL55 – 4BG.

Prepared by DMR Inventory Services on: 16<sup>th</sup> August 2015

Our Reference: DMR 675/15

On Behalf of: The Real Estate Managers

### Utilities

<b>Water:</b>	No water meter seen	<b>Telephone:</b> No connected
<b>Electric:</b>	08041	<b>Gas:</b> N/A

### Record of Keys

3 x Rimlock = Front Door  
2 x Rimlock = Lounge Exit Door  
2 x Small Rimlock = Window Locks

### General Condition

The property inside, was found in a cleaned & generally tidy condition.

### Further Cleaning Required

Lounge Exit Door panes: Heavily smeary outside.  
Kitchen, Hob: Base & Hot plate surrounds light burnt-on-grease deposits.  
Kitchen, Refrigerator Door: Heavily splash marked & speck marked.

### Decorative Condition

**Ceilings:** Sound.  
**Walls:** Sound.  
**Doors & Frames:** Sound.  
**Skirtings:** Sound.

### Curtains and Blinds

Sound and Serviceable. Light marks in places. (detail as per Inventory-Schedule)

### Windows

Panes generally clean & outside.

### Carpets

Wear marked to walkways.

### Hard Floors

Clean. Light scuffs/marks in places. (Inventory detail refers)

### Furniture

N/A

### Appliances

Generally clean.

### Sanitary Wear

Clean

### Smoke Alarms

Not Tested

### Gardens

Front areas. Lawn: Un-cut & Heavily weedy; Shrubs: Heavily un-trimmed/Heavily seasonal/Lightly over-grown.  
Rear areas: Lawn: Un-cut/Heavily weedy/Patchy/Un-trimmed; Beds: Heavily weedy; -  
Shrubs: Heavily seasonal & un-trimmed; Gravel & Flagstones: Heavily weedy.

### Items Not Fire Labelled

N/A

### Other Comments

Lounge, Ceiling: Smoke Alarm detached from Backplate & loose on Kitchen Worktop = Attention required.  
Kitchen, 4 x Drawer Base Unit : 2 x drawer fronts *very* loose; 1 x drawer front detached = Attention required.  
Kitchen, In Base Unit to Sink: Appliance 'Hot' valve leaking = Attention required.  
In Airing Cupboard, Hot Water control unit: Very loose & detaching from Wall = Attention required.  
In Bathroom area, Ceiling Light: bulb holder 'broken' & bulb loose = Attention required.  
User Leaflets/Brochures for Kitchen Appliances & Gas Fire: Not seen = Tenant requests issue of same.  
Tenant requests: Permission to install own Extractor Hood in Kitchen = Landlords comments required.  
Tenant requests: Permission to install own Washing Machine = Landlords comments required.