

Oyster
properties



Inspection [Date]
[Property
Address]

Inspected by: [Employee Name]

Date of Inspection: [Date]

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SAMPLE

SCHEDULE OF CONDITION

	Condition	Note
	Windows & Treatment	Windows looked clean with no issues noted, there was no signs of any cracked glass and handles looked intact. Restrictors not present and not required as the flat is on the ground floor. Dressed with net and cloth curtains- not belonging to the landlord.
	Lighting	all lights in the flats were in working condition with no physical damage to any switches or sockets
	Kitchen	Kitchen was in tidy condition, CO Alarm was present and in working condition. Taps and sink would do with further cleaning as there is slight signs of lime scale.
	Bathroom(s)	Extractor fan is in working condition, no signs of mould or condensation, would do with further cleaning, tenant has been advised.
	General Condition	Property was being well looked after with few clutter, tenant has been advised to ensure that it is kept clean. No major issues have been noted or reported.
	Decorative Condition	the walls do have slight marks on them, tenant has been advised to be careful as this was freshly painted before they moved in few months back
	Flooring	Laminate was in decent condition with no damages or marks noted.
 <p>Fire Blanket fitted on the kitchen walls 29/11/2016 10:38 (GMT)</p>	Fire Safety	

NOTES

*This report is intended as a fair description of the property's internal condition: including decor, flooring, windows, bathroom, kitchen and fixtures and fittings at the time of visit and we will endeavor to be as thorough as possible.

*Any queries or discrepancies concerning the report or its content should be brought to the attention of Oyster Properties, no later than 7 days after receipt of the report, via email maintenance@oyster-properties.co.uk or telephone 02089515558. After this period, it will be reasoned that all parties concerned are in agreement as to the conclusions of the report.

*The use of photographs during check-in will be utilised to indicate general levels of cleanliness, both good and poor and to highlight any points of particular dilapidation. Check-out report photographs will be predominately specific to areas of disrepair and dilapidation.

*Please note it is not the responsibility of the clerk to test the functioning of any appliances, electrical items, heating systems, radiators or alarm systems. It is also not the responsibility of the clerk to test any smoke detectors fitted, but instead the responsibility of the tenants to check they are in full working order at regular intervals as per the manufacturer's instructions.

*It is, generally required that garden maintenance is carried out by the tenant during the tenancy and is maintained at least, in line with seasonal conditions.

*Keys handed to the clerk by the landlord or tenant will be part of the inventory. The same keys must be signed over to the clerk at the check-out as was signed over at check-in. Any necessary keys not handed back to the clerk at time of check-out will be at cost to the tenant.

For Check Out

*The check-out report will reassess the condition and cleanliness of the property at the conclusion of the tenancy in comparison to the beginning. Justifiable wear and tear will be accounted for, but any excessive damages occurred during the tenancy will be chargeable to the tenant. Please note items that were left clean at check in, but not at check-out, will be at cost to tenant. Similarly, if a property were professionally cleaned at check-in should be professionally cleaned at check-out.

*All cleaning should be completed and all personal items should be removed from the property at the agreed time of check-out. Failure to do so may result in an additional fee, and the tenant may not be granted access to the property after the designated check out time to remove personal items.

*Any items moved during the tenancy should be placed back in original positions by the tenant. Failure to do so will be chargeable to the tenant for re position, or replacement if items are missing. Personal items left by the tenant will be charge to the tenant for removal.



SPACES

Entrance Hall



General view of the entrance room (porch)
29/11/2016 10:18 (GMT)

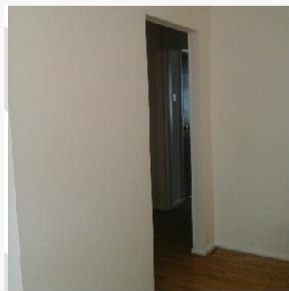
Notes:

This is the porch like area at the property entrance, gas meter is located in the cupboard on the RHS

Reception Room



In tidy condition
29/11/2016 10:22 (GMT)



No major issues noted
29/11/2016 10:22 (GMT)



Walls are slightly marked
29/11/2016 10:22 (GMT)



No cracked glass on the windows and was in clean condition
29/11/2016 10:22 (GMT)

Notes:

Laminate flooring is in good condition, walls slightly marked.

Kitchen



General view of the kitchen. appliances were provided apart from the microwave which belongs to the tenant
29/11/2016 10:27 (GMT)

Co Alarm present on the wall in the kitchen.
29/11/2016 10:27 (GMT)

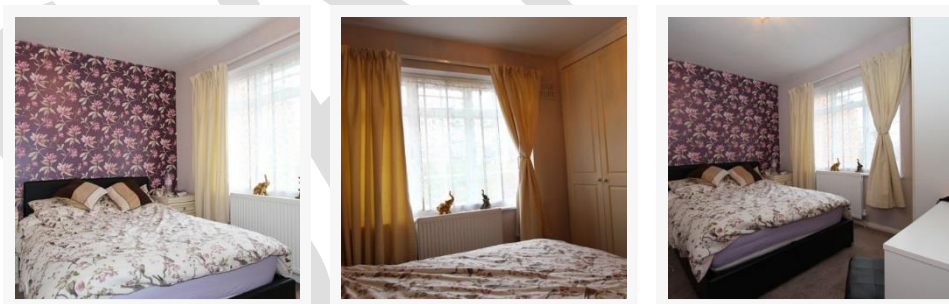
Stains on the walls
29/11/2016 10:27 (GMT)

Lime scale n the sink
29/11/2016 10:28 (GMT)



tap is leaking
29/11/2016 10:28 (GMT)

Bedroom



General view of the bedroom 29/11/2016
10:32 (GMT)

Curtains present, window was slightly open for ventilation purposes
29/11/2016 10:32 (GMT)

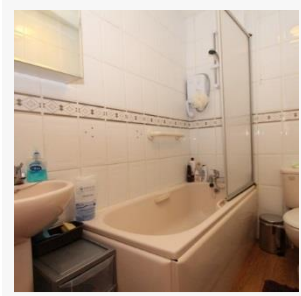
Slightly cluttered but nothing major
29/11/2016 10:33 (GMT)

Notes:

Bedroom was well looked after, wall paper is in good condition with n0 marks or tears



Bathroom



Clean condition
29/11/2016 10:34 (GMT)

No mould or condensation noted
29/11/2016 10:34 (GMT)

Property Front



Front of the property
29/11/2016 10:13 (GMT)

General area is well maintained
by block managing agents
29/11/2016 10:14 (GMT)

Notes:

Communal area is being well maintained by the managing agents, tenants have no plants or personal belongings in the communal area.

DECLARATION

Whilst every care has been taken to ensure the accuracy of this schedule, accuracy cannot be guaranteed by the preparer.

The Landlord and the Tenant(s) are reminded that it is their responsibility to check the accuracy of this schedule and are advised to sign it in confirmation.

This inventory relates only to the furniture, furnishings and all Landlord's equipment and contents in the property. It is no guarantee of, 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 the inventory and the superficial content of same.

This is to certify that we the undersigned have carefully checked the foregoing inventory and subject to the marginal notes, consider this to be a fair and correct schedule of condition of the contents therein.

The tenant/landlord has 7 days from receipt of this inventory to notify the agent/landlord/inventory company of any discrepancies.

Signature: _____

Title _____

Signature _____

Print Name _____

Date _____

Signature: _____

Title _____

Signature _____

Print Name _____

Date _____

Signature: _____

Title _____

Signature _____

Print Name _____

Date _____

Cost Summary

Room	Net cost	VAT	Total
Kitchen	£ 150.00	£ 0.00	£ 150.00
Total	£ 150.00	£ 0.00	£ 150.00

SAMPLE