

Check-In Report

PROPERTY : House No, Street Name, Town, Post Code
 DATE : October 2004
 REPRESENTATIVE : Alison Soule
 TENANT(S) PRESENT : Mr & Mrs Smith
 ON BEHALF OF : Letting Agency / Landlord

UTILITY READINGS

Gas Reading	17983.5
Location & No. of gas meter	245635 Cupboard beneath kitchen sink
Electricity Reading	144598
Location & No. of electricity meter	H765099 Cupboard in lounge
Water Reading	N/A
Location of water meter	N/A
Location of stop cock	Adjacent to kitchen sink

KEYS HANDED OVER TO TENANT

Yale	Mortice	Chubb	Garage	Other
2	2	2	-	-

Rubbish left in property ? Yes / No

Food left in property ? Yes / No

Telephone connected ? Yes / No

Heating on ? Yes / No

INSTRUCTION MANUALS PRESENT AT PROPERTY:

Whirlpool Fridge freezer
 Hotpoint Oven
 Glow Worm Boiler
 Stanby Shower

GENERAL NOTES FOR ATTENTION OF TENANT AND AGENT / LANDLORD:

- Property left clean
- Carpets newly laid for tenancy
- Bulb to lounge missing
- Gardens left in good seasonal order
- New appliances kitchen for tenancy

CLEANLINESS REPORT AT CHECK-IN:

General

Property left clean and tidy with new carpets and kitchen appliances.

Garden

Front	N/A
Rear	Good seasonal order

Hard Flooring

Wooden Floors	Lounge and dinning room - clean
Lino	Bathroom – clean though slight dust room toilet bowel
Tiling	N/A

Carpets

Newly laid and clean throughout

Windows

Panes	Professionally cleaned for tenancy
Frames	Clean, though slight mildew in bathroom

Kitchen units

Doors	Clean
Shelving / Drawers	Clean
Work tops	Clean, though slightly dusty to left of sink

Appliances

Hob	New and clean
Extractor	New and clean
Oven	New and clean
Grill	New and clean
Fridge	New and clean
Freezer	New and clean
Washing Machine	N/A
Dishwasher	N/A
Microwave	N/A
Tumble Dryer	N/A

Sanitary ware

Kitchen sink & drainer	Clean, though slightly water marked to bowl and scale to base of cold tap
Bathroom bath	Clean, though chrome slightly water marked
Bathroom toilet	Clean
Bathroom basin	Clean, though slightly scaled to base of cold tap
Bathroom shower	Clean
Cloakroom sink	N/A
Cloakroom toilet	N/A