



Date : 01.12.18

Check in: ☒ Check out: ☐

Clerk: RM

PROPERTY: The Flat, Somewhere

TENANT: Mr Jones

ELECTRIC METERS: 00247 Serial no: 1234567

Standard of cleaning overall: Professional ☒ Good Domestic ☐ Domestic ☐ Poor ☐

GENERAL

Professional No cleaning	Good Domestic Light / Minor cleaning	Domestic Moderate cleaning	Poor Full cleaning
-----------------------------	-----------------------------------------	-------------------------------	-----------------------

Décor Walls: Clean ☒ Light Marks ☒ Heavy Marks ☐

Ceilings & Coving: Clean ☒ Light marks ☐ Moderate Marks ☐

Lights: Working ☒ Number not working:

Surfaces/ Ledges: Clean ☒ Require further cleaning ☐

Soft Furnishings: Clean ☒ Light - Moderate Marks ☐ Heavy Marks ☐ N/A ☐

Mattresses: Clean ☒ Light - Moderate Marks ☐ Heavy Marks ☐ N/A ☐

Mattress Protectors: New ☒ In wear / clean ☐ Require Laundering ☐ N/A ☐

Curtains/ Blinds: Clean ☒ Light - Moderate Marks ☐ Heavy Marks ☐ N/A ☐

Flooring: Clean ☒ Require further cleaning ☐

Furniture: Clean ☒ Require further cleaning ☐

KITCHEN & UTILITY ROOM

Cupboards: Clean ☒ Require further cleaning ☐

Appliances: Clean ☒ Require further cleaning ☐

Sink/s & Taps: Clean ☒ Require further cleaning ☐

Tiles / Splash-backs/
Sockets / Switches: Clean ☒ Require further cleaning ☐

BATHROOM/S:

Sanitary ware: Clean ☒ No scale ☒ Scale ☐ Requires further cleaning ☐

Wall Tiles: Clean ☒ No scale ☒ Scale ☐ Requires further cleaning ☐

Screens: Clean ☒ New ☐ Inwear ☐

WINDOWS

Number damaged/ broken:

Inside: Clean ☒ Polished ☐ Streak / smears ☒ Dirty ☐

Outside: Clean ☐ Polished ☐ Streak / smears ☐ Dirty ☐ Recent water marks ☒

Frames/Sills: Clean ☒ Require further cleaning ☐

BALCONY

Decking: Swept and tidy.

Smoke / Heat / CO Alarms: Tested for power supply only. Number: 3 **Sound Emitted:** Yes ☒ No ☐ See below

KEYS: Refer to Agent / See Photo

Welcome Pack: Received by Tenant: Yes ☒ No ☐

Notes:

Check in Declaration: I agree the contents of this check in declaration, the meter readings and that the descriptions of general condition and cleanliness are correct.

I agree to check, sign to agree and return the full inventory & schedule of condition directly to the agent with any amendments within 7 days from the receipt of the document. I further note that after this date, the content of the inventory will be taken as agreed in full without any alteration.

Signed: NOT PRESENT

Date:

Tenant

Signed:

Date: 31st January 2018

For Landlord

Independent Inventory Clerk

Marchwell
INVENTORIES LTD

