

INVENTORY & CHECK-IN REPORT



77 Tinderbox House
2 Octavius Street, London, SE8 4BY

15 September 2025
On behalf of XXX ESTATE AGENT



Member No: M0188404

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FOR SAMPLE REPORT
ILLUSTRATION ONLY

General Notes and Guidance

Purpose

This inventory is an independent, visual record of the property's fixtures, fittings, furniture, contents and décor at the time of inspection. It is not a structural survey.

Scope and limitations

- Items are identified by description only. No attempt is made to confirm manufacturer, model, provenance or age.
- The clerk is not an expert in materials, antiques or construction, and does not act as a surveyor.
- Heavy or awkward items are not moved. Inaccessible areas, including lofts, are not inspected or listed.
- Measurements, where given, are approximate.
- Plants are treated as perishable and are not listed.

Assumptions unless stated otherwise

- Listed items are assumed to be in good condition and free from obvious defects, soiling or malfunction.
- Electrical items are assumed to have the usual components (plugs, bulbs, flexes, etc.). Where practicable, appliances are checked for power only. This is not a test of safety or adequacy. Tenants should test appliances promptly and report any faults to the landlord or managing agent.

Regulatory references

Where the inventory notes an "FFR label", it records only that a label was present similar to that described in guidance issued by Trading Standards at the time of the inventory. It is not confirmation that an item complies with the Furniture and Furnishings (Fire) (Safety) Regulations (as amended). Responsibility for regulatory compliance rests with the instructing client.

Room location of contents

On check-out, contents should be returned to the rooms recorded in this inventory. Failure to do so may delay the check-out and could incur a search fee in addition to the check-out fee.

Smoke alarms

Tenants are responsible for testing any smoke alarms at regular intervals during the tenancy and replacing batteries where applicable. Any concerns should be reported to the landlord or managing agent without delay.

Check-out and fair wear and tear

At the end of the tenancy, this inventory will be rechecked. Any changes will be reported to the instructing client with the clerk's opinion on tenant liability versus fair wear and tear, taking account of the length and nature of the tenancy. Contractual terms in the tenancy agreement take precedence over the clerk's opinion.

Amendments to this report

Any amendments or additions must be notified to Dock Inventories or the letting agent within **10 days** of receipt of the report.

Guidelines for Tenants

Preparation for Check-Out

At the end of the tenancy, the inventory will be reviewed in full. Tenants must ensure all personal possessions are removed and the property is ready for inspection, including the return of all keys.

If the property is not prepared at the scheduled time, the appointment will be cancelled and a re-scheduling fee will apply. It is recommended that tenants make arrangements for cleaning and maintenance well in advance to avoid last-minute issues.

Furniture and Contents

All furniture, fittings and items should be returned to their original rooms and positions as recorded in the inventory, including anything stored during the tenancy. Items not returned may incur charges for locating or repositioning.

Any items belonging to the landlord that have been moved, dismantled or stored off-site should be reinstated prior to check-out, ensuring that each room reflects its original layout as recorded at the start of the tenancy.

Cleaning Standards

The property must be professionally cleaned and left tidy. Inadequate cleaning commonly leads to deductions, with reports often noting further work required. Tenants should pay particular attention to:

- Kitchens and bathrooms – remove limescale, grease and residue from tiles, taps, appliances and cupboards
- Paintwork, woodwork and fittings – clean skirting, doors, extractor fans, vents, and light fittings
- Furnishings and floors – vacuum and treat carpets, upholstery and curtains; clean windows inside and out

If a professional cleaning receipt is available, tenants are encouraged to retain and provide a copy to the landlord or managing agent as confirmation of completion.

Bedding and Linen

Where provided, all bedding and linen should be dry-cleaned or laundered, ironed and placed neatly in the correct rooms. Beds should remain unmade so that mattresses can be inspected.

Check-Out Assessment

During the check-out, the property will be compared with the check-in inventory. Reasonable allowances are made for fair wear and tear, but tenants are responsible for cleaning, repairs or replacements beyond that.

Common findings include: carpet stains or burns, damaged or marked furniture and walls, scratched flooring or woodwork, unclean curtains or upholstery, and neglected outdoor areas. Tenants are advised to review this checklist before vacating to minimise avoidable deductions and ensure a smooth return of the deposit.

FRONT DOOR AND ENTRANCE HALL

Item	Description	Condition at Check In 15 September 2025	Condition at Check Out
Front Door Exterior	White painted wooden door frame	Usage arks at low level. Angle chip at low level on LHS. Angle mark at mid-low level on LHS. Small scuff mark at mid level on RHS. Discolouration and key scratches by handle. Scuff mark and angle mark at mid-high level on LHS	
	Natural wood door panel with metal numeral 1, spyhole, metal handle and lock	Scuff marks at low level. Light scuff mark at mid-low level to centre. Scratch and discolouration at mid-low level on RHS. Scuff mark at mid level. Angle chip slightly above handle. Angle dents to leading edge, scratches to handle	
Front Door Interior	White painted door frame, metal door chain	Small black marks and angle chip at low level on RHS. Angle chip and indents slightly below handle. Indents slightly above handle. Scuff mark at mid-high level on RHS. Tiny usage mark to top frame	
	Natural wood door panel, chrome handle and twist lock, metal spy hole and lid. Slow close door mechanism	Good order, handle and lock in working order, angle dent to leading edge, in line with chain and keep. Paint marks to chain and keep, light scratches to handle, Spyhole missing cover	
Ceiling	White painted ceiling	Good condition	
Walls	White painted walls	Minor marks, paint cracking around bathroom switches, chrome hook on LHS of the entrance	
Woodwork	White painted skirting boards	Good order, few chips to angle to LHS of bedroom entrance	
Flooring	Hardwood engineered flooring	Good order, scattered chips seen near entrance, light surface scratches, 1x board slightly uneven to RHS of entrance door.	
Lighting	2x Ceiling mounted spotlights	All in working order	
Fixtures & Fittings	White plastic light switches and sockets	Clean and in good decorative order, 1 x crack seen to Bathroom switch, sockets untested	
	Stainless steel doorstep with black rubber tip	In good decorative order	
	1x Wall mounted EMMETI thermostats	Tested for power only	
	Wall mounted BTCINO Entry phone and video system	In working order	
	Ceiling mounted white plastic smoke alarm	Green light visible, button test positive	

BATHROOM

Item	Description	Condition at Check In 15 September 2025	Condition at Check Out
Door Exterior and Interior	White painted door frame	Scuff at mid low level to RHS. Angle chips to top frame, slight shrinkage, occasional usage marks seen to mid-low level	
	Wooden door panel with stainless steel handles. Twist lock and metal hook to interior	Small scuff mark at mid level on LHS. Rub mark at high level to exterior. Paint blistering to the bottom/Water damage. Usage marks at low level. Tiny chip at mid-low level. Discoloured rub mark by handle. Hook slightly loose. Handle slightly loose to interior	
Ceiling	White painted ceiling	Minor shade around air vent	
Walls	White painted walls	Scuff mark at mid-high level on RHS of the entrance, usage marks on LHS of the wash basin. Discolouration, splash stain marks and usage marks by panel and below toilet roll holder. Scuff mark on LHS of towel rail and usage marks below, crack seen to mid-low level to RHS of door near bath.	
	Beige ceramic wall tiles, white grouting	Discoloured to grouting, black drip marks, scuffs and limescale to tiles in the bath area. 2X hook fixture fitted in the bath area	
Flooring	Beige tiled floor tiles, white grouting	Good condition, slight discolouration and cracking to grout	
Lighting	4x Ceiling mounted spotlights	In working order	
Fixtures & Fittings	White plastic ceiling mounted passive air vent	Appears in order	
	Wall mounted chrome towel rail heater	Not tested, tarnishing. Rusty marks to underside of the rails.	
	White ceramic wash hand basin, chrome mixer tap and pop up plug	Tap and plug in working order. Clean	
	Wood effect splashback and shelf, wall affixed mirror panel		
	Wall mounted medicine cabinet with 1x mirror fronted door with push to open hinges, 2x interior shelves. LED light strip to underside	In order, light in working order	
	Wall mounted white access panel	Appears in order	

BATHROOM continued

Item	Description	Condition at Check In 15 September 2025	Condition at Check Out
Fixtures & Fittings continued	Wall mounted shaver's only socket	Not tested	
	White ceramic WC with white plastic slow close seat and lid, wall mounted chrome dual flush button plate	Flush in working order, clean	
	White enamel bath, chrome pop up plug and bath mounted control and bath filler. Wood effect plastic bath panel		
	Chrome wall mounted shower control plate, chrome riser rail with clear plastic soap tray, shower hose and ECOSMART shower head	All in good order, very minor scaling to seal of shower screen, Discolouration to mastic at corners of bath.	
	Clear glass shower screen, clear rubber seal to base, chrome wall fitting		
	Wall fixed stainless steel toilet roll holder		

LIVING ROOM/OPEN PLAN KITCHEN

Item	Description	Condition at Check In 15 September 2025	Condition at Check Out
Ceiling	White painted ceiling	In order, Shade mark above patio door, screw hole on the left side corner of the living room	
Walls	White painted walls	Minor marks, marks above kitchen worktop around appliance switches and sockets	
Woodwork	White painted skirting board	Light shrinkage cracks to joins, occasional chip to angle seen, clean.	
Flooring	Hardwood engineered flooring	Bubbling seen to opposite of balcony door. Chip forward kitchen units, possible of additional scratches.	
Lighting	7x Ceiling spot lights, 4x LED under units strip lights	All in working order	
Windows	2x Double glazed patio doors with: white painted wooden frame, 2x sliding doors metal handles and twist lock	Glazing clean to both sides, handle and lock in working order, scratches and discolouration seen to leading edges of frame and near handle.	
	White roller blind	In good order, fully functional. Large stain at low level to LHS	
Fixtures & Fittings	Ceiling mounted white plastic smoke alarm	Tested, in working order, green light visible	
	2x White plastic ceiling mounted passive air vents	Appear in order	
	Wall mounted EMMETI thermostat	Tested for power only	
	Stainless steel switches and sockets to kitchen White plastic electrical fitting to living room	Sockets not tested, switches in order. OPENREACH socket missing part of the cover	
	Homeowners folder and appliances manuals	Present, seen in bedroom wardrobe on top of the shelf, too far to reach to inspect	
	Polypipe Ventilation system	Tested for power only	
	Green glass splash back with matching splash guard	In good order	

LIVING ROOM/OPEN PLAN KITCHEN continued

Item	Description	Condition at Check In 15 September 2025	Condition at Check Out
Fixtures & Fittings continued	A range of grey and white high gloss units and drawers with stainless steel handles, white gloss plinth, grey plastic pull out bin and lid and white plastic cutlery tray	Rusty marks seen to interior under sink unit, some doors are uneven once closed, 1X screw hole to interior cabinet above hob	
	Grey natural stone worktops, stainless steel sink, chrome mixer tap, 1x strainer plug	Surface scratches to interior sink. Tap and plug in working order. 2X Large chips above washing machine, small chip to sink RHS edge. Cracking to grouting.	
Appliances	BOSCH Integrated dishwasher with 2x wire trays and grey plastic cutlery holder E-Nr: SPV40C10GV/30 FD: 9507	Tested for power. Dent and scratches to interior of the door. Clean	
	BOSCH ceramic hob with 4x hot plates and touch sensitive controls	Tested for power, all burners in working order, minor surface scratches and burnt marks to plates. Clean	
	BOSCH Stainless built-in oven, with black glass door and stainless steel handle, 1x grill tray, 1x metal shelf E-Nr: CMG633BS1B/01 FD: 9507	Tested for power only, interior light working, clean	
	Pull out extractor hood with built in light fittings, 2x metal grills, 1x spare filter	Tested for power, lights and fan in working order	
	Integrated Bosch washer dryer E-Nr: WKB28350GB/05 FD: 9506	Tested for power only	
	Electrolux Integrated fridge with freezer box: -4x plastic door shelves, 1x with lid, 3x glass shelves with stainless steel edge trim, 1x clear plastic salad crisper, freezer box Model: ERN1301FOW S/N: 52530012	Tested for power, light in working order, Black mark to interior of the freezer compartment, scratches to top glass shelf, although clean.	

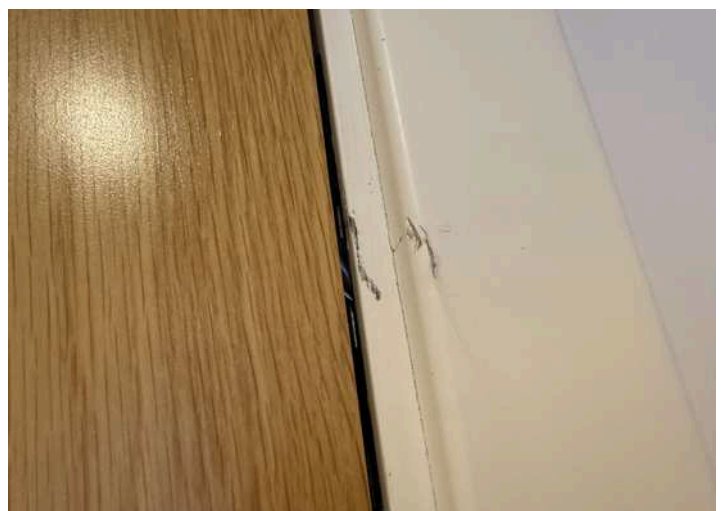
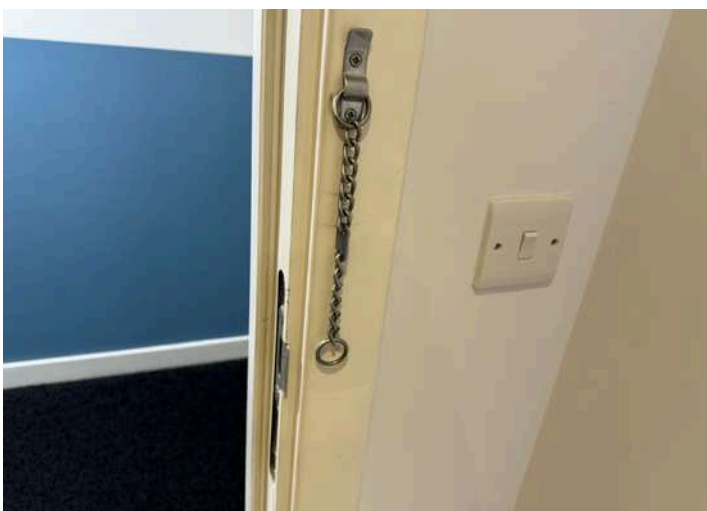
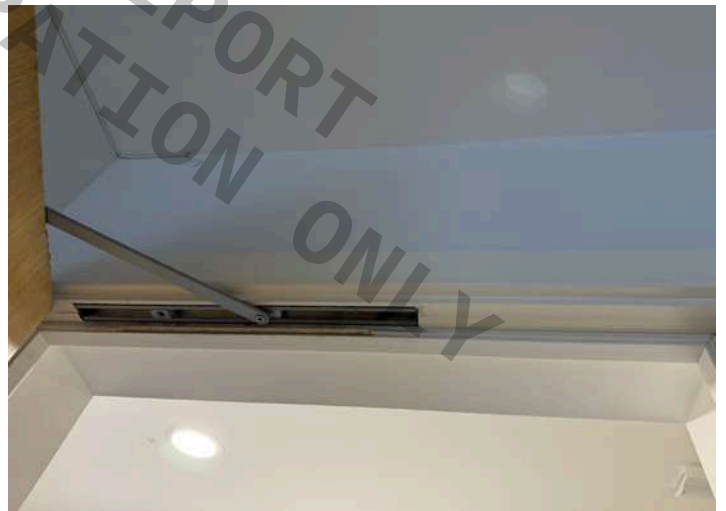
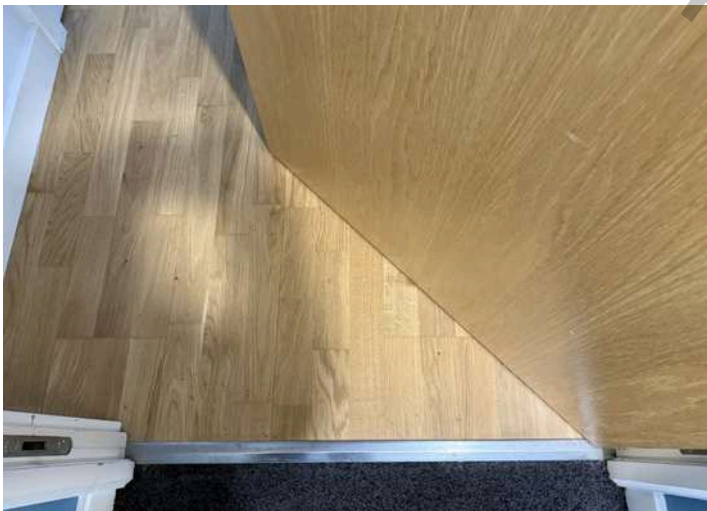
PATIO

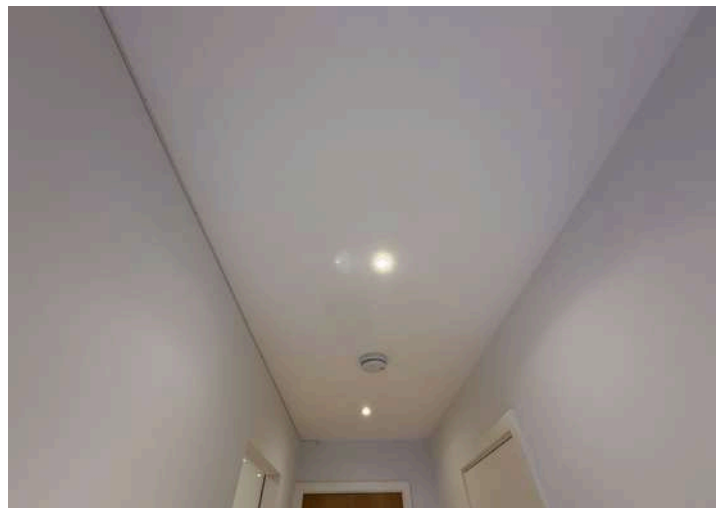
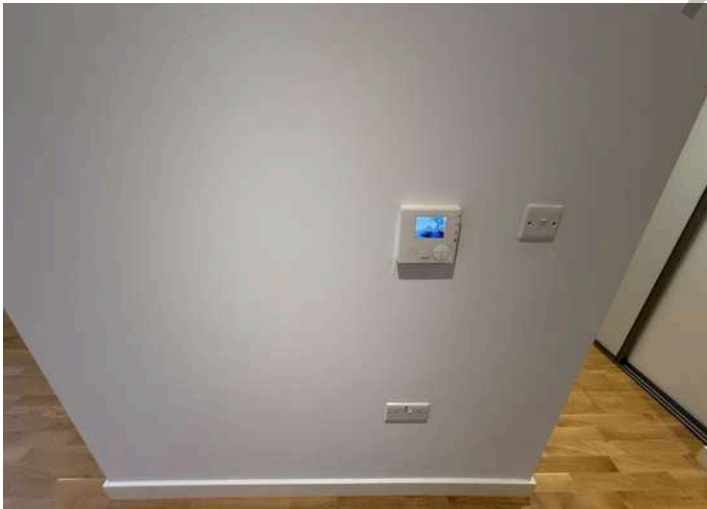
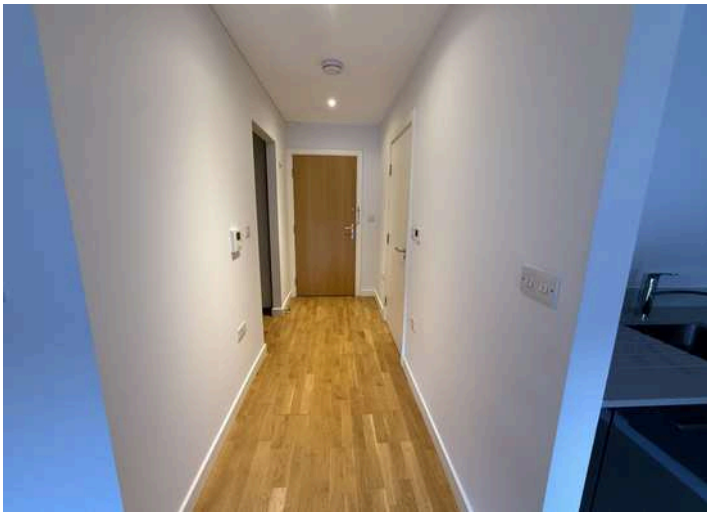
Item	Description	Condition at Check In 15 September 2025	Condition at Check Out
PATIO	Part brick walls and part wooden fencing	Slightly discoloured	
	Concrete slab flooring	Slightly weathered, moss	
	1x Wall mounted stainless steel down lighters	In working order	
	1x wall mounted outside tap	Weathered	

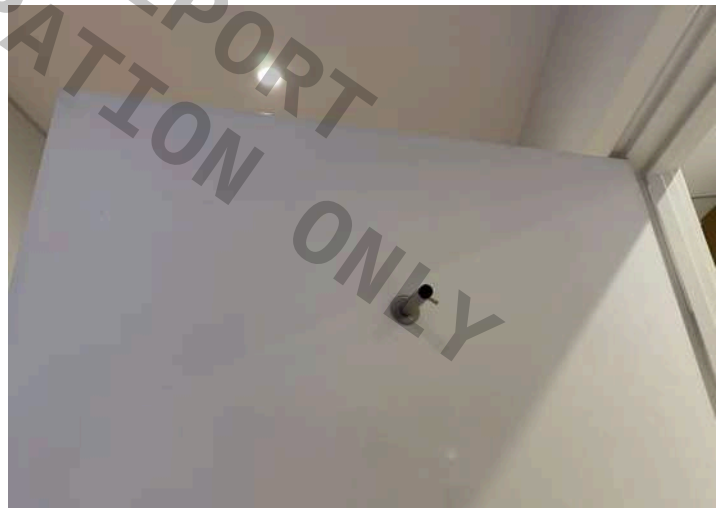
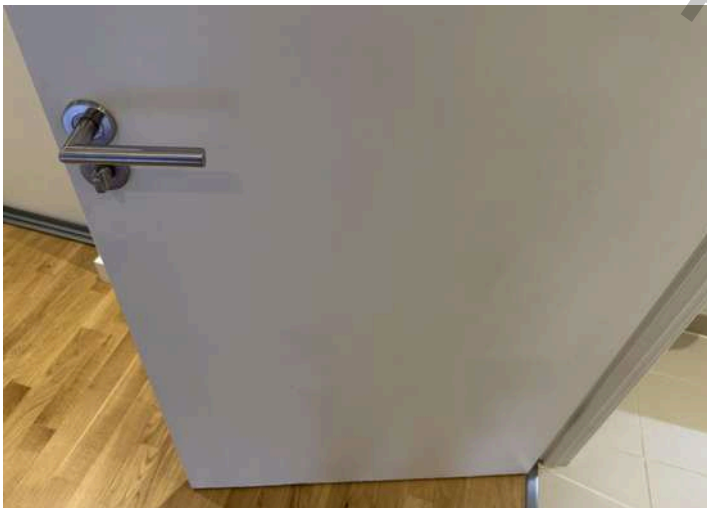
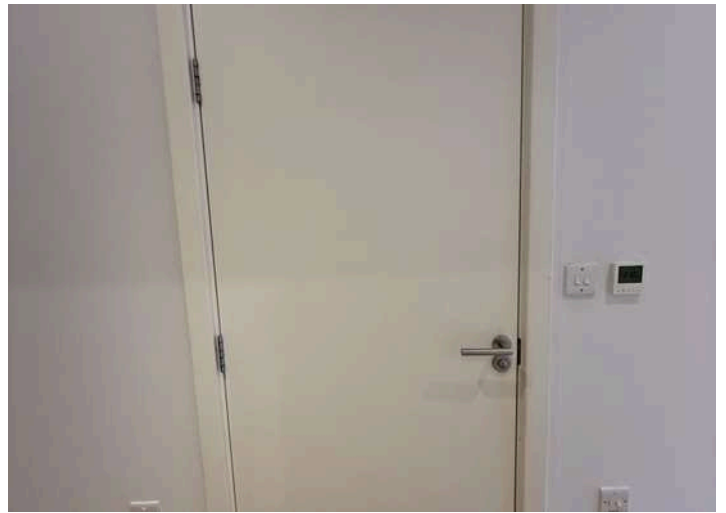
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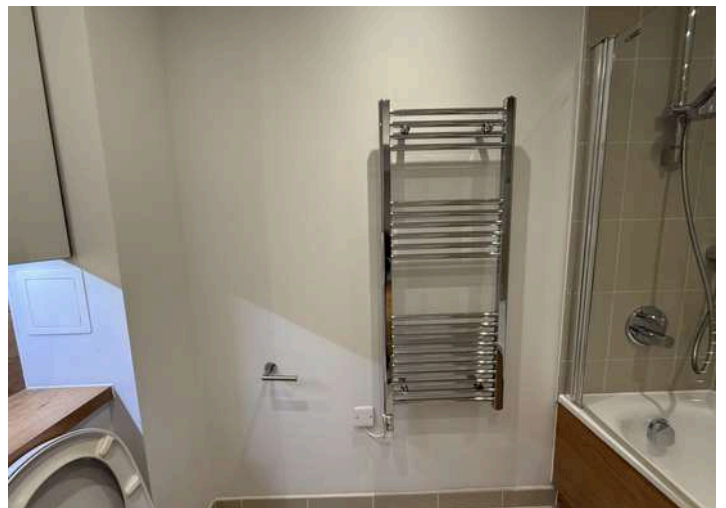
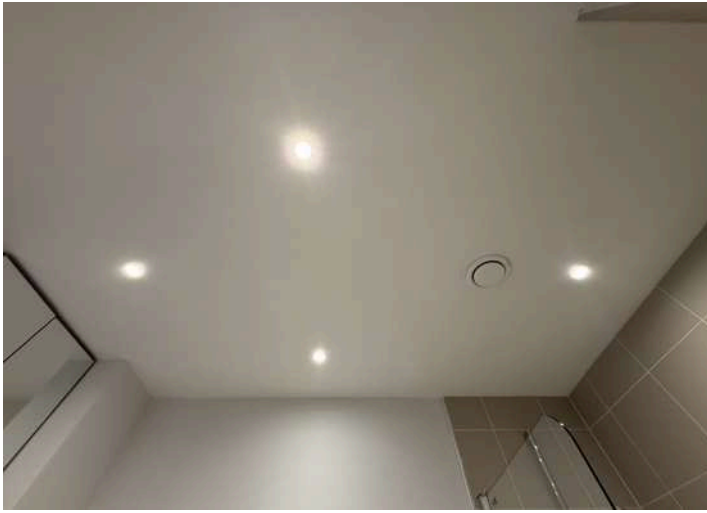
BEDROOM

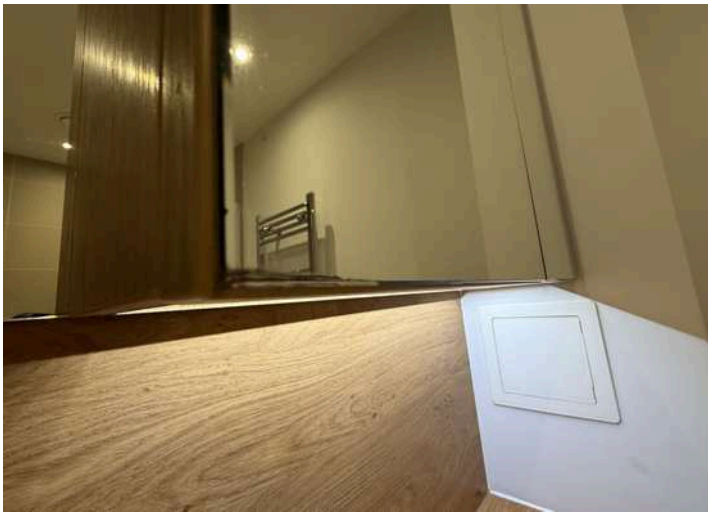
Item	Description	Condition at Check In 15 September 2025	Condition at Check Out
Ceiling	White painted door frame	Good condition, slight dust shading around vent	
Walls	White painted walls	In good decorative order, scuffs seen to mid-low level to LHS of wardrobe and occasional chip to angle to leading edge. Dent on LHS of the fuse box, minor marks	
Woodwork	White painted skirting board	Shrinkage cracks along top and at join, discoloured and chipped to both sides of entrance leading edges, otherwise in order.	
Flooring	Hardwood engineered flooring	Good condition, light surface scratches and scuffs, white paint marks seen	
Lighting	3x Ceiling mounted spotlights	All in working order	
Fixtures & Fittings	White plastic switches and sockets	White paint marks seen, Switches in order, sockets not tested	
	Ceiling mounted passive air vent	Not tested	
	Wall mounted EMMETI thermostat	Showing power	
	Fitted wardrobe, 2x opaque glass sliding doors, 4x compartment fitted shelving unit within, 1x hat shelf, 2x chrome hanging rail	Cracking to LHS low level of wardrobe glass door, clean to interior.	
	Wall mounted Fuse box with cover	Appears in order	
	NETTHINGS wall mounted electricity consumption digital monitor	Not tested, Showing power	
	NETTHINGS wall mounted internet router	Not tested	
	KAMSTRUP Underfloor heating control system and controls Digital heating meter	Not tested	
	Mains water isolator and terrace tap isolator	Present	

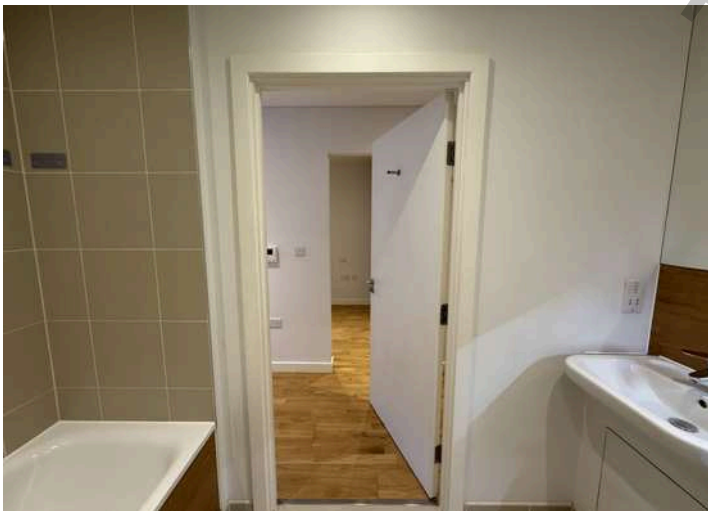
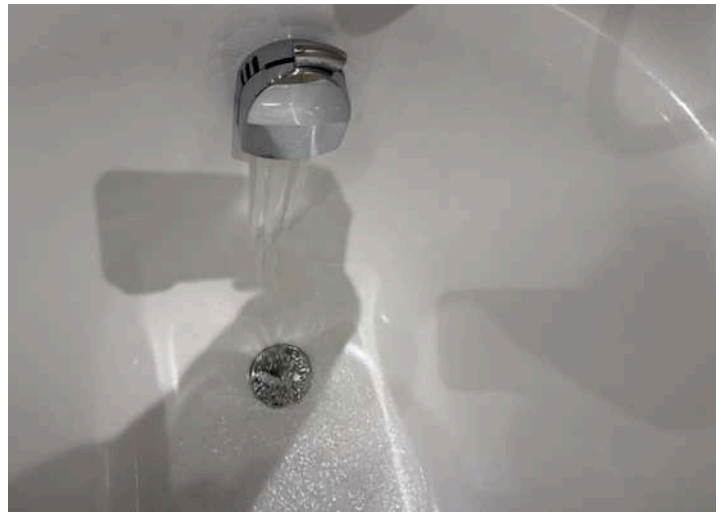




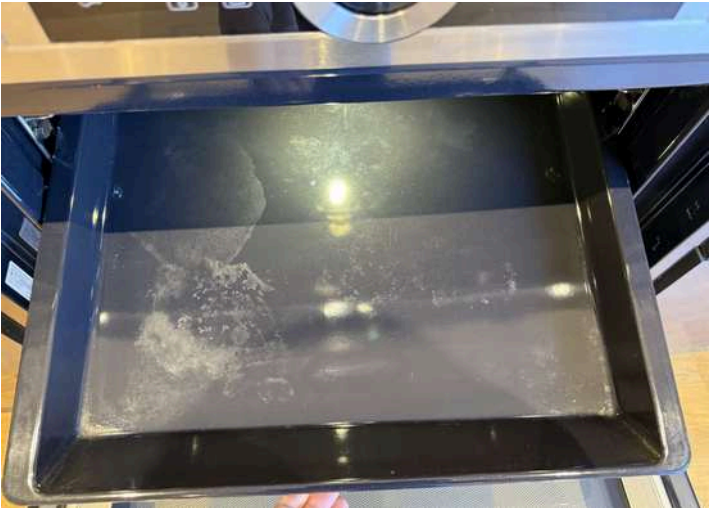




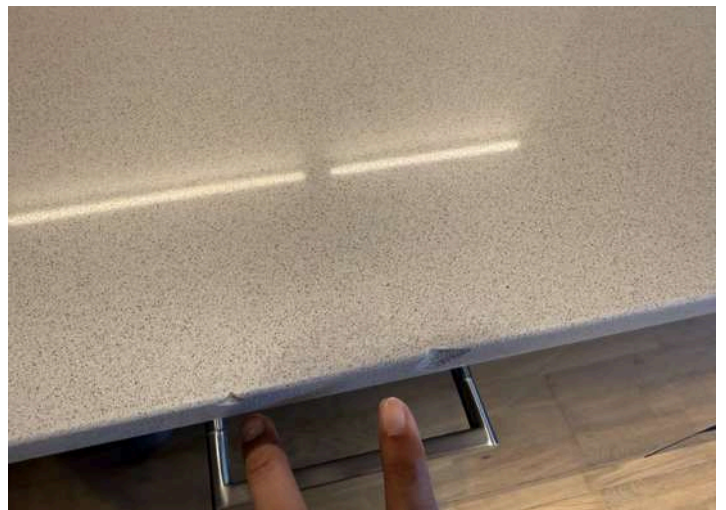


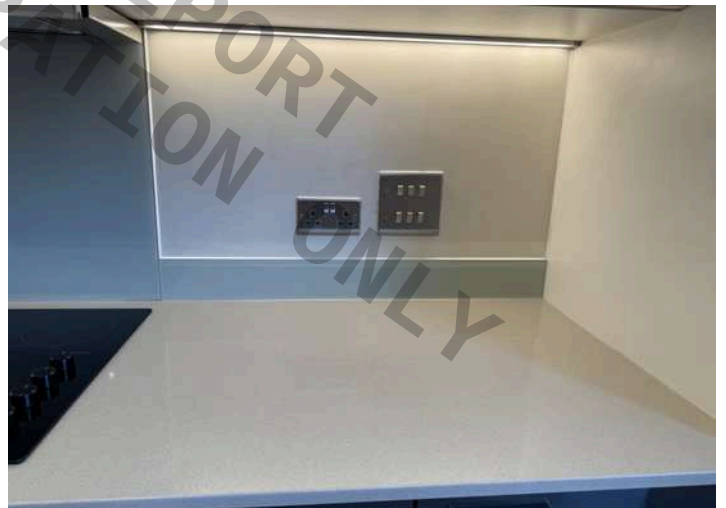


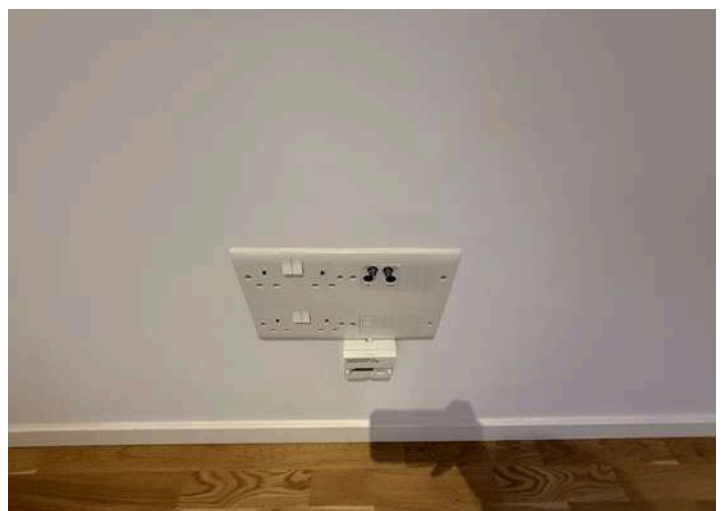
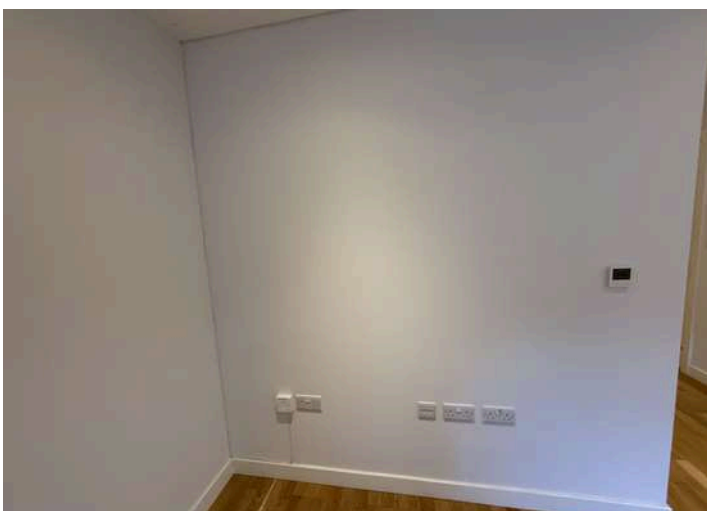
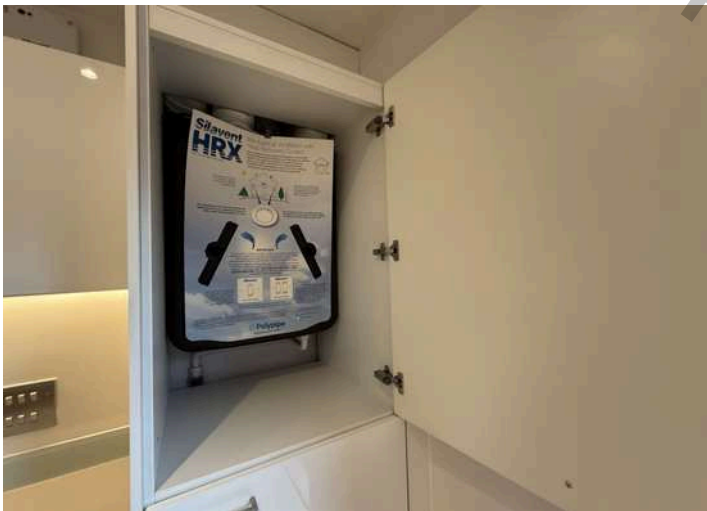


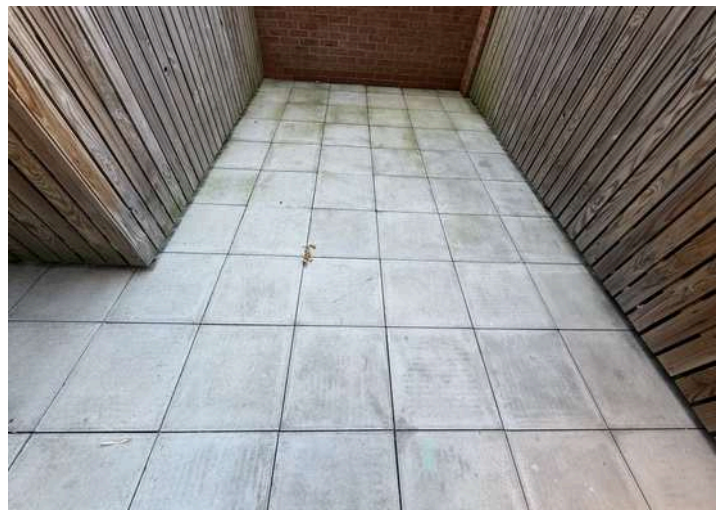
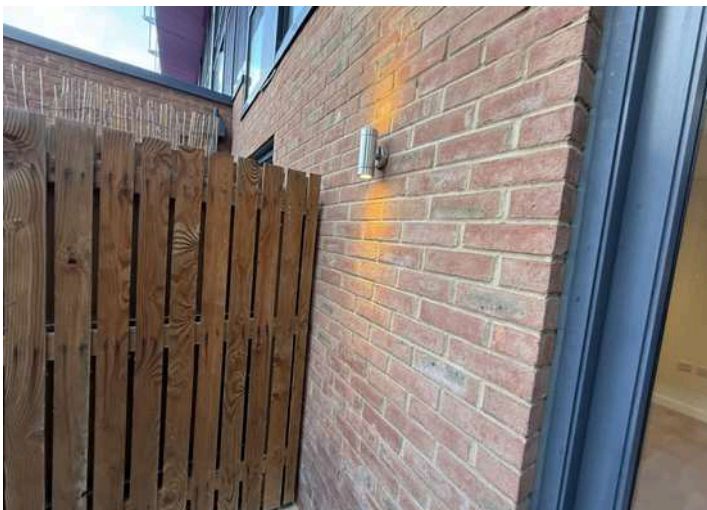
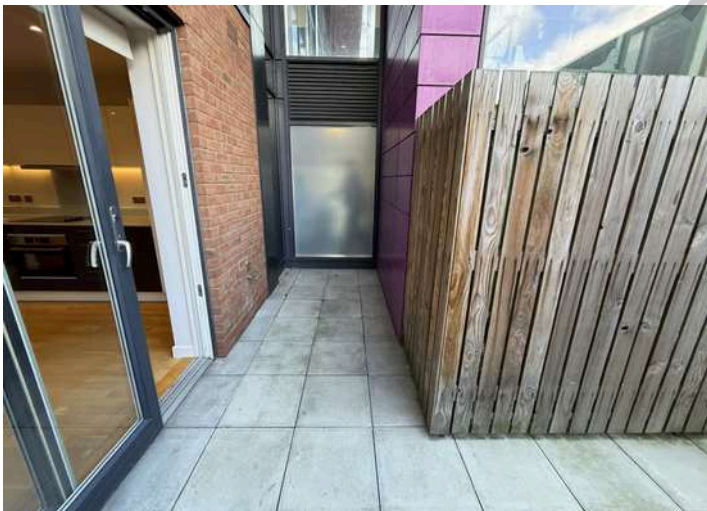


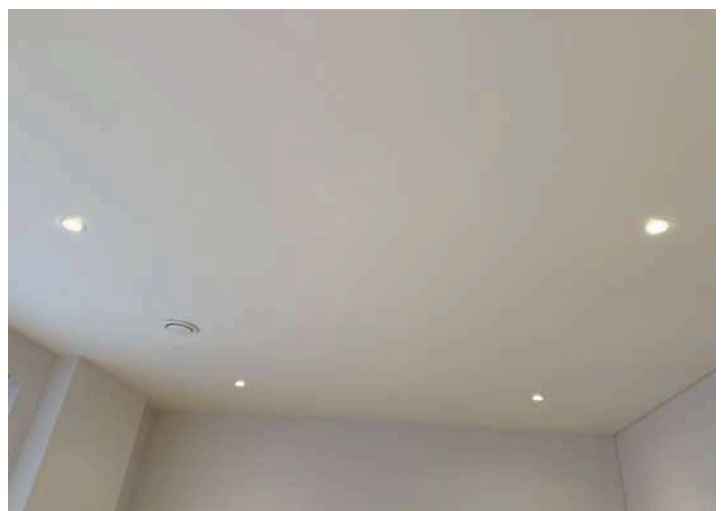
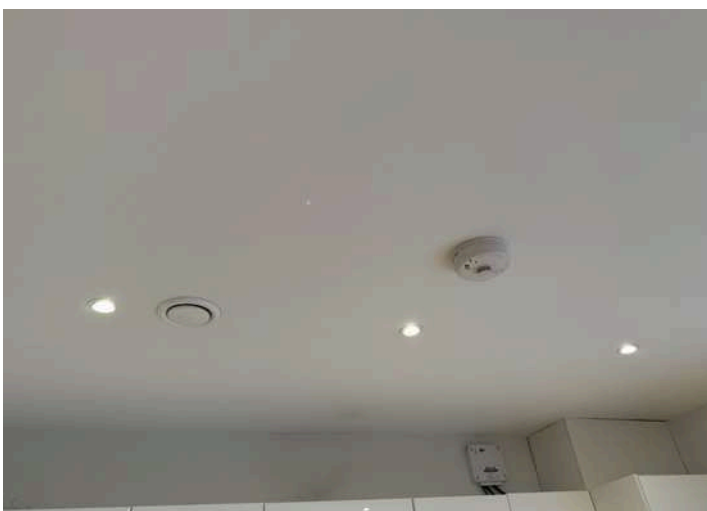
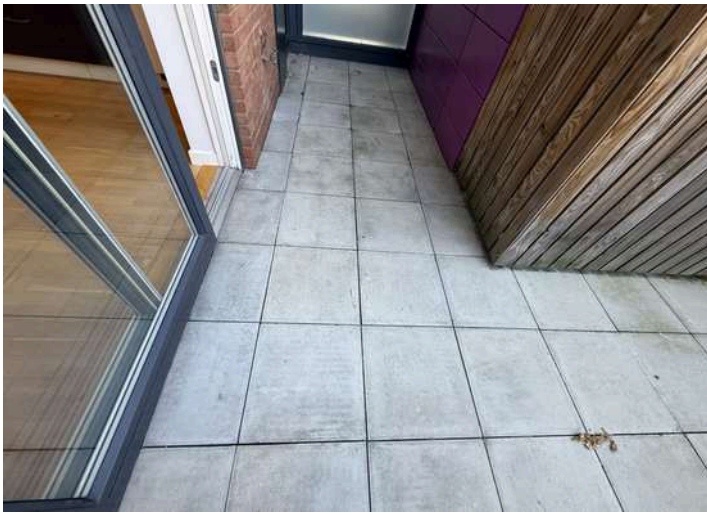


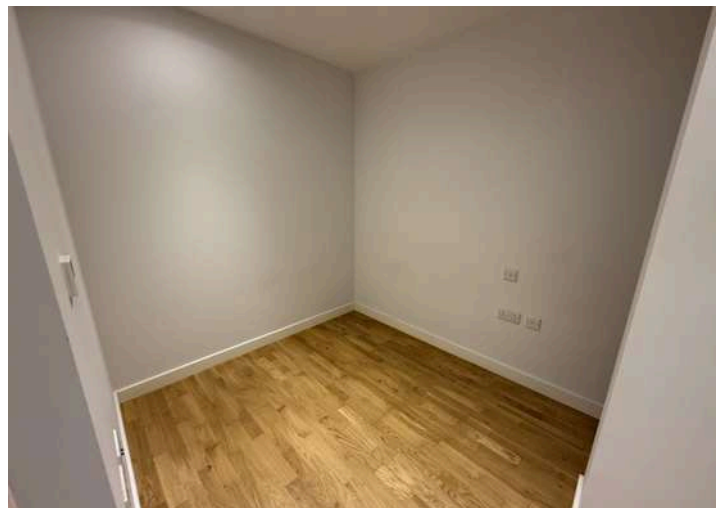
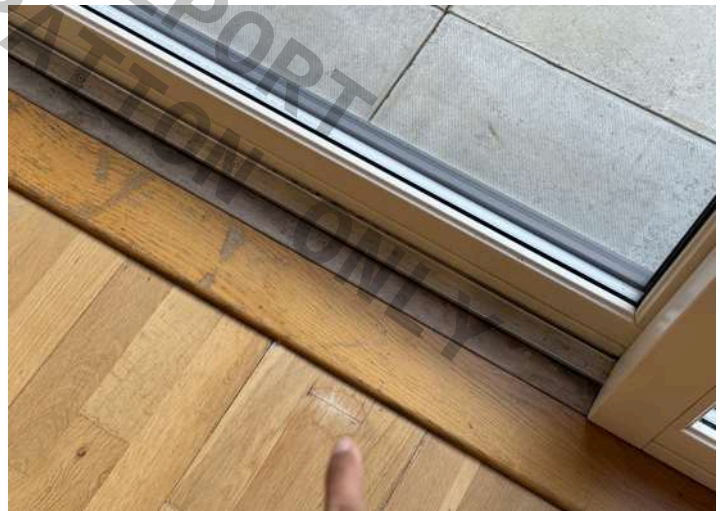


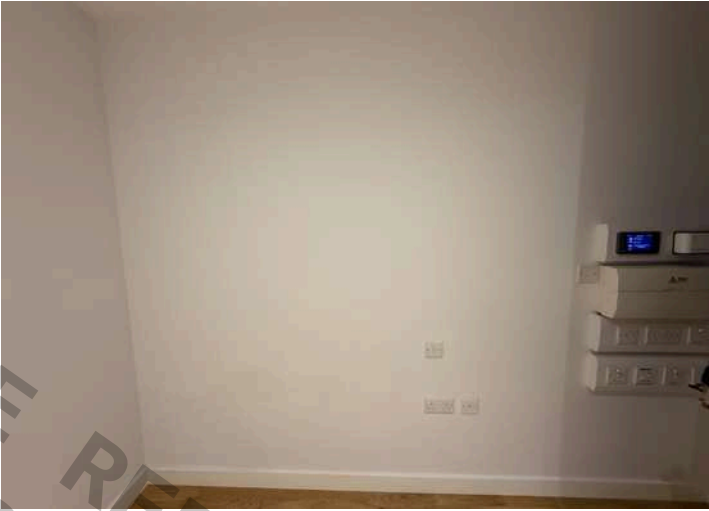


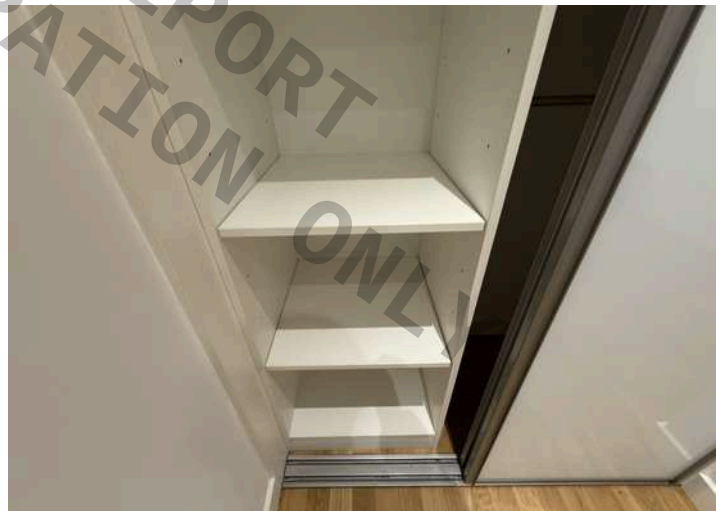
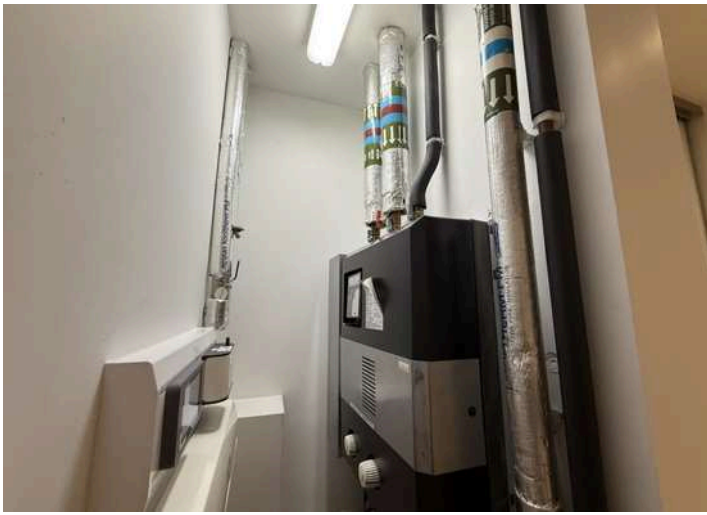


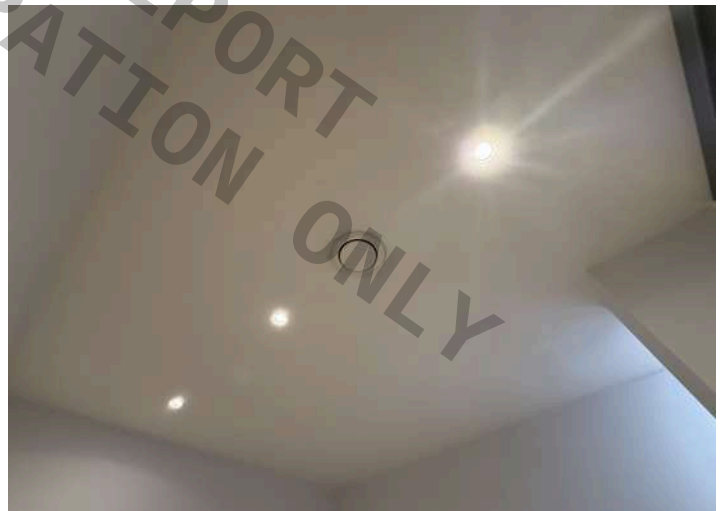
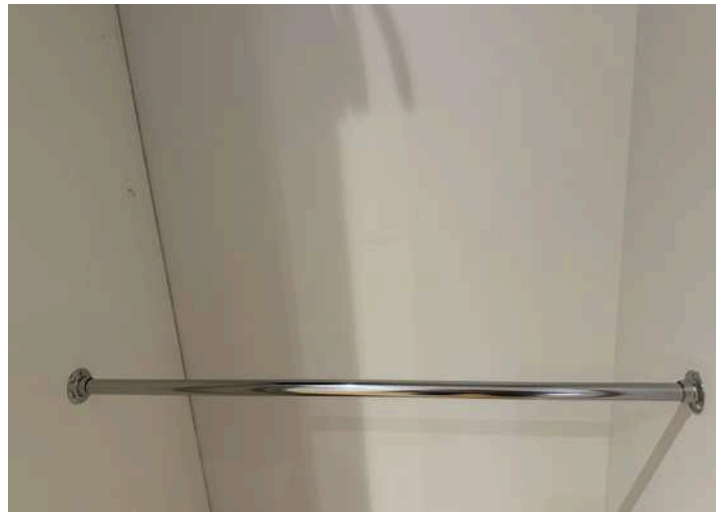
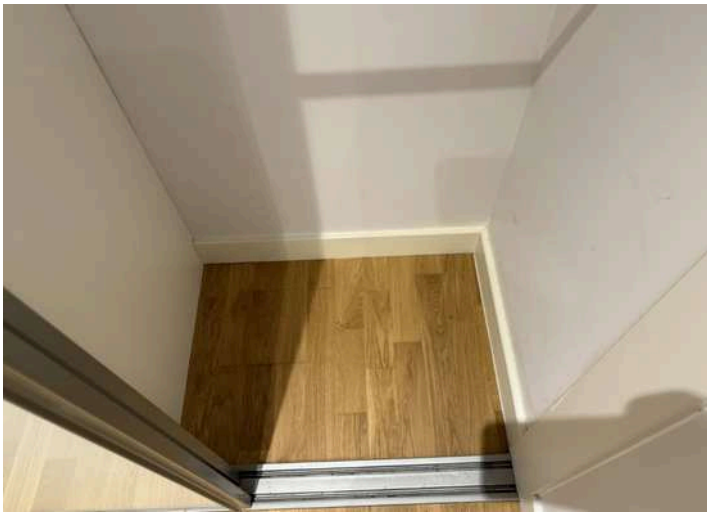


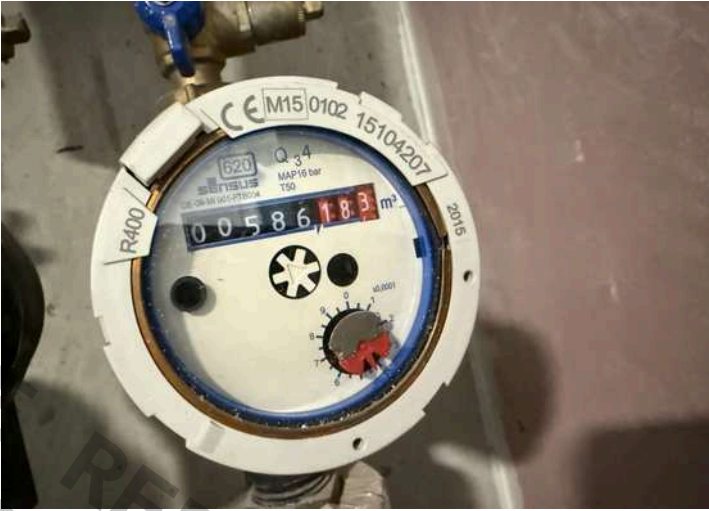












Property address: 77 Tinderbox House, SE8

SCHEDULE OF GENERAL CONDITION – CHECK IN

Property Cleaned	Professional ☒	Domestic	Light	Dirty
Carpets Cleaned	Professional	Vacuumed	Dirty	N/A ☒
Decorative condition	In good order, Light scratches seen			
Woodwork	Minor marks			
Flooring	Chipping seen in kitchen area, bubbling seen to flooring opposite to balcony door, scratches seen in places			
Lighting	All in working order			
Upholstery	Stains seen, discolored in places, blinds in operating order.			
Windows	In clean order			
Bathroom	In clean order			
Kitchen	Appliances tested for power			
Fixtures / Furniture	Unfurnished			

Alarm type	Tested for power only			
	Location	Date / Time	Comments	Signature
Smoke Alarm	1x Hallway 1x Kitchen	15/9/2025	Tested, working	A M
CO Alarm				

Date: 15-Sep-2025

Property address: 77 Tinderbox House, SE8

METERS

Utility	Reading	Serial Number	Utility Provider	Location	Key Access
Electricity	09979 kWh	Z180310062		Ground floor meter riser	FB2
Gas					
Water	00586,183 m3	15104207		Ground floor meter riser	FB2
Heating	00610,77 m3 0013.531 MWh	61569100		Flat - bedroom	N/A

KEYS ISSUED AT CHECK IN

Fobs	1	Mailbox keys	1	Comments:
Communal door keys		Parking Fobs		
Front door keys	1	Permits		
Balcony door keys		Other		

PROPERTY WALKTROUGH / APPLIANCES TESTING

Property walkthrough done with the tenant(s) Yes ☒ No ☐ Tenant(s) signature _____

Appliances tested with tenant(s) present Yes ☒ No ☐ Tenant(s) signature _____

Comments:

DECLARATION

I, the tenant, acknowledge receipt of this Check-In Report / Schedule of Condition and confirm that the contents and condition of the property are recorded as set out in this document.

I understand that I have seven (7) days from receipt of this report to carry out a more detailed inspection of the property and submit any comments or amendments in writing within the Check-In comments section of this document, returning it to the landlord or their agent.

If no written amendments or comments are received within seven (7) days, this report will be accepted as accurate and will serve as the definitive reference point for assessing the property's contents and condition at the end of the tenancy.

This declaration applies equally to a single tenant or multiple tenants as stated in the tenancy agreement to which this inventory relates.

A sritha M addi

.....
Signed on behalf of / by tenant

.....
Signed by Inventory Clerk

Asritha Maddi

.....
Print Name

.....
Print Name

Date: 15-Sep-2025