



**TOUCHRIGHT**  
by  **Plentific**

**XYZ Lettings (Demo)**

1 Sample Street, Sample City S1 2BJ

Email: sample@sampleemail.com

Tel: 01234 567890

## Check In Report



3 ABC Street, London, N1 3EA

**Report Completed On:** 14/12/2015 00:00

**Report Completed By:** Sample Inspector / XYZ Lettings (Demo)

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## Services, Heating, Hot Water

Gas	N/A
Electric	Off
Water	On
Central Heating Boiler	N/A
Hot Water Tank	Turned Off

## Meter Readings & Service Providers



Electric Meter Location	Under the archway
Electric Meter Serial Number	bgsml100279290
Electric Meter Reading	£004.13
Electric Supplier & Number	British Gas - 0800 048 0202
Gas Meter Location	n/a
Gas Meter Serial Number	n/a
Gas Meter Reading	n/a
Gas Supplier & Number	
Water Meter Location	Unable to locate
Water Meter Serial Number	Unable to locate
Water Meter Reading	Unable to locate
Water Supplier & Number	Wessex Water - 0845 600 3600
Oil Gauge Location	n/a

## Meter Readings & Service Providers - Continued

Oil Gauge Reading	n/a
Council Tax & Number	Mendip District Council - 0300 303 8588

## Documents Given to Tenant(s)

Energy Performance Certificate (EPC)	Yes
Gas Safety Certificate (GSC)	N/A
Electrical Safety Certificate (EICR)	Yes
Portable Appliance Test Certificate (PAT)	No
Appliance Manuals	No
Tenancy Agreement	Yes
How To Rent Guide (Provided with Application Forms)	Yes
Prescribed Information	Yes
Deposit Protection Certificate	Yes
Rent Payment Form	Yes
Condensation Guide	Yes
Legionella Guide	Yes
Legionella Risk Assessment	No
Landlord(s) or Letting Agent Contact Details	Yes
Carpet Clean Invoice/Receipt	No
Professional Clean Invoice/Receipt	No
Oven/Hob Clean Invoice/Receipt	No
Chimney Sweep Invoice/Receipt	No

## Smoke Alarms & Carbon Monoxide Alarms

Smoke Alarms Present On All Floors	Yes
Smoke Alarms Tested	No
Smoke Alarms Working	No
Carbon Monoxide Alarms Required	No
Carbon Monoxide Alarms Tested	Yes

# Smoke Alarms & Carbon Monoxide Alarms - Continued

Carbon Monoxide Alarms Working

Yes

## Comments

### Check In Summary Comments

#	Item	Description	Condition	Notes
1	<b>Hallway - smoke alarm</b>	Fixed above doorway	Average	Smoke Alarm is present however the battery needs fixing in



2	<b>Kitchen</b>	Fitted white units, dark grey work surface	Excellent	Very clean and tidy at check in, appliances clean throughout
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3	<b>Bathroom</b>	White bathroom suite	Excellent	Very clean and tidy at check in, sink/basin/bath clean throughout
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## Keys - given to Tenant

### List of keys:

2 x yale front door  
1 x mortice rear door  
1 x electric meter chargeable key

14/12/2015 11:51:00



## Declaration

### Disclaimer

This Check In Summary does not guarantee the safety of any equipment or contents at the property, merely a record that such items exist at the property at the date of preparing the report.

This Check In Summary has been prepared by a representative of XYZ Lettings who is not a qualified surveyor, qualified trades person or qualified to value the contents of the property.

We will make every possible endeavour to record all utility meter readings at the Check In. However, it is not always possible to locate or access the correct meters (especially in communal blocks).

You are signing to agree that you will carefully check the inventory report within 7 days of the commencement of your tenancy. If you do not agree with any entries on the inventory then please mark your changes clearly on your copy. Please contact XYZ Lettings to discuss any findings with us.

If we do not receive a signed copy of the inventory within 7 days of commencement of the tenancy then it will be assumed that you are in complete agreement with its contents.

Note: The inventory / schedule of condition will be used by the Letting Agent and/or the Landlord when assessing the condition of property at the end of your tenancy/checkout.

### Tenant(s) Declaration

#### Tenant(s)

Signed by C Brown.

## Declaration - Continued

### Agent

Signed by R Lightfoot.



A handwritten signature in black ink, appearing to be 'R Lightfoot', written on a white background. The signature is positioned above a horizontal line.

