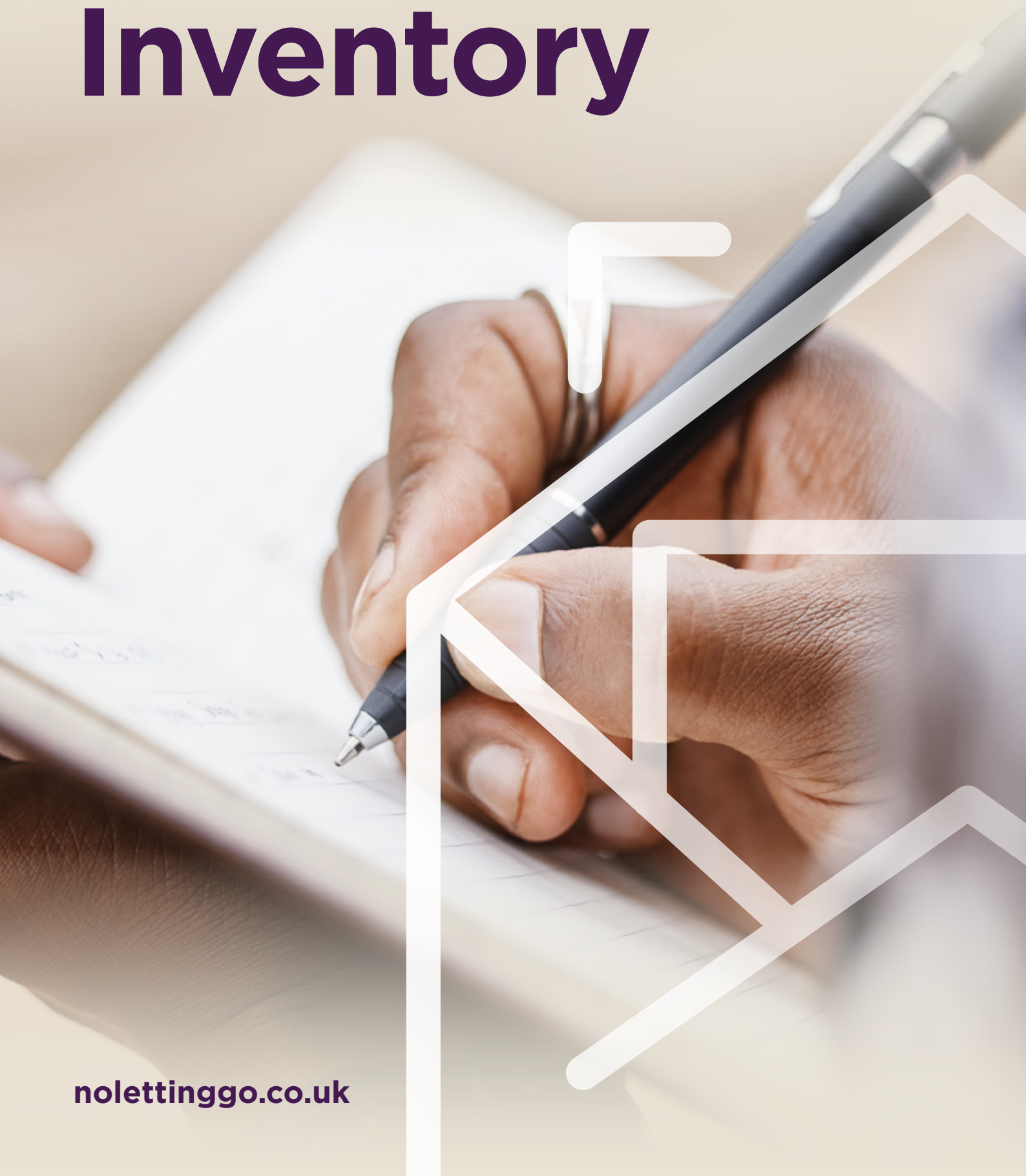




**nolettinggo**  
inventory management

# Inventory



[nolettinggo.co.uk](http://nolettinggo.co.uk)

# “Disputes are settled at the beginning of the tenancy, not the end”

At No Letting Go, we are the UK's leading provider of property inventory management services, delivering accurate, impartial, professional reports to the lettings industry. With a network of over 90 offices nationwide, we offer a consistent and reliable service across the country.

We specialise in inventories, check-ins, check-outs, property visits and compliance reporting, helping to protect landlords and tenants by providing robust documentation that minimises disputes at the end of the tenancy.

With our cutting-edge technology, Kaptur, we provide real time, paperless reporting with photographic evidence, giving our clients complete transparency and control over their property. Each of our offices are independently owned,

ensuring a local personalised service backed by the strength and standards of a national brand.

A trusted partner in the industry, we work with letting agents, landlords, block management agents and portfolio management companies to streamline property reporting processes.

Whether you manage a single rental or a regional or nationwide portfolio, No Letting Go ensures compliance with ease and peace of mind.

- UK Wide Coverage with Local People
- Industry Expertise
- Cutting Edge Technology
- Dispute Prevention
- Bespoke Solutions

## Consistency, Reliability & Accountability



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inventory management



# Inventory and Check In

Client Name	Test Client HQ
Tenant 1	Toby Tenant
Tenant Time	10:15
Clerk	Training One
Date	26/02/2025
Property Description	3 bedroom Unfurnished Apartment
Property Address	Sample Inventory Road Sample Town SAM PLE



## Inventory : Guidance Notes to Tenants

You are reminded that it is your responsibility at the beginning of the tenancy to note any specific discrepancies on the inventory that you do not agree with i.e. marks on walls, carpets, etc. If no such additional notes are made by the tenant at the start of the tenancy, the inventory will be deemed as accepted as read.

The inventory report has been prepared by No Letting Go and provides a fair and accurate record of the décor, contents, fixtures and fittings of the property.

The condition of the property at the start of the tenancy, as described in the inventory will be compared to the condition of the property at the end of the tenancy. Details of any alterations to the property after the inventory has been agreed upon should be noted on a separate addendum sheet and agreed by the tenant and the managing agent/landlord. At the end of the tenancy a Check Out report will be conducted to determine any changes to the inventory. The tenant should gain permission from the managing agent/landlord if they wish to remove or store any items during the tenancy and this should be confirmed in writing by the managing agent/landlord.

The inventory clerk cannot undertake to move heavy items of furniture or to make searches in inaccessible locations such as loft spaces, cellars, locked rooms and high level cupboards, or to unpack items. We reserve the right not to handle or move items deemed to be fragile or valuable. In addition the inventory clerk reserves the right not to handle items that may be of a health hazard and to generalise/summarise on such items deemed to be unsuitable for further inspection

### Disclaimer

This inventory has been prepared by an inventory clerk who is not an expert in buildings, furnishings, decoration, woods, antiques or a qualified surveyor.

This inventory relates only to the furniture and all the landlord's equipment and contents in the property. It is no guarantee 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 preparing the inventory and the superficial condition of same. No Letting Go will not take water meter readings unless the meter is clearly visible within the property or attached to an exterior wall at low/ accessible level.

Utility readings will be recorded and where possible, photographed subject to clear access and easily identifiable location and labelling where necessary.

No Letting Go will not accept any liability for the recording of meter readings where the Clerk is unable to either easily locate, access or identify any meter unless such precise information has been provided by the Client in writing at the time of booking.

Windows throughout the property have not been tested for function or operation. Descriptions are purely based on the superficial appearance of windows, frames and locks. No Letting Go can accept no liability arising from any failure of the windows or parts thereof to function properly at all.

The inventory clerk cannot undertake the testing of appliances and is not qualified to report on the safety of any appliances other than a general visual inspection of condition. All electrical items are deemed to be complete with fixings (plugs, cables etc) unless otherwise stated.

Any discrepancies to a report compiled by No Letting Go must be made within 7 calendar days of receipt of the report. No Letting Go cannot accept responsibility for any discrepancies or oversights not reported within this timescale as any such issues may have occurred after the date of the compilation of the report.

### **Furniture & Furnishings (Fire) (Safety) Regulations 1988 (1993)**

The fire and safety regulations regarding furnishing, gas, electrical and similar services are ultimately the responsibility of the instructing principal. Where the Inventory notes "Fire Regulation Label Attached", this should not be interpreted to mean the item complies with the "furniture and furnishings (fire) (safety) (amendments) 1993". It is a record that the item had a label as described or similar to that detailed in the "guide" published by the Department of Trade and Industry January 1997 (or subsequent date). It is not a statement that the item can be considered to comply with the Regulations.

### **Using The Inventory**

All static, loose or movable items in this inventory are listed as far as possible from left to right starting at the main door. Multiple items may be grouped together and may require locating. Light fittings are assumed to come complete with a serviceable bulb(s) unless stated. Settling cracks to walls and ceilings are accepted and will not be mentioned unless necessary. All measurements are in centimetres/metres and are approximate to within 1 centimetre unless stated otherwise.

# Glossary of Terms

**All items listed are in a "Good condition" and the cleanliness standard is "Good domestic clean" , unless otherwise stated.**

## Condition

- 1. Brand new, unused condition** Still in wrapper or with new tags/labels attached.
- 2. Good condition** Signs of slight wear, generally lightly worn.
- 3. Fair condition** Signs of age, frayed, small light stains and marks, discolouration.
- 4. Poor Condition** Extensive signs of wear and tear, extensive stains/marks/tears/chips.Still functional.
- 5. Very Poor Condition** Extensively damaged/faulty items, large stains, upholstery torn and/or dirty, pet odours/hairs.

## Cleanliness

- 1. Professionally cleaned** Everything immaculate, sparkling and dust free, appliances and sanitary ware spotless. Carpets steam cleaned, vacuumed. Floors swept. All furniture in order and clean. Linen freshly laundered.
- 2. Professional or hotel clean** Everything immaculate, sparkling and dust free, appliances and sanitary ware spotless. Carpets steam cleaned, vacuumed. Floors swept. All furniture in order and clean. Linen freshly laundered.Cleaned to a professional standard but no receipt seen.
- 3. Good domestic clean** Flooring vacuumed and swept. Appliances cleaned and free of loose dirt. Some carbon deposits to appliances may be visible but no loose debris or grease to the touch. Dust may be visible to areas not often seen - cupboards, tops of door frames etc. Sanitary ware in clean condition - no dust/soap deposits/loose hairs etc
- 4. Average domestic clean** Domestic clean, but signs of dust to woodwork, kitchen units marked, appliances need additional cleaning. Carpets vacuumed and floors swept.Dust/hairs to sanitary ware - requiring further cleaning
- 5. Poorly cleaned** Carpets need vacuum, all items dusty or dirty, kitchen and bathrooms require further cleaning to either a good domestic standard or to a professionally clean standard as applicable
- 6. Not clean** Property requires cleaning to a good domestic standard or professional standard to make available for next tenant as applicable.

## Schedule of Condition & Cleanliness Summary

### Property in general

Summary of Cleanliness	Generally cleaned to a good to average domestic standard - dust to surfaces as noted. Some grubby marks to kitchen appliances and sanitaryware.
Decorative Order	Good to fair condition - defects as noted
Carpets and Flooring	Good to fair condition - defects as noted. Vinyl newly fitted but rucking in kitchen. Cleaned to a good domestic standard.
Windows	Good condition. Panes generally clean internally and grubby externally.
Doors	Good condition - defects as noted. Cleaned to a good to average domestic standard - dust to ledges in areas.
Curtains / Blinds / Nets	Good condition and cleaned to a good domestic standard
Woodwork	Good condition and cleaned to a good to average domestic standard - dusty in areas.
Lights / Shades	Bulbs working except where noted. Shades and fittings dusty.
Furniture	Unfurnished
General Linen	Unfurnished
Exterior	N/A
Additional Comments/outstanding maintenance issues	None

<b>Fire Safety</b>	
Furniture Checked and Fire Regulation Labels Noted	Unfurnished
Smoke Alarm Present to Each Floor	Yes - 1x in Reception Room
Smoke Alarm Tested / Green Light Visible for Electricity Connected	Tested and working for sound
Carbon Monoxide Alarm Present	Yes - 1x in Kitchen
Carbon Monoxide Alarm Tested / Green Light Visible for Electricity Connected	Tested and working for sound
Recommendations	None - minimum statutory requirements satisfied

## Utilities

Type	Location	Supplier	Serial No.	Reading
Water	Pavement	Thames Water	24LU055165	41
Electricity	Communal Hallway (to right of flat door)	EON	21M0180285	5494

### Meter Photographs



General - Water photo



General - Electric photo

### Keys Handed Over

Door/window Type	Type of key (Yale, chubb, etc)	Number of keys
Communal Door	Yale	1
Front Door (upper lock)	Yale	1
Front Door (lower lock)	Chubb	1
Post Box	Mailbox	1

### Keys Photographs



Keys



Keys

## Appliance Manuals

Appliance	Provided
Hob	Yes
Oven	No
Washing Machine	No
Fridge / Freezer	No

## Manuals Photographs



Manuals

## Kitchen



Kitchen



Kitchen



Kitchen



Kitchen

Item	Description	Condition at Check In
1.	Summary of cleanliness	Cleaned to a good to average domestic standard - oversights as noted
2.	Decorative Order	Fair condition


Item	Description	Condition at Check In
3.	Carpets and Flooring	Newly fitted - rucking as noted. Cleaned to a good domestic standard.
4.	Oven	Good condition. Cleaned to an average domestic standard.
5.	Extractor Hood	Fair condition - light not working. Cleaned to a good domestic standard - minor oversights as noted.
6.	Hob	Good condition. Cleaned to a good domestic standard - minor oversights as noted.
7.	Washing Machine	Good condition. Cleaned to a good domestic standard - oversights as noted.
8.	Fridge	Fair condition. Cleaned to a good domestic standard.
9.	Freezer	Fair condition. Cleaned to an average domestic standard.
10.	Sink	Good condition. Cleaned to a good domestic standard - limescale as noted.

Item	Description	Condition at Check In
<b>Door</b>		
1.	Mid brown flush panel wood door	1x nail Multiple marks and scuffs Paint marks
2.	Brass effect lever handle	Scratched and tarnished Paint marks
<b>Reverse Side</b>		
3.	White painted flush panel wood door	Patchy paintwork
4.	Brass effect lever handle	Scratched and tarnished Some overpainting
5.	Brass effect single hook	Partially painted over Slightly loose
<b>Door Frame</b>		
6.	White painted wood frame	Some overpainted defects Overpainted in parts
<b>Door Frame Reverse</b>		
7.	White painted wood frame	Some overpainted defects Some routed cabling clipped to exterior
<b>Ceiling</b>		
8.	White painted Artex	Overpainted patch from old light fitting Brown residue spots forward of window

Item	Description	Condition at Check In
<b>Walls</b>		
9.	White painted plaster	Some overpainted defects Multiple repaired holes to left wall 2x screws to facing wall 2x old fixing holes and 1x nail to rear wall Discoloured and patchy above fridge freezer
10.	Light grey ceramic tiled splashback with white grouting	Light discoloration to grouting behind hob and sink Area behind hob slightly sticky
<b>Floor</b>		
11.	Medium wood-effect laminate threshold strip	
12.	Dark wood-effect vinyl flooring	Newly fitted Rucking and uneven forward of fridge freezer and by oven
<b>Windows and Sills</b>		
13.	White UPVC double-glazed single-casement window (opening) with chrome effect lockable lever handle	Sealant around window discoloured and cracking Some mildew type marking to edges of frame Pink residue marks to lower right of window frame
14.	Ceramic tiled sill matching walls	Grouting cracking with some discolouration to rear Minor residue spot marks
<b>Woodwork</b>		
15.	White painted wood skirting	Several scuffs Cracking and discolouration to top edge
<b>Fixed Lighting</b>		
16.	Satin chrome bar fitting and 4x wood-effect adjustable spotlights with plastic halo trims	2x trims missing 2x bulbs not working Dusty throughout
<b>Misc.</b>		
17.	White plastic carbon monoxide alarm (replace by Nov 2026)	Tested and working for sound
<b>Sockets/Switches/Fans/Cables</b>		
18.	Cable routed through lower left wall behind door	
19.	White plastic single fused spur switch x3	
20.	White plastic double power socket	
21.	White and red plastic cooker power switch	
22.	White plastic double blanking plate	
23.	Chrome single light switch	Not flush to wall

Item	Description	Condition at Check In
<b>Fitted Units/Cupboards</b>		
24.	Matching kick boards	
25.	Light wood-effect laminate shaker-style fitted units with matching cornice and brushed chrome effect T-bar handles	
<b>Floor cupboards (left to right)</b>		
26.	Single under-sink cupboard with 2x shelves	Delamination to shelf and base edges Top edge of door swelling and de-laminating Debris and residue spots to interior
27.	Single under-sink cupboard with mismatching grey laminate flush panel door and 1x shelf	Heavy staining and delamination to shelf and base edges No rear panel
28.	Panel under oven	No cover Residue marks to base
29.	Single cupboard with 1x shelf	Mismatching brushed chrome effect pull handle to front Laminate half missing to base edge Discoloured to edge of shelf
<b>Wall cupboards (left to right)</b>		
30.	Double corner cupboard with 2x shelves	Handle heavily tarnished Food item inside
31.	Single cupboard with 2x shelves Inside: White plastic fused spur switch	Handle tarnished Minor discolouration to shelf and base edges Residue splash marks to front of door
32.	Lift-up cover panel for extractor hood	Handle tarnished Sticky residue marks to door and handle
33.	Single cupboard with 2x shelves	Handle tarnished Minor discolouration to shelf and base edges Minor wear to base edge
<b>Work surface</b>		
34.	Black mottled laminate rolltop work surface	Surface worn and faded throughout with multiple scratches and knife marks Sealant mould type marked behind sink Slightly swelling to join right of sink Edging trim missing adjacent to fridge freezer
<b>Sink</b>		
35.	Stainless steel single circular inset bowl with chrome effect waste and strainer plug	Multiple light scratches consistent with normal use Sealant roughly applied and discoloured around sink with some missing
36.	Chrome effect mixer tap	Newly fitted
<b>Washing Machine</b>		
37.	White finish Logik L712WM12 washing machine 2x dials and 4x buttons	Minor brown residue on dials Minor detergent residue inside soap drawer Staining to door seal

Item	Description	Condition at Check In
<b>Oven</b>		
38.	Stainless steel and black finish Indesit single oven 3x silver plastic control dials Glazed pull-down door with brushed stainless steel handle 1x chrome wire shelf 1x black drip pan	Tarnishing to control fascia Burnt-on residue to base, grill pan and shelf
<b>Hob</b>		
39.	Black ceramic Geonien four-ring electric hob Digital touch controls 3x burners	1x sticker to rear edge Some minor burnt-on residue around rings
<b>Extractor</b>		
40.	Integrated overhead extractor hood with integral light 2x slide controls	Light does not function Couple of very minor residue spots to front
<b>Fridge Freezer</b>		
41.	Silver coloured Servis fridge freezer	Large scratch mark to lower of fridge door Several light usage marks and rusted chips to fridge door Light marks to freezer door Paint marks to lower right edge of freezer door Paint marks to top of unit
42.	Fridge: 3x glass shelves (2x with silver coloured plastic trim) 2x clear plastic salad drawers 3x clear plastic door trays (1x with lid)	1x salad drawer with small crack to rear right corner 1x door tray with heavy cracks and chunks missing to base - not secure and unusable condition Small indents to right side of base Rear of fridge with a few small chips to right side Slight odour to interior of fridge
43.	Freezer: 2x white plastic drawers	Bottom drawer cracked with chunk missing to right side Cover panel appears missing to upper compartment Food debris to rubber door seal

Fire Safety					
Item	Photograph	Equipment Type	Tested	Testing Info	Expiry Date
Misc.		CO Alarm	Tested for sound and working	None	Nov 26

## Additional Items



Sink



Washing machine



Washing machine



Oven



Oven



Hob



Extractor hood



Fridge freezer



Fridge freezer



Fridge freezer

## Declaration: Check in

This is a supplemental check in report to the No Letting Go inventory and schedule of condition which will fully detail the contents, decor, fixtures and fittings and condition of the property. The inventory should be used in conjunction with this report, but as it is unavailable to be viewed at the time of the check in, this document provides a summary of the overall condition and cleanliness of the property and also highlights any outstanding maintenance issues.

Signed (Tenants)

Name  
Toby TenantDate  
24-02-2025

Signed (Landlord/Agent/Clerk)

Name  
Training OneDate  
24-02-2025

## Declaration: Inventory

I/we acknowledge receipt of this inventory and confirm that all items listed are in a good clean condition unless otherwise stated. I/we have read and checked this inventory and schedule of condition and agree that it is a true record as at the time of taking occupation. Any amendments or alterations have been noted.

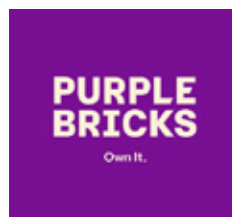
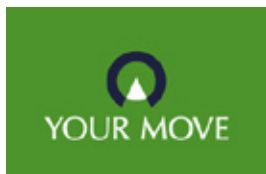
Signed (Tenants)

Name  
Toby TenantDate  
24-02-2025

Signed (Landlord/Agent/Clerk)

Name  
Training OneDate  
24-02-2025





## List of Services:

- Inventories
- Check-Ins
- Check-Outs
- Mid-Term Property Visits
- Legionella Risk Assessments
- Right-to-Rent Checks
- Smoke & CO Alarms Testing & Installation
- Fire Door Checks
- Block Management Inspections
- Fire Asset Testing
- Viewings
- EPCs
- Floor Plans
- 360 Tours
- Mould & Mildew Reports
- Condition Reports
- Commercial Inventories



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### Contact us

✉ [info@nolettinggo.co.uk](mailto:info@nolettinggo.co.uk)

🖱 [nolettinggo.co.uk](https://nolettinggo.co.uk)

☎ 0800 8815 366

**nolettinggo.co.uk**

mydeposits

