

SPECIMEN REPORT

Inventory and *check-in report.*

Property	Flat 4, a two bedroom purpose built flat, second floor, north London. Address withheld: this is a specimen.
Furnishing	Part furnished
Instructed by	Letting agent (specimen)
Tenant	Specimen tenant
Inspection	Tuesday 6 October 2026, 10:00 to 12:10
Clerk	Emilecon, independent of landlord, agent and tenant
Attendance	Tenant present for the walk through; keys handed over at 12:10
Photographs	186, each dated, timestamped and referenced to the line it evidences

This specimen shows the structure and the standard of writing of an Emilecon report. The property, people and readings are illustrative. In a client report, each photograph is embedded beside the line it evidences; here only the photograph references are shown.

HOW TO READ THIS REPORT

Two grades for every line

Condition and cleanliness are graded separately, because a deposit adjudicator treats them separately: damage is a question of wear and tear, dirt is a question of cleaning. Anything less than Excellent carries a written reason and a photograph.

Grade	Condition means	Cleanliness means
Excellent	New or as new. No marks or wear.	Professionally cleaned. No dust, marks or residue.
Good	Sound and fully usable, with light marks consistent with age.	Clean to a high domestic standard. Light dust only.
Fair	Usable, with noticeable wear, marks or minor damage, each described.	Visible dust, marks or residue in places, each described.
Poor	Damaged, broken or needing repair or replacement.	Dirty. Would need a professional clean.

MATTERS FOR THE AGENT

Raised on the day, before handover

Ref	Matter	Why it matters
2.1	No carbon monoxide alarm seen. A gas boiler is fitted in the kitchen cupboard.	Landlords must fit a CO alarm in any room with a fixed combustion appliance (not gas cookers).
4.2	Blown double glazed unit, reception, lower left pane.	Landlord repair item. Recorded now so it is not charged to the tenant later.
7.1	Three door keys listed by the agent; two handed over.	Key count agreed with the tenant on the day and noted at 7.1.

SUMMARY

The property at a glance

Overall condition	Good. Decoration in good order with light marks consistent with age.
Overall cleanliness	Professionally cleaned, with the exceptions graded Fair at 3.5, 4.9, 5.2 and 6.4.
Smoke alarms	1, entrance hall, tested and sounding.
Carbon monoxide	None seen. See Matters for the agent.
Appliances	Power seen only. Not tested for safety or function.

1 TO 2. SAFETY AND UTILITIES

Alarms and meters

Ref	Item	Location	Result	Photos
2.1	Smoke alarm	Entrance hall ceiling	Tested with test button, sounding. Replace by date on base: 2033.	P-003
2.2	Electric meter	Hall cupboard. Serial 21L0000000	Reading 41207.2 kWh, photographed at the display.	P-001
2.3	Gas meter	Kitchen base unit 1. Serial E6S00000000000	Reading 8812.450 m3, photographed at the dial.	P-002
2.4	Water meter	Not located. Agent to confirm whether one is fitted.	Not read.	

7. KEYS

Counted and handed over

Ref	Key	Listed	Handed to tenant	Photos
7.1	Front door, Yale	3	2. Third retained by agent (tenant informed).	P-004
7.2	Front door, mortice	2	2	P-004
7.3	Communal entrance fob	2	2	P-005
7.4	Window keys	1	1	P-005

SCHEDULE OF CONDITION

3. Entrance hall

Ref	Item	Description	Condition	Cleanliness	Photos
3.1	Front door	Painted timber fire door, white, self closer fitted. Chrome lever handle, Yale night latch, five lever mortice lock, spyhole, letter plate. Light scuff 30mm long at low level, outside face, hinge side.	Good	Good	P-010, P-011
3.2	Ceiling	White emulsion, flat. One ceiling mounted smoke alarm (see 2.1).	Good	Good	P-012
3.3	Walls	Pale grey emulsion. Two light scuffs at mid level, 40mm and 60mm, right of the meter cupboard. Two filled screw holes, left wall, 1.4m high.	Good	Good	P-013, P-014
3.4	Flooring	Grey oak effect laminate, aluminium threshold strip. No lifting or chips seen.	Good	Good	P-015
3.5	Cupboard	Meter and storage cupboard, white painted door, chrome knob. Interior contains consumer unit and electric meter (see 2.2).	Good	Fair: dust to floor and shelf	P-016

SCHEDULE OF CONDITION

4. Reception and kitchen

Ref	Item	Description	Condition	Cleanliness	Photos
4.1	Walls	Pale grey emulsion. Chip to plaster on external corner by kitchen entrance, 20mm, low level. Otherwise light marks consistent with age.	Good	Good	P-020, P-021
4.2	Windows	White uPVC double glazed, two openers, locks with key. All glass intact. Blown unit, lower left pane (misting between panes).	Fair	Good	P-022, P-023
4.3	Flooring	Grey oak effect laminate. Light surface scratches, 3 in number, 50 to 80mm, in front of the sink.	Good	Good	P-024
4.4	Kitchen units	Grey gloss handleless units, 5 wall and 5 base. All doors aligned and closing. Interiors clean and empty.	Good	Excellent	P-025
4.5	Worktop	White marble effect laminate. Heat ring mark, 90mm diameter, right of the hob.	Fair	Good	P-026
4.6	Oven	Integrated electric single oven, 2 shelves, 1 grill pan. Power seen, light working.	Good	Excellent	P-027, P-028
4.7	Hob	Four zone ceramic hob, touch controls. Power seen. No chips or cracks.	Good	Excellent	P-029
4.8	Fridge freezer	Freestanding, white. 4 glass shelves, 2 salad drawers, 3 freezer drawers. Seals intact.	Good	Excellent	P-030
4.9	Sofa	Grey fabric two seater on timber legs. Fire label seen. Brown mark 25mm, front of right seat cushion.	Good	Fair: mark described	P-031, P-032

SCHEDULE OF CONDITION

5. Bedroom 1

Ref	Item	Description	Condition	Cleanliness	Photos
5.1	Door	White painted timber, chrome lever handles. Closes and latches.	Good	Good	P-040
5.2	Walls	Pale grey emulsion. Blu tack residue, 4 points, above the bed position.	Good	Fair: residue described	P-041
5.3	Carpet	Grey twist pile, fitted. No stains seen.	Good	Good: vacuumed	P-042
5.4	Bed and mattress	Double bed, white timber frame. Double mattress, fire label seen, no stains.	Excellent	Excellent	P-043, P-044
5.5	Blind	White fabric roller blind, chain operated, working. Fraying 15mm, bottom right edge.	Fair	Good	P-045

SCHEDULE OF CONDITION

6. Bathroom

Ref	Item	Description	Condition	Cleanliness	Photos
6.1	Bath and screen	White acrylic bath, chrome mixer, fixed glass screen. Sealant intact.	Good	Good	P-050
6.2	Basin and WC	White ceramic basin on vanity unit; WC with soft close seat. Flush working.	Good	Excellent	P-051
6.3	Tiling	Grey ceramic wall and floor tiles. One cracked wall tile, right of the basin, 40mm crack.	Good	Good	P-052
6.4	Extractor	Ceiling extractor fan. Runs with the light.	Good	Fair: dust on grille	P-053

TENANT COMMENTS

Seven days to add anything missed

The tenant may add comments and photographs within seven days of receiving this report. Anything added is appended, dated, and does not alter the clerk's original entries.

Ref	Tenant comment	Date

DECLARATION

Signed by both parties

I confirm I have read this report and that, subject to any comments added within seven days, it is an accurate record of the property on the date shown.

Name	Signature	Date
Tenant		
For the landlord		

SCOPE

What this report is, and is not

This report records the visible condition and cleanliness of the property and its contents on the date and at the time shown. It is not a structural survey, a building survey, or a test of the safety or function of gas, electrical or water installations or appliances. Items are recorded as seen; heavy furniture is not moved, and locked rooms, lofts and packed items are not inspected. Descriptions of materials and makes are for identification only. Alarms are recorded as tested on the day using the test button only. The landlord, agent and tenant should read the report and raise any discrepancy in writing within seven days of receiving it.

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