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Handover Report



Address.....

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Prepared by: Clerk

Prepared on: 06/01/2020

For: .....

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Disclaimers

Disclaimer

Thanks for choosing Emphasis Inventories, we are an independent company and not affiliated with this property.

The purpose of this report is to record the condition of the property and its contents on the date shown.

Every effort has been made to carefully and correctly record the items, but it should be noted that our clerks are not experts in materials such as woods, fabrics, antiques or specialized materials, nor qualified property Surveyors.

The descriptions of the items are for identification purposes only so that they can be located and we can establish if the condition has changed between check in and check out.

Heavy items of furniture such as kitchen appliances, sofas, wardrobes and beds, will not be moved by our clerks and take no responsibility for the condition of any flooring underneath or the walls and skirting which surround the item.

Emphasis Inventories will not be responsible for any items which cannot be accessed easily or items which are out of sight, our clerks will not unpack boxes or inspect items which are out of reach.

Lofts & Cellars will not be inspected unless they are converted and safely accessible. Contents will therefore not be noted or checked.

If items are listed as 'in good order' it is accepted that they are free from any obvious soiling, fault or damage except where stated.

New items will be described as such when they are in a new building, still in their wrappings or with a receipt.

Our clerks will not be expected to count nor individually describe the number of books, CD's, DVD's, plants, cleaning items or miscellaneous items such as screws/nails and maintenance equipment unless specifically instructed to do so by the landlord or Managing Agency.

Electrical items will be tested for power only and we do not guarantee the safety of any such equipment or that they are fully working.

Boilers, Radiators & Water Supply will be tested for power / flow only where feasible and accessible and will not be fully tested. Gas fires will not be tested.

All meter readings will be taken when accessible and must be checked with relevant utility companies as we cannot be held responsible for any discrepancies

The Fire & Safety Regulations regarding Furnishings, Gas, Electrical and similar services are ultimately the responsibility of the Landlord or managing agent. Where the inventory notes Fire label seen, this should not be interpreted to mean that the item complies with the Furniture & Furnishings (Fire) (Safety) (Amendments) 1993 but is a record that the item had a label as described, or similar to that detailed, in the 'Guide to the Furniture & Furnishings' published by the Department of Trade & Industry on January 1997, (or subsequent edition), attached at the time the inventory report was compiled.

Smoke alarms and Carbon monoxide alarms will be tested only if there is a test button and the unit is reasonably reachable, the placement of the units remain the responsibility of the landlord or the managing agent.

Blinds will be described and listed within the report and checked for functionality. The safety regulations surrounding these remain the responsibility of the landlord or managing agent

Data Protection

General Data Protection Regulation - Privacy Notice

As part of our work, we may be provided with your personal data, in which case Emphasis will be a "data processor". In respect of such data,

Tenant Initials: _____

Emphasis will comply with the data protection principles under the General Data Protection Regulation and estate agents' data protection policies (in so far as they are relevant) in respect of the Processing of your Personal Data. The Personal Data we may process will include names, contact details and the addresses of properties moved in and/or out of.
Emphasis will only undertake processing of Personal Data as is reasonably required to perform the work and only when it has a legal basis normally in the form of a work contract. Emphasis will not disclose Personal Data to any person or company other than to whom disclosure is necessary for the performance of the Service and only when it has a legal basis normally in the form of a work contract. The report including the Personal Data will be stored by Emphasis, but the right to withdraw consent exists at any time. In addition to withdrawing consent there is also the right to get confirmation that the company holds personal data, access the data held, understand the purpose for why it is held, any disclosure of the data, storage timelines, the right to correct the data and where the data came from.
Emphasis receives Personal Data from landlords, tenants, estate agents, relocation companies or their representatives. Emphasis has in place appropriate technical and organisational measures against the accidental, unauthorised or unlawful processing, destruction, loss, damage or disclosure of your personal data, and adequate security programmes and processes to ensure that unauthorised persons do not have access to it or to any equipment used to process it. Individuals have the right to lodge a complaint with a supervisory body regarding how their Personal Data is stored, used and processed.

Checking Out

Upon completion of the tenancy the check out takes place.

Our clerks will return to the property and compare contents and conditions to that listed in the inventory and check in.

All of our clerks act within strict guidelines set out by the AIIC (Association of Independent Inventory Clerks) and will assess the property and record any differences, factors such as reasonable wear & tear are taken into account.

We do ask that the property contents are put back into their original location (as described in the inventory) to avoid any confusion. Failure to do this could result in items being listed as missing.

The tenant must be ready to fully vacate the property at the time of the check out unless stated in the contract or agreed with the landlord or managing agent.

During the check out our clerks will be checking the following:

Furniture:
We will be checking for missing items, soiling, stains, breakage, scratch marks, dents, chip marks & general cleanliness.

Flooring (all kinds):
We will be checking for scrapes, scratches, stains, burn marks, shading & general cleanliness.

Carpets & Rugs:
We will be checking for soiling, burn marks, stains, general cleanliness & any other obvious damage.

Curtains:
We will be checking for stains, discolouration, rips, burn marks & general cleanliness.

Towels / Bed linen/ Throws or similar items:
We will be checking for soiling, burn marks, shading, rips & general cleanliness.

Mattresses:
We will be checking for soiling, cleanliness & any other obvious damage.

Garden:
We will be checking for non-maintained fencing or bordering, patio condition, lawn condition, general cleanliness & any other obvious damage.

Tenant Initials: _____

Animals:
The tenancy agreement may state the keeping of house pets in the property. Any damage, soiling or scratching will be reported.

The property should be maintained to its original condition after the tenancy is completed otherwise charges will be occurred. This may require interior repairs, fabric cleaning and professional cleaning. All items should be replaced to their original position in order to avoid any delays or confusion.

Check Out Actions / Responsibilities:

CC - Cleaning Charge
Not cleaned to a suitable standard as per check-in report, further cleaning costs may be charged

MI - Maintenance Issue
Requires maintenance in this particular area

T - Tenants Responsibility
In the clerks professional opinion, sole responsibility lies with the tenant

WT - Fair Wear & Tear
Factors such as condition at check in, length of tenancy, location of item, quality of item etc are taken into account when stating our opinion

U - Unable to recommend
Unable to make any recommendation, this could be due to the item not being listed at check in

PLEASE READ THIS REPORT THOROUGHLY PRIOR TO SIGNING / AGREEING TO IT.

Any comments, disagreements or discrepancies should be noted by the Tenant, Landlord or Managing agency within 7 working days from receipt of the report. Any disagreements regarding the check in should be reported to Emphasis within the above mentioned time frame so that the report can be remedied. Emphasis Inventories cannot be held responsible for any errors or omissions after the above mentioned time frame and limits any liability to the cost of the report.

Tenant Initials: _____

Checklist

Item	Value	Comments
Evidence of Smoking?	No	
Evidence of Pets?	No	
Cleaning Issues?	No	
Keys Handed Over?	Yes	
Smoke Alarms & CO Alarms Tested?	Yes	
Odour Present?	No	
Meter Readings Obtained	Yes	

Tenant Initials: _____

1. Functionality

Item	Description	Condition
1.1 Electrics	Sockets	All tested and working
1.1.1	Lights	All tested and working 1 bulb not fitted in bathroom 1 bulb not fitted in shower room 1 light fitting to 1 dressing room cupboard does not always switch on when door opened
1.1.2	Switches	All tested and working
1.1.3	Power circuits	All tested and working
1.1.4	Any other electrical installation, please list	All tested and working (list any limitation to the ability to fully test)
1.2 Appliances	Extractor fan	Light works Fan works Serial number: not seen
1.2.1	Induction Hob	Power seen Rings heating up (Induction hobs can only be tested for power without casseroles in place. Delete this comment if irrelevant) Serial number: 0952404003
1.2.2	Oven	Light seen Tested and providing heat Serial number: H6260BP
1.2.3	Fridge/ Freezer	Power seen Light working Tested and appears cold Model number: 39296/3802-V01
1.2.4	Washer / dryer	Tested and working (one cycle run) Model number: 10505220
1.2.5	Dishwasher	Tested and working (one cycle run) Serial number: 64/104259403
1.2.6	Grill	Light seen Power seen Serial number: H6200BM
1.2.7	Hot plate	Tested and working Power seen Serial number: 7935800000
1.2.8	Wine cooler	Light seen Power seen Serial number: 11707151126
1.3 Heating	Radiators (under floor heating)	All radiators providing heat

Tenant Initials: _____

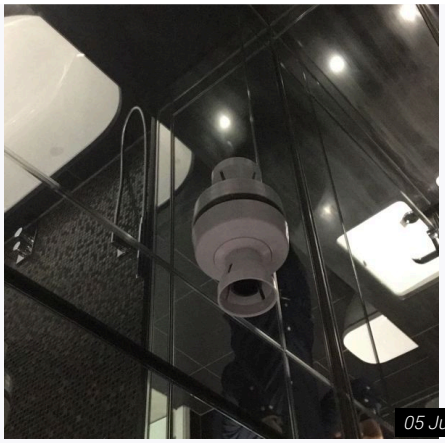
1. Functionality (Cont.)

1.3.1	Towel rails	All towel rails providing heat
1.4 Ventilation System	Vents as fitted	All vents extracting air
1.5 Alarms	Motion sensors	All sensors registering movement
1.6 Water & Waste Water	Cold water	Flowing in all taps (including showers and baths)
1.6.1	Hot water	Flowing in all taps (including showers and baths)
1.6.2	Toilet cisterns	Flushing and re-filling properly
1.6.3	Waste water	Tested and outflow works
1.6.4	Plugs	Tested and opening/closing properly
1.6.5	Stop cocks/valves	Located in: entrance hall cupboard and kitchen unit below sink
1.7 Windows / doors	External / internal doors open, close & lock	Tested and working
1.7.1	Doorbell	Tested and working
1.7.2	Entry phone	Tested and working Unable to fully test as entry phone seems to be integrated into 'Samsung' tablet / control panel (needs to be logged in with email and password, please refer to image)
1.7.3	Handles	Tested and working
1.7.4	Glazing	Intact
1.8 Cleaning Standard	-	Property professionally cleaned (cleaning receipt not seen) Glazing clean to interior and not fully clean to exterior (bedroom windows)
1.9 Parking	Parking space (dictate if it exists)	Not inspected (builders agent not knowing where is it is)
1.9.1	Bike storage (dictate if it exists)	Not inspected (builders agent not knowing where is it is)
1.10 COMMUNAL AREAS	-	In good order Newly decorated Works carried out in exterior front areas (workmen present) (some fences are also present)

Tenant Initials: _____

1. Functionality (Cont.)

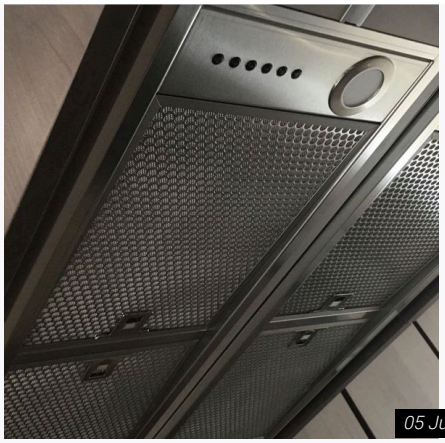
1.11 House Pack / Manuals	-	Located in kitchen for: Fridge / freezer Grill Oven Hot plate Washer / dryer Dishwasher Hob Extractor fan Some other user guides including maintenance of flat Sockets Heating control Ventilation control 'Samsung' tablet (control panel)
1.12 Alarms	Smoke alarms	Power seen Sound heard



Ref # 1.1.1



Ref # 1.1.1



Ref # 1.2



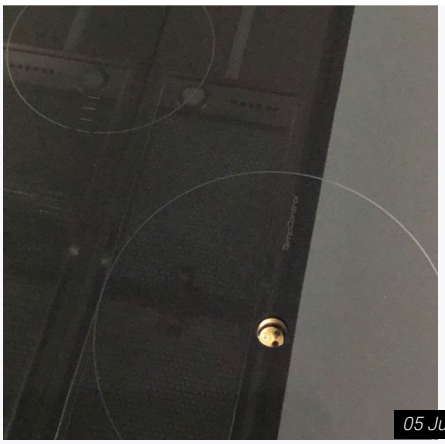
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Tenant Initials: _____

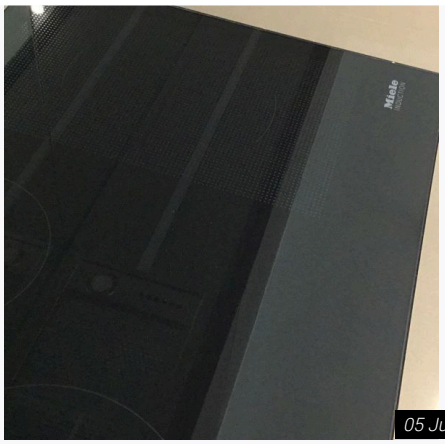
1. Functionality (Cont.)



Ref # 1.2.1



Ref # 1.2.1



Ref # 1.2.1



Ref # 1.2.2



Ref # 1.2.2



Ref # 1.2.2

Tenant Initials: _____

1. Functionality (Cont.)



Ref # 1.2.2



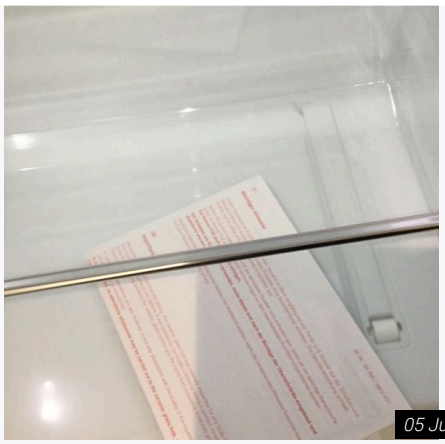
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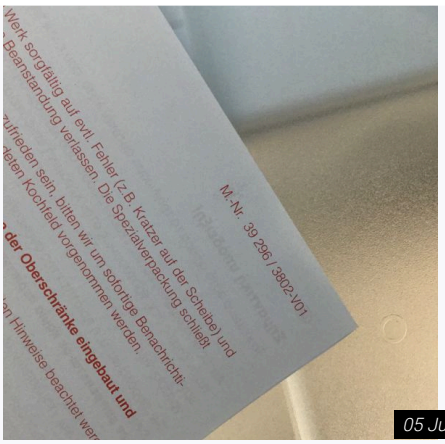
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Ref # 1.2.3



Ref # 1.2.3



Ref # 1.2.3

Tenant Initials: _____

1. Functionality (Cont.)



Ref # 1.2.3



Ref # 1.2.4



Ref # 1.2.4



Ref # 1.2.4



Ref # 1.2.4



Ref # 1.2.5

Tenant Initials: _____

1. Functionality (Cont.)



Ref # 1.2.5



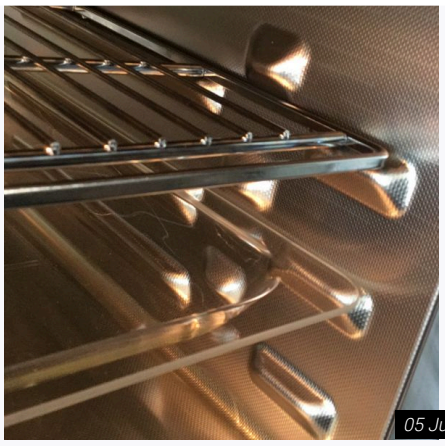
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Ref # 1.2.6



Ref # 1.2.6



Ref # 1.2.6



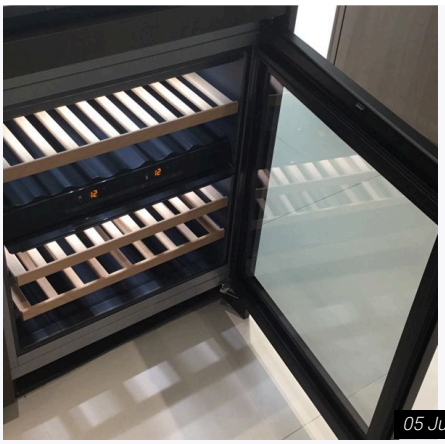
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Tenant Initials: _____

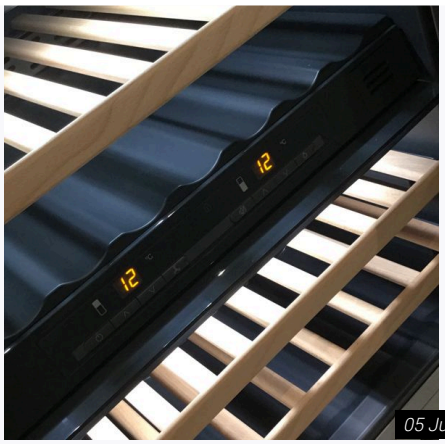
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Ref # 1.2.7



Ref # 1.2.7



Ref # 1.2.7



Ref # 1.2.7



Ref # 1.2.7



Ref # 1.2.7

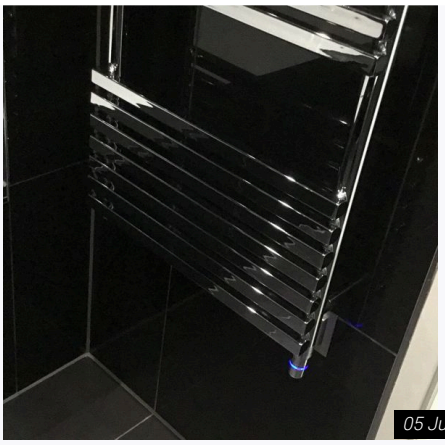
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1. Functionality (Cont.)



05 Jul 2018 10:20

Ref # 1.2.7



05 Jul 2018 10:26

Ref # 1.3.1



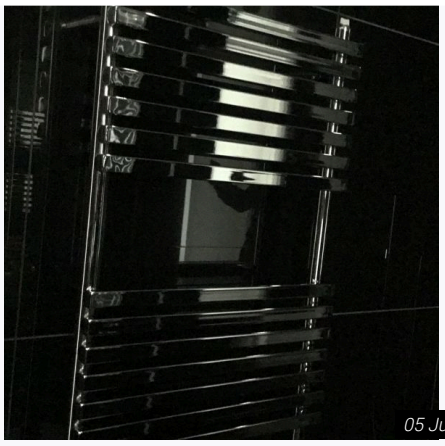
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Ref # 1.3.1



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Ref # 1.3.1



05 Jul 2018 10:28

Ref # 1.3.1

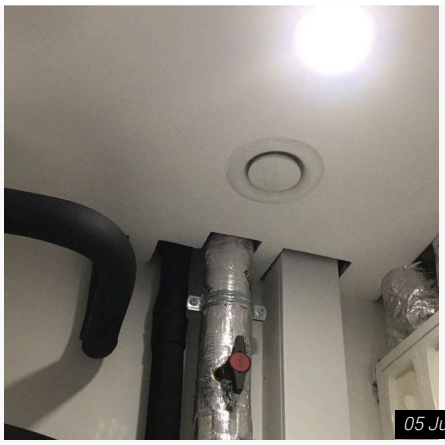


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Ref # 1.4

Tenant Initials: _____

1. Functionality (Cont.)



Ref # 1.4



Ref # 1.5



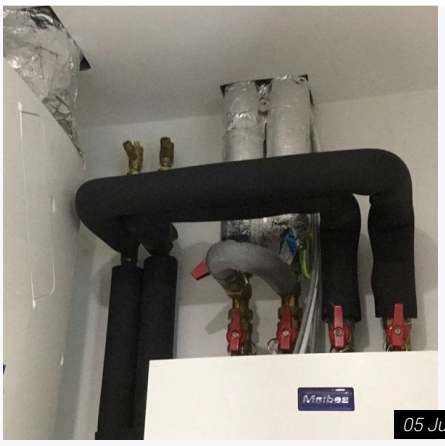
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Ref # 1.6.5



Ref # 1.6.5



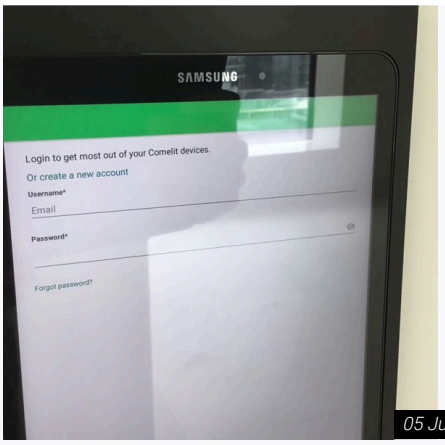
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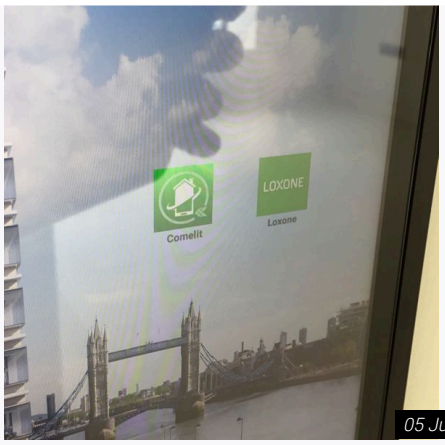
1. Functionality (Cont.)



Ref # 1.6.5



Ref # 1.7.2



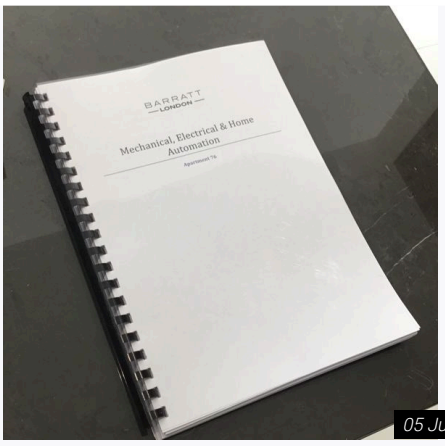
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Ref # 1.11



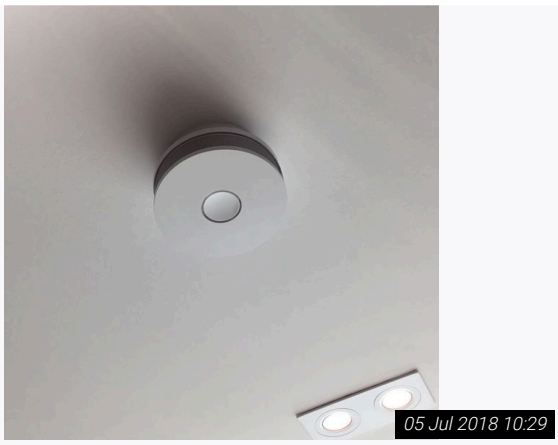
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Ref # 1.11

Tenant Initials: _____

1. Functionality (Cont.)



Ref # 1.12

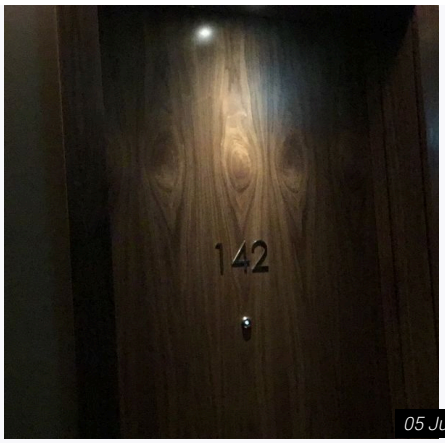
Tenant Initials: _____

2. Decorative Issues:

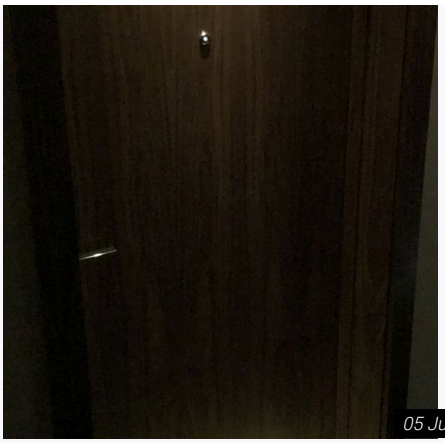
Item	Description	Condition
2.0.1 Entrance Hall	Cupboards (left hand side)	Left hand side handle is loose
2.0.2	2nd cupboard (right hand side)	Left hand side handle slightly loose
2.0.3	Flooring	Chipped to edge forward from entry
2.0.4 Dining Area	No decorative issues	
2.0.5 Reception	Windows	Glazing heavily rain soiled to exterior
2.0.6 Open Plan Kitchen	Work surface / island	1 small chip / defect below knee height to 1 corner of island section (left hand side of breakfast bar area) 1 possible repaired chip to 1 edge to top surface of island area (opposite fridge / freezer)
2.0.7	Kitchen units and drawers	Few splash type marks to base of unit below sink
2.0.8 Utility Room	No decorative issues	
2.0.9 Shower Room	Lighting	White plastic light bulb not fitted
2.0.10	Shower	Some watermarks to large showerhead
2.0.11	Left hand side medicine cabinet	Shelves not seen
2.0.12 Bedroom 1 (left)	Windows	Glazing heavily rain soiled to exterior
2.0.13	Wardrobe / cupboards	Light does not always switch on to interior opposite entry
2.0.14 Balcony	No decorative issues	
2.0.15 Dressing Room	No decorative issues	
2.0.16 Bedroom 2 (right)	Windows	Glazing exterior heavily rain soiled
2.0.17 Bathroom	Door	Twist lock slightly loose
2.0.18	Light	White plastic light bulb not fitted
2.0.19	Walls, black (shower seating area)	1 circular mark by centre
2.0.20	Shower	Some watermarks to large showerhead

Tenant Initials: _____

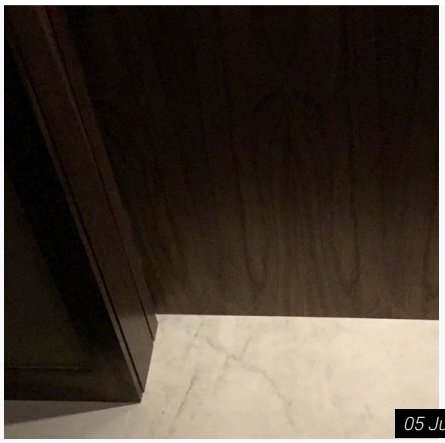
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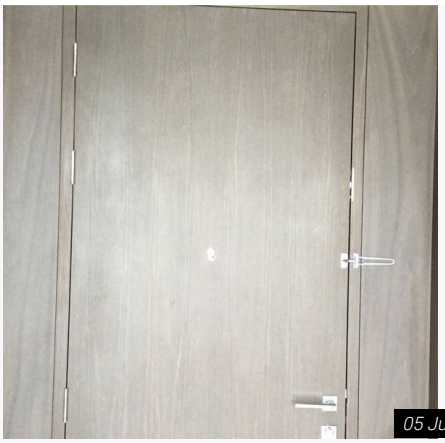
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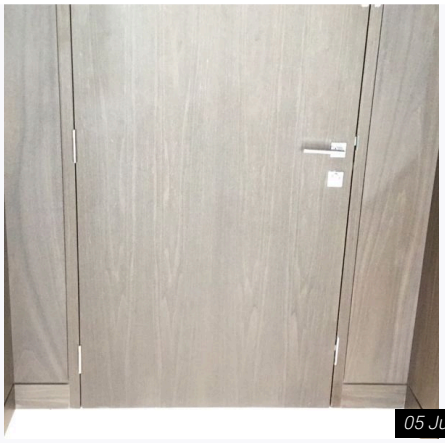
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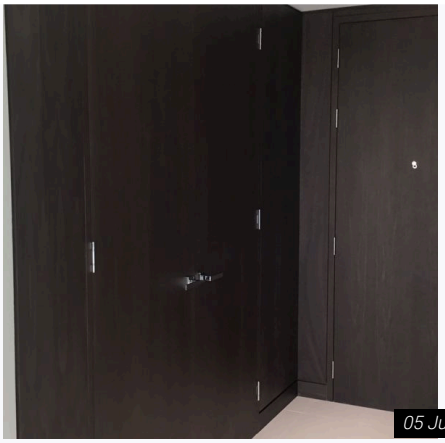
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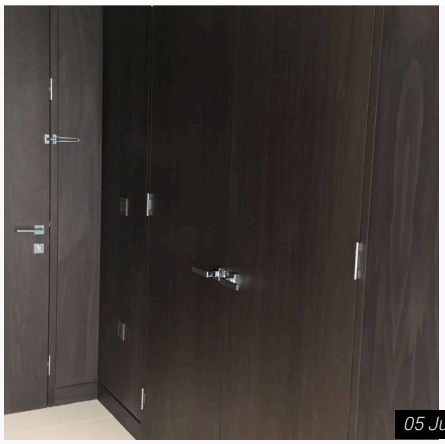
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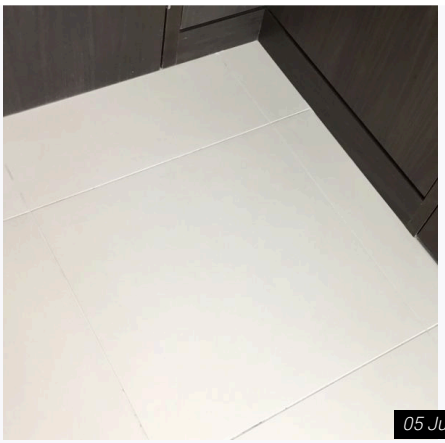
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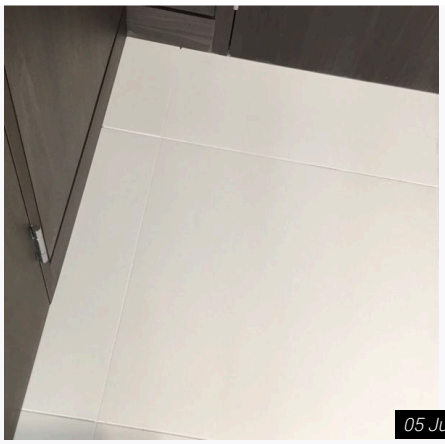
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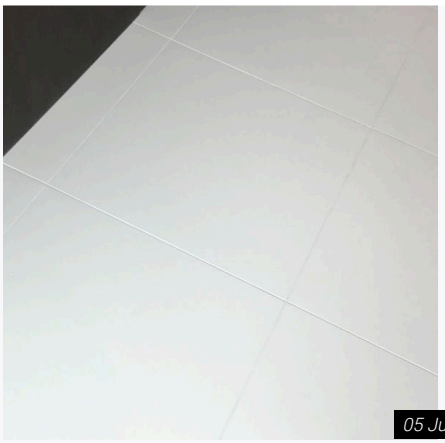
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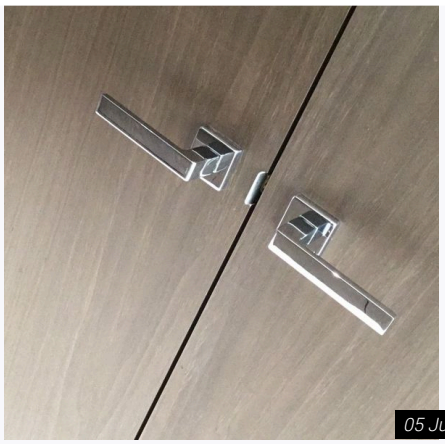
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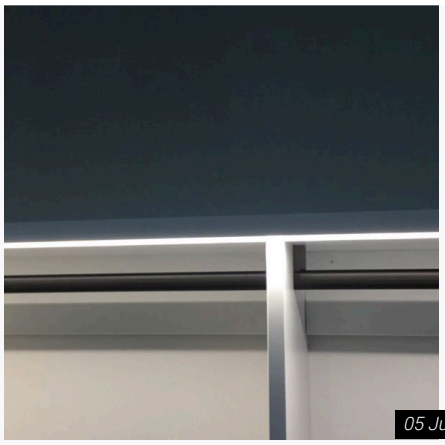
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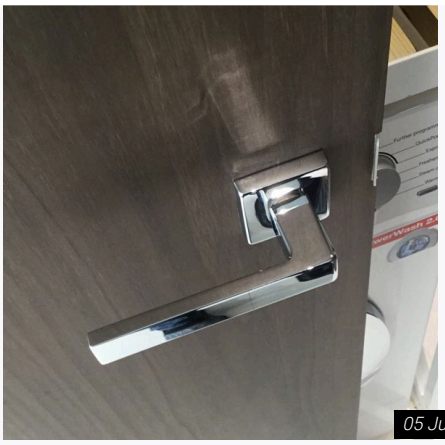
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2. Decorative Issues: (Cont.)



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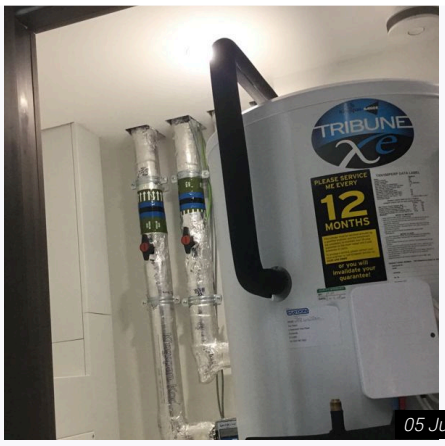
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Ref # 2.0.1



Ref # 2.0.1



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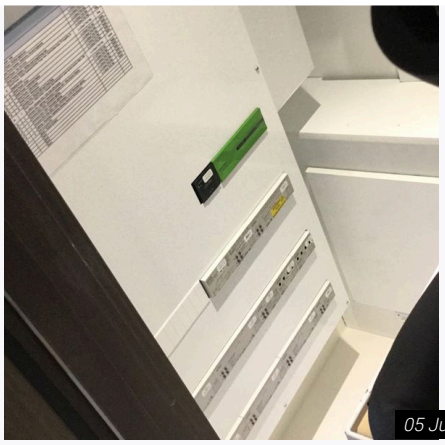
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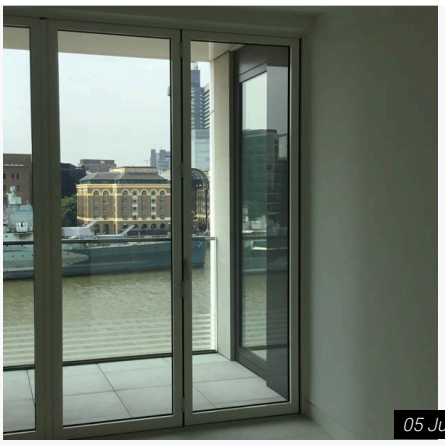
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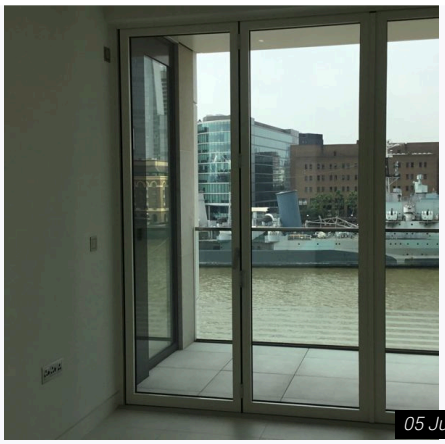
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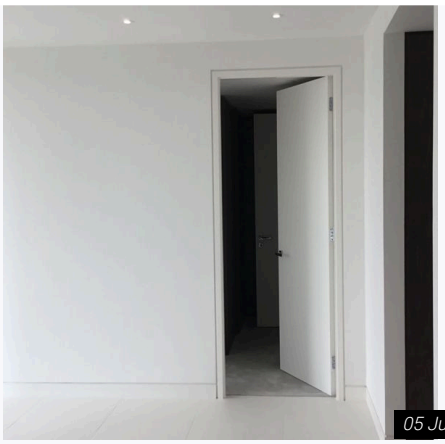
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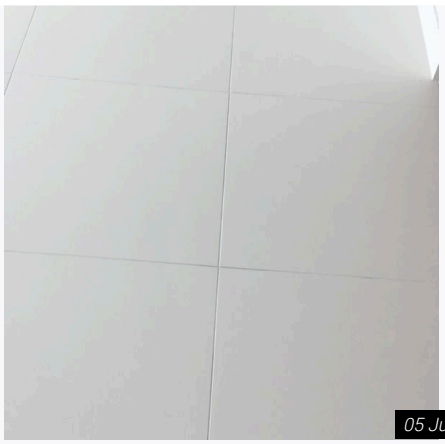
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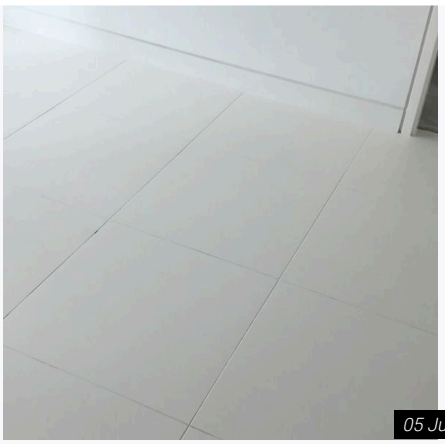
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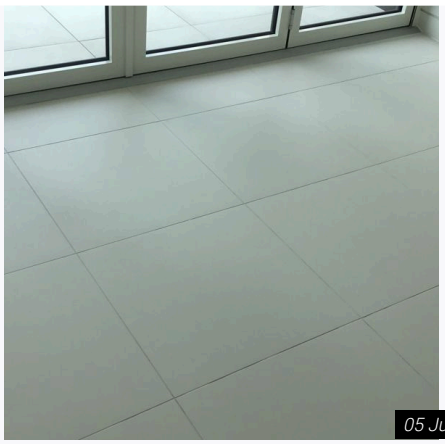
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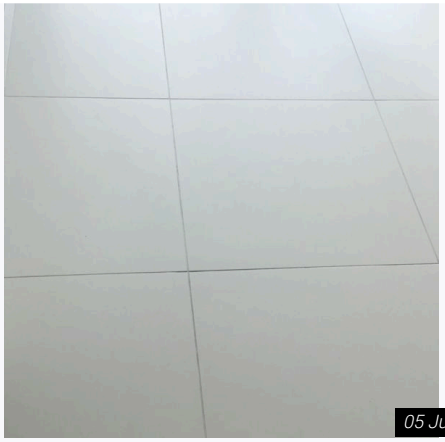
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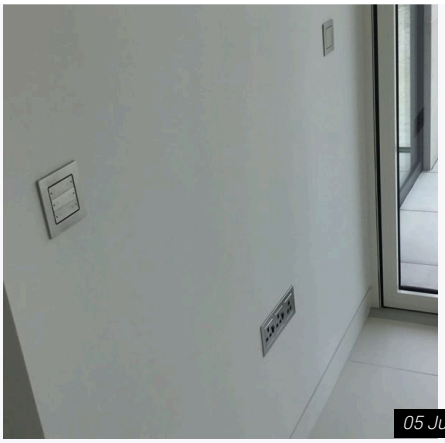
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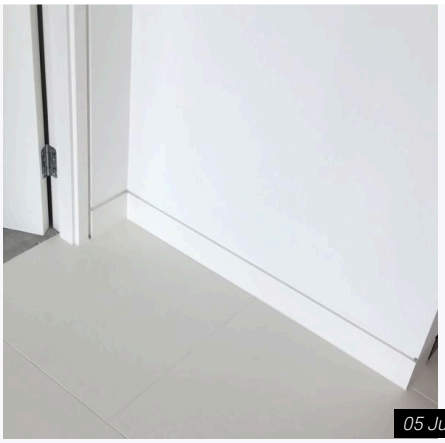
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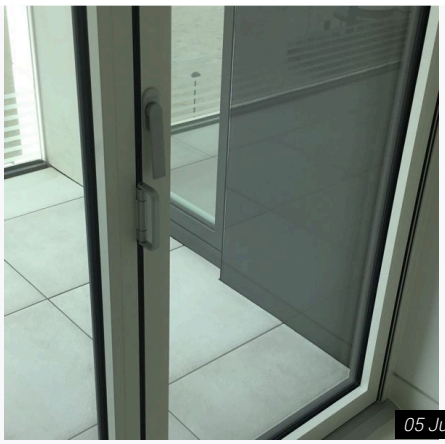
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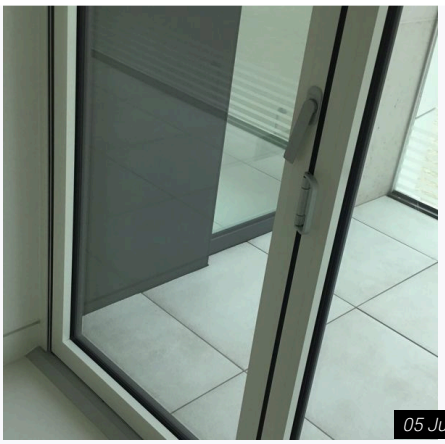
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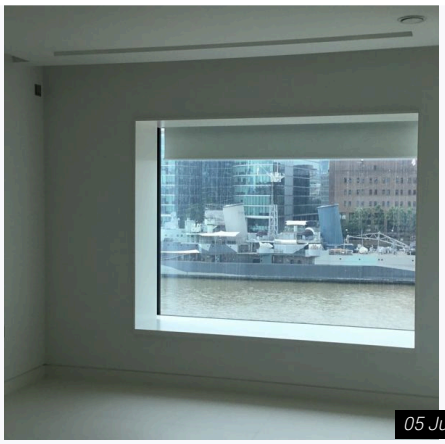
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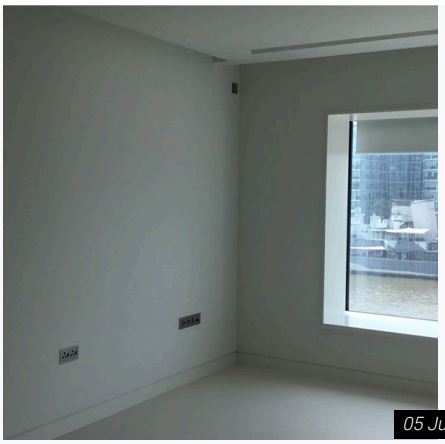
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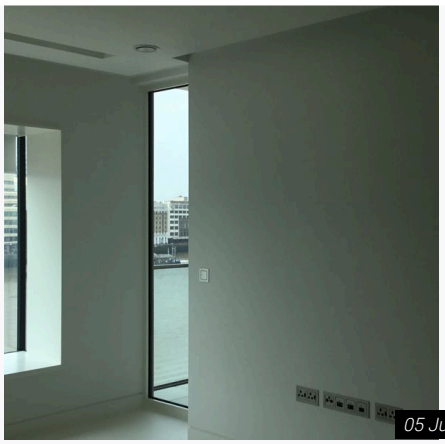
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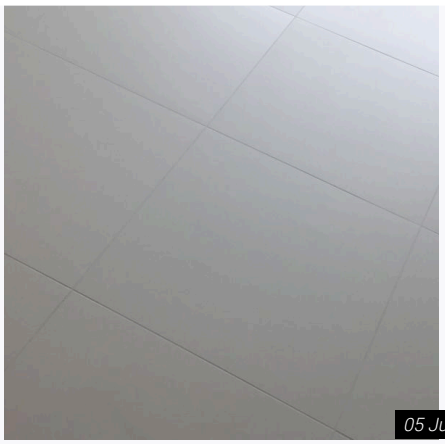
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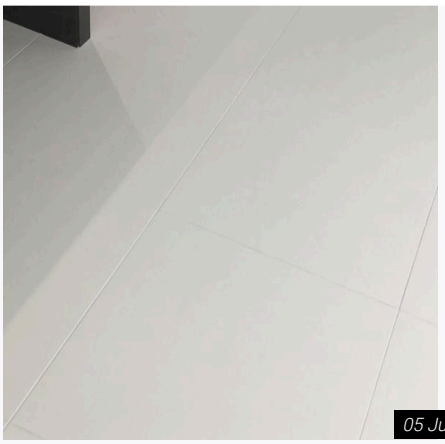
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Ref # 2.0.5



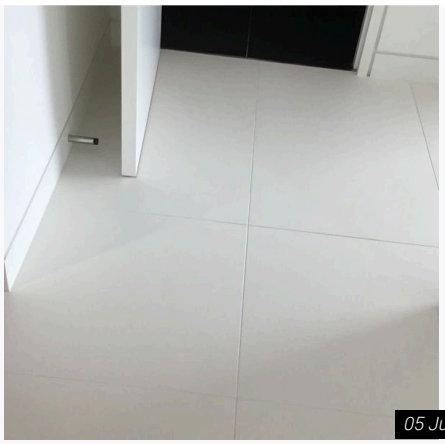
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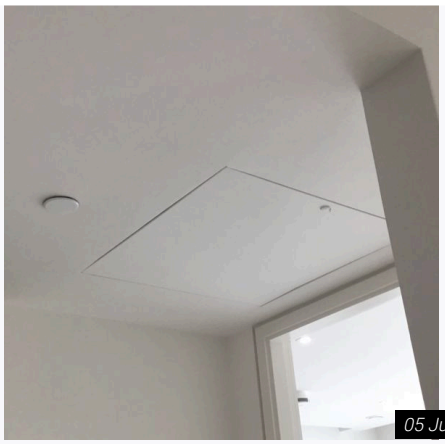
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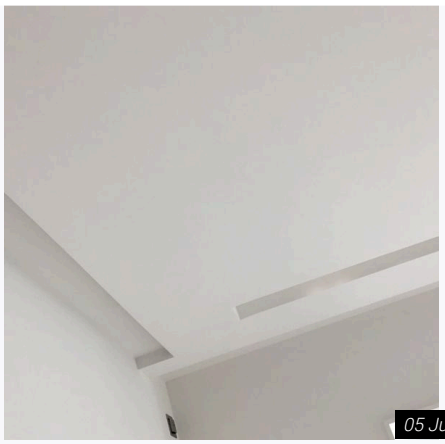
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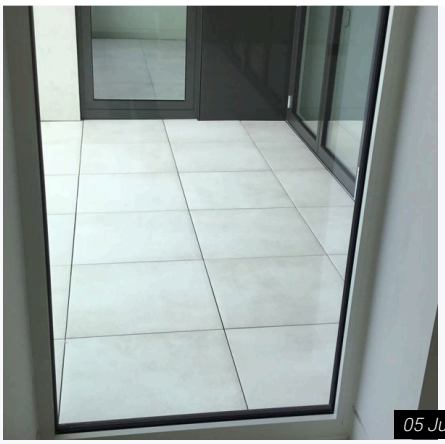
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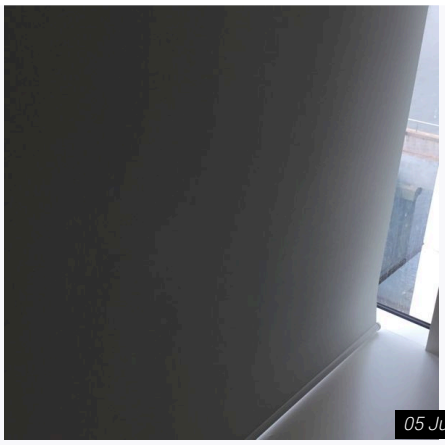
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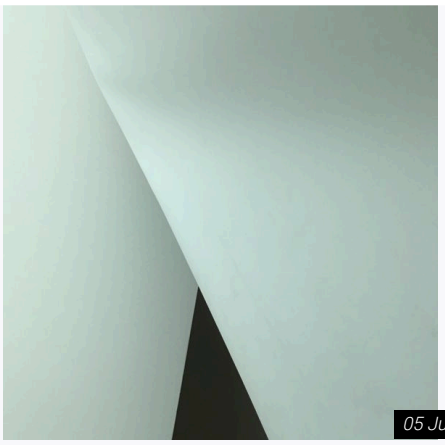
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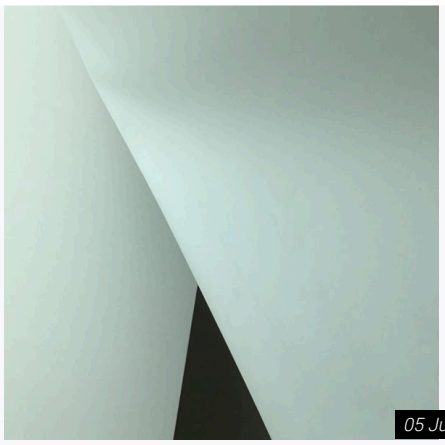
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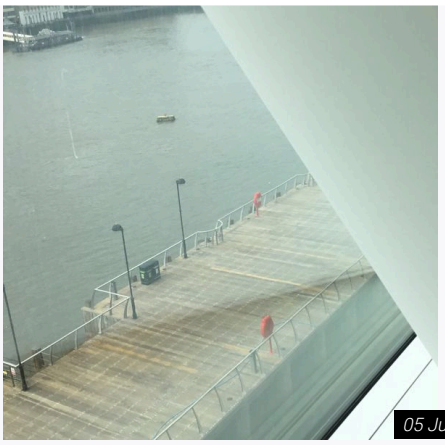
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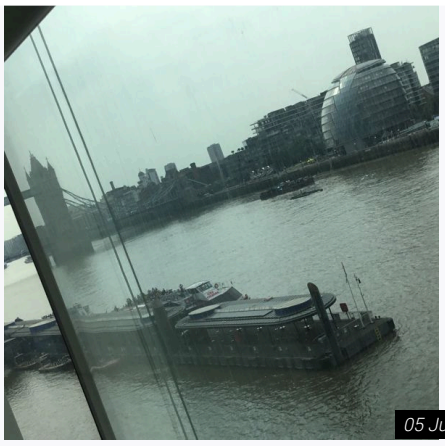
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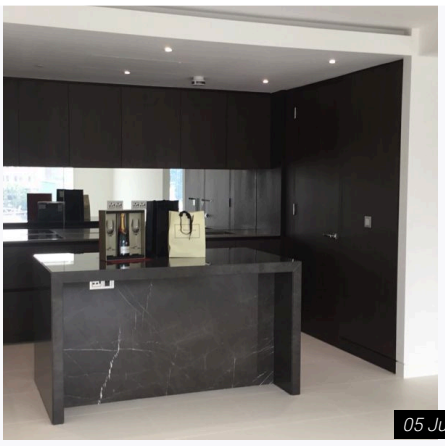
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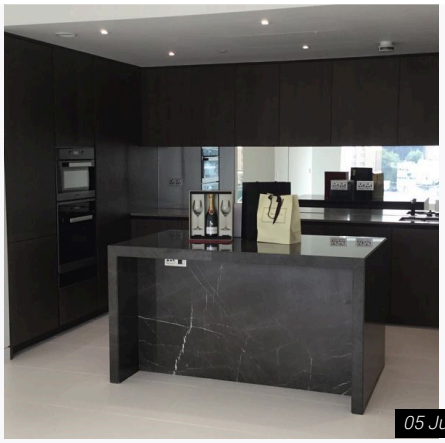
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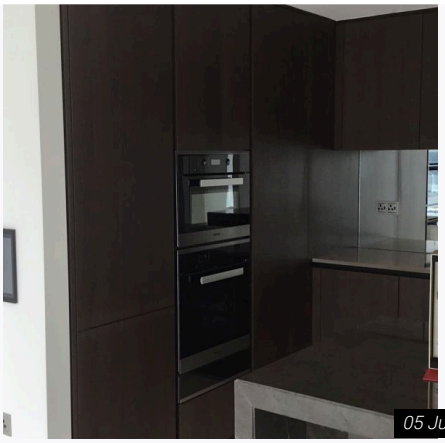
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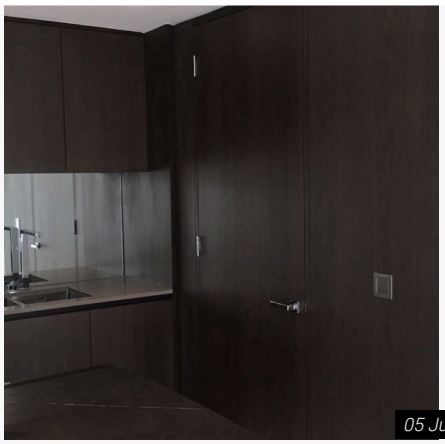
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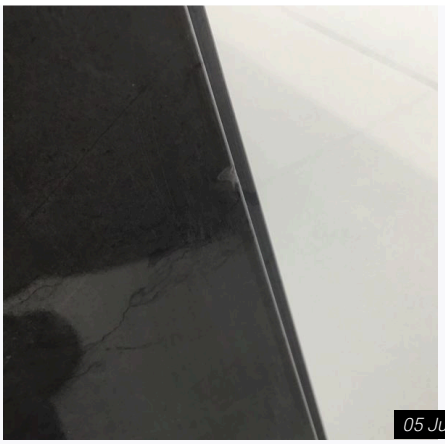
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Ref # 2.0.6



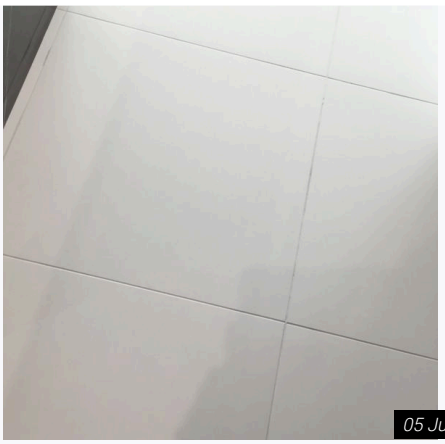
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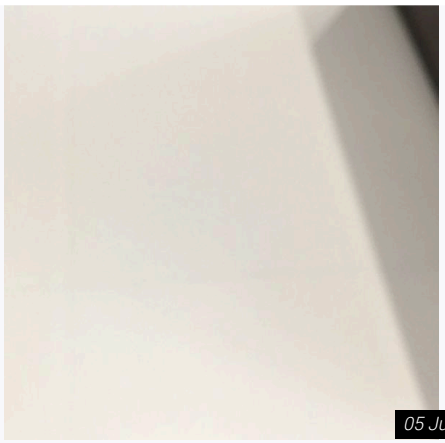
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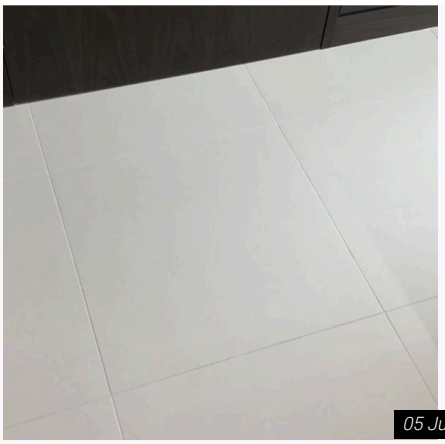
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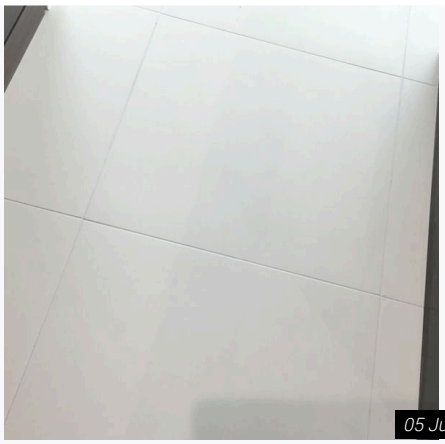
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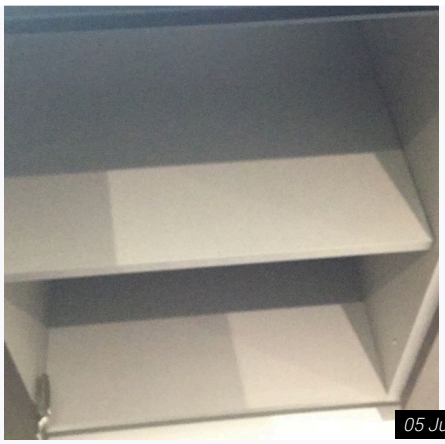
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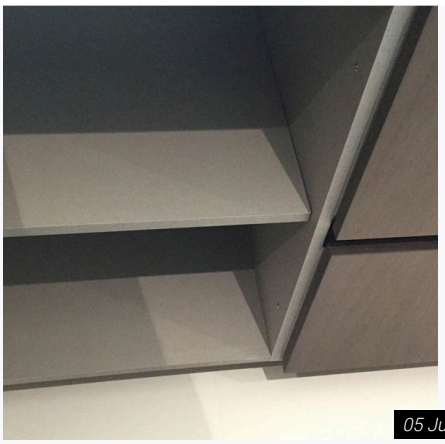
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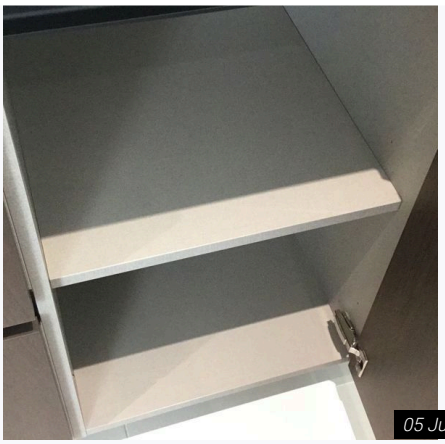
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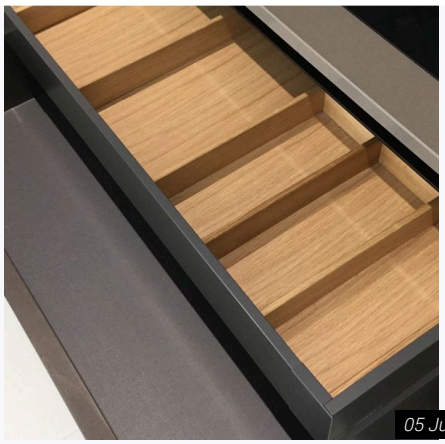
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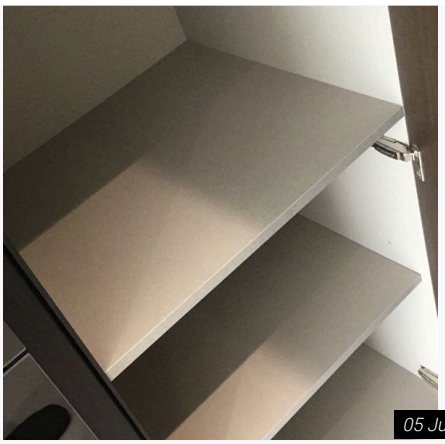
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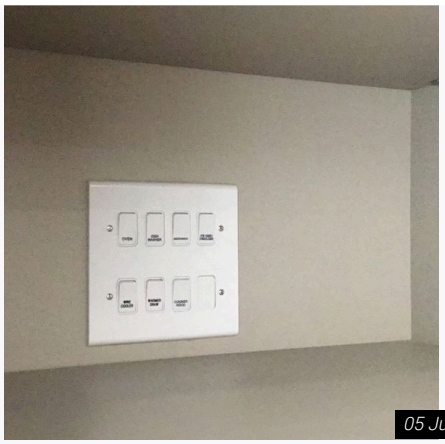
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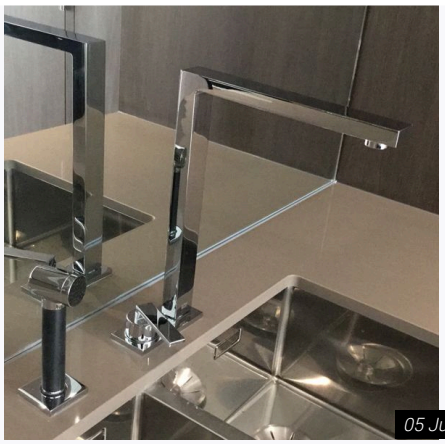
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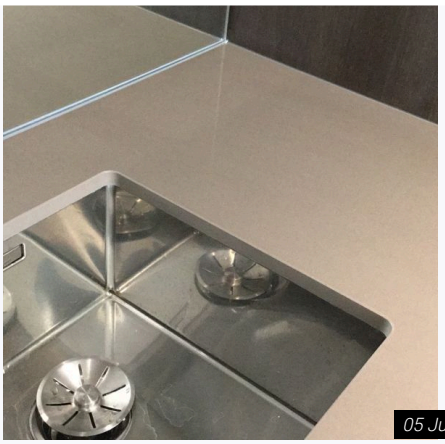
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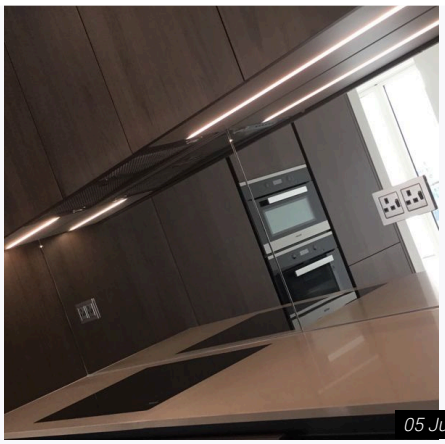
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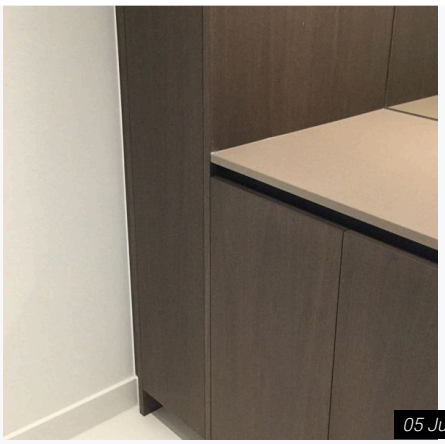
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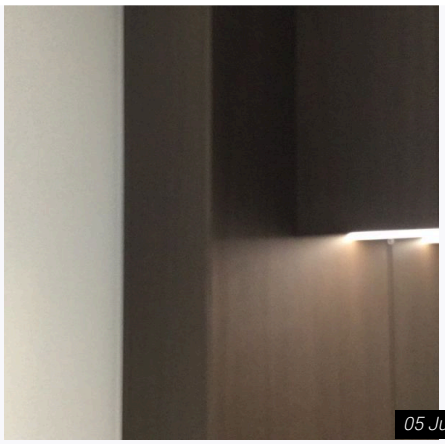
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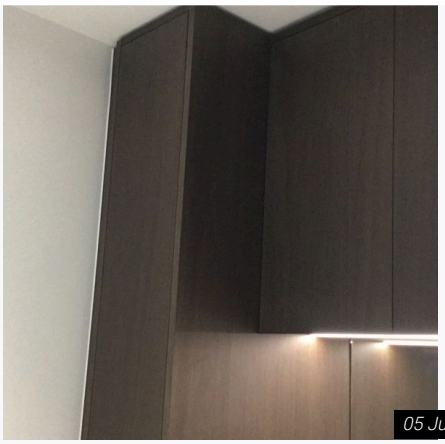
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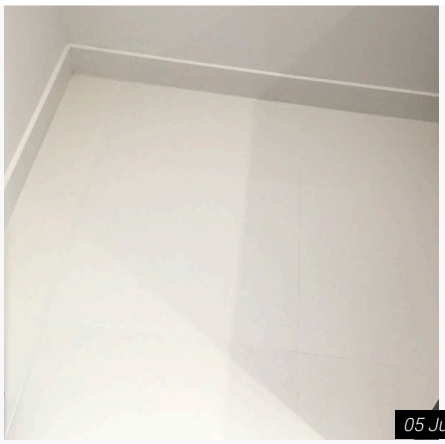
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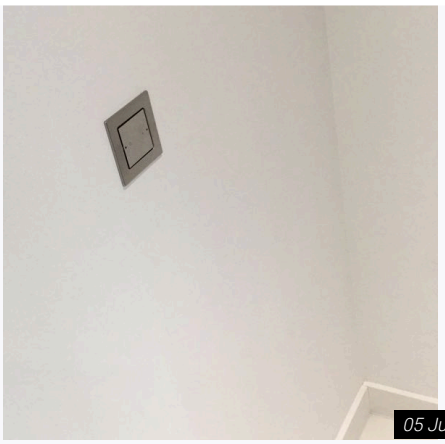
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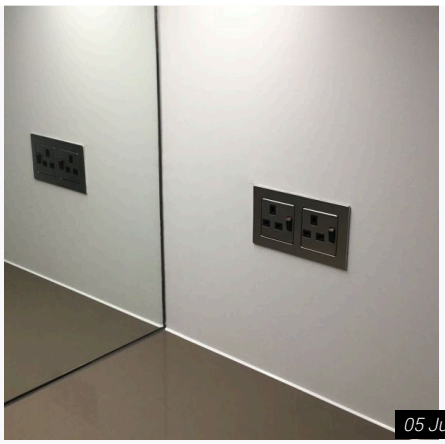
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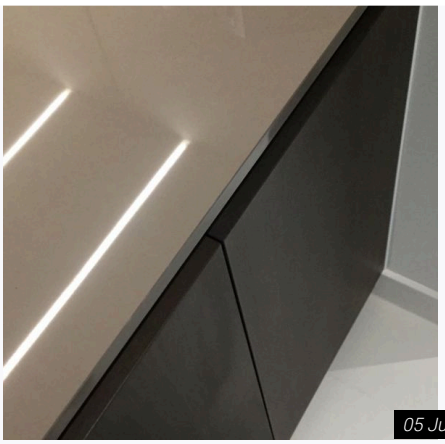
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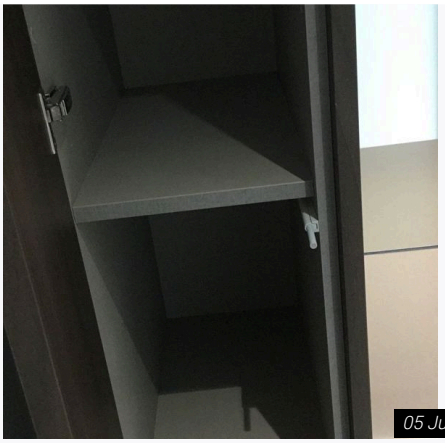
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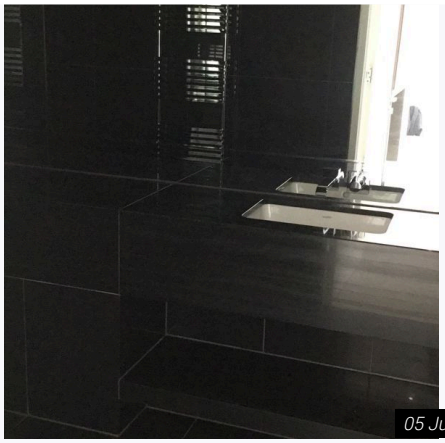
2. Decorative Issues: (Cont.)



Ref # 2.0.8



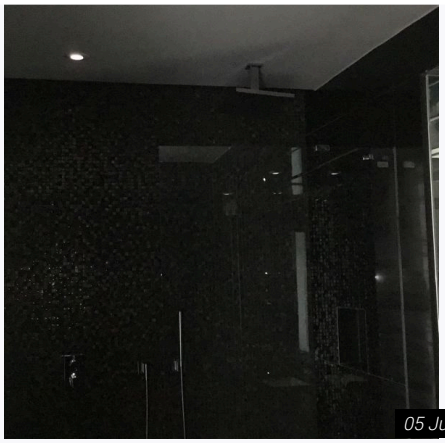
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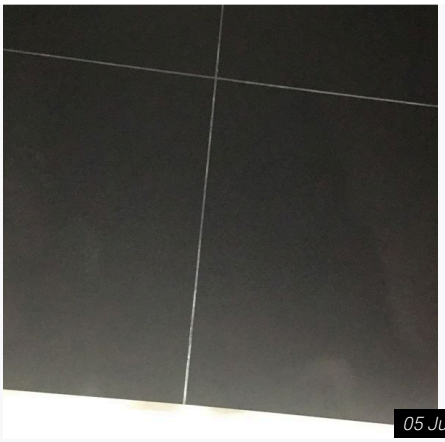
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Ref # 2.0.9



Ref # 2.0.9



Ref # 2.0.9

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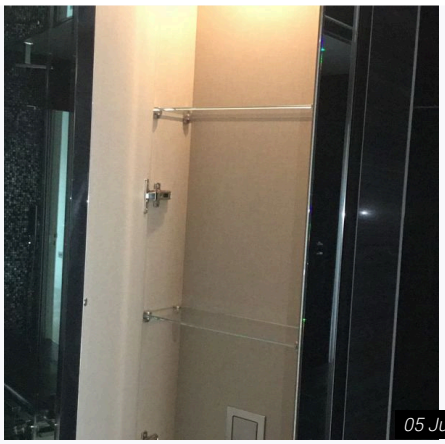
2. Decorative Issues: (Cont.)



Ref # 2.0.9



Ref # 2.0.9



Ref # 2.0.9



Ref # 2.0.9



Ref # 2.0.9



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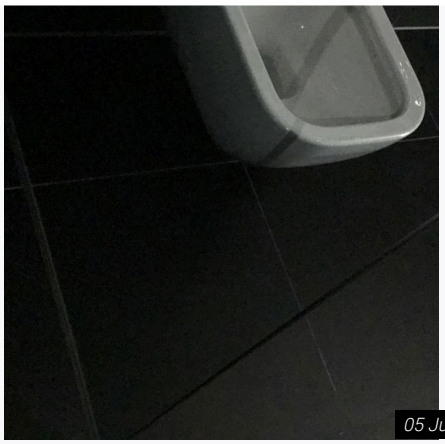
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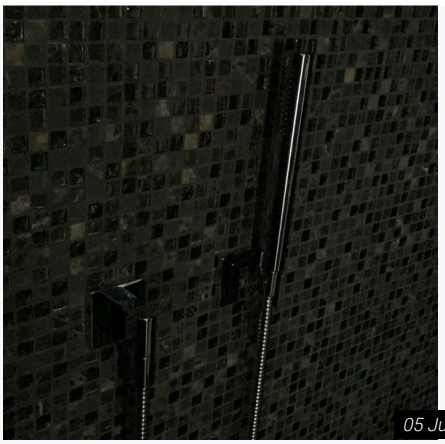
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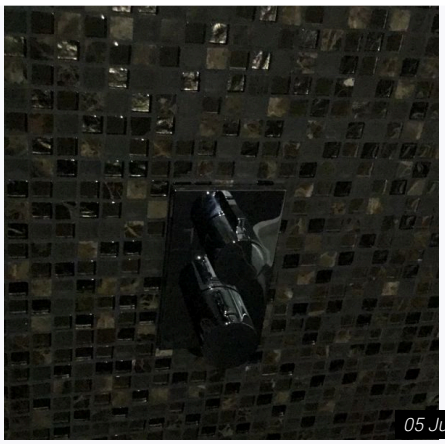
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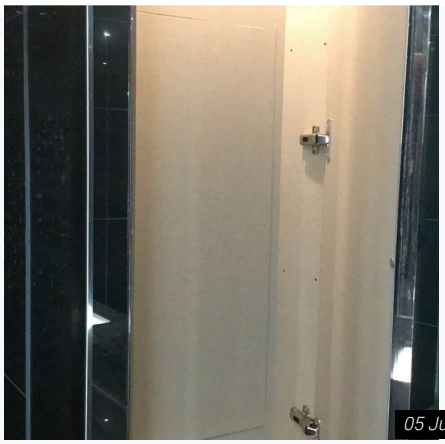
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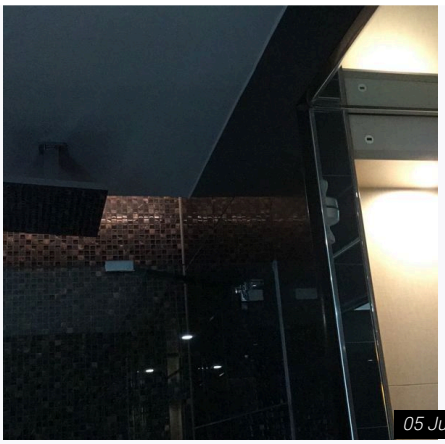
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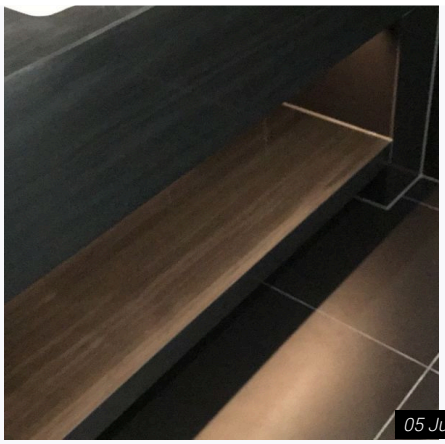
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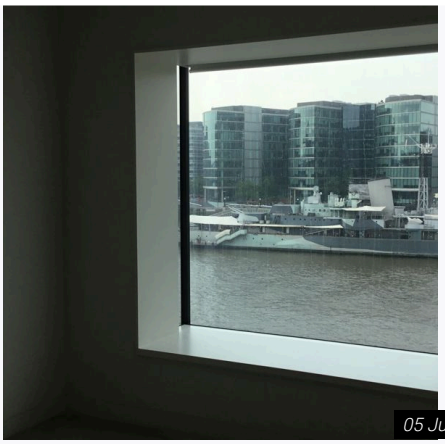
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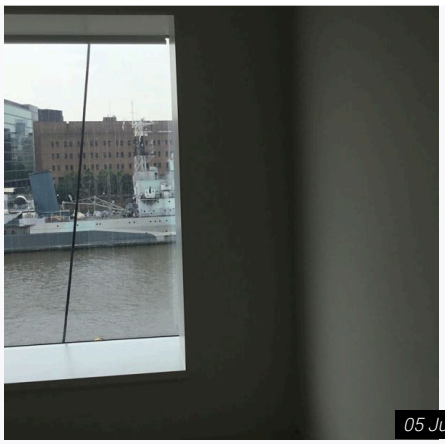
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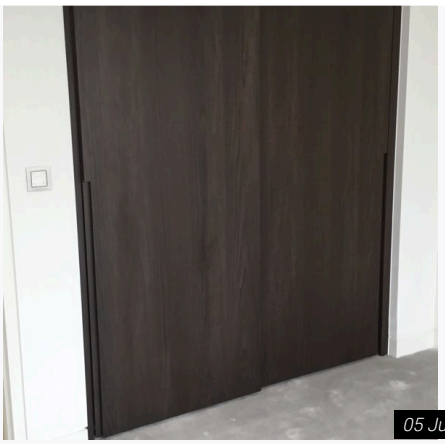
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Ref # 2.0.12



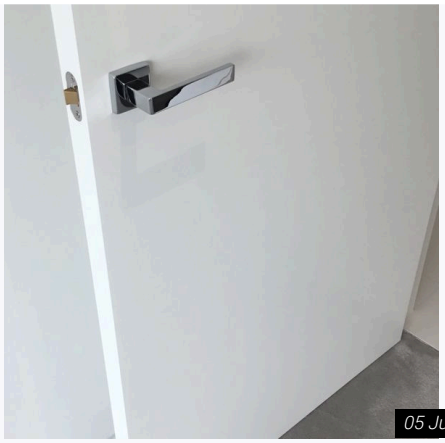
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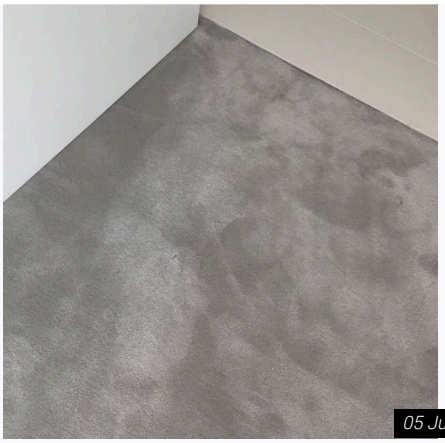
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2. Decorative Issues: (Cont.)



Ref # 2.0.12



Ref # 2.0.12



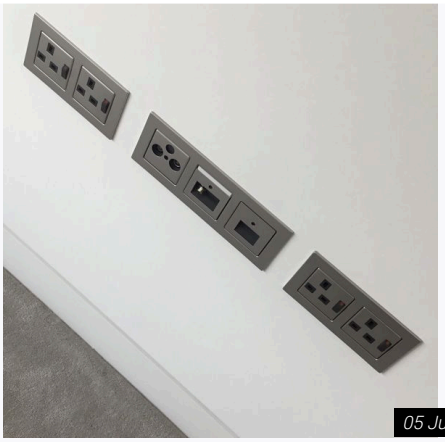
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Ref # 2.0.12



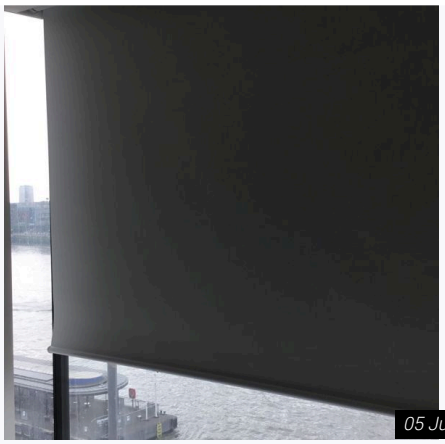
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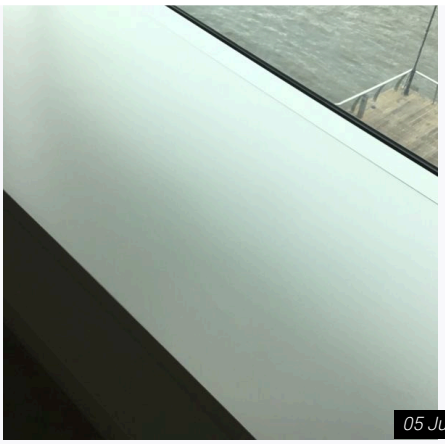
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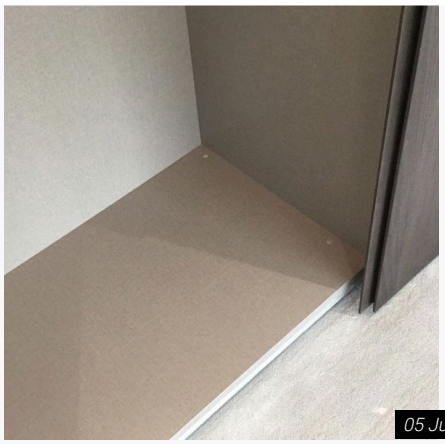
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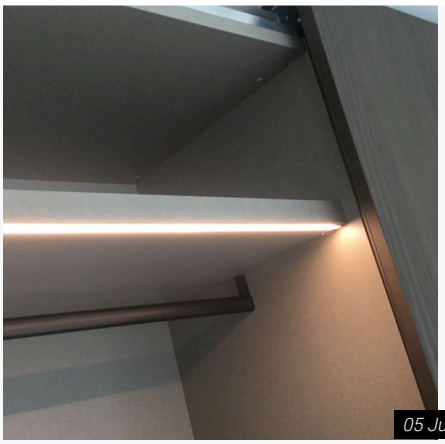
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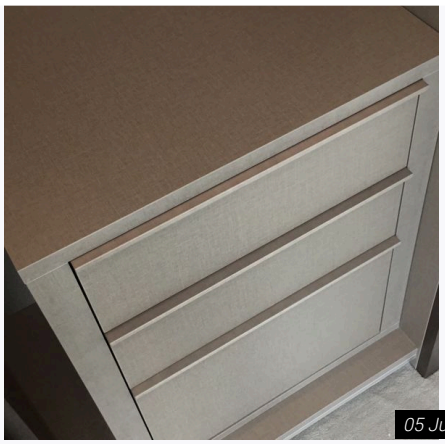
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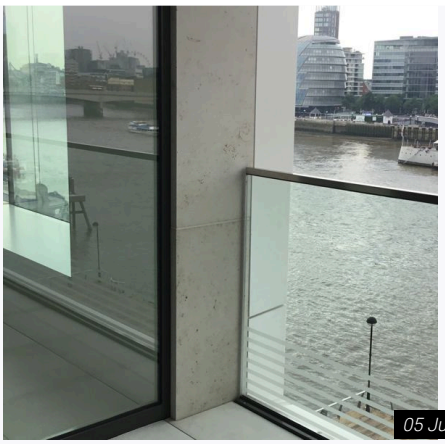
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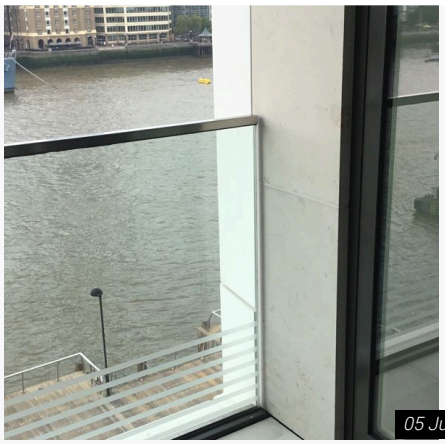
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Ref # 2.0.14

Tenant Initials: _____

2. Decorative Issues: (Cont.)



Ref # 2.0.14



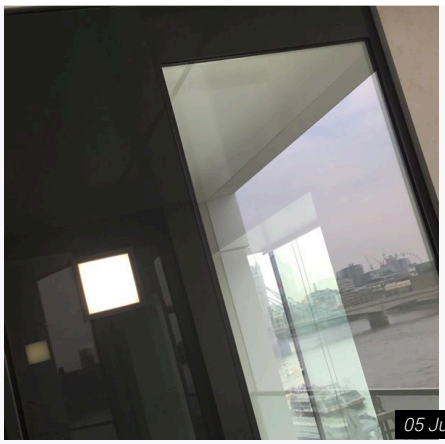
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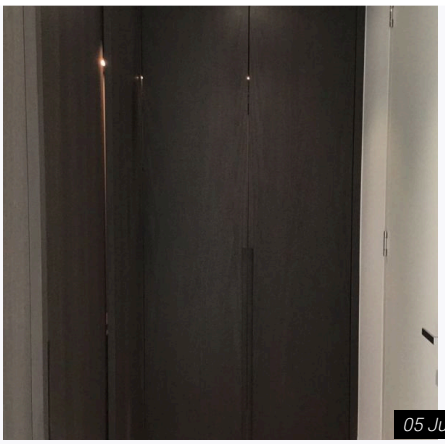
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Ref # 2.0.14



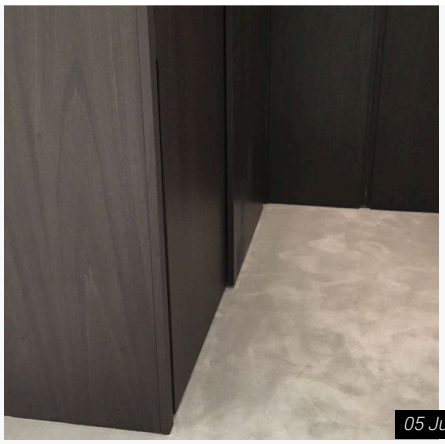
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Ref # 2.0.15

Tenant Initials: _____

2. Decorative Issues: (Cont.)



Ref # 2.0.15



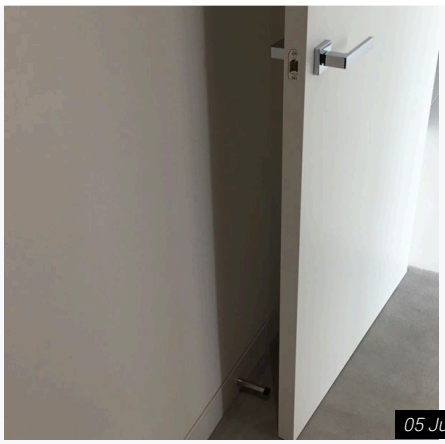
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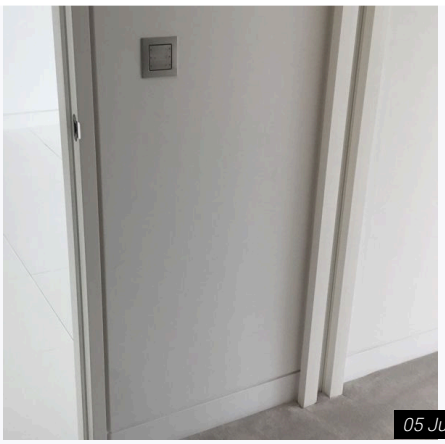
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Ref # 2.0.15



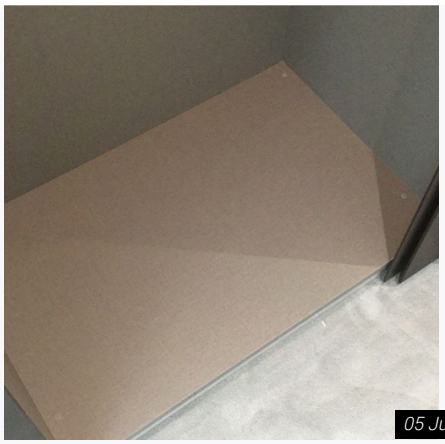
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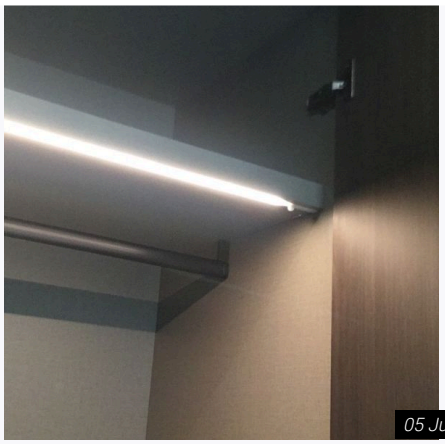
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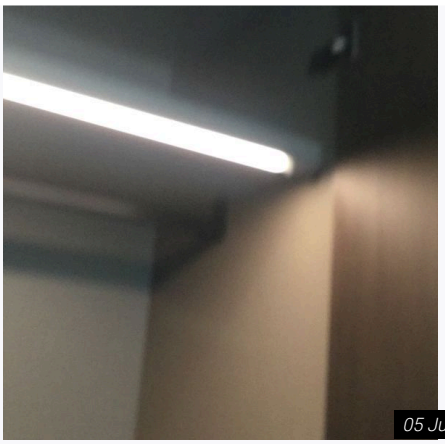
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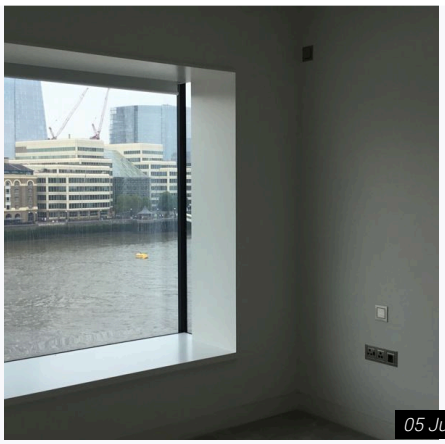
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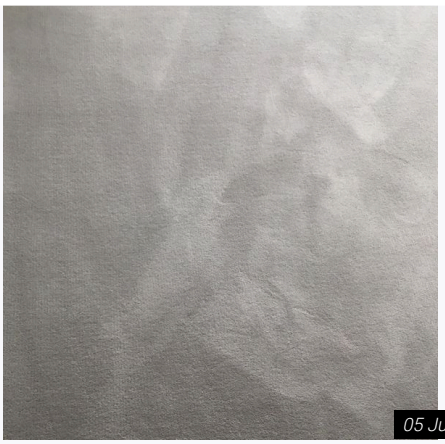
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Ref # 2.0.15



Ref # 2.0.16



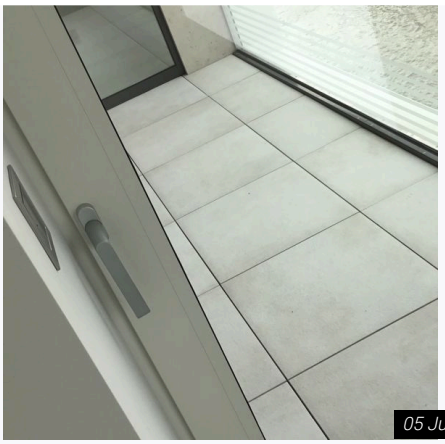
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Tenant Initials: _____

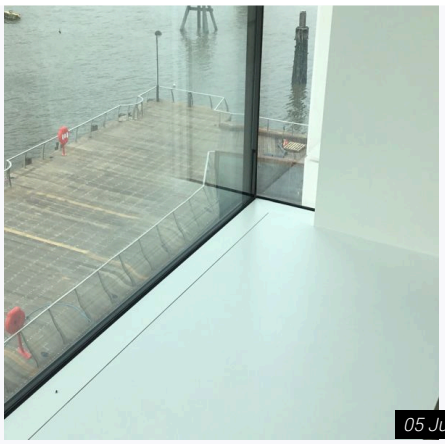
2. Decorative Issues: (Cont.)



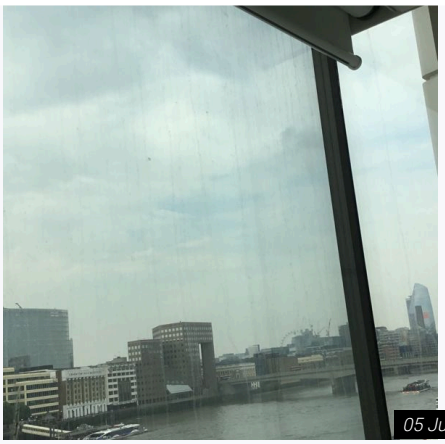
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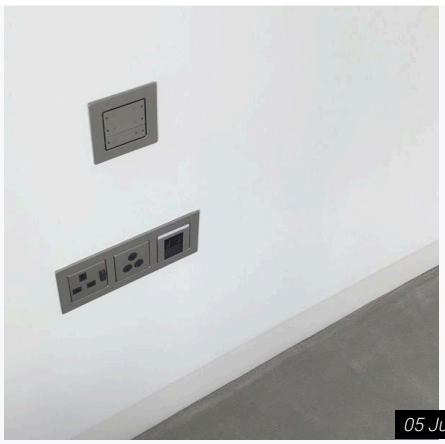
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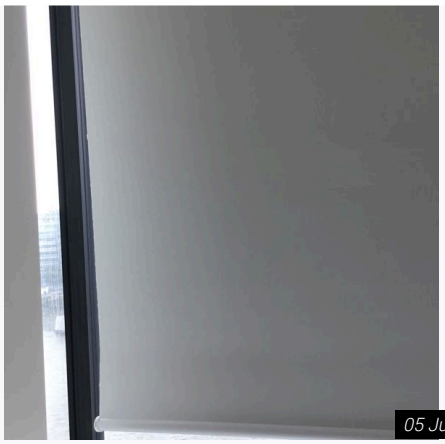
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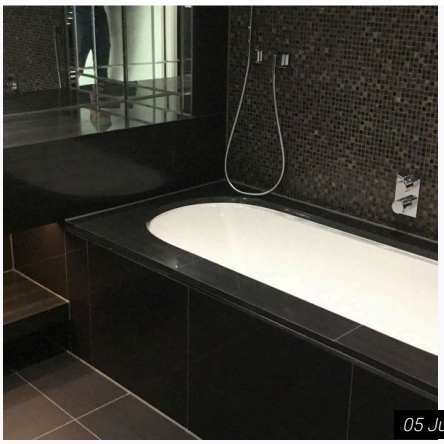
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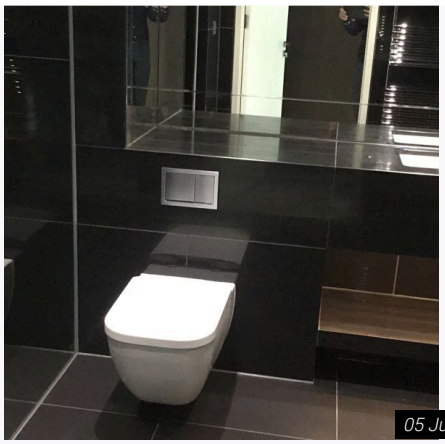
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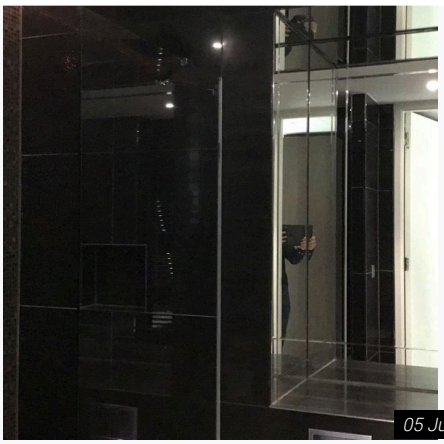
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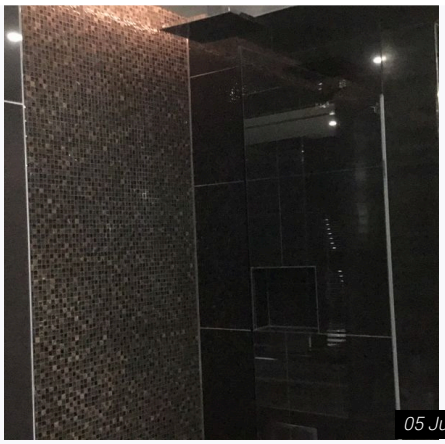
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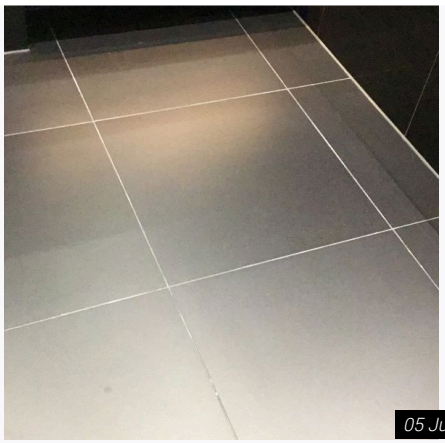
2. Decorative Issues: (Cont.)



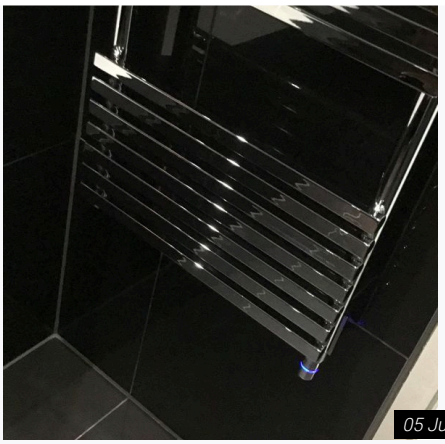
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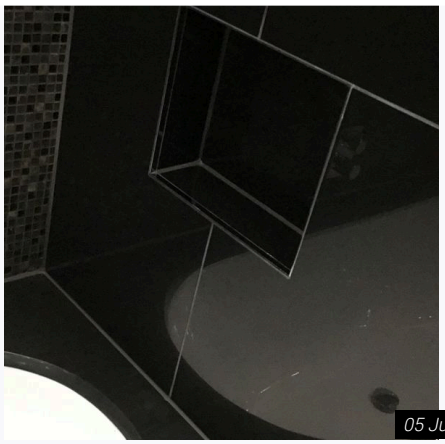
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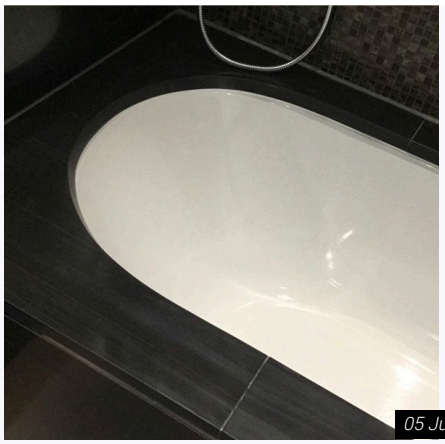
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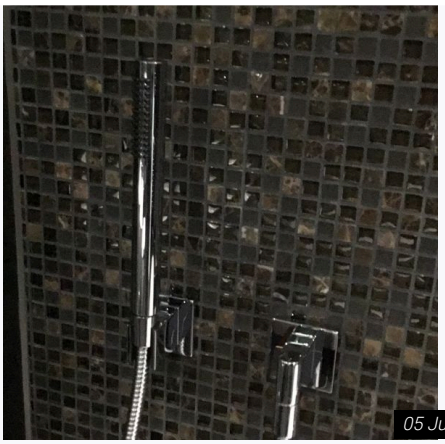
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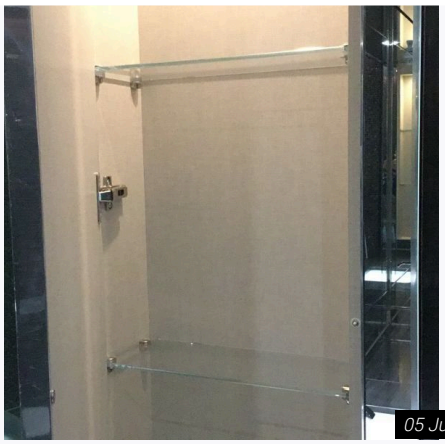
2. Decorative Issues: (Cont.)



Ref # 2.0.17



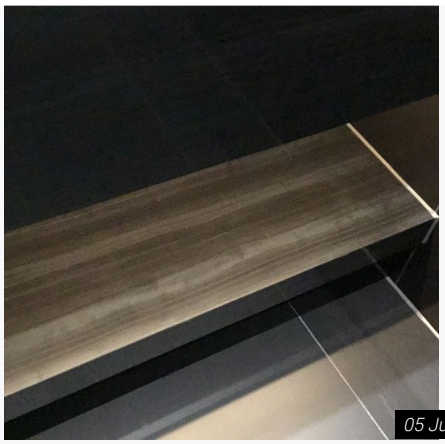
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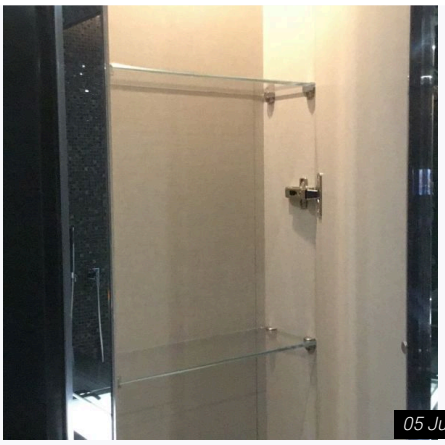
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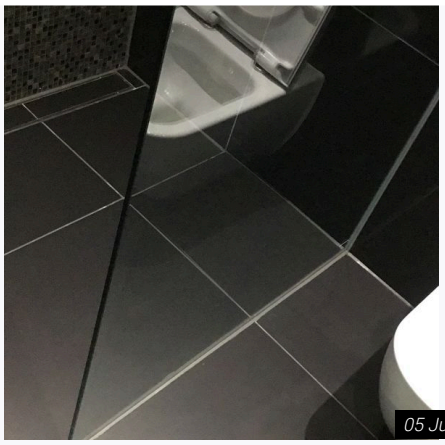
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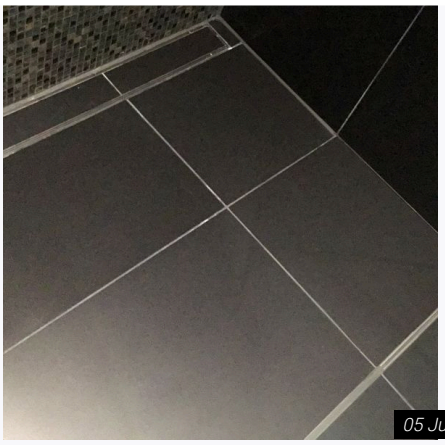
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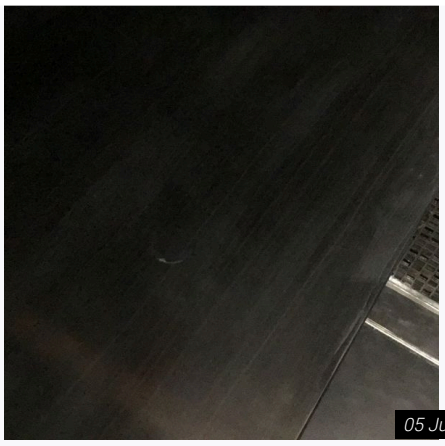
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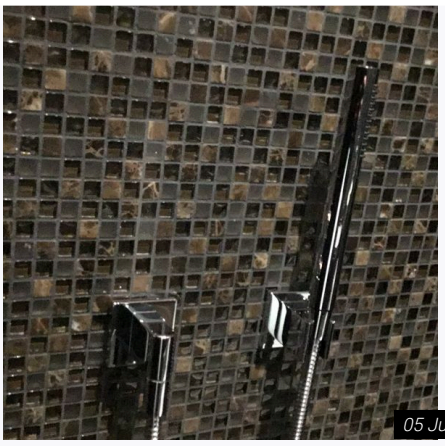
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Ref # 2.0.17



Ref # 2.0.17

Tenant Initials: _____

2. Decorative Issues: (Cont.)

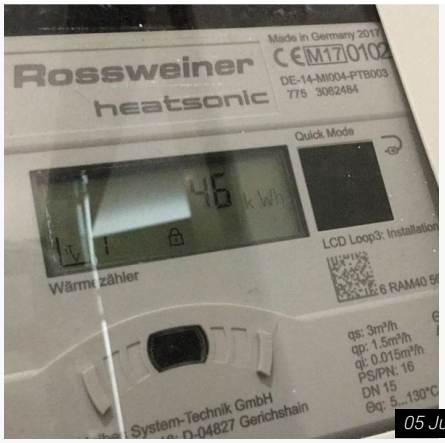


Ref # 2.0.17

Tenant Initials: _____

3. Meter Readings:

Item	Serial Number	Reading
3.1 Gas Meter	Not seen	
3.2 Electric Meter	Located in communal hallway cupboard (opposite lift) 130168463	000002.167
3.3 Water Meter	Located in entrance hall cupboard 00078349	Rate 1: 00813.054 Rate 2: 00000.049 Rate 3: 00001.023 Rate 4: 007755.57 Rate 5: 0078349 Rate 6: 23225
3.4 Heat Meter	Located in entrance hall cupboard 7753062484	46



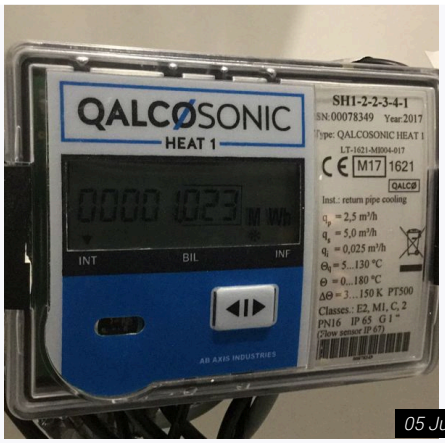
Ref #3



Ref #3



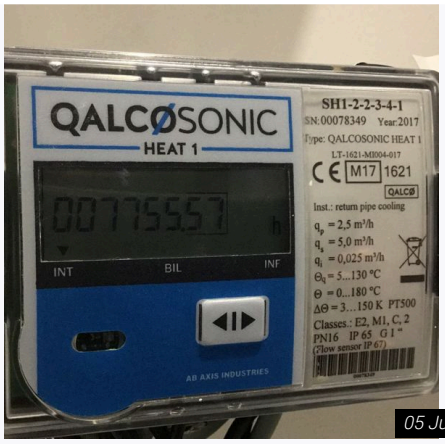
Ref #3



Ref #3

Tenant Initials: _____

3. Meter Readings: (Cont.)



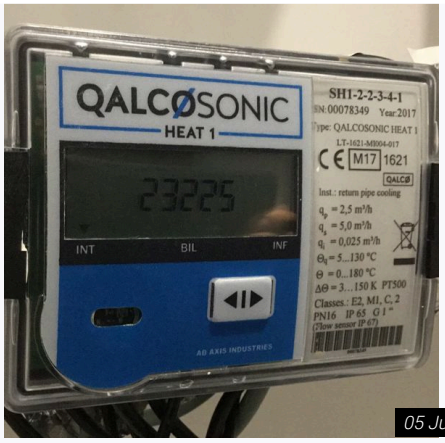
05 Jul 2018 10:11

Ref #3



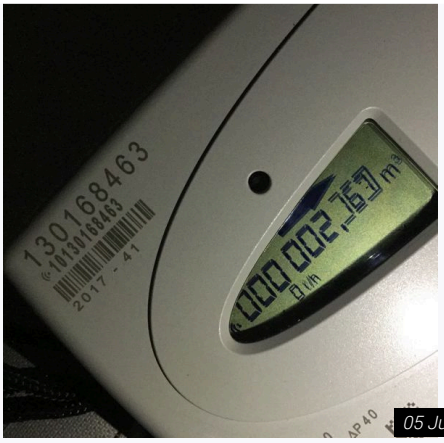
05 Jul 2018 10:12

Ref #3



05 Jul 2018 10:12

Ref #3



05 Jul 2018 11:17

Ref #3



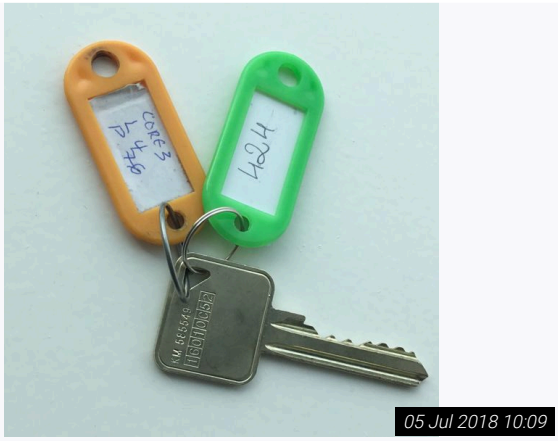
05 Jul 2018 11:17

Ref #3

Tenant Initials: _____

4. Keys

Item	Description
4.1 Key List	1 'Eurospec' (serial number: 16010C52) for front door Collected and returned to building manager



Ref #4

Tenant Initials: _____

Declaration

Please note: If any objections and/or amendments are not raised within 7 days of receipt of this report, the contents will be considered accepted and agreed to by the relevant parties.

This report represents an accurate description of the above mentioned property

Tenant Initials: _____

PLEASE READ THIS REPORT THOROUGHLY PRIOR TO SIGNING / AGREEING TO IT.

Any comments, disagreements or discrepancies should be noted by the Tenant, Landlord or Managing agency within 7 working days from receipt of the report. Any disagreements regarding the check in should be reported to Emphasis within the above mentioned time frame so that the report can be remedied. Emphasis Inventories cannot be held responsible for any errors or omissions after the above mentioned time frame and limits any liability to the cost of the report.

Please note: If any objections and/or amendments are not raised within 7 days of receipt of this report, the contents will be considered accepted and agreed to by the relevant parties.

Tenant Initials: _____