

SITE SURVEY REPORT

Inventory and Check-in

Prepared for	7 Rosebank Mews, Horsforth, Leeds (fictional)
Date	26 Sept 2026
Site	7 Rosebank Mews, Horsforth, Leeds
Prepared by	S. Kaur

FORM

Inventory and Check-in

1. Visit and tenancy

Project	7 Rosebank Mews, Horsforth, Leeds: inventory and check-in
Report reference	INV-2026-0914
Property address	7 Rosebank Mews, Horsforth, Leeds LS18 5RW
Date of the visit	26 Sep 2026
Type of report	Inventory and check-in
Tenancy start date	26 Sep 2026
Is the visit on the day the tenancy starts?	Yes
Is the tenant at the visit?	Yes
Who is preparing the report?	Letting agent
Name of the person preparing the report	S. Kaur, Elmfield Lettings
Tenant name	J. Whitfield

2. Rent and deposit

Rent each month (£)	950
Deposit taken (£)	1050
Date the deposit was received	19 Sep 2026
Five weeks' rent (£)	1,096.15
Has the deposit been protected in an approved scheme?	Yes
Date it was protected	29 Sep 2026
Date the prescribed information was given to the tenant	29 Sep 2026

3. Overall cleanliness and condition

Property type	House
How is the home let?	Unfurnished

Overall cleanliness	Professionally cleaned
---------------------	------------------------

Is there a cleaning invoice or receipt?	Yes
---	-----

Condition is not the same as cleanliness. If the check-in report does not record how clean the home was, a later claim for cleaning is hard to support.

Overall condition	Good
-------------------	------

Has the home been decorated since the last tenancy?	Yes
---	-----

When, and which rooms?	August 2026: living room, hallway and both bedrooms
------------------------	---

Is a garden, yard, garage or outbuilding included?	Yes
--	-----

Condition of the outside space, fences and outbuildings	Small rear garden, lawn cut. Fence panels sound. Timber shed, door and lock working.
---	--

Were all rooms and cupboards inspected?	Yes
---	-----

Does the report use abbreviations?	No
------------------------------------	----

4. Meter readings

Where is the electricity meter?	Cupboard under the stairs
---------------------------------	---------------------------

Electricity reading (kWh)	18452
---------------------------	-------

Photo of the electricity meter



Is there a gas supply?	Yes
------------------------	-----

Gas reading	04821
-------------	-------

Is there a water meter?	No
-------------------------	----

Is there an oil tank?	No
-----------------------	----

Is any meter a prepayment meter?	No
----------------------------------	----

5. Keys

Front door keys	2
-----------------	---

Communal door keys or fobs	0
----------------------------	---

Window keys	2
-------------	---

Other keys	1
------------	---

What are the other keys for?	Garden shed padlock
------------------------------	---------------------

Total keys	5
------------	---

6. Room by room

Rooms 1: Hallway

Room	Hallway
------	---------

Floor covering	Laminate
----------------	----------

Floor condition	Good
-----------------	------

Walls, ceiling and woodwork	Good
-----------------------------	------

Windows and doors	Good
-------------------	------

Window dressing	None
-----------------	------

Cleanliness of this room	Professionally cleaned
--------------------------	------------------------

Description of the room	Oak effect laminate, walls and ceiling white emulsion, freshly painted. Front door white composite, two locks working. Smoke alarm on the ceiling. Cupboard under the stairs with the electricity meter and consumer unit.
-------------------------	--

Any marks, damage or missing items?	No
-------------------------------------	----

Rooms 2: Living room

Room	Living room
------	-------------

Which one?	Front, ground floor
------------	---------------------

Floor covering	Carpet
----------------	--------

Floor condition	Good
-----------------	------

Has the carpet been professionally cleaned?	Yes
Walls, ceiling and woodwork	Good
Windows and doors	Good
Window dressing	Curtains
Describe it and its condition	Lined curtains in taupe on a white track, clean, track runs smoothly
Cleanliness of this room	Professionally cleaned
Description of the room	Grey carpet, walls and ceiling white emulsion, freshly painted. Double glazed window, single radiator under it. Pendant light, two double sockets.
Any marks, damage or missing items?	Yes
What, where in the room, and how big?	Small grey mark on the carpet just inside the door, about 30 mm across

Photos of the room



Rooms 3: Kitchen

Room	Kitchen
Floor covering	Vinyl
Floor condition	Good
Walls, ceiling and woodwork	Good
Windows and doors	Good
Window dressing	Blind
Describe it and its condition	White roller blind, works, no marks

Appliances in the kitchen	Oven, Hob, Extractor hood
Make and model of each appliance	Built-in electric single oven, four burner gas hob and stainless extractor hood, all fitted in 2024. Models on the manuals left in the drawer.
Do all the hob rings work?	Yes
Inside of the oven	Clean
Cleanliness of this room	Professionally cleaned
Description of the room	White gloss units, grey laminate worktop, tiled splashback. Grey wood effect vinyl. All doors and drawers open and close. Combi boiler in the end wall cupboard, carbon monoxide alarm on the wall beside it.
Any marks, damage or missing items?	No

Photos of the room**Rooms 4: Landing and stairs**

Room	Landing and stairs
Floor covering	Carpet
Floor condition	Good
Has the carpet been professionally cleaned?	Yes
Walls, ceiling and woodwork	Good
Windows and doors	Good
Window dressing	None
Cleanliness of this room	Professionally cleaned

Description of the room	Grey carpet on the stairs and landing, all treads secure. White handrail firm. Smoke alarm on the landing ceiling.
-------------------------	--

Any marks, damage or missing items?	No
-------------------------------------	----

Rooms 5: Bedroom

Room	Bedroom
------	---------

Which one?	Bedroom 1, front
------------	------------------

Floor covering	Carpet
----------------	--------

Floor condition	Good
-----------------	------

Has the carpet been professionally cleaned?	Yes
---	-----

Walls, ceiling and woodwork	Good
-----------------------------	------

Windows and doors	Good
-------------------	------

Window dressing	Curtains
-----------------	----------

Describe it and its condition	Grey blackout curtains, clean
-------------------------------	-------------------------------

Cleanliness of this room	Professionally cleaned
--------------------------	------------------------

Description of the room	Grey carpet, white walls, built-in wardrobe with two sliding doors running freely.
-------------------------	--

Any marks, damage or missing items?	No
-------------------------------------	----

Rooms 6: Bedroom

Room	Bedroom
------	---------

Which one?	Bedroom 2, rear
------------	-----------------

Floor covering	Carpet
----------------	--------

Floor condition	Good
-----------------	------

Has the carpet been professionally cleaned?	Yes
---	-----

Walls, ceiling and woodwork	Good
-----------------------------	------

Windows and doors	Good
-------------------	------

Window dressing	Blind
-----------------	-------

Describe it and its condition	White roller blind, works, no marks
-------------------------------	-------------------------------------

Cleanliness of this room	Professionally cleaned
--------------------------	------------------------

Description of the room	Grey carpet, white walls and ceiling, freshly painted. Double glazed window overlooking the garden, single radiator. Pendant light, one double socket.
Any marks, damage or missing items?	No

Rooms 7: Bathroom

Room	Bathroom
Floor covering	Vinyl
Floor condition	Good
Walls, ceiling and woodwork	Fair
Windows and doors	Good
Window dressing	None
Sealant and grout	Discoloured
Any limescale on the taps, basin, bath or shower?	No
Cleanliness of this room	Professionally cleaned
Description of the room	White bath with shower over and glass screen, basin and WC. Tiled to half height. Extractor fan working. Painted walls not redecorated, light scuffs by the door and towel rail.
Any marks, damage or missing items?	No

7. Alarms and safety records

New tenancy. The regulations require the landlord, or someone acting for them, to check that each required alarm works on the day the tenancy begins. Government guidance says the landlord should keep a record of the test, and that the tenant can sign the inventory to record it.

How many storeys have a room used as living accommodation?	2
How many of those storeys have a smoke alarm?	2
Smoke alarm test	All sounded
Does any room have a boiler, fire or stove?	Yes
Is there a carbon monoxide alarm in each of those rooms?	Yes
Carbon monoxide alarm test	All sounded

Has the tenant been given a copy of the gas safety record? Yes

Has the tenant been given a copy of the electrical installation report? Yes

8. Agreement and sign-off

Does the tenant agree with the report? Agrees, with comments

Tenant's comments, in their own words Bath sealant is a bit yellow at the tap end. Happy with everything else.

Tenant signature

J. Whitfield

Date the tenant was given a copy of this report 26 Sep 2026

Date further comments are due from the tenant 3 Oct 2026

Name of the person who prepared the report S. Kaur

Signature

S. Kaur