



INVENTORY AND SCHEDULE OF CONDITION

Compiled on
Date

On behalf of
Agent

Property
Address

Compiled by Property Briefing Inventory Services

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Inventory guidelines and disclaimer

The following is a guide for Landlords and Tenants on the compilation of an inventory prepared by Property Briefing Ltd. This report provides a fair and accurate record of the contents of the premises and the condition at the time the inventory is prepared.

The report is compiled for identification purposes only and does not constitute a valuation or statement of authenticity. It is a listing that such items exist in the property at the time it is compiled. Items are visually identified by a detailed description. The Clerk is not an expert in materials, antiques, outdoor plants or a qualified surveyor.

It is the responsibility of the Landlord and Instructing Principle to agree between themselves the accuracy of the report. No disputes regarding the contents or description contained within the inventory will be taken into account unless noted within seven days.

Tenants will normally sign at the time of the check-in. However if they do not attend they will be given seven days to review the inventory. The original signed copy must be returned to whomever provided it (Letting agent or instructing principle). Failure to return the signed inventory will be taken as acceptance of the original documentation. The signed copy will be kept on file for the purpose of the check-out report at the end of the tenancy.

Meter readings will be taken when accessible. It is advisable to confirm where the meters are located at the time of booking if not easily located, for example multiple tenancy properties. Smoke alarms and security alarms are not tested by Property Briefing Ltd and are the responsibility of the Tenant/Instructing Principle.

Electrical appliances and other such similar items will be power tested where practical and at the clerks discretion. Boilers and heating system will not be tested. Landlords and Tenants should be aware the Fire and Safety Regulation regarding furnishing, gas, electrical and similar services are ultimately the responsibility of the Instructing Principle and not Property Briefing Ltd. Where the inventories notes 'FFR label seen' this should not be interpreted to mean the item complies with the 'Furniture and Furnishings (Fire) (Safety) Regulation 1988 as amended 1993'. It is merely a statement that the label has been seen.

We cannot undertake to move heavy items, access lofts, high level cupboards, basements, cellars or similar. Items left in the above mentioned areas, which have not been inventoried, are the sole responsibility of the Landlord. Linen will be listed as seen, however soiled items or linen stored in cupboards will not be fully inspected. All lined should be freshly laundered and folded on top of the bed to allow for easy identification. Items such as books or large collections of DVD's will only be listed as 'a quantity of', any item of value should be removed prior to the inventory compilation.

When no comment are noted on the inventory in regards to condition, the item is free from noticeable soiling and damage and no further notes are required.

If properties are excessively large or rooms are excessively overstocked with furniture or crockery/utensils etc we reserve the right to add additional cost. If this is the case the Clerk will contact the Instructing Principle whilst at the property to gain further instructions and confirmation before compiling the inventory.

We acknowledge that the contractual terms listed in a tenancy agreement may overrule the opinion of the assessor.

Guidance to Tenants

General

At the termination of the tenancy the inventory will be checked and any obvious or significant discrepancies will be reported to the Managing Agent/Landlord. The report will indicate whether in our opinion the tenant is liable for the deterioration or whether it is considered fair wear and tear. Normal fair wear and tear will be assessed on the length and type of occupancy.

All items on the inventory are assumed to be in good, clean and undamaged order unless qualified by a marginal comment.

All items should be placed in rooms described on the inventory. It is the Tenants responsibility to return all items to their original position at the end of the tenancy. Should the Inventory Clerk have to search for items it may result in charge being made to the Tenant. Heavy item of furniture that have been moved should be returned to their original position.

Permission must be obtained from the Landlord or Managing Agent for any items left at the property. The Landlord or Managing Agent must be informed of any item removed or added to the property. Failure to do so may result in charges being made for replacing or the removal of such items.

Cleaning

This must be thorough.

The main areas of concern are: sanitary ware, windows, hard floors, woodwork, kitchen appliances, kitchen units, shelves, ovens, cooker hoods, refrigerators, wardrobes, draw units, linen and bedding.

If the standard of cleaning is not satisfactory, most Managing Agents or Landlords will employ a contract cleaner and their account will be added to any charges shown on the check-out report.

Carpets

All carpets should be vacuumed and professionally cleaned. You will be charged to clean soiling or staining. Compensatory costs will be made towards any damage such as stains or cigarette burns. Badly marked or damaged carpets may incur a charge for part or all of the cost of replacement.

Crockery, China and Utensils

These items will be checked for soiling chips, burn mark, loose handles to pans and the like. All china, glassware, kitchen utensils, etc. should be clean and accessible. Any packed away during the tenancy must be unpacked, cleaned and returned to their original position. If damage has occurred, beyond fair wear and tear, compensatory or replacement costs will be added to the check-out report.

Beds

Bed bases, mattresses and pillows will be examined for staining and damage not previously recorded on the inventory. Charges will be made for cleaning, compensation or a percentage of the replacement cost as appropriate. Beds should NOT be made up, as they need to be examined. Linen, if any, should be left clean and pressed.

Soft Furnishing

It is expected that these will be in a similar condition to the start of the tenancy. Any staining, soiling and excessive discolouration will attract cleaning charges.

Polished Furniture

Polished furniture will be checked for scratches, ring marks, burns, soiling and damage to joints and charges made as appropriate. Repair costs and re-polishing costs are expensive. It is in your interest to take steps to protect furniture, for example use mats etc.

Decoration

It is accepted that during the course of normal day-to-day living a few marks and scuffs will appear on walls and woodwork. If marking is found to be excessive charges may be added to the check-out report.

Gardens

If the owner has not employed a gardener at the property, it will be your responsibility to maintain the garden. This includes cutting lawns, weeding of beds according to the season. Bushes and shrubs may require trimming and it is suggested that this is confirmed with the Managing Agent prior to taking action as these may require specialist treatment.

If the standard of the garden is found to be untidy compared to the start of the tenancy, most Managing Agents and Landlords will employ a contract gardener and their charges added to the Check-out report.

Keys

Keys listed should be available at the end of the tenancy. Charges may be incurred for the cost of replacing locks if keys are not available.

Check-out Appointments

It is most important and in your interest to ensure:

All cleaning, and laundering, has been completed.

All personal items have been removed.

The Property is ready to be handed over and the Tenant ready to vacate.

If you are not ready to leave, it may not be possible to carry out the check-out. In this case a return visit will be necessary and a charge will be deducted from your deposit.

The inventory Clerk acts as an independent and reasonable body and will avoid any unnecessary criticism or derogatory comments when compiling or checking the inventory.

The flat is accessed from the road by means of a shared front paved area. There is a wooden construction to the right for bicycles. Wheelie bins are located behind this. The porch entrance has separate door bells, for each demise, and post to all the flats is posted through the front door. The entrance to 60a is on the right. The water meter is common to all the flats and is located in front of the gate on the pavement.



	Front Entrance and Hall	Condition
1	White painted surround Exterior 4 panel door painted white 1x chrome knob handle 1x night latch 1x Mortice lock	Scuffed on RHS Dusty
2	Return Same - excluding chrome knob handle 1x thumb turn for Mortice lock	Dusty
3	Ceiling painted white	Cobwebs in corners
4	Walls painted cream	Aged paintwork minor scuff marks RHS to main living area
5	Skirting painted white	Few scuffs seen
6	Flooring cream carpet	Dirty consistent with normal traffic.
7	Lighting 2x round silver coloured fitting 3 tungsten halogen bulbs	Working
8	Smoke alarm	Not tested
9	Fuse box above entrance door.	
10	Thermostat (Robus) LHS of door	
11	Entry phone LHS door	
12	Door to cellar painted white silver knob handle (LHS to main living area)	Few scuff marks seen
13	White plastic 2x Light switch	

All items listed are in good condition unless otherwise stated.

Bedroom One	Condition
14 White painted surround 4 panel door painted white 1x chrome lever handle	Dusty
15 Return Same	Dusty
16 Ceiling painted white	
17 Walls painted cream	Marks round light switch Hairline crack on LHS wall. Front wall by bay window plaster falling off near skirting. Paint flaking off behind LHS curtain Paint flaking on RHS wall above bed
18 Skirting painted white	Few scuff marks chipped between radiators
19 Flooring cream carpet	Black marks inside of door, generally dirty due to normal traffic
20 Windows white painted square bay sash windows with locks	<u>No keys supplied</u> Chipped paintwork, dirty glazing
21 Curtain track white 4x Curtains – ceiling to floor blue and yellow check lined.	
22 4x Net curtains plain design	Dirty
23 Lighting 1x round silver coloured fitting 3 tungsten halogen bulbs	Working
24 2x Radiators panel - valves fitted	
25 White plastic Sockets 2x double Switches 1x light switch Telephone point TV aerial point	

All items listed are in good condition unless otherwise stated.

Bedroom One	Condition
<u>Furniture</u>	
26 Headboard – wooden plain rectangle	
27 Divan bed	<u>FFR label not seen</u> Aged - scuff RHS bottom
28 Mattress	Aged – FFR label attached
29 Chest of draws – Light laminate 5 draw double silver coloured handles on each	
30 Wardrobes - light laminate silver coloured handle on each door hanging rail with shelf above 1x 2door 1x 1door	
31 Henry Vacuum clean and attachment in bag	Not tested

All items listed are in good condition unless otherwise stated.

Bathroom	Condition
32 White painted surround 4 panel door painted white 1x chrome lever handle	Dusty
33 Return Same Small slide bolt	
34 Ceiling painted white	
35 Walls painted cream	All walls tired paint work LHS of cistern paint flaked off
36 Tiled from top of bath to ceiling – dark beige stone effect	Mildew where tiles and bath meet
37 Floor – Beige ceramic tile	Dirty
38 Skirting painted white	Dusting
39 Lighting 3 tungsten halogen down lighters	Working
39 Radiator – chrome ladder design approx 150cm valves fitted	
40 WC - white ceramic low level bowl and cistern	
41 Bath - white metal Shower fitting to bath taps chrome hose and shower head	Cold tap one prong broken and shower hose aged and lime scaled
42 Shower fitting above bath chrome bar fitting and hose and shower head Bath plug	Lime scale around plug hole
43 Shower screen – glass	Dirty mildew near wall
44 Hand basin ceramic Taps chrome	Lime scaled
45 Mirror – above hand basin	Dirty
46 Extractor Fan – above shower	Not tested

All items listed are in good condition unless otherwise stated.

Bedroom Two	Condition
47 White painted surround 4 panel door painted white 1x chrome lever handle	Dusty
48 Return Same	
49 Ceiling painted white	Cobwebs and minor crack above bed
50 Walls painted cream	Crack from light switch to top of door dirty around light switch scuff marks. Facing wall cracks and scuffed. RHS wall scuffed 3 holes in plaster work.
51 Skirting painted white	Dirty
52 Flooring cream carpet	Generally dirty due to normal traffic
53 Windows UPVC white painted surround - silver coloured furniture	Dusty glazing dirty
54 Curtain track white 2x Curtains – ceiling to floor blue and yellow check lined.	
55 Lighting 1x round silver coloured fitting 3 tungsten halogen bulbs	
56 1x Radiators panel - valves fitted	
57 White plastic Sockets 2x double Switches 1x light switch Telephone point TV aerial point	

All items listed are in good condition unless otherwise stated.

Bedroom Two	Condition
<u>Furniture</u>	
58 Headboard – wooden plain rectangle	
59 Divan bed	<u>FFR label not seen</u>
60 Mattress	<u>FFR label not seen</u>
61 Bedside cabinets – Light laminate 5 draw single silver coloured handle on each 2x	Slight wear to top edges
62 Chest of draws – Light laminate 5 draw double silver coloured handles on each	
63 Wardrobes - light laminate silver coloured handle on each door hanging rail with shelf above 1x 2door 1x 1door	

	Kitchen area	Condition
64	White painted surround 4 panel door painted white 1x chrome lever handle	Chipped behind door Scuff marks Dirty
65	Return Same	Scuff marks dirty
66	Ceiling painted white	Dirty and water marked
67	Walls painted cream	Some minor marks Damp staining above extractor
68	Tiled cream between work surface and cabinets from top of hob to cooker hood.	Tiles coming away from work surface RHS below cupboard and Boiler
69	Skirting painted white	
70	Flooring Laminate light coloured	Dirty
71	Lighting 8x ceiling spots tungsten halogen bulbs	Working
72	1x Smoke alarm	Not tested
73	White plastic Sockets 2x double 1x single Switches 1x light switch Telephone point Fused spurs for white goods 4x	

Kitchen area	Condition
Units – light brown laminate finish with silver coloured bar shaped handles.	
75 High level 2x single door LHS 3x shelves 1x single door RHS 3x shelves 1x double door RHS 3x shelves	
76 Low level 3x single door with draws 2x shelves 1x single door with blank draw for sink 1x shelves – bin bags 1x single door 2x shelves	
77 Kickboards – light brown laminate finish	
78 Worktop – Black laminate	Slight scratches consistent with normal use. Brown staining below boiler
79 Sink stainless steel 1.5 sink Chrome mixer tap plug	Lime scale around plughole and taps dirty
80 Extractor	Working dirty
81 Oven - CDA – fan electric with grill pan 2x shelves 2x knobs and controls for clock and timer	<u>No gas safety cert seen</u> No tested Dirty
82 Hob – CDA - 4x burner 2x pan stand 4 knobs	<u>No gas safety cert seen</u> Not tested Dirty
83 Fridge/Freezer – Bosch – Classic XX	Not tested
84 Washing Machine – Bosch classic 1200express	Not tested
85 Boiler – Sabre HE - Gas Combi	<u>No gas safety cert seen</u> Not tested
86 Contents of units cream blue rim 6x Tea plates 8x Cereal bowls 4x Breakfast Plates	

Living area	Condition
87 Ceiling painted white	Water damage between living area and Kitchen area
88 2x Velux windows – Blinds blue	
89 Walls painted cream	Some minor scuff on walls. LHS wall paint flaking off by kitchen area, some cracking over French windows, facing wall above RHS window, RHS radiator and RHS corner plaster cracked
90 Skirting painted white	Dusty
91 Flooring – Laminate light coloured	Dirty
92 2x Windows UPVC white painted surround - silver coloured furniture Blue blinds	Glazing dirty
93 French doors (to garden) UPVC white painted surround - silver coloured furniture, Mortice lock	Glazing dirty
Wooden step	Water marked
94 Curtain track white to French window 2x Curtains – ceiling to floor blue and yellow check lined.	
95 Lighting 2x round silver coloured fitting 3 tungsten halogen bulbs	
96 2x Radiators panel - valves fitted	
97 White plastic Sockets 3x double Switches 2x light switch Telephone point TV aerial point	

Living area	Condition
<u>Furniture</u>	
98 2x Sofas blue 2 seater 2m	<u>FFR label not seen</u>
99 4x Cushions cream	<u>FFR label not seen</u>
100 Coffee table with shelf pine laminate finish 1m x 50cm	Chipping to edges surface chip and shelf chipped
101 Side table 70cm x 70cm	Chipped on edges
102 Dining table – pine finish – 1m extending 1.65m	Some wear to edges dirty
103 6x Chairs – pine finish ladder backed	Some wear to top edge

All items listed are in good condition unless otherwise stated.

Garden	Condition
104 Lighting - outside flood light above French doors	Working
105 Fencing – shiplap wooden fencing to both sides 1m RHS 1,5m LHS	Over grown with ivy and in poor repair
106 Paved area - paving slabs approx 5m x 5m	Weeds grown between slabs
107 From end of paved area garden extends to an undetermined length (unable to access)	Very overgrown with brambles and selection of trees and shrubs.

Keys				
108	2x Night latch to main front door			
109	2x Night latch			
110	2x Mortice			
111	2x Mortice for French Doors			
Utilities	Reading	Serial Number	Provider	Location
Electric	13400	D05A13792	Unknown	LHS Hall
Gas	3010.56	2006533673	unknown	RHS Front Door
Water	923	06M392529	unknown	Pavement front of gate
Manuals	None provided			

The attached inventory and check-in report provides a fair and accurate record of the contents and condition of the contents of the property and the property's internal condition. It is the responsibility of the Landlord and the Tenant or the respective Agent to agree between themselves the accuracy of this report.

One copy of this report must be returned to the Landlord or Letting/Management Agent with seven days or receipt. Failure to do so will be taken as acceptance of this document in its original form.

I/we the undersigned have examined the inventory and check-in report and subject to notes made by the clerk have found it to be correct on commencement of this new tenancy.

Signed by the Tenant/s _____

Date _____

Signed on behalf of
Property Briefing Ltd _____

Date _____