

Inventory & Schedule of Condition



PROPERTY ADDRESS

123 Sample Street
Sample City
Sampleshire
AB1 2CD

INSPECTION DATE

September 6th 2020

REFERENCE

4518

PRODUCED BY

Clerky Clerk

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Notes

GUIDELINES FOR LANDLORDS AND TENANTS

Please note that the inventory clerks are not responsible for the following:

- Testing showers / taps
- Testing appliances
- Moving furniture
- Checking electrical items
- Opening windows
- Flushing toilets
- Checking heating systems / radiators
- Checking alarms
- Inspecting loft contents
- Removing and inspecting boxed items – it is the duty of the landlord / tenant to have all accountable items ready to check
- Specifying names of plants / shrubs and trees – a general description will be made.

Please ensure that instruction manuals are at the property for the tenants use. Please ensure that all keys are tagged.

Location of the water meter will also be required at the time of the inventory compilation if it is to be read.

Checking Out Procedures

All items should be placed in the rooms described on the inventory, all china, glassware, crockery, kitchen utensils etc should be clean and accessible. Anything packed away for the duration of the tenancy must be unpacked, cleaned and placed in the correct location. It is expected that the property will be in a similar condition of cleanliness as at the check in and when you vacate there must be no trace of the previous occupant – see cleaning below. All keys must be available and clearly labelled. You must be ready to vacate the property and hand over any keys at the appointed time.

The following notes have been written to help facilitate a problem free tenancy. Should the Inventory Clerk have to search for missing items, it may result in charges being made to the tenant. Heavy items of furniture that have been moved should also be returned to their original positions.

The Managing Agent of Landlord must be informed of any items removed or added to the property. Failure to do so may result in charges being made for the replacement of items removed.

Cleaning - To a standard that shows there is no trace of your occupancy for a new tenant. For example, this means that there should be no loose peas left in the freezer, no tissues under a sofa or finger marks around light switches. This is achievable without a professional company being employed but if you do not have the time your agent can recommend professional cleaners to help either before or just after you vacate. In particular: Sanitary ware, windows, hard floors, woodwork, cooker hoods, ovens, kitchen appliances (including units), shelves, refrigerators, wardrobes, drawer units and bedding.

Carpets - All carpets should be thoroughly vacuumed. Depending on the agreement and / or length of tenancy, they should be professionally cleaned. You will be charged to clean any staining or soiling. Compensation costs will be made towards any further damage such as cigarette / iron burns or stains. If a carpet is badly marked or damaged you may be charged for part or all of the cost of a replacement.

Crockery, China, Utensils - These items will be checked for soiling, chips, burn marks, loose handles to pans or any other damage. If damage has occurred beyond reasonable wear and tear, compensatory costs will be added to the Check Out Report.

Decorations - It is accepted that during day-to-day living a few marks and scuffs will appear on walls and woodwork. However, should the marking be found excessive, charges will be added to the Check Out Report. For example: hooks and nails driven in to walls without permission, excessive furniture rubbings, pencil or crayon marks, tears to wallpaper, excess damage to woodwork.

Beds - Beds, bases, mattresses and pillows will be examined for staining and damage not previously recorded on the inventory. Charges will be made in the form of cleaning or compensation or a percentage of the replacement cost as appropriate. Any linen should be left washed and pressed.

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

Soft Furnishings - It is expected that these will be in a similar condition to the start of the tenancy. Any staining or soiling discolouration will attract cleaning charges.

Keys - Please note that all sets of keys (as noted on the original inventory) must be returned at the time of Check Out. Failure to comply may result in the Check Out appointment being aborted, the cost of which will be chargeable to you as indeed may a new set of locks and keys.

Gardens - If the owner has not employed a gardener at the property, you will be required to maintain the garden. This will include the

cutting of lawns, weeding of any beds, and maintaining the garden according to the season. This may include trimming bushes and shrubs, but it is suggested that this is confirmed with the Managing Agent prior to taking any actions, as they may need specialist treatment. If the standard of the garden is found untidy, compared to the commencement of the tenancy, most Managing Agents or Landlords will employ a contract gardener and their account will be added to your Check Out Report.

Check Out Appointment

It is important that:-

All cleaning has been completed prior to this time.

All personal items removed.

The property is ready to be handed over and 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 needed and a charge for the aborted visit will be made.

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

Please note that Royal Mail provide information about redirection of post and have a FREE service to notify companies of your new address including banks, gas, electricity, water, DVLA etc so that they do not have to be notified separately. This can be found at – <http://www.royalmail.com/portal/rm/jump2?catId=400126&mediald=11200120>

Condensation – Looking After Your Home

There is always some moisture in the air. Warm air holds much more moisture than cold air. When warm air hits a cold surface it cools down and cannot hold onto all the extra moisture produced by everyday activities, so some of this moisture appears as small droplets of water – most noticeable on windows or where there is little movement of air. If not properly dealt with this extra moisture can lead to mould growth on walls, furniture, window frames and even clothes. Mould growth can cause paint blistering and wallpaper to peel off; it can also rot any fabric.

Modern improvements like wall insulation, draught proofing and sealed window units minimise draughts and help keep heat in your home. However, they also stop moisture escaping, which means that you must make a little extra effort to avoid condensation problems.

Excessive mould build up gives off tiny seeds called 'spores' – these spores float in the air you breathe and can aggravate conditions such as asthma and other allergies. If your property is prone to condensation build up this can be avoided with daily attention to the problem.

Steps you can take to help reduce condensation:

Dry all windows, windowsills, and any other surfaces that have become wet. Ensure you wring out the cloth thoroughly, do not dry on the radiator.

If possible, always hang your washing outside. If this is not possible, you could hang it in the bathroom, with the door closed, and window slightly open for ventilation. **Do not dry washing on radiators, as this will add to the moisture already in the air.**

If you use a tumble dryer, ensure it is well ventilated to the outside, or that it is of the new condensing type.

Try to ventilate your kitchen when in use, either by opening a window slightly, or using the extractor fan. Try to ventilate both kitchens and bathrooms for at least twenty minutes after use.

If your property is prone to condensation then daily use of a de-humidifier unit can be very beneficial. These come in all shapes and sizes, cost very little to run and draw out the excess moisture from the air helping to keep the condensation under control.

Disclaimers

This inventory is undertaken by RM Inventories and provides a fair and accurate record of the condition and contents of the property, and the property's internal condition. It is the responsibility of the landlord and the tenant or the respective agents to agree between themselves the accuracy of this report.

The person preparing the inventory is not an expert in fabrics, woods, paints, materials, antiques etc, nor a qualified surveyor. The inventory should not be used as an accurate description of each piece of furniture and equipment, or as a structural survey report. Plants and shrubs are not listed. If any additional items are to be listed, this will be at the Landlords request only.

Property left in lofts, cellars and locked rooms, which have not been inventoried, are the sole responsibility of the landlord. Driveways will not be examined where vehicles are parked on the driveway.

The Fire and Safety Regulations regarding furnishings, gas, electrical and similar services are ultimately the responsibility of the Instructing/Principal. Where the inventory notes 'fire label seen', are seen this should not be interpreted to mean that the item complies with the "Furniture and Furnishings (fire) (safety) (Amendments) 1993."

This is a record that the item had a label as described or similar to that detailed in the Guide to the Furniture & Furnishings (Fire) (Safety) Regulations as published by the Department of Trade and Industry, January 1997, (or subsequent edition), attached at the time of the inventory compiled. It is not a statement that the item can be considered to comply with the regulations.

Also, whilst all care and diligence will be undertaken regarding sleeved plugs, heavy appliances and obstructing furniture will not be moved, and therefore full responsibility will remain with either the acting agent or the landlord.

1. SCHEDULE OF CONDITION		
Item	Condition	Tenant Comments
1.1 Cleaning Overview	This property has been professionally cleaned	
1.2 Flooring	Professionally cleaned	
1.3 Woodwork	Professionally cleaned	
1.4 Window(s)	Professionally cleaned	
1.5 Curtains / blinds	Professionally cleaned	
1.6 Bathrooms	Professionally cleaned	
1.7 Kitchen units	Professionally cleaned	
1.8 Hob/ Oven/ Extractor	Professionally cleaned	
1.9 White Goods	Professionally cleaned	

2. METER READINGS			
Item	Serial Number	Reading	Tenant Comments
2.1 Gas Meter	Located in: Right hand side of basement door below window; Serial Number: U6S00957291302	Reading: 03530	
2.2 Electric Meter	Located in: Basement of building Serial Number: Z13N092646	Reading: 07919	
2.3 Water Meter	Located in: Opposite side of courtyard Serial Number: 13041252	Reading: 00147	



Ref # 2.1



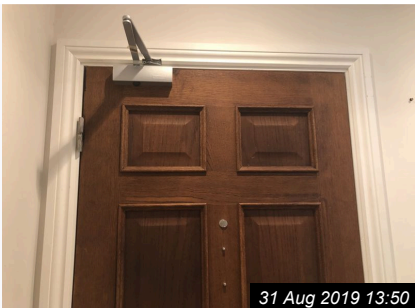
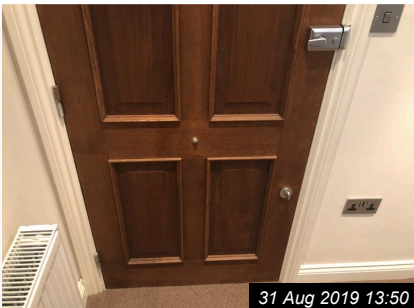
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Ref # 2.2

3. KEYS		
Item	Description	Tenant Comments
3.1 Handover Keys	Front Door: 1 Building Door: 1 Building Door (Fob): 1 Gym (Fob): 1 Post Box Keys: 1	
 Ref # 3.1		

4. SAFETY (ALARMS)			
Item	Description	Condition	Tenant Comments
4.1 Smoke Detectors	Located in: Hallway	Good condition, tested and working	
4.2 Heat Detectors	Located in: Kitchen	Good condition, tested and working	
4.3 CO Detectors	Not Seen	N/A	

5. EXTERIOR FRONT			
Item	Description	Condition	Tenant Comments
5.1 Door	Wooden door with chrome handle, spy hole, door knocker, numeral 2 and door closer; White painted wooden door frame; Wooden threshold	Door is in good condition, all fixtures are intact; Light white scuff marks to mid left hand panel; Door frame is in good condition; Threshold is in good condition and intact	
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6. HALLWAY			
Item	Description	Condition	Tenant Comments
6.1 Flooring	Beige fitted carpet; Cream tiled flooring;	Carpet is in good condition; Carpet loose to base step; Small circular burn marks to top steps; Tiles are in good condition, all grouting is intact	
6.2 Skirting	White painted skirting boards	Skirting is in good condition and intact	
6.3 Walls	White painted walls	Walls are in good condition	
6.4 Ceiling	White painted ceiling	Ceiling is in good condition	
6.5 Lighting	Individual spotlights	Lights in good condition all intact and tested working	
6.6 Window(s)	White painted metal frame windows; White painted window sill	Windows are in good condition; Windowsill is in good condition	
6.7 Heating	White metal radiator	Radiator is in good condition	
6.8 Staircase;	White painted wooden newels; Wooden handrails; Glass banister panels	Newels are all intact, newels caps are intact and in good condition; Handrails are all intact, secure and in good condition throughout; Banister panels are all in good condition, all panels are secure	
6.9 Additional Cupboard 1	White painted wooden door with chrome push handle; White painted wooden door frame; Beige fitted carpet; White painted walls; White painted ceiling; Additional Cupboard contains wooden shoe rack, 2X chairs and plastic containers	Door is in good condition, all fixtures are intact; Door frame is in good condition; Threshold is in good condition and intact; Flooring is in good condition; Walls are in good condition; Ceiling is in good condition; Contents are in good condition throughout	
6.10 Additional Cupboard 2	White painted double wooden doors with chrome push handle; Blot lock to interior; White painted wooden door frame; Cream tiled flooring; White painted walls; White painted ceiling; White plastic light fitting with bulb; Additional Cupboard contains water softener and 2X bags of salt, plastic bin, fuse box, router, WORCESTER boiler,	Door is in good condition, all fixtures are intact; Door frame is in good condition; Threshold is in good condition and intact; Flooring is in good condition; Walls are in good condition; Ceiling is in good condition; Light is in good condition, all intact and tested working; Contents are in good condition throughout	

6. HALLWAY (CONT.)

6.11 Additional Cupboard 3

White painted wooden door with chrome push handle;
White painted wooden door frame;
Cream tiled flooring;;
White painted walls;
White painted ceiling;
Additional Cupboard contains ironing board, airon and mop

Door is in good condition, all fixtures are intact;
Door frame is in good condition;
Flooring is in good condition;
Walls are in good condition;
Ceiling is in good condition;
Contents are in good condition



Ref # 6.1



Ref # 6.1



Ref # 6.1



Ref # 6.1



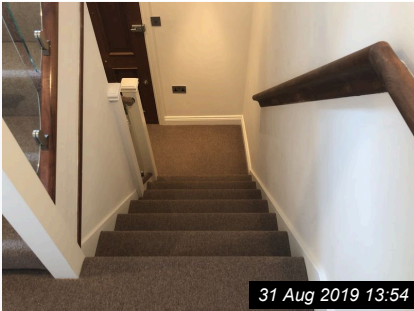
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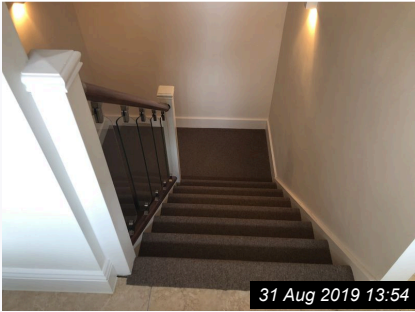
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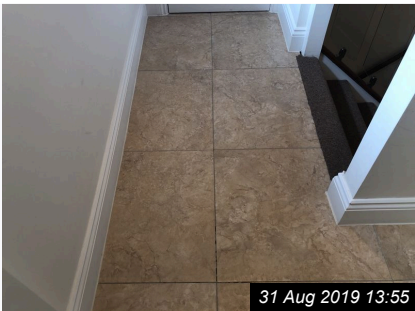


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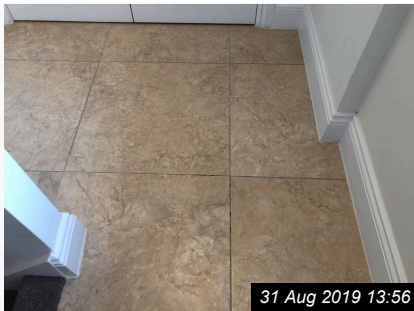
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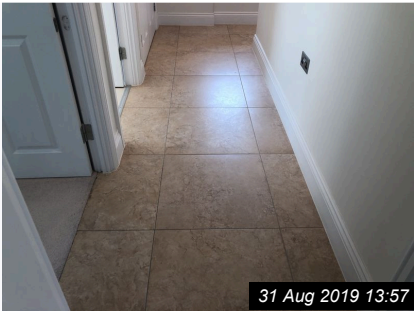
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Ref # 6.2



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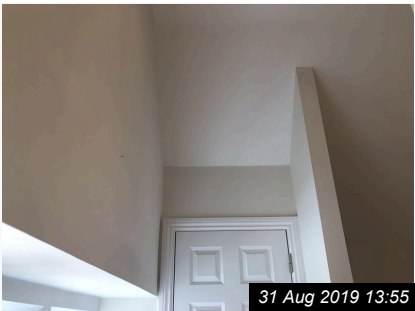
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6. HALLWAY (CONT.)



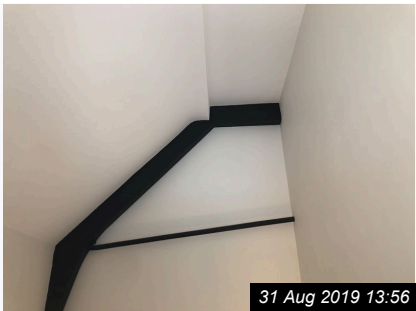
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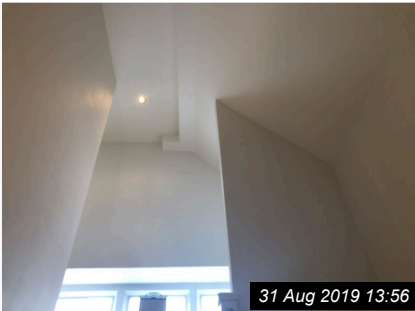
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6. HALLWAY (CONT.)



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Ref # 6.7



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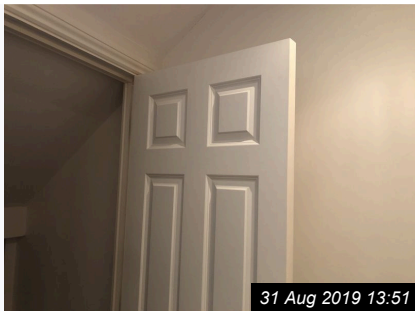
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6. HALLWAY (CONT.)



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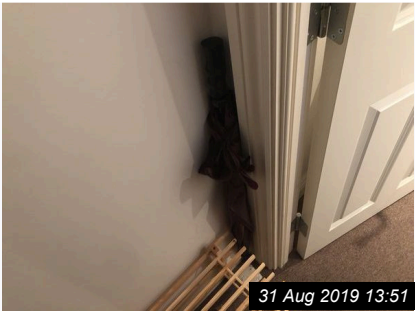
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6. HALLWAY (CONT.)



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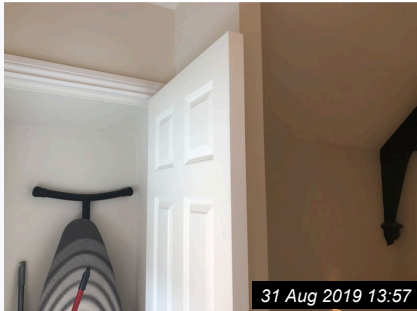
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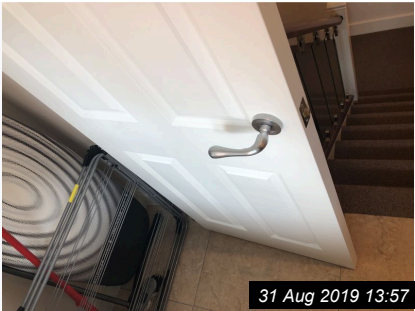
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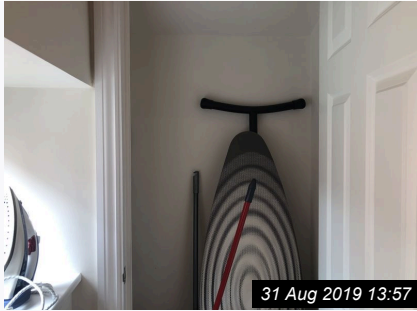
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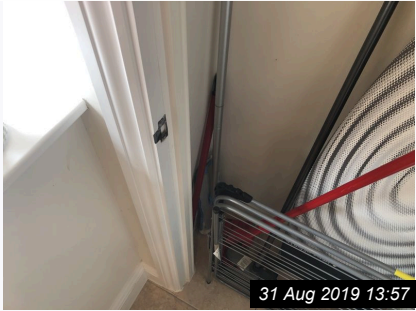
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6. HALLWAY (CONT.)



Ref # 6.11

7. KITCHEN			
Item	Description	Condition	Tenant Comments
7.1 Flooring	Cream tiled flooring with grey grouting	Tiles are in good condition, grouting is intact; Residue to right hand side upon entry	
7.2 Skirting	White painted skirting boards	Skirting is in good condition and intact	
7.3 Walls	White painted walls	Walls are in good condition; Light spot staining to walls behind units; Wall to left hand side is marked by table	
7.4 Ceiling	White painted ceiling	Ceiling is in good condition	
7.5 Lighting	Individual spotlights	Lights in good condition all intact and tested working	
7.6 Window(s)	White painted metal windows with twist handles and lever arms;; White painted window sill;	Windows are in good condition; Windowsill is in good condition	
7.7 Curtains / blinds	Grey mesh roller blinds with pull cord	Blind is in good condition, tested and working	
7.8 Switches and Sockets	White plastic switches and sockets	Switches and sockets are all intact and in good condition	
7.9 Units and Worktop	Wooden laminated units with stainless steel handles; White formica worktop; Wooden lamianted kickboards	Units are in good condition, all handles and unit doors are intact; Worktop is in good condition; Kickboards are intact and in good condition	
7.10 Appliances	SIEMENS Dishwasher with 2X shelves and utensils holder; SIEMENS (WK14D320GB/03) Washing Machine with soap tray and dials; Fridge Freezer; MIELE Hob; MIELE (H4412B) oven and microwave; MIELE extractor; Stainless steel sink, draining board and mixer tap	Dishwasher is in good condition; Washing machine is in good condition; Fridge freezer is in good condition; Hob and oven are in good condition; Extractor fan tested working, light tested working; Sink, draining board and tap are in good condition	
7.11 Furnishings	White top table with grey metal base; 4X grey fabric chairs	Table is all intact and in good condition; Chairs are all in good condition	

7. KITCHEN (CONT.)



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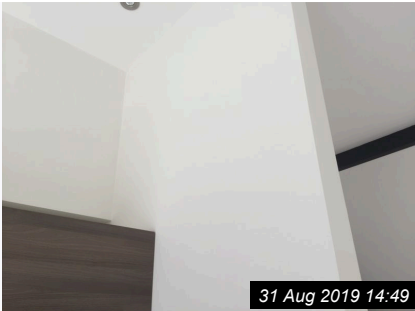
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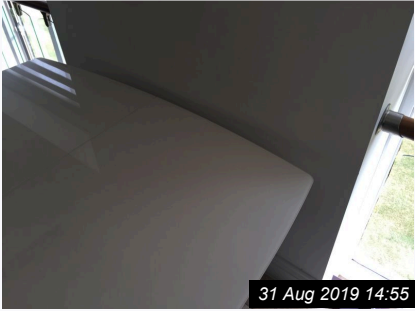
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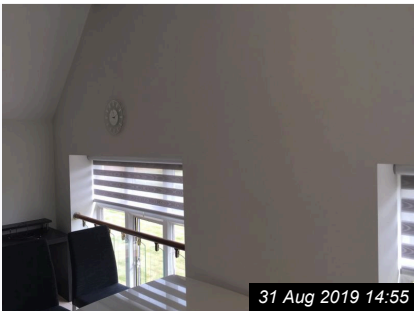
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7. KITCHEN (CONT.)



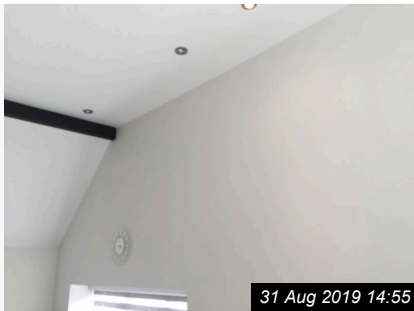
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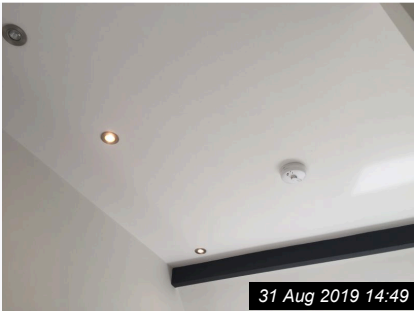
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7. KITCHEN (CONT.)



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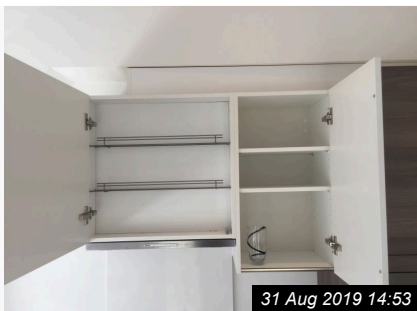
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7. KITCHEN (CONT.)



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7. KITCHEN (CONT.)



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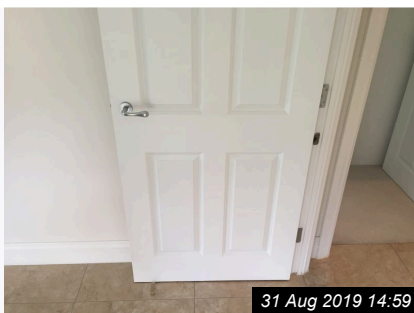
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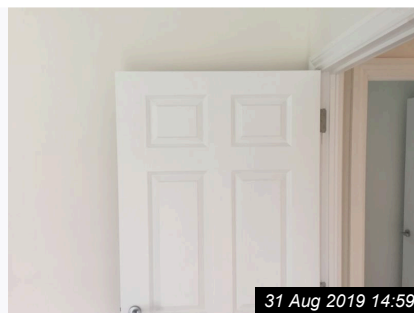
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8. LIVING ROOM

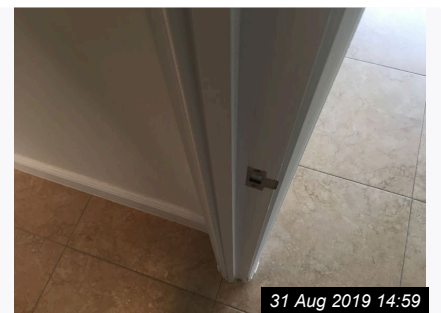
Item	Description	Condition	Tenant Comments
8.1 Door	White painted wooden door with chrome push handle; White painted wooden door frame;	Door is in good condition, all fixtures are intact; Lock fixture slightly bent; Door frame is in good condition	
8.2 Flooring	Cream tiled with grey grouting;	Tiles are in good condition, all grouting is intact	
8.3 Skirting	White painted skirting boards	Skirting is in good condition and intact	
8.4 Walls	White painted walls	Walls are in good condition; Very light scuff marks to lower levels	
8.5 Ceiling	White painted ceiling	Ceiling is in good condition	
8.6 Lighting	Individual spotlights	Lights in good condition all intact and tested working	
8.7 Window(s)	White painted metal window with twist handles and lever arms	Windows are in good condition	
8.8 Curtains / blinds	Grey mesh roller blinds with pull cord	Blind tested and working; 1X blind fraying to edge	
8.9 Switches and Sockets	White plastic switches and sockets	Switches and sockets are all intact and in good condition	
8.10 Furnishings	Black wooden desk unit; HENRY Hoover; Grey Sofa; Grey foot stool; Black wooden coffee table with chrome legs; Grey rug; Black lamp base with black shade	Desk is all intact and in good condition; Hoover is as new in box; Sofa has light staining to cushions; Stool is all intact and in good condition; Coffee table is in good condition; Rug is in good condition; Lamp is all intact	



Ref # 8.1



Ref # 8.1



Ref # 8.1

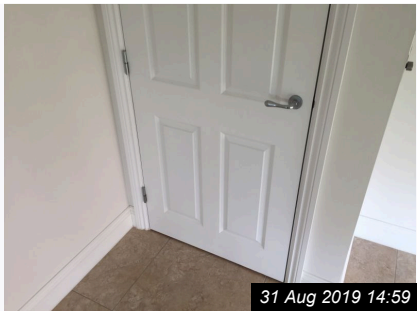
8. LIVING ROOM (CONT.)



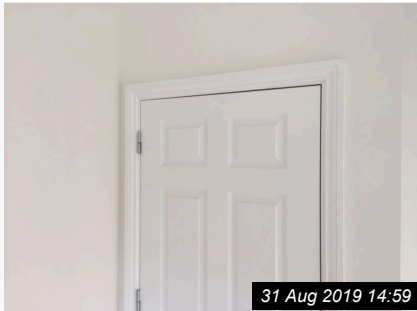
Ref # 8.1



Ref # 8.1



Ref # 8.1



Ref # 8.1



Ref # 8.1



Ref # 8.2



Ref # 8.2



Ref # 8.2



Ref # 8.2



Ref # 8.2



Ref # 8.2



Ref # 8.2



Ref # 8.2



Ref # 8.2



Ref # 8.4

8. LIVING ROOM (CONT.)



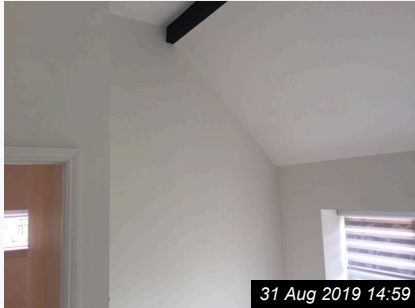
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Ref # 8.4

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Ref # 8.4

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Ref # 8.4

31 Aug 2019 15:00



Ref # 8.4

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Ref # 8.4

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Ref # 8.4

31 Aug 2019 15:00



Ref # 8.4

31 Aug 2019 15:00



Ref # 8.5

31 Aug 2019 14:56



Ref # 8.5

31 Aug 2019 14:56



Ref # 8.5

31 Aug 2019 14:56



Ref # 8.5

31 Aug 2019 15:00



Ref # 8.5

31 Aug 2019 15:00



Ref # 8.7

31 Aug 2019 14:56



Ref # 8.7

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8. LIVING ROOM (CONT.)



Ref # 8.7



Ref # 8.8



Ref # 8.10



Ref # 8.10



Ref # 8.10



Ref # 8.10



Ref # 8.10



Ref # 8.10



Ref # 8.10



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Ref # 8.10



Ref # 8.10



Ref # 8.10



Ref # 8.10



Ref # 8.10

8. LIVING ROOM (CONT.)



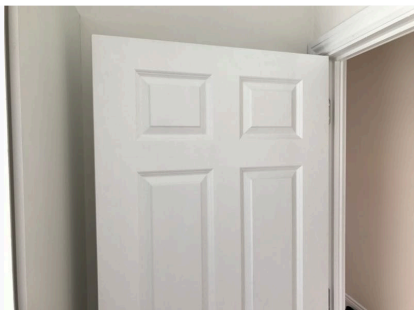
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9. BEDROOM 1

Item	Description	Condition	Tenant Comments
9.1 Door	White painted wooden door with chrome push handle; White painted wooden door frame;	Door is in good condition, all fixtures are intact; Light scuff marks around handle; Door frame is in good condition	
9.2 Flooring	Cream fitted carpet	Carpet is in good condition; Light coffee stain to carpet	
9.3 Skirting	White painted skirting	Skirting is in good condition	
9.4 Walls	Cream painted walls	Walls are in good condition; Patchy paintwork in places and light scuff marks to lower levels	
9.5 Ceiling	White painted ceiling	Ceiling is in good condition	
9.6 Lighting	Individual spotlights	Lights in good condition all intact and tested working	
9.7 Window(s)	White painted metal window with twist handles and lever arms	Windows are in good condition	
9.8 Curtains / blinds	Electric striped blind	Blind is in good condition, tested and working	
9.9 Switches and Sockets	Brushed chrome switches and sockets	Switches and sockets are all intact and in good condition	
9.10 Furnishings	Black bedbase with mattress; Additional black bedside tables fixtures; White wooden built-in wardrobes and storage units with chrome handles	Bedbase is all intact and in good condition; Mattress is in good condition; Bedside tables are intact and in good condition; Built-in wardrobe units are in good condition throughout, light scuff marks to interior of units	
9.11 Additional Items	Blind control	Control is intact	



Ref # 9.1

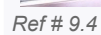
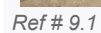
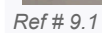
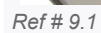


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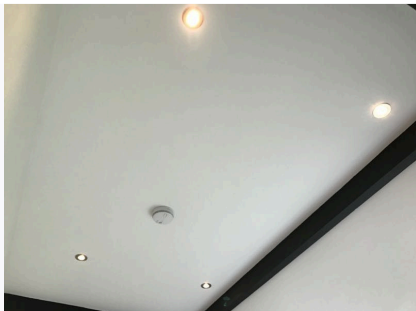


Ref # 9.1

Tenant Initials: _____



9. BEDROOM 1 (CONT.)



Ref # 9.5



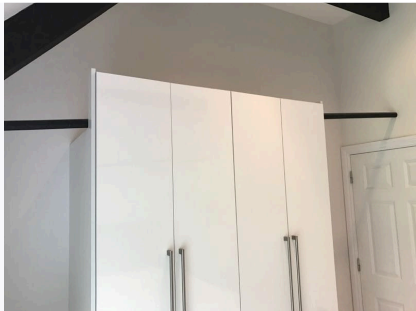
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Ref # 9.8



Ref # 9.10



Ref # 9.10



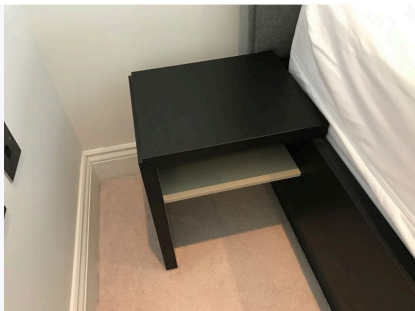
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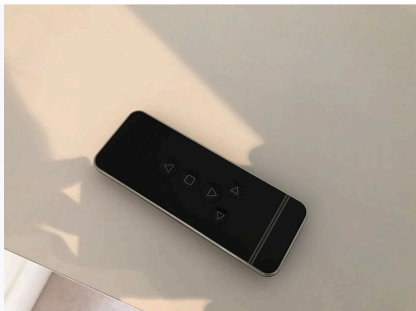
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Ref # 9.10



Ref # 9.11

10. BATHROOM

Item	Description	Condition	Tenant Comments
10.1 Door	White painted wooden door with chrome push handle and keyless lock; White painted wooden door frame; Chrome threshold	Door is in good condition, all fixtures are intact; Door frame is in good condition; Threshold is in good condition and intact	
10.2 Flooring	Cream tiled flooring with grey grouting	Tiles are in good condition, grouting is intact	
10.3 Walls	Cream tiled walls with white grouting	Walls are in good condition	
10.4 Ceiling	White painted ceiling	Ceiling is in good condition	
10.5 Lighting	Individual spotlights	Lights in good condition all intact and tested working	
10.6 Window(s)	White painted metal window with twist handles and lever arms	Windows are in good condition	
10.7 Switches and Sockets	Brushed chrome shaver socket	Shaver socket is all intact and in good condition	
10.8 Toilet/ Sink/ Bath	White toilet with plastic seat and lid and chrome push flush; White sink with chrome tap and drain; White bath with plastic side panel, chrome tap and drain; Chrome shower over bath with control unit, hose, head and riser bar; Chrome shower door fixture with glass panel	Toilet is in good condition, seat and lid are intact; Sink is in good condition, taps are intact; Bath is in good condition, taps and drain are intact; Shower is in good condition, all fixtures are intact and in good condition; Shower doors are intact and in good condition	
10.9 Additional Items	White wooden under sink unit with pullout drawers; Wall mounted mirror; Chrome bin; White plastic extractor fan	Unit is in good condition and in tact; Mirror is in good condition; Bin is in good condition; Extractor fan is in good condition	



Ref #10

10. BATHROOM (CONT.)



Ref # 10.1



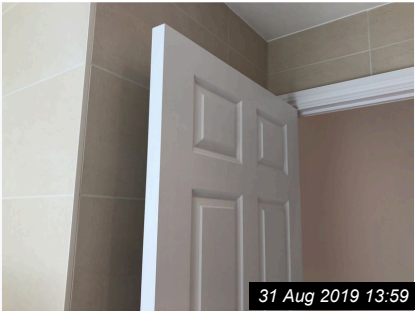
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Ref # 10.2



Ref # 10.2



Ref # 10.2



Ref # 10.2



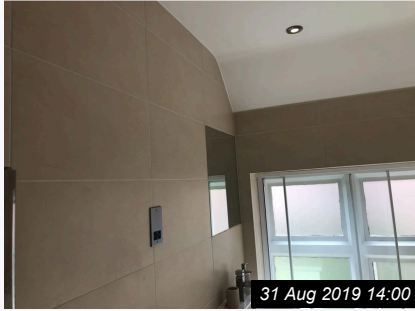
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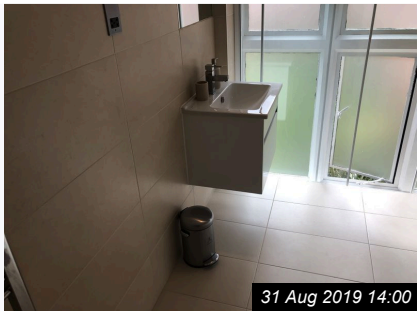


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Ref # 10.3

10. BATHROOM (CONT.)



Ref # 10.3



Ref # 10.3



Ref # 10.4



Ref # 10.4



Ref # 10.4



Ref # 10.4



Ref # 10.6



Ref # 10.6



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Ref # 10.6

10. BATHROOM (CONT.)



Ref # 10.7

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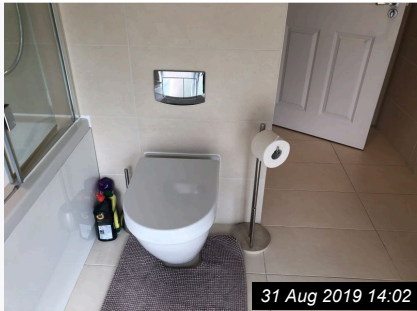
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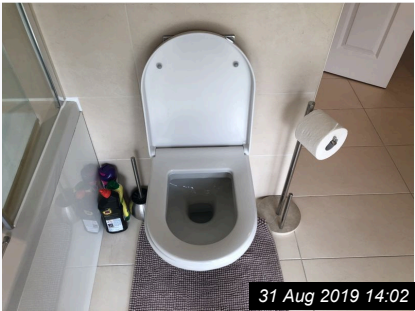
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10. BATHROOM (CONT.)



Ref # 10.8

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Ref # 10.9

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Ref # 10.9

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Ref # 10.9

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Ref # 10.9

31 Aug 2019 14:03



Ref # 10.9

31 Aug 2019 14:03

Declaration

I/We the undersigned, affirm that if I/we do not comment on the Inventory in writing within 14 days of receipt of this Inventory then I/we accept the Inventory as being an accurate record of the contents and condition of the property.