

Inventory Form

Clerk	Svetlana Pocock
Landlady Contact Name & email	Name: E-mail: Client Phone:
Property Address	...
Property Type	1 bedroom furnished flat
Date of Check-Out	18th May 2014
Gas Meter Reading & Location	No gas supply
Heating Meter Readings	Reading: 16.346; 15.942; 11097.6; Meter No:92582307
Electric Meter Reading & Location	Reading: 20016.9 Meter No: S09A09008 Location: Communal hallway, riser cupboard
Water Meter Reading & Location	Reading: 00250.81 Meter No: 09T028087 Location: Communal hallway, riser cupboard
Smoke Detectors	2 - green light seen to one, not tested
Property Professionally Cleaned	Domestically cleaned with some omissions such as lime scale to taps
Carpets Professionally Cleaned	Not, only domestically cleaned
Instruction Manuals	Seen - black folder in kitchen area
Keys	1x set:
Flat	1x key
Building	1x fob
Mail Box	1x key

Meter Readings

Schedule of Condition

	Check-in	Comments
General	The property is in good order throughout and has been domestically cleaned to a good standard at the start of tenancy. Some areas have been highlighted and need further attention such as lime scale to taps and sinks.	
Decorative	In good condition.	
Flooring	Floors in good order except for chipped grouting to bathroom tiled floor and stained/discolored carpet	
Windows	In good order	
Blinds/Curtains	In good order	
Bathroom -BASIN -WC -SHOWER -BATH	Clean, in good order In good order, lime scale to taps In good order In good order In good order	
Kitchen -FRIDGE/FREEZER -OVEN - MICROWAVE/GRILL -HOB -EXTRACTOR -WASHING MACHINE -DISHWASHER	In clean order. In working order In working order In working order In working order In working order In working order	
Lighting, Switches, Sockets	Lights generally in working order except for some down lights. Switches & sockets with no marks, no visible damages. Sockets not tested.	

Terms & Conditions for the inventory

The inventory principally lists contents and the visual condition of the property at the time of inspection for identification purposes only. No attempt has been made to place a monetary value on the property or its contents.

The person preparing the inventory is not an expert in the Fire and Safety Regulations, Art, Antiques, or in Gas, Electrical and similar services. Boilers, gas fires, water supply, burglar alarms, smoke detectors and radiators are NOT tested. It is the responsibility of the instructing principal to arrange for these services to be inspected by personnel qualified in these fields. Any electrical appliances will be only tested for power and only where practicable.

It is the landlord (or his/her representative) and the prospective tenant's (or his/her representative) responsibility to peruse the inventory and property contents before signing the declaration. Please ensure that if there is anything that you disagree with or would like to highlight please contact us by telephone or e-mail. Please note that any amendments or additions that you wish to make must be notified to us within 7 working days from the receipt of the report.

The inventory only covers areas that are readily accessible. We will not be able to move any heavy items, and also access lofts, high level cupboards, basements, cellars, garages, locked areas or similar will be excluded from the report and we will not accept responsibility for any discrepancies relevant to these areas.

The inventory has been prepared on the principle that if the condition column is left blank then the item is free from obvious defects, damage or soiling.

Gardens or outside areas will only be inspected if the inventory is carried out in daylight hours. Any other areas such as garages, garden sheds, basements, and lofts will only be checked upon instruction and an extra charge will be incurred.

Any linen or other similar items will only be inspected if laundered.

Meter readings may only be taken if they are located and readily accessible. All meter readings should be checked by the relevant utility companies as we cannot be held accountable for any discrepancies.

Tenants Notes

At the end of the tenancy this inventory will be checked. Any discrepancies or variations will be reported to the managing agents/landlords. The report will indicate as to whether, in our opinion, there is any liability to the tenant of whether such deterioration might be considered fair wear and tear.

Please note that all personal items must be removed, all cleaning must be completed prior to the Check-out date and the property restored to the original condition when the date of tenancy is commenced. If you are not ready to leave we may not be able to carry out the Check-out and if a return visit is necessary a charge will be added.

The property should be professionally cleaned (a thorough, in-depth end of tenancy clean) and left tidy at the end of the tenancy. Carpets must be thoroughly vacuumed or professionally cleaned (depending on the agreement, state of the carpet, and length of tenancy) as you will be charged for any staining or soiling and compensatory costs will be made towards any further damage such as cigarette burns. Be warned that tenants can be disagreeably surprised to find the Check-out report commenting unfavourably on the standard of cleaning with a requirement for further cleaning at considerable extra cost.

Commonly missed areas consist of;

1. Lime scale build up on taps, shower heads, etc.
2. Ceramic tiles in kitchens and bathrooms.
3. Kitchen units, inside and out of cupboards and drawers.
4. Kitchen appliances inside and out including rubber seals.
5. Ovens and hobs.
6. Extractor fans and air vents.
7. Soap drawers and filters of washing machines and dishwashers.
8. Along tops of doors and frames.

All items should be in the same location as per the inventory/check-in. It is important for the tenant(s) to replace all items to their original location on termination of tenancy. Failure to do so could result in delay and confusion and also result in a search fee being incurred on Check-out. The managing agent or landlord must be informed of any items removed from or added to the property otherwise replacement charges for the items removed may occur.

General day to day living marks can be expected such as minor scuff marks etc. However, should the marking be found to be excessive it will be pointed out in the Check-out Report. Any hooks/nails driven into walls, tears to wallpaper, pencil or crayon marks, blue tack stains, paint chips, or the like, will be noted and repair costs will be deducted from the deposit.

All beds should be left unmade as they will be examined for any stains, soiling, or damage not previously noted at the Check-in. Linen should be laundered, pressed, and folded. Bedding and towels should be clean and placed in the appropriate room.

All cutlery, crockery, china, glassware, kitchen utensils etc., should be clean and accessible and if necessary unpacked and returned to the correct position.

All food items should be removed and freezers defrosted.

All light bulbs etc. should be in working order as at check-in.

All furniture and upholstery will be thoroughly examined for scratches, ring marks, burns, soiling or other damage therefore it is in your interest to take measures to protect furnishings. Any of the above may attract cleaning or replacement costs.

If the owner has not employed a gardener at the property you will be required to maintain the garden including lawns, weeding of beds, and maintaining the garden according to the season such as trimming of bushes, branches and shrubs.

You must be ready to vacate the property and hand over correct keys at the appointment time.

Entrance & Hallway

ITEM	DESCRIPTION INVENTORY	AT	CONDITION AT CHECK-IN	CONDITION AT CHECK-OUT
Door	<p>White painted timber door frame & architrave Solid wood flat door</p> <p><u>Exterior:</u> Dark ash wooden effect to front Digits '2' and '2' in chrome Spy hole in chrome Chrome effect mortise lock Stainless steel door handle</p> <p><u>Interior:</u> White painted door to rear Spy hole in chrome Chrome effect mortise lock with security twist lock to rear Stainless steel door handle</p>		<p>Light mark to frame, lhs mid level. Sticky mark high lhs to frame.</p> <p>2x small chips lhs low level to interior.</p>	
Ceiling	Smooth white painted		Good and clean condition, no obvious damage	
Lights	<p>2x down lights:</p> <ul style="list-style-type: none">• White finish• 2x Circular frosted glass lamp shades		Good condition Lights working	
Switches & Sockets	<p>Brushed chrome finish 1 brushed chrome multi light switch/dimmer panel:</p> <ul style="list-style-type: none">• Touch control• 8x black push buttons/dimmers		Switches tested, working order Sockets not tested, no obvious damage	

	1x triple switch 1x double socket		
Walls	Smooth white painted	Good and clean condition, no obvious damage	
Thermostat	1x ELVEX thermostat control units	Not tested	
Flooring	Tiled with large size cream ceramic tiles with white grouting Floor fixed silver effect black rubber tipped door stop	Sticky marks lhs upon entry, dusty to corners.	
Wood work	White painted timber	Dusty to corners and top. Minor scratches.	
Heating	Under floor heating	Not tested	
Fire alarm	White plastic finish, mounted to ceiling	Not tested, no obvious damage Green light not seen	
TV/Phone entry system	<ul style="list-style-type: none"> • Brushed chrome panel • 6x push buttons • 1x monitor 	Not tested, no obvious damage	
Utility Room	<p>Off-white laminated double door Stainless steel handle</p> <p><u>Inside:</u> Floor tiled with large beige ceramic tiles, continuous from the hallway Walls painted smooth white</p> <p><u>Housing:</u></p> <ul style="list-style-type: none"> • 1x Hitachi thermostat - working • 1x telephone socket • 1x double blank plate • 4x single switches • Washing machine/dryer ZANUSSI Model: ZWD16270WI, white finish • 2x timber corner rack shelves • Heating Unit NU-Heat with 	<p>Lhs door chipped mid level around lock.</p> <p>Light dark marks rhs to heating module.</p> <p>Scuffed low level.</p> <p>Not tested</p> <p>No visible damages Good condition</p>	

	control unit		
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- **Fuse box, wall mounted**
- **Ironing board with cover**

Entrance & Hallway - Images

Bedroom

ITEM	DESCRIPTION INVENTORY	AT	CONDITION AT CHECK-IN	CONDITION AT CHECK-OUT	AT
Door	White painted timber frame White painted timber door Brushed chrome lever handle		Clean, good condition except for light marks to top edges. Partially freshly painted.		
Ceiling	Painted with smooth white emulsion		Clean, in good condition		
Lights	2x single down lights, white finish		1x light not working		
Switches & Sockets	Brushed chrome finish to switches <ul style="list-style-type: none">• 1x brush chrome switch/dimmer panel, touch control• 1x double switch White plastic finish to sockets <ul style="list-style-type: none">• 3x double sockets• 1x telephone socket		Switches with no visible damages Sockets with no visible damages, not tested		
Thermostat	1x Nu-Heat thermostat control units		No visible damage Not tested		
Walls	Smooth white painted		Clean, good condition		
Flooring	Beige carpet Door stopper, chrome circular, tipped & black rubber		Not cleaned professionally Visible discoloration lhs to bed and between door & bed 2x deep dent marks visible close to window		
Skirting	White painted timber		Dusty to top edge, minor scuff marks		
Windows & Sills	2x full length windows 2x full length sliding patio doors White aluminium frames Double glassed 2x 'three positions' lever handles, brushed chrome finish		Clean Glass intact		

	White plastic sill		
Curtains & Blinds	4x taupe roller blinds <ul style="list-style-type: none"> • Sun proofed • 2x wide • 2x half width White plastic curtain rail, ceiling mounted 2x sets of beige linen curtains 2x cord pulley systems	Clean, good condition Rhs pulley mechanisms tested and not working properly - wide gap left between curtains when closed	
Heating	Under-floor heating	Not tested	
Bed	Double timber frame Mounted headboard Frame & headboard upholstered with dark purple velvet fabric Cream mattress, orthopaedic, DAVID PHILLIPS 1x mattress protector	Clean, good condition except for prominent thinning of the fabric along the frame (low level) and to the headboard Mattress clean, like new Mattress protector clean, good condition	
Bedside Cabinets	2x bed-side cabinets: <ul style="list-style-type: none"> • White laminated finish • 1x drawer each 	Clean, good condition	
Built in Wardrobe	Built in timber wardrobe: <ul style="list-style-type: none"> • Grey mat finish • 4x doors Housing: <ul style="list-style-type: none"> • 2x hat shelves • 2x chrome clothes hanging rails • 1x shelf • 3x large drawers 	Clean, good condition	
Other Items	2x table lamps, each: <ul style="list-style-type: none"> • Chrome plated frame • Dark purple lamp shade 	Working order, clean Good condition, like new	
TV Set	SONY Model: Bravia KDL26S3000 1x SONY remote control unit	Not tested Not tested	
Miscellaneous	2x black plastic lighting remote control units Model: Scene Style		

Bedroom - Images

Reception, Dining Area & Kitchen

ITEM	DESCRIPTION INVENTORY	AT	CONDITION AT CHECK-IN	CONDITION AT CHECK-OUT
Door	White painted timber, chrome lever handle White painted timber frame		Clean, good condition	
Ceiling	White painted		Clean, in good condition	
Lights	<u>Reception & Dining area:</u> 4x double down lights, chrome finish <u>Kitchen:</u> 4 down lights, white finish 4x above units recessed fluorescent lights		1x light not working	
Switches & Sockets	<u>Reception & Dining area:</u> Brush chrome switches White plastic sockets <u>Kitchen:</u> Brush chrome sockets 3x double sockets 1x panel with 6x switches (seen in the wall unit) 1x single switch (seen in the wall unit)		Switches with no visible damages Sockets with no visible damages, not tested	
Walls	White painted		Clean, good condition.	
Flooring	Cream tiles with white grouting Chrome circular door stopper, tipped edge		Clean, good condition.	
Wood work	Painted white		Clean, good condition.	
Windows & Sills	2x full length windows 2x full length sliding patio doors White aluminium frames Double glassed 2x 'three positions' lever handles, brushed chrome		Clean Glass intact	

	finish White plastic sill		
Curtains & Blinds	4x white net roller blinds <ul style="list-style-type: none"> • 2x wide • 2x half width Brush chrome curtain rail, ceiling mounted 2x sets of beige velvet curtains, lined	Clean, good condition Curtains lightly dusty & minor marks to hems	
Furniture	2-seater sofa: <ul style="list-style-type: none"> • Upholstered with black leather • Chrome plated metal frame • 2x large back support cushions • 2x large seat cushions 1x coffee table: <ul style="list-style-type: none"> • Modern design • Warm black finish to timber frame • Thick solid glass triangle top 1 dining table: <ul style="list-style-type: none"> • Solid glass circular top • Chrome plated frame & base 4 dining chairs: <ul style="list-style-type: none"> • Chrome plated frames • Black faux leather upholstery to seats & back supports Side tables: <ul style="list-style-type: none"> • Set of 4x nested solid glass tables 	Very good condition, clean Very good condition, clean Light finger marks to top Couple of scratches to top, circa 10 cm each Couple of minor scratches to base Clean, very good condition Second large table heavily chipped to edge circa 2 cm	
Kitchen Units	Timber 2 shadows of grey laminated finish Chrome pull handles	Unit with integrated extractor lhs back partition not fixed properly Otherwise clean, good	

	<p>Top wall units - white glass finish</p> <p>6x Wall units: Housing:</p> <ul style="list-style-type: none"> • 5x shelves • Brushed chrome switch with 6x keys • Brushed chrome switch to hobs <p>7x Base Units Housing:</p> <ul style="list-style-type: none"> • 1x Integrated dishwasher • 1x Corner unit with 2x stainless steel sliding racks • 4x small drawers • 1x shelf • Grey plastic recycling bucket (integrated) <p>2x Full length units Housing: Integrated Fridge and freezer 1x cupboard:</p> <ul style="list-style-type: none"> • 1x door • 1x shelf <p>2x ovens 1x drawer</p>	<p>condition</p>	
<p>Fridge/Freezer</p>	<p>SIEMENS</p> <ul style="list-style-type: none"> • 5 door shelves - clear plastic, silver trim • 5 glass shelves, white plastic trims • 1 crisp drawer, clear 	<p>Clean Light working Pack with ice left to freezer</p>	

	<ul style="list-style-type: none"> plastic • 3 clear plastic drawers to freezer • Butter container - white plastic with clear plastic lid • Integrated light 		
Oven	SIEMENS: <ul style="list-style-type: none"> • Integrated • Stainless steel frame • Falling leaf door & glass Housing: <ul style="list-style-type: none"> • 2 stainless steel wire racks • 1x baking tray (with grill rack) • Integrated light 	Clean, good condition Light working	
Washer/Dryer	ZANUSSI Model: ZWD16270WI	Clean Located in hallway utility room	
Hobs	SIEMENS <ul style="list-style-type: none"> • 4x induction hot plates • Touch control 	Clean, good working condition (tested for power)	
Dishwasher	SIEMENS <ul style="list-style-type: none"> • Fully integrated • 2x racks • 1x grey plastic cutlery rack 	Light lime scale to door to interior Would benefit from proper wiping	
Extractor	SIEMENS Integrated under wall kitchen unit, sliding Stainless steel frame 4x filters 3x spot lights, chrome finish	Lightly greasy to filters & frame, would benefit from wiping Lights working Working order (tested for power)	
Microwave/grill oven	Microwave/grill SIEMENS <ul style="list-style-type: none"> • Integrated • Stainless steel • Falling leaf door & glass • Stainless steel grill rack 	Clean, good condition Grill rack slightly tarnished.	

Worktop/Surface	Grey engineered stone Decor worktop Gloss White around hobs	Clean, good condition	
Sink	Stainless steel, integrated Stainless steel mixer taps Stainless steel strainer	Cleaning scratches to sink Lime scale to taps	
Heating	Under-floor heating	Not tested	

Lounge - Images

Kitchen - Images

Bathroom

ITEM	DESCRIPTION AT INVENTORY	CONDITION AT CHECK-IN	CONDITION AT CHECK-OUT
Door	Brilliant white laminated finish timber door White painted timber frame & architrave Stainless steel lever handle Thumb lock to inside	Freshly painted Clean, good condition	
Ceiling	Painted white	Clean	
Lights, Switches and Sockets	2x concealed fluorescent lights (under built around stone shelves) 3x down lights, white finish	Working order 1x not working	
Walls	Partially mirrored, partially covered with solid black plastic panes	Clean, good condition	
Flooring	Tiled with beige ceramic tiles	Clean, good condition except for heavily chipped grouting (need some attention as tiles move when someone steps on them)	
Heating	Chrome plated towel radiator Valves seen	Lime scale, would benefit from proper cleaning Not tested	
Toilet	<ul style="list-style-type: none"> • White ceramic, half pedestal • White plastic seat • Concealed cistern • Chrome plated fittings 	Clean, good condition	
Basin	Black ceramic bowl, integrated to stone shelf Contemporary chrome mixer taps - luxury design	Clean, good condition except for some light marks to stone shelf & lime scale to taps. Light residue to sink.	

Bath	White finish Chrome pop-up plug Chrome overflow Solid glass screen, chrome frame Stone tiled side panel	Clean, good condition except for light discolouration to screen seal & light lime scale to plug Splashes, lime scale & soap marks seen to side panel	
Shower	Chrome head - ceiling mounted Chrome mixer and control taps	Clean, good condition	
Miscellaneous	4x glass shelves	Clean, good condition	

Bathroom - Images

Notes

IMPORTANT – tenants are to ensure that all keys are returned to their correct places as noted on the inventory below – a separate charge will be made for time taken to locate misplaced keys. Any keys that have been lost will either incur a separate charge for replacement as necessary OR the tenant will be charged for the appropriate locks to be changed.

**The property, contents, fixtures and fittings are in a good, clean condition and all light
Bulbs and batteries are in working order unless otherwise noted within this report.**

Whilst every care has been taken to ensure the accuracy of this schedule, accuracy cannot be guaranteed. It is the responsibility of the Landlord and the Tenant(s) or respective agent to peruse the accuracy of this schedule and sign it in confirmation. London Property Inventories cannot be held responsible for any errors or omissions.

This inventory relates only to the fixtures, fittings, contents, and decor. It is no guarantee of, or report on, the adequacy of, or safety of any such equipment or contents, merely a record that such items exist in the property at the date of the inventory and the superficial condition of these items.

This is to certify that we the undersigned have carefully checked the foregoing inventory and subject to the marginal notes, consider this to be a fair and correct schedule of condition of contents therein.

The tenant/landlord has 7 working days from receipt of this inventory to notify the agent/landlord/inventory company of any discrepancies.

Landlord Signature:

Signed:

Print:

Date:

Tenant Signature:

Signed:

Print:

Date: