

Contents

Notes for the guidance of tenants	2
Utility Readings.....	4
Instruction Manuals.....	4
Abbreviations	4
Property Exterior.....	5
Entrance Hall – Pictures	6
Entrance Hall – Text	7
Bedroom 1 – Pictures	9
Bedroom 1 – Text	9
Bedroom 2 – Pictures	11
Bedroom 2 – Text	11
Bathroom – Pictures	13
Bathroom – Text	13
Lounge/Kitchen – Pictures	15
Lounge/Kitchen – Text.....	16
Declaration.....	19
Check – Out.....	20

Notes for the guidance of tenants

It may be helpful for the tenant to note the following “Check-out” procedures:

- All items should be placed in the rooms described on the inventory.
- All china, glassware, kitchen utensils, etc., should be clean and accessible. Any packed away during the duration of the tenancy must be unpacked, cleaned and returned to the correct position.
- It is expected that the property will be in a similar condition of cleanliness as at Check-in.
- Beds should not be made up as they need to be examined.
- Bedding & linen should be clean and placed neatly in the airing cupboard or appropriate room.
- All keys must be available and labelled clearly.
- You must be ready to vacate the property and hand over the keys at the appointed time.

The following notes have been written to help facilitate a problem free move at the end of your tenancy:

It is the tenant's 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 charges being made to the tenant. Heavy items of furniture that have been moved should also be returned to their correct positions.

The managing agent or landlord must be informed of any items removed from, or added to the property. Failure to do so may result in charges being made for replacement of items removed.

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

Cleaning

All cleaning must be thorough. The main areas of concern are sanitary ware, windows, hard floors, woodwork, kitchen appliances, including kitchen units, shelves, ovens, cooker hoods, and refrigerators, wardrobes and drawer 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 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. Compensatory costs will be made towards any further damage such as stains or cigarette burns. If a carpet is badly marked or damaged, you may be charged for part or all of the cost of replacement.

Crockery, China and Utensils

These items will be checked for soiling, chips, burn marks, loose handles to pans, and such like. If damage has occurred beyond fair wear and tear, compensatory or replacement costs will be added to the check-out report.

Decorations

It is accepted that during the course of normal day to day living a few marks and scuffs will appear on walls and woodwork. However, should the marking be found to be excessive, charges will be added to the check-out report. For example, hooks and nails driven into walls, excessive furniture rubbings, pencil or crayon marks, tears to wallpaper, excessive damage to woodwork.

Beds

Beds, bases, mattress, and pillows will be examined for staining and damage not previously recorded on the inventory. Charges will be made in the form of cleaning charges, or compensation, or a percentage of the replacement cost as appropriate. Linen and bedding, if any, should be left clean and pressed.

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 high. It is in your interest to take steps to protect the furniture with mats etc.

Soft Furnishings

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

Keys

All keys listed on the inventory should be kept safely and handed back at the end of the tenancy. Should any keys be lost, you may be charged replacement costs for the locks. If you have extra keys cut, these should also be returned.

Gardens

If the owner has not employed a gardener at the property, you will be required to maintain the garden. This includes the cutting of lawns, weeding of beds, and maintaining the garden according to the season. This may include trimming bushes and shrubs, but it is suggested this is confirmed with the Managing agent prior to taking action as they may need specialist treatment.

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

Check-out appointment

It is most important

- 1) That all cleaning has been completed prior to this time.
- 2) That all personal items have been removed.
- 3) 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 added to the Check-out report.

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

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 fair wear and tear. Normal fair wear and tear will be assessed on the length of the tenancy and type of occupancy.

Utility Readings			
Meter	Meter No.	Meter Reading	Inventory Reference Number
Gas	2003:467297	037232	Outside
Electricity	E641898B	54892	Ref. 12
Water	N/A	N/A	N/A

Instruction Manuals
Microwave, oven, boiler, fridge freezer, washing machine

Abbreviations	
RHS	Right Hand Side
LHS	Left Hand Side
RH	Right Hand
LH	Left Hand
WO	Working Order
NW	Not Working
NT	Not Tested

Property Exterior



Entrance Hall – Pictures



Entrance Hall – Text			
Ref. No.	Item	Condition	Comments at Check-Out
1	Front Door	Small scrape, light marks	
2	Front Door Frame	2 x dents	
3	Front Door Fittings 2 x metal handles, wooden threshold, metal letter slot, spy hole, metal draft excluder, door stop, security chain, closing mechanism	Threshold – gouge Letter slot – scratch	
4	Ceiling		
5	Ceiling Fittings Pendent with bulb, white shade, smoke detector	Light – WO Smoke detector – NT	
6	Walls	Facing wall – scuffs RH wall – dent	
7	Wall Fittings Intercom, thermostat control		
8	Woodwork	LH skirting – small crack	
9	Switches & Sockets	Socket – requires wipe	
10	Heating Radiator	Thermostatic valve – paint mark	
11	Floor	Requires sweep, light scratches RHS near corner	

12	Fixtures & Fittings Built in cupboard: 2 x metal handles, door stop, pendent with bulb, Potterton boiler, fuse box, electricity meter Contains: Henry vacuum cleaner Bag with 3 x vacuum cleaner accessories Ironing board with cover	Light – WO Ironing board cover – burn mark Meter No.: E641898B Meter Reading: 54892	
13	Furniture 2 x door mats	Requires vacuum	

Bedroom 1 – Pictures



Bedroom 1 – Text

Ref. No.	Item	Condition	Comments at Check-Out
14	Door	Nail hole	
15	Door Frame	2 x scrapes	
16	Door Fittings 2 x metal handles, wooden threshold, door stop	Handle – loose	

17	Ceiling	Screw hole	
18	Ceiling Fittings Pendant with bulb, white shade	Light – WO	
19	Walls	LH wall – marks, 3 x nail holes	
20	Woodwork		
21	Switches & Sockets	Switch – mark	
22	Heating Radiator		
23	Windows & Fittings Window Metal handle, metal air vent, cylinder key	Sill – stain	
24	Curtains Pair of beige curtains with 2 x matching tie backs	RH curtain – small tear	
25	Floor		
26	Fixtures & Fittings Built-in cupboard: shelf, hanging rail	Facing wall – marks Carpet – fraying	
27	Furniture Desk with CD holder	Lower shelf – gouge	
28	Chair		
29	Drawer unit	Sticker marks	
30	Bed 2 x pillows Duvet 2 x pillow cases Duvet cover Sheet Mattress protector	Mattress – light stain	

Bedroom 2 – Pictures

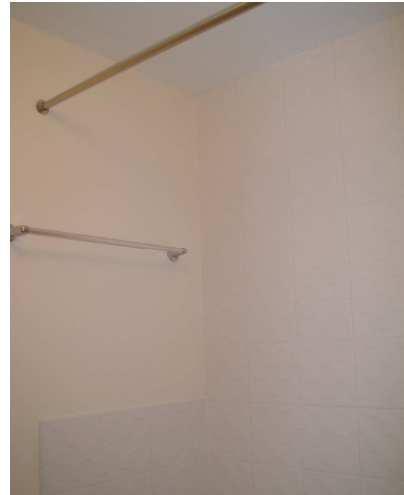


Bedroom 2 – Text

Ref. No.	Item	Condition	Comments at Check-Out
31	Door		
32	Door Frame		
33	Door Fittings 2 x metal handles, wooden threshold, door stop	Door stop – loose	
34	Ceiling		

35	Ceiling Fittings Pendant with bulb, white shade	Pendant – over painting Light – WO	
36	Walls	Rear wall – blue tack RH wall – screw	
37	Woodwork	RH skirting – coming away	
38	Switches & Sockets	Socket – cracked	
39	Heating Radiator		
40	Windows & Fittings Window Metal handle, metal air vent, cylinder key	Glass – requires cleaning	
41	Curtains Pair of beige curtains with 2 x matching tie backs		
42	Floor	Lifting at edges, cigarette burn RHS centre	
43	Fixtures & Fittings Built-in cupboard: shelf, hanging rail Contains: Several coat hangers Quantity of bulbs	Shelf – chip	
44	Furniture Desk with CD holder	CD holder – cracked	
45	Chair	Small mark	
46	Drawer unit		
47	Bed 2 x pillows Duvet 2 x pillow cases Duvet cover Sheet Mattress protector	Slat – broken Duvet – stain	

Bathroom – Pictures



Bathroom – Text

Ref. No.	Item	Condition	Comments at Check-Out
48	Door	Light scuffs	
49	Door Frame		
50	Door Fittings 2 x metal handles, wooden threshold, door stop		
51	Ceiling	Damp stain	

52	Ceiling Fittings Metal light fitting with bulb, glass shade, extractor fan	Light – WO	
53	Walls	Tiles – require wipe	
54	Wall Fittings Toilet roll holder, towel rail		
55	Woodwork		
56	Heating Radiator		
57	Floor	Tile cracked RHS far corner	
58	Fixtures & Fittings Built-in recess:	Sill – marks	
59	Wash Hand Basin Metal plug	Pedestal – chip	
60	Toilet	Seat – loose	
61	Shower	Soap dish – requires cleaning	
62	Bath Metal plug		
63	Furniture Mirror		
64	Plastic toilet brush with holder		
65	Cream bath mat		

Lounge/Kitchen – Pictures



Lounge/Kitchen – Text			
Ref. No.	Item	Condition	Comments at Check-Out
66	Door		
67	Door Frame		
68	Door Fittings 2 x metal handles, wooden threshold, door stop		
69	Ceiling		
70	Ceiling Fittings 2 x pendants with 2 x bulbs, 2 x white shades, metal light fitting with 4 x bulbs, extractor fan, heat detector	Lights – WO Heat detector – NT	
71	Walls	Nail holes, light marks	
72	Wall Fittings Shelving unit		
73	Woodwork		
74	Switches & Sockets	Point – paint marks	
75	Heating Radiator		
76	Radiator		
77	Windows & Fittings Balcony door Metal handle, metal air vent, cylinder key		
78	Curtains Pair of full length cream curtains	LH curtain – small stain	
79	Window & Fittings Window Metal handle, metal air vent, cylinder key	Frame – gouge	
80	Curtains Pair of full length cream curtains		

81	Floor	Requires sweep	
82	Kitchen Units	Kick board – loose	
83	Wall Units Unit 1 (LHS) Contains: 6 x tumblers 8 x wine glasses	Door – hinge loose	
84	Unit 2 Contains: 6 x plates 6 x side plates 6 x bowls 6 x coffee cups		
85	Unit 3	Unit – requires wipe	
86	Unit 4 Contains: 3 x wooden tea/coffee/sugar containers with 3 x lids	Shelf – crack	
87	Base Units Unit 1 (LHS) Contains: Metal cutlery tray 6 x knives 6 x forks 6 x spoons 6 x tea spoons Kitchen utensils (see picture)		
88	Unit 2 Contains: 3 x pots with 3 x lids Pan Wok Metal strainer Glass measuring jug	Unit – mark Wok – handle loose	
89	Unit 3 Contains: Oven mitts Instructions folder	Oven mitts – burn	
90	Unit 4 Contains: Fitted plastic bin with lid Quantity of cleaning materials Plastic bucket		

91	Worktops	Dusty	
92	Sink & Fittings Metal plug		
93	Appliances Bosch microwave		
94	Bosch gas hob/oven Contains: 2 x grated shelves Oven tray	Sticker	
95	Bosch extractor hood		
96	Russell Hobbs cordless kettle with base		
97	Russell Hobbs 2 piece toaster		
98	Hotpoint washing machine	Soap dispenser – requires cleaning	
99	Hotpoint fridge/freezer Contains: 2 x plastic egg holders 3 x plastic ice cube trays	Dairy shelf – crack	
100	Utensils Chopping board		
101	Furniture Plastic drainer		
102	Metal pedal bin with plastic insert	Requires cleaning	
103	Dining table	Light scratches	
104	4 x dining chairs		
105	Swivel armchair	Showing wear	
106	2 x armchairs		
107	Swivel footstool	Worn	
108	Coffee table		

Declaration

This document 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 as at the date of the Declaration and the superficial condition of same.

This inventory 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 respective agents to agree between themselves the accuracy of this report. The person preparing the inventory is not an expert in fabrics, woods, materials, antiques etc, nor a qualified surveyor. The inventory should not be used as an accurate description of each and every piece of furniture and equipment, nor as a structural survey report. Property left in lofts, cellars and locked rooms, which have not been inventoried, are the sole responsibility of the Landlord.

The Fire & Safety Regulations regarding Furnishings, Gas Electrical and similar services are ultimately the responsibility of the Instructing Principal. Where the inventory notes "F.F.R label seen" this should not be interpreted to mean that the item complies with the "Furniture and Furnishings (Fire) (Safety) (Amendments) 1993". It is a record that the item had a label as described or similar to that detailed in the "Guide" published by the Department of Trade and Industry March 1996 (or subsequent date), attached at the time the inventory was compiled. It is not a statement that the item can be considered to comply with the Regulations. Method Inventories cannot be held liable for the correct status of the heating.

The items listed in the inventory have been inspected and found to be in good order, except where qualified in the description

Taking possession

Signed for the tenant

Date

Signed for the owner

Checked in for

Check – Out

Utility Readings			
Meter	Meter No.	Meter Reading	Location Inventory Reference Number
Gas	2003:467297		Outside
Electricity	E641898B		Ref. 12
Water	N/A	N/A	N/A

Keys Handed Back			
Cylinder	Mortise	Garage	Other

Telephone Connected: Yes / No / NT

Water/Heating: On / Off

Declaration

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The items listed in the inventory have been inspected and found to be in good order, except where qualified in the description

Relinquishing Possession

Signed for the tenant

Date

Signed for the owner

Checked Out for