


Inventory and Schedule of Condition

Condition of Fixtures & Fittings, Furniture & Effects

Client Name:	XYZ Lettings	
Date of Preparation:	Wed, 14 December 2011	
Description:	Second floor, 1-bed flat, unfurnished	
Property Address:	Lettings House 1 Lettings Street My Town PZ1 8JH	
Weather Conditions:	Overcast, wet and windy	
Time of Day:	Midday	

Inventory Guidance Notes to Tenants

You are reminded that it is your responsibility at the beginning of the tenancy to note any specific discrepancies on the inventory that you do not agree with such as marks on walls and carpets. If no such additional notes are made by the tenants at the start of the tenancy, the inventory will be deemed as accepted as read.

Using the Inventory

All items listed are in a good clean condition unless otherwise stated.

Glossary of Terms

- ✓ Brand new, unused condition – still in wrapper or with new tags/labels attached
- ✓ Good condition – signs of slight wear, generally lightly worn
- ✓ Fair condition – signs of age, frayed, small light stains and marks, discolouration
- ✓ Poor condition – extensive signs of wear and tear, extensive stains/marks/tears/chips. Still functional
- ✓ Very poor condition – extensively damaged/faulty items, large stains, upholstery torn and/or dirty, pet odours/hairs

Disclaimer

- ✓ This inventory report provides a fair, unbiased and accurate record of the contents and internal condition of the property. It is the responsibility of the landlord and tenant or the respective agents to agree between themselves on the accuracy of this report
- ✓ This inventory report has been prepared on the accepted principle that in the absence of comments, an item is free from obvious damage or soiling
- ✓ Electric sockets, switches, telephone points and aerial points are in white plastic unless stated otherwise
- ✓ Windows are not tested and no comment is made on their operational order
- ✓ Unless agreed beforehand, property left in lofts, cellars and locked rooms will not be included in the inventory report and remain the sole responsibility of the landlord
- ✓ Meter readings will be taken if the meters are easily accessible.
- ✓ All static, loose or movable items in this inventory are listed as far as possible from left to right starting at the main door.
- ✓ Multiple items may be grouped together and may require locating
- ✓ Light fittings are assumed to come complete with a serviceable bulb(s) unless stated
- ✓ All electrical items are considered complete with plugs, bulbs and flexes unless otherwise specified.
- ✓ Settling cracks to walls and ceilings are accepted and will not be mentioned unless necessary
- ✓ All measurements given are approximate
- ✓ No attempt has been made to identify any item by its original manufacturer or the period in which it was produced. The inventory clerk preparing the report is neither a qualified surveyor nor an expert on fabrics, woods, materials or antiques
- ✓ The report relates only to furniture, furnishings and all of the landlord's equipment and contents in the property. It is no guarantee of, or report on, the adequacy of, or safety of any such equipment or contents. It is a documented record that such items exist within the property, at the date of the inventory and the superficial condition of the same

Safety Disclaimer

- ✓ The inventory clerk may not be a qualified electrician, HHSRS (Housing Health and Safety Rating System) expert, or an expert in Fire Regulation. The inventory clerk is not required to report on anything which might contravene housing or safety regulations
- ✓ Smoke alarms and heat detectors in the property have not been tested and it is the tenant's responsibility to inspect these regularly to ensure they are in full working order as per the manufacturer's instructions

External Front



Item	Condition	Comments
Property General Description		
1. Property is 1 bedroom 2nd floor flat with communal entrance and stairways/landings. The main building has brown tiled pitched roof, white guttering and soffits, part grey painted wooden paneling, part grey smooth render to front.		
Property General Cleanliness		
2. Generally in a good state of cleanliness		
Property General Condition		
3. Generally in good decorative order		
External Fixtures & Fittings		
4. Grey CCTV camera.		
5. External light to balcony.	Working	
Parking		
6. Courtyard, black tarmac with parking bays.		

Communal Entrance & Stairways



Item **Condition** **Comments**

General Description

7. White uPVC double glazed entrance door with lock. Panel to side with numbered call buttons. Fire alarm panel to right when entering building. Blue carpet to floor. Stairs, same, with dark grey noses. Contemporary silver coloured banisters and glass paneling. Ceiling and wall white painted. Lighting and smoke alarms throughout.

Entrance & Hallway



Item	Condition	Comments
Door Front		
8.	Grey painted flush wooden door with chrome/satin stainless steel lever handle. Lever type lock.	
9.	Chrome effect letter box with black trim.	
10.	White bell push to white casing.	
11.	White & black numeral (18) in clear Perspex cover.	
Door Frame Front		
12.	White painted wood.	
Door Reverse		
13.	Same.	
Door Frame Reverse		
14.	Same.	
Ceiling		
15.	White painted.	
Ceiling Fixtures		
16.	Ceiling pendant on white plastic circular base with flex and bulb.	
17.	White and black smoke detector.	Not tested.
18.	Mains powered white smoke alarm.	Not tested.
19.	White Friedland door chime.	
Walls		
20.	White painted.	Entering from communal hallway, first wall on left, light scuff marks to middle and lower sections.
Wall Fixtures		
21.	Single light switch, white plastic.	
22.	Double light switch, white plastic.	
23.	Switched fuse, white plastic.	
24.	Extractor fan isolator switch, white plastic.	
25.	Chrome effect door stop with black tip.	
Flooring		
26.	Beige fitted carpet.	
Woodwork		
27.	White painted wooden skirting boards.	
Heating		
28.	None.	

Kitchen Diner



Kitchen Diner



Item	Condition	Comments
Door Front		
29.	Grey painted flush wooden door with chrome/satin stainless steel lever handle.	
Door Frame Front		
30.	White painted wood.	
Door Reverse		
31.	Same.	
Door Frame Reverse		
32.	Same.	
Ceiling		
33.	White painted.	
Ceiling Fixtures		
34.	Ceiling pendant on white plastic circular base with flex and bulb.	
35.	Three white spot lights on matching white track.	
36.	Mains powered heat detector.	Not tested.
Walls		
37.	White painted.	Radiator wall, section between radiator and work surface, light scuff marks. Last wall, clockwise from entering room, centre at eye level, 3 pea-size defects.
Wall Fixtures		
38.	Double electrical socket, white plastic.	
39.	Double electrical socket, white plastic.	
40.	Double electrical socket, white plastic.	
41.	Double electrical socket, white plastic.	

Kitchen Diner			
42.	Double electrical socket, white plastic.		
43.	Switched fuse, white plastic.		
44.	Switched fuse, white plastic.		
45.	Switched fuse, white plastic.		
46.	Switched fuse, white plastic.		
47.	Switched fuse, white plastic.		
48.	Single electrical socket, white plastic, red switch.		
49.	White plastic plate with 4 single electrical sockets, 2 double switches, single telephone socket and 3 aerial sockets.		
50.	Vectaire extractor fan unit.		
51.	Single light switch, white plastic.		
52.	White plastic wall mounted entrance phone with cradle.	Not tested.	
53.	Horstmann thermostatic control unit with 7 grey control buttons.		
54.	Triple light switch, white plastic.		
55.	Under cupboard down lights set in silver triangular frame x 2.		
Flooring			
56.	Part beige fitted carpet.	Small furniture indentations.	
57.	Part cream vinyl with chrome effect edging strip (to carpet).		
Windows & Sills			
58.	Window: White uPVC double glazed double patio doors, each with white lever handles and silver thumb turn locks. Trickle vent to top. Frame, same. Doors External: same.	External frame and sill not clean.	
59.	Sill: White uPVC		
Curtains & Blinds			
60.	None.		
Woodwork			
61.	White painted wooden skirting boards.		
Heating			
62.	Cream Dimplex wall mounted electric radiator.		
Fitted Units & Cupboards			
63.	Range of floor and wall units with integrated appliances. Doors are white laminate with satin chrome effect tubular flush handles.		
64.	Floor units, from left to right:		
65.	Chest of 4 drawers.		
66.	Corner cupboard, single white veneer shelf with silver front edge.		
67.	Under sink cupboard, single white veneer shelf with silver front edge.		
68.	Wall units, from left to right:		
69.	Single cupboard, 2 white veneer shelves with silver front edges.		
70.	Single cupboard, 2 white veneer shelves with silver front edges.		

Kitchen Diner		
71.	Single cupboard, 2 white veneer shelves with silver front edges.	
72.	Single cupboard, 2 white veneer shelves with silver front edges.	
Work Surfaces		
73.	Light wood effect roll top laminate, with single row of black rectangular tiles, white grout.	
Sink		
74.	Stainless steel inset circular sink with monoblock single lever chrome effect mixer tap, swan spout and chrome effect waste basket.	
75.	Separate stainless steel inset circular drainer with black plug.	
Oven/Hob		
76.	Black and silver Electrolux cooker.	
77.	Hob: ceramic with 4 black control dials and 4 hot plates.	
78.	Oven: electric oven with 3 control dials and silver handle. Interior: 2 wire shelves, grey metal grill pan with wire tray.	No grill pan handle visible.
79.	Hood: silver chimney style hood with 3 grey slider controls.	
Appliances		
80.	White Zanussi larder type freezer with 3 drawers and ice tray to bottom.	
81.	White Zanussi larder type fridge with 3 tempered glass shelves, 2 salad baskets and 3 dairy trays to door.	
82.	White Electrolux EWX14450W front loading washer/dryer with single control dial and 8 grey control buttons.	
Miscellaneous		
83.	Small balcony with light wooden railings, black painted metal frame, 4 glass panels and wooden floor. White and silver curved exterior light.	Light working.

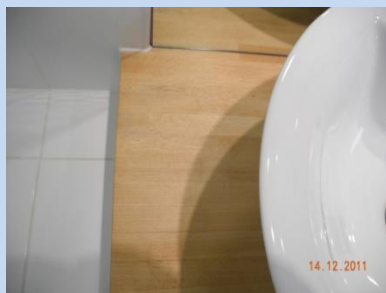
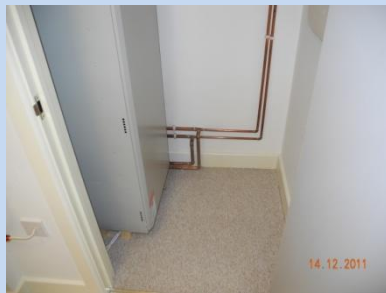
Bedroom 1



Item	Condition	Comments
Door Front		
84.	Grey painted flush wooden door with chrome/satin stainless steel lever handle.	
Door Frame Front		
85.	White painted wood.	
Door Reverse		
86.	Same.	
Door Frame Reverse		
87.	Same.	
Ceiling		
88.	White painted.	
Ceiling Fixtures		
89.	Ceiling pendant on white plastic circular base with flex and bulb.	
90.	White lockable loft hatch and frame.	
Walls		

Bedroom 1			
91.	White painted.	Second and third walls, clockwise from entering room, middle and lower sections, light scuff marks.	
Walls Fixtures			
92.	Double aerial socket, white plastic.		
93.	Single telephone socket, white plastic.		
94.	Double electrical socket, white plastic.		
95.	Double electrical socket, white plastic.		
96.	Double electrical socket, white plastic.		
97.	Switched fuse, white plastic.		
98.	Single light switch, white plastic.		
99.	Single telephone socket, white plastic.		
100.	Single light switch, white plastic.		
101.	Inset down lights x 2.		
102.	Single light switch, white plastic.		
103.	Chrome effect door stop with black tip.		
104.			
105.			
Flooring			
106.	Beige fitted carpet.		
Windows & Sills			
107.	Window: White uPVC double glazed side opening casement with white lever handle, trickle vent to top.		
108.	Sill: White painted wood.		
Curtains & Blinds			
109.	None.		
Woodwork			
110.	White painted wooden skirting boards.		
Heating			
111.	White Creda wall mounted electric radiator with 2 control dials and single switch.		
Fitted Units & Cupboards			
112.	Built in wardrobe with double mirrored sliding doors, both with white frames. White painted wooden frame to sides. Interior: ceiling and walls white painted, fitted carpet and white skirting boards.	Sliding doors stiff to operate. Interior back walls, middle and lower sections, light scuff marks.	
Freestanding Furniture			
113.	None		

Bathroom



Bathroom



Item	Condition	Comments
Door Front		
114.	Grey painted flush wooden door with chrome/satin stainless steel lever handle and privacy lock.	
Door Frame Front		
115.	White painted wood.	
Door Reverse		
116.	Same.	
Door Frame Reverse		
117.	Same.	
Ceiling		
118.	White painted.	
Ceiling Fixtures		
119.	Circular white flush ceiling light.	
Walls		
120.	Part white painted.	Immediately right of mirror, bottom, apple-size defect.
121.	Part rectangular white tiles, white grout.	
Wall Fixtures		
122.	Vectaire cream extractor fan unit.	
123.	Inset down lights x 2.	
124.	Double shaver socket, white plastic.	
125.	Flush frameless mirror to back of sink.	
Flooring		
126.	Cream and light brown tiled mosaic vinyl.	Vinyl is rucked to door threshold and to side of bath.
Windows & Sills		
127.	Window: None.	
Curtains & Blinds		
128.	None.	
Woodwork		
129.	White painted wooden skirting boards.	
Heating		
130.	Chrome effect wall mounted electric heated towel rail.	
Fitted Units & Cupboards		
131.	Built in boiler cupboard with grey painted wooden door with chrome/satin stainless steel lever handle. Frame, cream painted wood. Reverse, same.	

Bathroom		
	Interior: walls and ceiling white painted, fitted carpet, single wooden slatted shelf, grey Pulsacoil Thermal Store Hot Water System, cream fuse box.	
Basin		
132.	Contemporary white counter top basin with monoblock single lever mixer tap and pop up waste, with light brown wooden counter surround.	Wood to left of basin is water marked.
133.	Under sink cabinet, white laminate with chrome effect T-bar handle, single shelf. Four open shelves to side.	
Bath		
134.	Light grey acrylic bath with flanged end, single lever chrome effect shower mixer tap to chrome effect hose, head, riser rod and mountings. Curved light grey plastic front panel.	
135.	Curved over bath frameless shower screen with chrome effect mounting and handle.	
Toilet		
136.	White toilet with concealed cistern and white seat and cover. Front mounted flush dual button chrome effect flush. Light wooden shelf to top.	

Keys



Type	Opens	Number	Recipient
Cylinder	Communal Entrance	1	With Agent
Lever	Flat Entrance	1	With Agent

Meters



Type	Serial Number	Reading	Location
Electricity Meter	A10LB10350	No key provided for lockup. Reading from Check Out dated 6 December 2011, 003253. Agent informed	Ground floor lobby lockup
Gas	Not found at property		
Water Meter	10M070497	00033	Looking at communal entrance, row of 3 covers to the right, left cover (see photograph above).

Declaration

I/we acknowledge receipt of this inventory and confirm that all items listed are in a good clean condition unless otherwise stated. I/we have read and checked this inventory and schedule of conditions and agree that it is a true record as at the time of taking occupation.

Signed
(Tenants)

Name

Date

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Signed
(Landlord/Agent/Clerk)

Name

Date

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