

EXAMPLE INVENTORY AND SCHEDULE OF CONDITION

Property address: 14 Gladstone Street, Ashbourne, Derbyshire, DB2 4AX
Landlord/s: Ron Roberts of 7 Percy St, Ashbourne, Derbyshire, DB2 5A2
Tenant/s: Tim Bond of 7 Bath Road, Bristol, BS2 3DJ
Date Inventory prepared: 6 April 2007
Check-in Date: 7 April 2007

A BRIEF DESCRIPTION OF THE PROPERTY:

A well-presented three-bedroom, modern property with a single garage and front and rear gardens.

DECLARATION

This Inventory provides a fair and accurate record of the contents of the property and their condition. It also records the condition of the fabric of the internal and external parts of the property.

Unless otherwise stated it is accepted that a listed item is in good condition, free from obvious defect or damage.

Any comments noted by either party in respect of a listed item should be recorded at the time of the check -in and added to this Inventory.

The Inventory should be used for identification purposes only and not as a structural survey report.

Items stored or kept in lofts or cellars and locked rooms that have not been recorded on the Inventory are the sole responsibility of the landlord.

GUIDANCE NOTES FOR TENANTS AT THE END OF TENANCY

The Inventory will be checked at the end of the tenancy at which time any variances or discrepancies will be recorded. Missing or damaged items that are not considered as 'fair wear-and-tear' will be the responsibility of the tenant to pay for repair, replacement, making good, cleaning or any other required process.

The following notes have been designed to assist you when handing your property back to the landlord at the check-out appointment

In order to protect your deposit, it is advisable that you read these guidelines and take the appropriate action.

- Ensure that the property has been left in a good, clean condition throughout and all of your personal items have been completely removed.
- All items should be returned to exactly the same position as they are listed on the Inventory.
- All windows, mirrors and glass items should be cleaned and polished
- All woodwork, skirting, dado rails, picture rails, frames, shelving, cabinets, etc., should be cleaned and polished.
- All soft furnishings such as carpets, curtains, rugs, bed linen, towels, throws and mattresses, etc., should be laundered/washed free of stains, ironed (where applicable) and left clean.
- All walls and ceilings should be dusted, wiped over (where necessary) and be free of excessive wear.
- All kitchen appliances including cookers, hobs, microwave ovens, toasters, washing machines, tumble dryers, etc., should be cleaned free of residues, grease and stains.
- All kitchen cupboards should be cleaned and emptied of your food and belongings.
- Fridges and freezers should be emptied of food, cleaned thoroughly, defrosted, switched off and their doors left open.
- Cooker extractors should be cleaned and their filters changed.
- Bathrooms should be cleaned thoroughly and all sealant and grouting should be free of staining or mould.
- All light bulbs should be present and in working order.
- All picture hooks, tacks, screws, nails or other fittings installed by you should be removed and any damage made good.
- Gardens should be in a well-maintained condition for the time of year, lawns should be cut and all garden implements should be clean and in working order.
- Any missing or damaged items should be replaced to match.
- A mail forwarding service should be set up by you to ensure that your post reaches you at your new address.

PROPERTY EXTERIOR FRONT

NO	DESCRIPTION	CHECK-IN	CHECK-OUT
1.	Red clay tile roofing		
2.	Red brick exterior		
3.	Black plastic guttering and down pipe		
4.	White UPVC window frames		
5.	Gravel area	Minor weeds	
6.	Light stone patio tiled walkway up to front door	One tile cracked	
7.	Holly bush around perimeter of garden to front and sides maintained to a height of 5ft		
8.	White plastic gas meter cupboard		
9.	White plastic electricity meter cupboard	Door loose	

FRONT DOOR/INNER HALLWAY

NO	DESCRIPTION	CHECK-in	CHECK-OUT
10	White wooden front door, chrome handle, Yale lock, 2 x 5-lever mortise locks	Dirt marks to front around locks	
11	White textured ceiling		
12	Magnolia painted walls	Small circular indent to wall, light scuffs at low to mid level, 3 x screws	
13	White painted woodwork		
14	Beige short pile carpet, mat to front door, rubber door stop	Fair wear and tear to carpet, stains	
15	Pendant light, brown paper shade		
16	Smoke detector		
17	Wooden batten, 5 x chrome coat hooks		
18	Fuse box at high level		

SITTING ROOM

NO	DESCRIPTION	CHECK-IN	CHECK-OUT
19	Sapele door, white wood, chrome handle, self-closing	Light scratches to front	
20	White textured ceiling, white coving		
21	Magnolia painted walls	4 x picture hooks	
22	white painted woodwork		
23	Beige short pile carpet	1 x light stain in front of window	
24	Pendant light, round paper shade		
25	White radiator with thermostatic control	Small chip in upper right corner	

26	White UPVC window, left/right opening with keys, white plastic handles/stays, white sill		
27	Pair of chocolate brown unlined tab top curtains, matching tiebacks, chrome pole, glass ball finials		
28	Aerial point/lead		
29	3 x white double electric sockets		
30	Round glass top coffee table with oak legs	Some light scuffs to glass	
31	A John Lewis, 2 seat sofa, 2 years old, leather, dark brown, chrome feet 4 x matching leather cushions	Ring mark on right arm	

KITCHEN

NO	DESCRIPTION	CHECK-IN	CHECK-OUT
32	Sapele door, chrome handle		
33	White textured ceiling		
34	Light brown painted walls, part tiled in a green ceramic tile		
35	White painted woodwork		
36	Terracotta tiles to floor		
37	Pendant light, white paper shade		
38	White UPVC window, left/right opening, white handles/stays, white UPVC sill		
39	Beech effect Venetian blind		
40	<p>A range of cream fronted kitchen cabinets with matching knobs, oak effect wooden trim, consisting of:-</p> <p>Single wall unit with: 5 x White china dinner plates 5 x White china tea plates 5 x White china bowls 5 x White china mugs</p> <p>Slimline single wall unit</p> <p>Double base unit with 5 x Pint glasses 5 x Glass tumblers 5 x Red wine glasses 5 x White wine glasses</p> <p>Single base unit and drawer, with: 1 x Large Ikea saucepan 1 x Medium Ikea saucepan 1 x Ikea frying pan 1 x Ikea black plastic spatula 1 x Ikea black plastic pasta spoon 1 x Ikea black plastic fish slice 1 x Ikea black plastic ladle</p>	<p>Finger marks to edge of door</p> <p>Drip marks to front</p> <p>Drip marks, scuff to bottom of door</p>	

	Double base unit under sink, drawer, with a variety of cleaning materials.		
41	Light wood oak effect worktops		
42	Inset stainless steel sink, chrome monobloc tap, chain/plug	Clean	
43	Light brown plastic cutlery holder & crockery drainer		
44	Wooden chopping board		
45	White Hinari kettle		
46	Inset Zanussi electric hob in chrome, 4 x hotplates, black dials	Fair age order, burn marks to hotplates, wear around dials	
47	Built-in Zanussi electric oven in chrome, smoked glass door, black dials		
48	Slimline cooker extractor hood in chrome		
49	Wall mounted Worcester CD24I combination boiler		
50	Sanyo microwave in white		
51	Bush 2-slot toaster in white		
52	Zanussi fridge freezer in chrome		
53	Zanussi 1000 Zn2010 washing machine in white	Light scuffs to casing	
54	White radiator		
55	Wooden circular dining table	Marks to top	
56	4 x wooden dining chairs	Chairs are untreated and water marked	
57	White UPVC door to rear garden with opaque glass upper section, white plastic handle and lock		

STAIRS/LANDING

NO	DESCRIPTION	CHECK-IN	CHECK-OUT
58	White textured ceiling		
59	Magnolia painted walls	Small circular indent to wall, light scuffs at low to mid level, 3 x screws	
60	White painted woodwork including spindles and banister rail to first floor landing		
61	Beige short pile carpet		
62	Pendant light, low energy bulb, white paper shade		
63	Battery operated smoke detector		

BATHROOM

NO	DESCRIPTION	CHECK-IN	CHECK-OUT
64	White sapele door, chrome handle/lock		
65	White textured ceiling		
66	White painted walls part tiled in a beige stone effect tile		
67	White painted woodwork		
68	Light oak effect wood laminate flooring		
69	Wooden flush light fitting, glass bowled shade	Dusty	
70	A 3 piece bathroom suite in white consisting of:- WC, wooden seat/lid, wooden handled flush, Sink, pedestal, chrome hot/cold taps, chain, plastic plug Bath, chrome hot/cold taps, chain/plastic plug, white plastic panel to side, beige stone effect tiled shelf to end		
71	Mira m9000 shower in white, chrome flex, white riser, soapdish and showerhead		
72	White shower rail, white shower curtain, 12 x chrome rings	Some water marks to curtain	
73	Chrome Ikea towel ring		
74	Chrome Ikea towel rail		
75	Chrome Ikea toilet roll holder		
76	White radiator	Spots of rust to top	
77	Chrome toilet brush/holder		
78	Extractor fan		
79	Rectangular Ikea mirror to wall		
80	Shaver point		

BEDROOM 1

NO	DESCRIPTION	CHECK-IN	CHECK-OUT
81	White sapele door, chrome handle, white hook to back		
82	White textured ceiling		
83	Magnolia painted walls		
84	White painted woodwork		
85	Beige short pile carpet		
86	Pendant light, bulb, white paper shade		
87	White UPVC window, left/right opening, white handles/stays, window locks, white UPVC sill		

88	Pair of lined cream colour curtains from John Lewis on a white track		
89	White radiator with thermostatic controls	Light marks to front	
90	Double pine wardrobe, 2 x drawers to bottom, clothes rail and hangers to inside	3 x stickers to front	
91	Black cast iron bedstead with matching frame, kingsize mattress		
92	Pine 6-drawer chest, round wooden handles	Wear to veneer around handles	

BEDROOM 2

NO	DESCRIPTION	CHECK-IN	CHECK-OUT
93	White sapele door, chrome handle	Wear to veneer to left-hand edge	
94	White textured ceiling		
95	Magnolia painted walls		
96	White painted woodwork		
97	Beige short pile carpet		
98	Pendant light, bulb, white paper shade		
99	White UPVC window, left/right opening, white handles/stays, window locks, white UPVC sill		
100	Pair of lined chocolate brown colour curtains on white track		
101	Pine 4-drawer chest, large circular pine framed mirror to top	Aged, ring marks to top, wear to drawer fronts	
102	Single divan bed base with single mattress and protector cover		
103	Rattan chair	Marks to seat	
104	White radiator		

PROPERTY EXTERIOR REAR

NO	DESCRIPTION	CHECK-IN	CHECK-OUT
105	Red clay tile roofing		
106	Red brick exterior		
107	Black plastic guttering and down pipe		
108	White UPVC window frames		
109	Flagstone patio tiles laid two tiles deep from back door		
110	Lawn area with grass cut to short length	Lawn in good condition	
111	Wood fencing around border approx 6' tall treated with Cuprinol rosewood wood stain and fence protection		

METER READINGS

Gas	4598
Electric Normal	623543
Electric Low	887321
Water	n/a

METER CUPBOARD/BOX LOCATION

Electric	Cupboard under the staircase
Gas	Cupboard under the staircase
Water	None at property
Main fuse box location	Box on first floor landing at top of stairs
Main stop tap location	Under kitchen sink

SIGNATURES

We/I hereby agree that the Inventory and Schedule of Condition contained herein is a true and fair representation of the facts, inclusive of amendments agreed to of today's date.

Date _____

Signed _____

Name (Print) _____

Signed _____

Name (Print) _____

Signed _____

Name (Print) _____

FORWARDING ADDRESSES

Name: _____

Forwarding address: _____

Tel: _____

Email: _____

Name: _____

Forwarding address: _____

Tel: _____

Email: _____