

Check In Inventory and Schedule of Condition

Fixtures & Fittings, Furniture & Effects



Client Name: ABC Letting
Produced By: Suzi Smith
Tenant(s) Name: Mr Brian Sole, Miss Sharon Stroud
Date of Preparation: 23rd January 2014
Property Address: 72 Temple Drive, Heatherton, Derby, DE33 9YF
Property Description: 3 Bedroom Unfurnished Detached



Tenants' Initials:

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Sample

Inventory Guidance Notes

All items listed are in good condition and cleaned to a good domestic standard, unless otherwise stated.

Glossary of Terms

Condition

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

Cleanliness

1. Professionally Clean

Everything immaculate, sparkling and dust free, appliances and sanitary ware spotless. Carpets steam cleaned, vacuumed. Floors swept. All furniture in order and clean. Linen freshly laundered.

Cleaned to a high professional standard by a professional cleaner, receipt seen.

Name of the company and date carried out.

2. Cleaned to a professional standard or hotel clean

Everything immaculate, sparkling and dust free, appliances and sanitary spotless. Carpets steamed cleaned, vacuumed. Floors swept. All furniture in order and clean.

Linen freshly laundered. Cleaned to a professional standard but no receipt seen.

3. Good Domestic Standard

Flooring vacuumed and swept. Appliances cleaned and free of loose dirt. Some carbon deposits to appliances may be visible but no loose debris or grease to the touch. Dust

may be visible to areas not often seen - cupboards, tops of door frames etc. Sanitary ware in clean condition - no dust/soap deposits/loose hairs etc.

4. Average Domestic Clean

Domestic clean, but signs of dust to woodwork, kitchen units marked, appliances need additional cleaning. Carpets vacuumed and floors swept.

Dust/hairs to sanitary ware - requiring further cleaning.

5. Cleaned to a poor standard

Carpets need vacuum, all items dusty or dirty, kitchen and bathrooms require further cleaning to either a good domestic standard or to a professionally clean standard as applicable.

6. Not Cleaned

Property requires cleaning to a good domestic standard or professional standard to make available for next tenant as applicable.

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 i.e. marks on walls, carpets etc. 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.

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.

Disclaimer

This inventory has been prepared by an inventory clerk who is not an expert in buildings, furnishings, decoration, woods, antiques or a qualified surveyor and is not intended to form any part of a survey.

This inventory relates only to the furniture and all the landlord's equipment and contents in the property. It is no guarantee, 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 preparing the inventory and the superficial condition of same.

The inventory provides a fair record of contents and details of the condition of the property with a description of fixtures and fittings in each room/area of the property. Where the words "silver", "chrome", "oak", "pine", etc are used, it is understood that this is a description of the colour and type of the item and not the actual fabric, unless documentary evidence is available. For the term of the tenancy fair wear and tear allowance is taken into consideration.

The inventory clerk will not take water meter readings unless the meter is clearly visible within the property or attached to an exterior wall at low/accessible level.

Windows throughout the property have not been tested for function or operation. Descriptions are purely based on the superficial appearance of windows, frames and locks. We can accept no liability arising from any failure of the windows or parts thereof to function properly at all.

Furniture & Furnishings (Fire) (Safety) Regulations 1988 - (1993)

The fire and safety regulation regarding furnishing, gas, electrical and similar services are ultimately the responsibility of the instructing principal. Where the inventory notes "Fire Regulation Label Attached", this should not be interpreted to mean 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 January 1997 (or subsequent date). It is not a statement that the item can be considered to comply with the Regulations.

Using The Inventory

All static, loose or movable items in the 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 complete with complete with serviceable bulb(s) unless stated.

Settling cracks to walls and ceilings are accepted and will not be mentioned unless necessary.

All measurements are in centimetres/metres and are approximate within 15 centimetres unless stated otherwise.

All moveable items at the end of the tenancy must be returned to it's original place or will be deemed as missing.

Heavy Items Disclaimer

Heavy items of furniture such as kitchen appliances, wardrobes and beds, will not be moved and the inventory clerk will not be responsible for the condition of any flooring underneath, or areas surrounding such items that cannot be seen.

Loft & Cellars Disclaimer

Loft and cellars are not covered on this inventory unless they are converted and safely accessible.

Contents will therefore not be noted at commencement or check out.

Locked Rooms Disclaimer

Belongings left by the owner in a locked room or outbuildings, will not be inventoried and are the sole responsibility of the landlord.

All items should be returned to their original position(as detailed on the inventory); this includes stored or boxed items not used during the tenancy. Any items listed as "Not Seen/Found" could result in replacement cost or charge being made to the tenant. Managing agents/landlord may also charge for the removal of unapproved items left by the tenant at the end of the tenancy that were not included in the original inventory.

At the time of the property check out, all personal items (including consumable items) should have been removed and cleaning of the property completed. No further cleaning will be permitted once the check out inspection has commenced. The tenant will have been advised of the date and time of the check out and must provide access, or let the appointed clerk know the details of their departure from the property. Additional costs may be incurred if the clerk is not able to complete the checkout inspection due to the tenant not being ready to vacate or if they are delayed by more than 20 minutes by the tenant.

The check out report is advisory and is based on information available to the clerk at the time of the check out. It must not be treated as final statement of tenant responsibility. It remains the responsibility of the agent/landlord and tenant to fully agree any issues and/or deductions from the deposit.

Cleaning

Soiling is not considered to be fair wear and tear, (as defined by the House of Lords as "reasonable use of the premises by the tenant and the ordinary operation of natural forces, i.e the passage of time). The tenant is liable for the property to be cleaned to the same standard as detailed to the inventory at the start of the tenancy. All cleaning should be carried out using the correct cleaning materials for different surfaces; this includes but is not exclusive to: bath, shower tray, toilet and bathroom furniture, windows, worktops, carpets and laminate flooring.

Soft Furnishings

Excessive discolouring which cannot be attributed to sun bleaching and/or the passage of time, soiling or damage may result in repair or cleaning costs being charged to the tenant. Discolouration due to smoke, staining, burns or tears to curtains may also incur costs to the tenant.

Flooring

Carpets should either be professionally cleaned or vacuumed including edges and corners depending on the level of soiling and/or the terms of the tenancy agreement. Receipts for professional cleaning should be given to the clerk at the time of the check out inspection. Hard floors require sweeping and mopping where necessary (in accordance with any specialist cleaning materials/advice provided by the managing agent/landlord). The tenant may be charged by the managing agent/landlord for repairs or replacement costs due to soiling, staining or damage such as cigarette or iron burns.

Decoration

As specified in the majority of tenancy agreements, the tenant should gain permission from the managing agent/landlord prior to putting nails, pins and other fixtures into walls and ceilings and should avoid the use of tac or tape. Additional marks/fittings will be noted at the check out and any damage or repair work required in order to make good may be charged to the tenant by the managing agent/landlord. Fair wear and tear will be taken into consideration although charges may be made for tearing or damage to wallpaper, excessive chips and plaster damage which may be caused by nails, pins and picture hooks.

Beds & Linen

Mattresses, divan bases, pillows and duvets will be inspected for soiling where practically possible. Costs may be incurred by the tenant for cleaning, compensation or a percentage of the replacement charge by the managing agent/landlord in the event that any such items are soiled beyond that noted in the inventory. Beds should not be made up at the time of the check out inspection and any linen should be left cleaned, pressed and folded.

Kitchen Surfaces & Sinks

Kitchen surfaces and sinks will be inspected for knife cuts, cup marks, scorch and burn damage. Using appropriate items such as chopping boards and heat pads will help prevent damage.

Crockery, Chinaware, Kitchen Utensils

All items will be checked for soiling, chips and damage. If damage has occurred that is not considered as consistent with fair wear & tear, compensation or replacement costs may be incurred by the tenant.

Garden & Exterior Areas

Most tenancy agreements state that the tenant is responsible for the maintenance of gardens and exterior areas such as driveways unless expressly agreed otherwise. This includes the cutting of lawns, weeding and maintaining the garden, paths, driveways, flowerbeds etc according to the season. If the standard is found to be below the condition as detailed in the inventory, (with consideration given for a change in season) the tenant may be charged for necessary work to bring the affected area back to the required level.

Keys

All keys listed in the inventory to the property must be handed back to the Landlord or Landlords representative at the end of the tenancy. This includes additional keys that have been supplied or obtained during the tenancy. Should any keys be lost or not returned to the managing agent, landlord or inventory clerk, the tenant may be charged for replacement keys or possible for the changing of locks.

Condensation

It is recommended that the following guidelines are followed to prevent condensation and mould or black spot developing in any of the rooms of the property:

- Leave trickle vents open where available - to ensure proper ventilation keep trickle vents open where available as much as possible especially during and after cooking, washing or bathing, or if the windows show signs of misting.
- Don't dry washing indoors - where possible restrict the drying of washing indoors to rooms with open windows and closed internal doors.
- Keep the property well ventilated - particularly in the bathroom and kitchen. This will help to avoid water vapour from being produced.
- When cooking keep pans on lids where possible and practical. This will avoid excessive steam from misting up the kitchen.
- It is the tenants responsibility to reduce the likelihood of condensation and mould. Condensation has been held in case law as an occupier induced occurrence.

Gas Safety Warning

Never block vents. Where gas appliances are located in rooms with ventilation bricks and/or grilles to the outside these must never be covered, blocked or obscured in any way for any amount of time. If appliances are not properly vented, it can kill.

Sample

Tenants

Mr Brian Sole
Miss Sharon Stroud

Alarm & Door Code

Alarm Code: 6666
Alarm Panel Location: Entrance Hall

Locations

Stop Cock Location: WC
Boiler Location: In the garage
Fuse box Location: In the garage

Sample

Meter Readings

Type	Location	Serial Number / Supplier	Check In Reading	Check Out Reading
Electricity 1	In the garage	DD44433E /	12345	12345
Electricity 2				
Gas	In the garage	A126D4Y /	34256	34256
Water				



Keys

Purpose	Type	Quantity
Front Door	Yale	1
Back Door	Yale	1
Side Door		1
Patio	Yale	1



Set of keys

Sample

Front Garden

Drive Way

Item	Description	Condition	Check In Comments
Tarmac	1 x , Black tarmac to the front drive.		

Lawn

Item	Description	Condition	Check In Comments
Grass	1 x , Grass to front garden	Cut and tidy	

Lighting

Item	Description	Condition	Check In Comments
Lighting	1 x , Outside wall mounted black bulkhead light with frosted shade and bulb. 1 x outside wall mounted black bulkhead motion detector light.		

Front Door / Entrance Hall / Hallway

External Door and Frame

Item	Description	Condition	Check In Comments
Door(s)	1 x White, UPVC door with 2 patterned glazed top panels and 2 white bottom solid panels.		
Door Handle(s)	1 x , White door handle		
Door Bell	1 x White, Bell Push		
Letter plate	1 x White, letter plate, with black trim.		

Ceiling

Item	Description	Condition	Check In Comments
Ceiling	1 x artexed, painted, white emulsion, ceiling.		
Lighting			

Item	Description	Condition	Check In Comments
Lighting	1 x White, single pendant, With energy saving working bulb. Small	White paint mark round the top edge of the white pendant casing next to the ceiling.	

Walls

Item	Description	Condition	Check In Comments
Walls	1 x Wallpaper, with a driftwood style pattern and painted a pale yellow colour. Right wall before the kitchen door has 2 fitted raw plugs with screws inside, painted the same as wall colour.	3 marks to the left wall on entering the entrance hall each approximately 15cm to 20cm. Wallpaper joins on the third sheet as you enter entrance hall have risen.	

Woodwork

Item	Description	Condition	Check In Comments
Skirting	1 x Wood, painted, white		

Floor

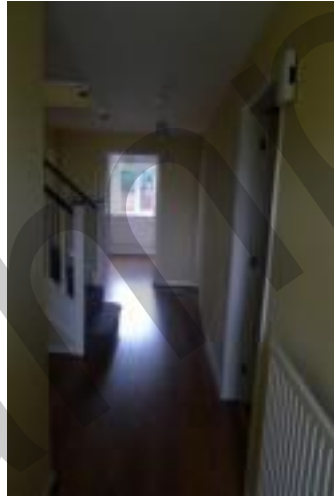
Item	Description	Condition	Check In Comments
Laminate	1 x , Dark oak effect laminate floor with dark stained wood edging.		

Heating

Item	Description	Condition	Check In Comments
Radiator	1 x Single Radiator without Thermostat Valve, cream colour		

Sockets/Switches

Item	Description	Condition	Check In Comments
Socket Outlet	1 x White plastic, single socket(s)		
Light Switch	2 x White plastic, double switch		
Light Switch	1 x Chrome colour, flat plate style, double dimmer, switch.		



WC

Internal Door and Frame

Item	Description	Condition	Check In Comments
Frame & Architrave	1 x wood, frame, painted, White	10No small brown circles all round the frame each approximately the size of a 5 pence.	
Door(s)			
	1 x White, 6 panel solid door		
Hinges	3 x Brass effect, hinges		
Door Handle(s)			
	1 x Brass Effect, Victorian Scroll Handle, Lockable, with a white plastic coat hook.		
Ceiling			
Item	Description	Condition	Check In Comments
Ceiling	1 x artexed, painted, white emulsion, ceiling.		
Lighting			
Item	Description	Condition	Check In Comments
Lighting	1 x White, single pendant, fitted, with working bulb.		
Walls			
Item	Description	Condition	Check In Comments
Walls	1 x painted, a pale yellow colour. Stopcock tap to right of the toilet.		
Windows and Sills			
Item	Description	Condition	Check In Comments
Window	1 x White, uPVC, top opening, window(s), with patterned glass.	Good condition	
Window Handle(s)			
	1 x White, lockable, handle(s), with key in the handle.		

Item	Description	Condition	Check In Comments
Sill	1 x , Brown beige speckled tiles with a brown inner square design.		
Floor			
Item	Description	Condition	Check In Comments
Laminate	1 x , Dark oak effect laminate floor		
Woodwork			
Item	Description	Condition	Check In Comments
Skirting	1 x Wood, painted, white, with dark brown stained edging.		
Heating			
Item	Description	Condition	Check In Comments
Radiator	1 x Single Radiator without Thermostat Valve, Painted, a cream colour.	Right hand side connector is cracked across the top in half.	
Sockets/Switches			
Item	Description	Condition	Check In Comments
Light Switch	1 x White plastic, single switch		
Basin			
Item	Description	Condition	Check In Comments
Basin	1 x wall mounted, Ceramic, cream basin made by Stelrad Boulton. Black plug on stainless steel chain. 3 tile splash back. 2 outer tiles brown beige speckled with brown square inner design. Centre tile same as outer tiles but with a flower design.		
Taps			
	1 x Chrome Single Hot and Cold Taps		

Toilet

Item	Description	Condition	Check In Comments
Toilet	1 x ceramic, toilet, flush handle, with a plastic toilet seat, of cream colour made by Stelrad Boulton.		

Furnishings

Item	Description	Condition	Check In Comments
Mirror	1 x Small, wall mounted, unframed, oblong, mirror, above the basin.		



Lounge

Internal Door and Frame

Item	Description	Condition	Check In Comments
Frame & Architrave	1 x wood, frame, painted, White		
Door(s)	1 x White, painted 10 panel glazed doors with single glazed patterned glass.		
Hinges	3 x Brass effect, hinges		
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle		
Miscellaneous	1 x , Brass effect catch fitted to top of left door.		

Ceiling

Item	Description	Condition	Check In Comments
Ceiling	1 x artexed, painted, white emulsion, with white coving all the way round approx 14cm deep.		

Lighting

Item	Description	Condition	Check In Comments
Lighting	2 x , Black speckle 3 spiral ceiling light with frosted shades and working bulbs. 3 x fitted wall lights, half moon design painted magnolia with working bulbs.		

Walls

Item	Description	Condition	Check In Comments
Walls	1 x painted, Wallpaper, magnolia		Black heat marks above the radiator

Windows and Sills

Item	Description	Condition	Check In Comments
Window	1 x uPVC, White, window(s), With 2No fixed clear panes with double glazed clear glass.		

Item	Description	Condition	Check In Comments
Sill	1 x Wood, Painted, White, with plastic arched strip to window.		
Curtain Pole	1 x , Brass effect colour curtain pole with matching finials. Join in the pole approx 40cm from the left. 23No brass effect curtain rings. 3No brass effect brackets. Pull cords with white plastic ends.	Brass effect is very tarnished to all items.	
Curtains	1 x , Dark pink plain suede style curtains with cream lining which hang to below the window sill.		

Patio/French Doors

Item	Description	Condition	Check In Comments
Frame & Architrave	1 x , White uPVC frame		
Door(s)	1 x , White uPVC clear double glazed sliding patio doors with brass effect lockable handle		
Lock	1 x , FUHR multi-lock		
Curtain Pole	1 x , Brass effect curtain pole with matching finials. Join in the pole approx 60cm from the left. 3 x brass effect brackets. 24 x brass effect curtain hooks		
Curtains	1 x , Pink plain suede style curtains with cream lining. Curtains hang to the floor.	Black speckled marks to the bottom of both curtains. Fading to both curtains.	

Floor

Item	Description	Condition	Check In Comments
Carpet	1 x Fitted, twist style, dark, cream, brown, carpet		

Woodwork

Item	Description	Condition	Check In Comments
Skirting	1 x Wood, painted, Off white.	Marks to skirting under double socket situated by the pillar wall.	
Heating			
Item	Description	Condition	Check In Comments
Radiator	1 x Wall mounted, White, Double Radiator without Thermostat Valve		
Sockets/Switches			
Item	Description	Condition	Check In Comments
Socket Outlet	5 x White plastic, double socket(s)		
Telephone Point	1 x White, Single Socket, Broadband Socket, and 1No Virgin Media socket and panel.		
TV/ Satellite	1 x White, aerial socket.		
Furnishings			
Item	Description	Condition	Check In Comments
Fire Surround	1 x Cream, Wooden, effect, fire surround, with scroll design to top panel and 2 flower designs to the side panels. Beige/cream marble effect back panel and hearth.		
Fire	1 x Inset, black, gas, fire, with black artificial coal pieces.		



Curtains very faded to the bottom left corner with black marks

Reception 1

Internal Door and Frame

Item	Description	Condition	Check In Comments
Frame & Architrave	1 x wood, frame, painted, White		
Door(s)	1 x White, 6 panel solid door		
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle		
Threshold	1 x , Brass effect strip to floor.		

Ceiling

Item	Description	Condition	Check In Comments
Ceiling	1 x artexed, painted, white emulsion		
Lighting			
Item	Description	Condition	Check In Comments
Lighting	1 x White, single pendant, with energy saving working bulb. Cream medium lampshade with grey line design.		
Walls			
Item	Description	Condition	Check In Comments
Walls	1 x lining paper, painted, white	Previous border outline all round the walls approx 30cm from ceiling. Both corners of walls on the window wall are patchy.	
Windows and Sills			
Item	Description	Condition	Check In Comments
Window	1 x White, uPVC, 1 side opening, window(s), with clear double glazed glass.		
Window Handle(s)	1 x White, lockable, handle(s), with key.		
Sill	1 x Wood, Painted, White, with plastic trim edging to window.	Marks to sill all over and chipped paint.	
Curtain Pole	1 x , White plastic rail fitted on 5No white plastic brackets.		
Curtains	1 x , White lined curtains with square pattern design and tassels to each corners.		
Woodwork			

Item	Description	Condition	Check In Comments
Skirting	1 x Wood, painted, Off white.	Marks	to all of skirting.

Sockets/Switches

Item	Description	Condition	Check In Comments
Socket Outlet	2 x White plastic, double socket(s)		
Telephone Point	1 x Single Socket, With extension socket.		
Light Switch	1 x White plastic, single switch		

Heating

Item	Description	Condition	Check In Comments
Radiator	1 x Single Radiator without Thermostat Valve, cream colour.		



Sample

Kitchen

Internal Door and Frame

Item	Description	Condition	Check In Comments
Frame & Architrave	1 x wood, frame, painted, White		
Door(s)	1 x White, 6 panel solid door		
Hinges	3 x Brass effect, hinges		
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle		
Threshold	1 x Brass Effect, strip.		

Ceiling

Item	Description	Condition	Check In Comments
Ceiling	1 x artexed, painted, white emulsion		

Lighting

Item	Description	Condition	Check In Comments
Lighting	1 x Chrome effect, round design triple spotlight with working bulb(s)		1 bulb missing

Walls

Item	Description	Condition	Check In Comments
Walls	1 x painted, light blue to 2No walls and white paint on the window wall and wall above kitchen units. 1 x plastic white hook to left wall. 1x picture hook to the right of the window.		

Floor

Item	Description	Condition	Check In Comments
Vinyl	1 x , Dark grey square tile design vinyl.		
Woodwork			
Item	Description	Condition	Check In Comments
Skirting	1 x Wood, painted, white, with timber edging with a light stain colour.		
Windows and Sills			
Item	Description	Condition	Check In Comments
Window	1 x White, uPVC, window(s), with 2No side openings and fixed middle pane. Clear doubled glazed glass.		
Window Handle(s)	1 x White, lockable, handle(s), with 1No key.		
Sill	1 x Tiled, with dark blue 10cm square tiles.		
Blind	1 x Roman, Red, Blind, with Pull Cord, fitted on 2No timber square brackets to each end.		
Heating			
Item	Description	Condition	Check In Comments
Radiator	1 x Wall mounted, White, Double Radiator without Thermostat Valve		
Sockets/Switches			
Item	Description	Condition	Check In Comments
Socket Outlet	2 x White plastic, double socket(s)		
Socket Outlet	1 x , 1 x white plastic, single socket 1 x cooker switch with single socket		

Item	Description	Condition	Check In Comments
Light Switch	1 x White plastic, single switch		
Wall and Base Units			
Item	Description	Condition	Check In Comments
Units Style	<p>1 x Fitted, White base and wall units with white shelves and beech shaker style doors comprising:</p> <p>1 x single door base unit with 1 white shelf and top drawer.</p> <p>1 x double door base unit with no shel and 2 dummy fixed drawers.</p> <p>1 x single door base unit with 2 wire rack swing shelves and 1 top drawer.</p> <p>2 x single door base units with 1 white shelf and 1 top drawer.</p> <p>1 x 3No drawer base unit with cutlery tray to top drawer and metal rod dividers to bottom 2 drawers.</p> <p>1 x oven housing with single cupboard doors to top and bottom and 1 shelf in each.</p> <p>1 x wall unit with corner unit. 2 shelves in the unit and 1 shelf to the corner unit. No doors.</p> <p>1 x double door wall unit with 2 shelves.</p> <p>2 x single door wall units with frosted glass to doors and 2 clear glass shelves.</p> <p>1 x single door wall unit with 2 shelves</p>		
Doors/Drawers Style & Colour	1 x Beech, Shaker Style		
Door/Drawer Handles	1 x Chrome, Rod & Bar Handles, to all opening doors and drawers.		
Work Surface			
Item	Description	Condition	Check In Comments
Work Surface	1 x Midnight granite effect, worktop with 2 black metal joining strips.		
Sink			

Item	Description	Condition	Check In Comments
Sink	1 x Stainless steel, 2 bowl sink with drainer and 2 stainless steel plugs. 1 x chrome mixer taps with tall arched spout.		

Appliances

Item	Description	Condition	Check In Comments
Extractor/Cooker Hood	1 x Wall mounted, brushed steel, with 2 lights, chimney hood, and double mesh, by New World		
Hob	1 x Stainless steel, Gas, 4 ring, New World hob with cast-iron pan supports.		
Oven	1 x Built in, stainless steel, electric, double oven, by New World. Top oven/grill has 1 shelf with large tray and stainless steel detachable handle. Bottom oven has 2 shelves and 1 tray.		
Manuals	1 x Oven		



Top oven / grill



Kitchen Oven



Utility Room

Ceiling

Item	Description	Condition	Check In Comments
Ceiling	1 x artexed, painted, white emulsion		

Lighting

Item	Description	Condition	Check In Comments
Lighting	1 x White, single pendant, with bulb(s), and small wired lampshade with smaller wired oval shape glass effect design.		

Walls

Item	Description	Condition	Check In Comments
Walls	1 x painted, white, Dark blue square tiles to wall area between work surface and kitchen units.		

Floor

Item	Description	Condition	Check In Comments
Vinyl	1 x Dark, Grey effect square vinyl.		

Woodwork

Item	Description	Condition	Check In Comments
Skirting	1 x Wood, painted, white		

Wall and Base Units

Item	Description	Condition	Check In Comments
Units Style	1 x Fitted, Double Door Wall Unit, 2 Interior Shelves, 2 x 6 compartment wine rack.		

Doors/Drawers Style & Colour	1 x Birch, Shaker Style, doors.		
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Door/Drawer Handles	1 x Chrome, Rod & Bar Handles		
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Sockets/Switches

Item	Description	Condition	Check In Comments
Socket Outlet	1 x White plastic, double socket(s)		
Light Switch	1 x White plastic, double switch		

Appliances

Item	Description	Condition	Check In Comments
Fridge/Freezer	1 x white colour, Free standing, top and bottom style, 3 Shelves, 2 plastic drawers, with 4No small white plastic shelves and 1No long plastic drawer to door. Multi airflow no frost Daewoo. 3No plastic drawers to freezer with light blue fronts.	Dirt to inner seal area on freezer door	

External Door and Frame

Item	Description	Condition	Check In Comments
Door(s)	1 x uPVC, White, double glazed patterned top panel with raised white panel to the bottom.		
Lock	1 x , FUHR multi-lock		
Door Handle(s)	1 x , White lockable handle,		



Reception 2

Internal Door and Frame

Item	Description	Condition	Check In Comments
Frame & Architrave	1 x wood, frame, painted, White		

Tenants' Initials:

28 / 52

Item	Description	Condition	Check In Comments
Door(s)	1 x White, painted, 6 panel solid door		
Hinges	3 x Brass effect, hinges		
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle		
Door Stop	1 x Brass effect, door stop, with white rubber end.		
Ceiling			
Item	Description	Condition	Check In Comments
Ceiling	1 x artexed, painted, white emulsion		
Lighting			
Item	Description	Condition	Check In Comments
Lighting	1 x White, single pendant, with bulb(s), And wire frost		
Walls			
Item	Description	Condition	Check In Comments
Walls	1 x painted, magnolia, with a wallpapered feature wall with a grey brown lined effect wallpaper		
Windows and Sills			
Item	Description	Condition	Check In Comments
Window	1 x White, uPVC, 3 section square bay window comprising of 2 fixed clear double glazed side panels and 1 front section with fixed middle pane and 2 side openings with clear double glazed glass.		
Window Handle(s)	1 x White, straight, lockable, handle(s)		
Sill	1 x Wood, Painted, White		

Item	Description	Condition	Check In Comments
Curtain Pole	1 x , White plastic track with 2No pull cords		
Curtains	1 x , Burgundy lined curtains with flowers of mixed colours.		
Floor			
Item	Description	Condition	Check In Comments
Laminate	1 x , Dark oak effect laminate floor with stained wood edging.		
Woodwork			
Item	Description	Condition	Check In Comments
Skirting	1 x Wood, painted, white		
Heating			
Item	Description	Condition	Check In Comments
Radiator	1 x Wall mounted, White, Single Radiator without Thermostat Valve		
Sockets/Switches			
Item	Description	Condition	Check In Comments
Socket Outlet	1 x White plastic, double socket(s)		
Light Switch	1 x White plastic, single dimer, with silver dimmer knob		



Stairs / Landing

Ceiling

Item	Description	Condition	Check In Comments
Ceiling	1 x artexed, painted, white emulsion, with a loft access panel		

Smoke Alarm	1 x Battery Operated Smoke Alarm		
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Lighting

Item	Description	Condition	Check In Comments
Lighting	1 x White, single pendant, with bulb(s), and small wire style lampshade with small opaque oval pieces.		

Floor

Item	Description	Condition	Check In Comments
Carpet	1 x Fitted, dark, cream, brown, speckled effect carpet.		

Woodwork

Item	Description	Condition	Check In Comments
Skirting	1 x Wood, painted, white		
Walls			
Item	Description	Condition	Check In Comments
Walls	1 x Wallpapered & painted, magnolia		
Sockets/Switches			
Item	Description	Condition	Check In Comments
Socket Outlet	1 x White plastic, single socket(s)		
Light Switch	2 x White plastic, single switch		
Stairs / Handrail			
Item	Description	Condition	Check In Comments
Stairs / Handrail	1 x Wooden spindles, painted white and handrails stained dark mahogany.		

Sample



Airing Cupboard

Internal Door and Frame

Item	Description	Condition	Check In Comments
Frame & Architrave	1 x wood, frame, painted, White		
Door(s)	1 x White, 6 panel solid door		
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle		
Threshold	1 x Brass Effect, strip		

Ceiling

Item	Description	Condition	Check In Comments
Ceiling	1 x artexed, painted, white emulsion		

Sockets/Switches

Tenants' Initials:

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Item	Description	Condition	Check In Comments
Socket Outlet	1 x White plastic, single socket(s)		



Sample

Bathroom 1

Internal Door and Frame

Item	Description	Condition	Check In Comments
Frame & Architrave	1 x wood, frame, painted, White		
Door(s)	1 x White, painted, 6 panel solid door, with small white plastic hook.		
Hinges	3 x Brass effect, hinges		
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle, Lockable		
Door Stop	1 x Brass effect, door stop		

Tenants' Initials:

Ceiling

Item	Description	Condition	Check In Comments
Ceiling	1 x artexed, painted, white		

Floor

Item	Description	Condition	Check In Comments
Tile	1 x , Grey/white effect tiles with light grey grouting.	Good condition	

Windows and Sills

Item	Description	Condition	Check In Comments
Window	1 x White, uPVC, 1 side opening, window(s), with double glazed patterned glass		
Window Handle(s)	1 x White, straight, lockable, handle(s), with key		
Sill	1 x Tiled, cream effect large tiles		

Lighting

Item	Description	Condition	Check In Comments
Lighting	1 x White, single pendant, with bulb(s), with small frosted glass lampshade with small clear squares design		

Heating

Item	Description	Condition	Check In Comments
Radiator	1 x Wall mounted, Chrome, Flat Towel Rail		

Bath

Item	Description	Condition	Check In Comments
Bath	1 x White, fitted, P-shaped bath, Whirlpool bath, with a chrome plug on a chain.		
Bath Panel	1 x Plastic, white, side, panel		
Shower	1 x Chrome, Wall Mounted Shower, with riser rail, chrome shower hose and shower head. Chrome soap tray fixed to riser rail.		
Toilet			
Item	Description	Condition	Check In Comments
Toilet	1 x White, ceramic, Back to wall, toilet, with flush button, with a plastic toilet seat		
Basin			
Item	Description	Condition	Check In Comments
Basin	1 x wall mounted, Square, Ceramic, White, 2 piece full pedestal, basin, with chrome inset plug.		
Taps	1 x , Chrome lever style handle mixer taps with tall arched spout		
Shower			
Item	Description	Condition	Check In Comments
Shower Screen	1 x Clear, D End, Hinged Door, Silver, hinge. Round chrome handle to door.		
Fixture / Fittings			
Item	Description	Condition	Check In Comments
Toilet Roll Holder	1 x Chrome, Freestanding, toilet roll holder with chrome toilet brush holder.		

Sockets/Switches

Item	Description	Condition	Check In Comments
Socket Outlet	1 x White plastic, Mains shaver socket		
Light Switch	1 x White plastic, single switch		



Bedroom 1

Internal Door and Frame

Item	Description	Condition	Check In Comments
Frame & Architrave	1 x wood, frame, painted, White		
Door(s)	1 x White, 6 panel solid door		
Hinges	3 x Brass effect, hinges		

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Item	Description	Condition	Check In Comments
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle		

Threshold	1 x Brass Effect, strip.		
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Ceiling

Item	Description	Condition	Check In Comments
Ceiling	1 x artexed, painted, white emulsion		

Lighting

Item	Description	Condition	Check In Comments
Lighting	1 x White, single pendant, with bulb(s), with small fabric cream lampshade with grey line design.		

Walls

Item	Description	Condition	Check In Comments
Walls	1 x painted, white	A hole to left side of the window the size of a small raw plug. A crack to the left of the small hole above from the ceiling about 20cm long.	

Floor

Item	Description	Condition	Check In Comments
Carpet	1 x Fitted, dark brown speckled carpet.		

Woodwork

Item	Description	Condition	Check In Comments
Skirting	1 x Wood, painted, white		

Windows and Sills

Item	Description	Condition	Check In Comments
Window	1 x White, uPVC, double side Openers, window(s), with clear double glazed glass		
Window Handle(s)	1 x White, lockable, handle(s), with 1 key		
Sill	1 x Wood, Painted, White	Lots of marks to the window sill.	
Blind	1 x Roman, Red, Blind, on metal track(s), with Pull Cord		

Heating

Item	Description	Condition	Check In Comments
Radiator	1 x White, Single Radiator with Thermostat Valve		

Sockets/Switches

Item	Description	Condition	Check In Comments
Socket Outlet	2 x White plastic, double socket(s)		
Light Switch	1 x White plastic, single switch		

Wardrobes

Item	Description	Condition	Check In Comments
Single Door Wardrobe	1 x Fitted, cream doors with cream raised border design. Cream round door knobs. 2 x cream single cupboard doors and 2 x cream double cupboard doors. 2 x cream fitted corner shelves. 1 x fitted light with frosted shade.	Light not working.	



Bedroom 1 En Suite

Internal Door and Frame

Item	Description	Condition	Check In Comments
Frame & Architrave	1 x wood, frame, painted, White		
Door(s)	1 x White, 6 panel solid door		
Hinges	3 x Brass effect, hinges		
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle, Lockable		
Threshold	1 x Brass Effect		

Ceiling

Item	Description	Condition	Check In Comments
Ceiling	1 x artexed, painted, white		

Lighting

Item	Description	Condition	Check In Comments
Lighting	1 x White, single pendant, with bulb(s)		
Walls			
Item	Description	Condition	Check In Comments
Walls	1 x painted, white, to the top half of the walls. Bottom wall area tiled with pink/cream colour tiles and 7No Flower design tiles		
Windows and Sills			
Item	Description	Condition	Check In Comments
Window	1 x White, uPVC, top opening, window(s), with patterned double glazed glass		
Window Handle(s)	1 x White, lockable, handle(s), with key		
Floor			
Item	Description	Condition	Check In Comments
Vinyl	1 x Light, Beige, Cream, speckled design		
Woodwork			
Item	Description	Condition	Check In Comments
Skirting	1 x Wood, painted, white		
Heating			
Item	Description	Condition	Check In Comments
Radiator	1 x White, Single Radiator with Thermostat Valve		
Sockets/Switches			

Item	Description	Condition	Check In Comments
Socket Outlet	1 x White plastic, Mains shaver socket		
Light Switch	1 x pull cord, with white plastic end.		
Toilet			
Item	Description	Condition	Check In Comments
Toilet	1 x ceramic, wall mounted, toilet, flush handle, with a plastic toilet seat, by Stelrad Doulton in a light peach colour.	Sticker mark to the left of the flush handle.	
Basin			
Item	Description	Condition	Check In Comments
Basin	1 x round, Ceramic, 1 piece full pedestal, basin, with Single Hot and Cold Taps, with inset plug. Made by Stelrad Doulton.		
Bath			
Item	Description	Condition	Check In Comments
Shower	1 x , Mira 88 wall mounted shower with chrome rod and cream shower head. Pink/peach coloured tiles with 6No flower design tiles. Pink/peach shower tray with white silicone to the edges. 3 section silver effect sliding doors with patterned glass inserts. Pink/peach colour fitted soap tray to shower	Grout dirty in areas.	
Fixture / Fittings			
Item	Description	Condition	Check In Comments
Toilet Roll Holder	1 x Wall Mounted, Peach coloured toilet roll holder.		
Towel Holder	1 x , Fitted peach/pink colour round hand towel holder. 1 x fitted peach/pink colour long towel rail.		



Bedroom 2

Internal Door and Frame

Item	Description	Condition	Check In Comments
Frame & Architrave	1 x wood, frame, painted, White		
Door(s)	1 x White, 6 panel solid door		
Hinges	3 x Brass effect, hinges		
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle		
Threshold	1 x Brass Effect, strip		

Ceiling

Item	Description	Condition	Check In Comments
Ceiling	1 x artexed, painted, white		

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23rd January 2014
 Hudson Inventory Services
 Manor Court, London Road, Shardlow, Derby, DE72 2GR

Lighting			
Item	Description	Condition	Check In Comments
Lighting	1 x White, single pendant, with bulb(s), and round medium plain cream lampshade		
Walls			
Item	Description	Condition	Check In Comments
Walls	1 x painted, white, 1 x small brass effect picture hook to the left of the window.	Dent approx 10cm to wall above right double socket on wall opposite the fitted wardrobes.	
Floor			
Item	Description	Condition	Check In Comments
Carpet	1 x Fitted, dark brown/light brown speckled carpet.	New January 2014	
Woodwork			
Item	Description	Condition	Check In Comments
Skirting	1 x Wood, painted, white		
Windows and Sills			
Item	Description	Condition	Check In Comments
Window	1 x White, uPVC, double side Openers, window(s), with fixed middle pane and clear doubled glazed glass.		
Window Handle(s)	1 x White, lockable, handle(s), with 2 keys		
Curtain Pole	1 x , White plastic curtain rail		
Curtains	1 x , White lined curtains with design to the bottom.		

Heating

Item	Description	Condition	Check In Comments
Radiator	1 x White, Single Radiator with Thermostat Valve		

Sockets/Switches

Item	Description	Condition	Check In Comments
Socket Outlet	2 x White plastic, double socket(s)		
Telephone Point	1 x White, Single Socket		
TV/ Satellite	1 x White, socket		
Light Switch	1 x White plastic, single switch		

Wardrobes

Item	Description	Condition	Check In Comments
Triple Door Wardrobe	1 x , Fitted wardrobe comprising: 3 x white double doors with mirror to the top and bottom of each door. White round handles to each door. 2 wardrobes have a top shelf and a fitted clothes rail to each with plain pink carpet to the floor area. 1 wardrobe has a top shelf, 6 smaller shelf compartments and a 6 drawer unit with white round drawer knobs. 4 x brass effect hinges to each door.		

Fixture / Fittings

Item	Description	Condition	Check In Comments
Picture Hooks	1 x , Brass effect small picture hook to the left of the window.		



Dent approx 10cm to wall above right double socket on the wall opposite the fitted wardrobes

Bedroom 3

Internal Door and Frame

Item	Description	Condition	Check In Comments
Frame & Architrave	1 x wood, frame, painted, White		
Door(s)	1 x White, 6 panel solid door		
Hinges	3 x Brass effect, hinges		
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle		
Threshold	1 x Brass Effect, Strip		

Ceiling

Tenants' Initials:

Item	Description	Condition	Check In Comments
Ceiling	1 x artexed, painted, white emulsion		
Lighting			
Item	Description	Condition	Check In Comments
Lighting	1 x White, single pendant, with bulb(s), and medium round fabric white lampshade with clear type crystals and dangling clear type crystals.		
Walls			
Item	Description	Condition	Check In Comments
Walls	1 x painted, white, on one wall. 2No walls painted pale blue with 4No white clouds painted on one wall.		
Floor			
Item	Description	Condition	Check In Comments
Carpet	1 x Fitted, cord Style, cream, brown, carpet		
Woodwork			
Item	Description	Condition	Check In Comments
Skirting	1 x Wood, painted, white		
Windows and Sills			
Item	Description	Condition	Check In Comments
Window	1 x White, uPVC, double side Openers, window(s), with clear double glazed glass		
Window Handle(s)	1 x White, lockable, handle(s), with 2No keys.		
Sill	1 x Wood, Painted, White		

Item	Description	Condition	Check In Comments
Curtain Pole	1 x , White plastic curtain rail with white pull cord.		

Curtains	1 x , Navy blue lined curtains with 2No red patch triangles and 3No light blue gingham patch triangles to each curtain.		
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Heating

Item	Description	Condition	Check In Comments
Radiator	1 x White, Single Radiator with Thermostat Valve		

Sockets/Switches

Item	Description	Condition	Check In Comments
Socket Outlet	2 x White plastic, single socket(s)		
Socket Outlet	1 x , White plastic, double socket		
Light Switch	1 x White plastic, single switch		

External Door and Frame

Item	Description	Condition	Check In Comments
Miscellaneous	1 x , Brass effect door stop fitted to wall with no end.		

Garage

Garage Door

Item	Description	Condition	Check In Comments
Garage Door	1 x Double door, White, manual opening, up and over garage door with locking handles.		

Internal Door and Frame

Item	Description	Condition	Check In Comments
Frame & Architrave	1 x wood, frame, painted, White		
Door(s)	1 x White, flush panel door		
Hinges	3 x Brass effect, hinges		
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle, Lockable		
Lock	1 x Brass effect, 5 lever mortice lock		
Ceiling			
Item	Description	Condition	Check In Comments
Ceiling	1 x , Plastered ceiling		
Lighting			
Item	Description	Condition	Check In Comments
Lighting	1 x White, single pendant, with bulb(s)		
Walls			
Item	Description	Condition	Check In Comments
Walls	1 x , 1 x Myson Apollo Fanfare boiler 1 x fuse box.		
Sockets/Switches			
Item	Description	Condition	Check In Comments
Socket Outlet	1 x White plastic, single socket(s)		
Light Switch	1 x White plastic, double switch		
Light Switch	2 x White, single switch(s)		



Sample

Rear Garden

Boundaries

Item	Description	Condition	Check In Comments
Fence	1 x , Fence panels to all sides of the boundaries.	Good condition.	

Lawn

Item	Description	Condition	Check In Comments
Grass	1 x , Grass area to garden.	Cut and tidy.	

Patio

Item	Description	Condition	Check In Comments
Decking	1 x , Dark green colour painted timber patio decking with boundary.		



Sample

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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.....

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.....

.....

Signed (Landlord / Agent / Clerk)

Name

Date

.....

.....

.....

Check In Started:

Check In Finished:

