

INVENTORY EXPRESS

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Inventory & Schedule of Condition For:

**SAMPLE INVENTORY
INVENTORY EXPRESS
EXPRESSVILLE
HAMPSHIRE
IE32 1IE**



Inventory taken on behalf of:

Company: Inventory Express

Address: Inventory Express House, Express Town, Hampshire, IE10 2IE, United Kingdom

Phone: 0845 0000000 **Email:** info@inventory-express.co.uk

Date of Inventory: 22nd January 2016

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Property Address: Sample Inventory, Inventory Express, Expressville, Hampshire, IE32 1IE

Inventory Prepared on: 22nd January 2016

Tenant Details:

Landlord Details:

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Important Notice to Tenants

I/we hereby confirm that I/we agree with the Inventory and Schedule of Condition.

Tenant(s) Signature(s):

.....

Date: Time:

Please enter the telephone number of the rented property.

Tel No:

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Disclaimer

This inventory provides a fair and accurate record of the contents of the property and the property's internal condition. The person preparing the inventory is not an expert on fabrics, woods, materials etc. The person is also not a qualified surveyor or valuer. It is the responsibility of the Tenant and Landlord, or respective agent, to agree the accuracy of this report.

The inventory should not be used as an accurate description of each and every piece of furniture and equipment, or as a survey report.

Property left in lofts, cellars, garages, sheds and locked rooms which have not been noted in the inventory, is the sole responsibility of the landlord. It is essential that any items that are not compliant with the Fire & Furnishing Regulations are not kept in the loft, cellar, locked rooms etc at any time throughout the tenancy. The Managing Agent would have written verification from the Landlord that this is the case.

Where smoke alarms and CO Detectors are tested this is for power only and should not be taken to mean that the alarms are in full working order. No responsibility is taken for any damage or malfunction occurring during the testing of such alarms. It is the tenant's responsibility to inspect any smoke detectors fitted in the property and change batteries as and when required at regular intervals to ensure they are in full working order as per the manufacturer instructions.

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Safety Disclaimer	<p>The inventory relates only to the furniture, furnishings and the entire landlord's equipment and contents in the property. It is no guarantee of, or safety of any such equipment or contents, merely a record that such items exist in the property as of the date of this inventory and superficial condition of it. The movement of any furniture or appliances will not be undertaken and the inventory clerk will not be responsible for the condition of any flooring underneath, or areas surrounding such items, that cannot be seen.</p> <p>None of the electrical or gas appliances has been checked as to working order or safety.</p> <p>Meter readings are not the responsibility of the Inventory Clerk, but will be carried out as a courtesy whenever practicable.</p> <p>The Fire & Safety Regulation regarding furnishing, gas, electrical and similar services are ultimately the responsibility of the instructing principal. Where the inventory notes "FFR label seen", this should not be interpreted to mean the item complies with the "Furniture & 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), attached at the time the inventory was compiled. It is not a statement that the item can be considered to comply with the regulations.</p> <p>It is the tenant's responsibility to inspect any smoke detectors fitted in the property and change batteries as and when required at regular intervals to ensure they are in full working order as per the manufacturer instructions.</p>
Check In	<p>At check in the Managing Agent will confirm with the tenant(s) the details of the inventory. Once both parties are agreed, the tenant(s) and Managing Agent will sign their acceptance of the inventory and any disclaimers. It is important that the tenant checks the accuracy of the Inventory as it will be the measure for any dilapidation charges at check out.</p>

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Check Out

At check out it is important that the tenant restores the property and its contents to their original condition, taking into account consideration, fair wear and tear. To assist in a quick and accurate check out, please return furniture to the original location as indicated on the Inventory.

Beds should be stripped and left uncovered. Do not make up with fresh linen.

Ensure that all personal possessions are removed from the property prior to the check out taking place.

Items not located will incur a replacement charge. If it is necessary to employ professional cleaners, this will also incur a charge to the tenant.

Please be prepared to hand over the keys and vacate the property at the completion of the check out.

All keys must be handed back to the Managing Agent or the Inventory Clerk on the day the tenancy expires. Please ensure that you have vacated the property ready for the check out to take place.

Please ensure that the property is left in a comparable condition upon check out. Any cleaning/gardening deemed necessary will be deducted from the deposit held by the Managing Agent on behalf of the Landlord.

Should the property not be left in a clean and well presented order on check out, a charge will be made to have the property cleaned. This will include carpets and gardens.

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Good Clean Condition	The condition and contents of the property are considered to be in good clean condition unless otherwise stated.
Authority Signature	<p>On behalf of all the tenants named on the tenancy agreement, I (insert name) have full authority to agree the condition and all the items listed on the inventory which is dated</p> <p>Print Name:</p> <p>Signature:</p> <p>Date:</p> <p>Time:</p>

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PROPERTY INFORMATION

Type of Property	2 Bedroom House
Furnished	Unfurnished

GENERAL COMMENTS

Digital photographs have been taken at time of inventory.

Property professionally cleaned

Walls freshly painted throughout

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ELECTRIC

Supplier		Meter Location	Entrance hall cupboard
Serial Number	C123D12345	Meter Reading	12345

GAS

Supplier		Meter Location	Front exterior
Meter Reference	G3A987654	Position of Fuse Box / Trips	
		Meter Reading	9876

OIL

Supplier		Meter Location	
Gauge Reading		Watchman Reading	

WATER

Supplier		Meter Location	
Meter Reference		Meter Reading	

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KEYS			
Quantity	Type	Usage	Location
1	Yale	Front door	From agent
1	Yale	Front door	From agent

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ELECTRIC METER PHOTO - PHOTOGRAPH		
Item	Condition	Photos
		See photo 001 See photo 025
GAS METER PHOTO - PHOTOGRAPH		
		See photo 002
KEYS PHOTOGRAPH - PHOTOGRAPH		
		See photo 003
ENTRANCE HALL - OVERVIEW PHOTOGRAPH		
		See photo 004
ENTRANCE HALL - DOOR		
White painted door surround		
White painted door	Heavy scuffs to low level	
Yale lock		
Interior as exterior		
Escutcheon		
Chrome handle	Loose	
Self closing mechanism		
ENTRANCE HALL - CEILING		
White painted		
Smoke alarm	Tested and working	
White painted loft hatch and surround		
ENTRANCE HALL - WALLS		
White painted	Scuffs and marks consistent with light wear and tear	

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ENTRANCE HALL - LIGHTING		
Item	Condition	Photos
Inset spotlights X 2	1 X not working	
ENTRANCE HALL - FLOORING		
Wood effect laminate		
ENTRANCE HALL - SKIRTING BOARD AND WOODWORK		
White painted		
ENTRANCE HALL - SOCKETS		
All white plastic		
ENTRANCE HALL - ADDITIONAL ITEMS		
Storage cupboard: Decor as per room Housing: Loft hatch pole		
Wall mounted entry telephone		
KITCHEN/SITTING ROOM - OVERVIEW PHOTOGRAPH		
		See photo 005 See photo 006 See photo 007 See photo 008 See photo 009
KITCHEN/SITTING ROOM - DOOR		
White painted door surround		
White painted door		
Chrome handle		
Interior as exterior		
KITCHEN/SITTING ROOM - CEILING		
White painted		

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KITCHEN/SITTING ROOM - CEILING (Continued)		
Item	Condition	Photos
Smoke alarm	Tested and working	
KITCHEN/SITTING ROOM - WALLS		
White painted	4 X picture hooks 1 X nail	
KITCHEN/SITTING ROOM - LIGHTING		
Inset spotlights X 16	2 X not working	
KITCHEN/SITTING ROOM - FLOORING		
Wood effect laminate		
KITCHEN/SITTING ROOM - SKIRTING BOARD AND WOODWORK		
White painted	Cable tacked	
KITCHEN/SITTING ROOM - WINDOWS		
White UPVC double glazed X 5	Glass requires cleaning to exterior	
White locking handle X 10		
White painted sill X 5		
Key present X 4		
KITCHEN/SITTING ROOM - CURTAINS AND BLINDS		
White slatted blind with pull cord and turning cord X 5		
KITCHEN/SITTING ROOM - HEATING		
White radiator X 2		
KITCHEN/SITTING ROOM - SOCKETS		
All white plastic		

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KITCHEN/SITTING ROOM - SOCKETS (Continued)		
Item	Condition	Photos
Telephone socket		
Aerial socket		
KITCHEN/SITTING ROOM - KITCHEN WORKTOP		
Black mottled laminate with matching up stand	Knife marks	
KITCHEN/SITTING ROOM - KITCHEN UNITS		
White laminate high gloss with chrome handles		
White carcassesHousing:Plastic cutlery trayInstruction manuals for:Fridge FreezerOven HobExtractor hood	All require further cleaning	
KITCHEN/SITTING ROOM - BASE UNITS		
Single base with one shelf		
Under sink with one shelf		
Corner with one shelf		
Double base with two shelves		
3 drawer base unit		
KITCHEN/SITTING ROOM - WALL UNITS		
Double wall two shelves		
Single wall one shelf		
Open corner unit		
Overhead		
KITCHEN/SITTING ROOM - KITCHEN SINK		
Stainless steel sink, half sink & drainer	Scratches consistent with normal use	
Hot and cold mixer tap		
Chrome strainer plug		

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KITCHEN/SITTING ROOM - APPLIANCES		
Item	Condition	Photos
Integrated Fridge Freezer	Brand new	See photo 010 See photo 011
Integrated Hotpoint Washing Machine BHWD129	Brand new	See photo 012
Chrome and glass Extractor Hood	Brand new	See photo 013
Beko Hob	Brand new	See photo 014
Beko Oven	Brand new	See photo 015 See photo 016
KITCHEN/SITTING ROOM - KITCHEN ADDITIONAL ITEMS		
Thermostat		
Chrome doorstop		
BATHROOM - OVERVIEW PHOTOGRAPH		
		See photo 017 See photo 018 See photo 019
BATHROOM - DOOR		
White painted door surround	Scattered chips	
White painted door		
Chrome handle	Slightly tarnished	
Wooden threshold		
Interior as exterior		
Privacy lock		
BATHROOM - CEILING		
White painted	Settlement crack	
BATHROOM - WALLS		
Brown tiles	Grout slightly discoloured in places	

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BATHROOM - LIGHTING		
Item	Condition	Photos
Inset spotlights X 4		
BATHROOM - FLOORING		
Tiled as per walls	Grout discoloured in places	
BATHROOM - WINDOWS		
White UPVC double glazed with obscure glass x 2		
White locking handle X 2		
White painted sill X 2		
Key present X 2		
BATHROOM - CURTAINS AND BLINDS		
White slatted blind with pull cord and turning cord X 2		
BATHROOM - HEATING		
Chrome ladder style		
BATHROOM - TOILET		
White low level WC		
Chrome flush		
White toilet seat & lid		
BATHROOM - BASIN		
White pedestal	Limescale around plughole	
Chrome hot & cold mixer tap		
Pop up plug		
BATHROOM - BATH		
White bath		

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BATHROOM - BATH (Continued)		
Item	Condition	Photos
White plastic side panel		
Chrome hot & cold mixer tap	Watermarked	
Integral chrome shower hose		
Chrome shower head		
Chrome shower head bracket		
Large chrome shower head	Light limescale	
BATHROOM - BATHROOM ADDITIONAL ITEMS		
Extractor fan		
Chrome toilet roll holder		
Bathroom cabinet with mirrored door Shelf to interior		
BEDROOM 1 - OVERVIEW PHOTOGRAPH		
		See photo 020 See photo 021
BEDROOM 1 - DOOR		
White painted door surround		
White painted door		
Chrome handle		
Interior as exterior		
BEDROOM 1 - CEILING		
White painted		
BEDROOM 1 - WALLS		
White painted	Scuffs and marks consistent with normal wear and tear 2 X picture hooks	

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BEDROOM 1 - LIGHTING		
Item	Condition	Photos
Ceiling pendant with bulb		
Cream shade		
BEDROOM 1 - FLOORING		
Wood effect laminate		
BEDROOM 1 - SKIRTING BOARD AND WOODWORK		
White painted	Few minor chips	
BEDROOM 1 - WINDOWS		
White UPVC double glazed		
White locking handle		
White painted sill		
BEDROOM 1 - CURTAINS AND BLINDS		
White slatted blind with pull cord and turning cord		
BEDROOM 1 - HEATING		
White radiator	Cap missing	
BEDROOM 1 - SOCKETS		
All white plastic		
Aerial socket		
BEDROOM 1 - FITTED WARDROBES		
Sliding mirrored door X 2		
Decor as per room		
Hanging rail		

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BEDROOM 1 - FITTED WARDROBES (Continued)		
Item	Condition	Photos
Shelf X 2		
BEDROOM 2 - OVERVIEW PHOTOGRAPH		
		See photo 022 See photo 023 See photo 024
BEDROOM 2 - DOOR		
White painted door surround		
White painted door	Few light scuffs	
Chrome handle		
Interior as exterior		
BEDROOM 2 - CEILING		
White painted		
BEDROOM 2 - WALLS		
White painted	2 X nails 1 X picture hook Painted over defects	
BEDROOM 2 - LIGHTING		
Inset spotlights X 10		
BEDROOM 2 - FLOORING		
Wood effect laminate	Minor scratches to left hand side of room	
BEDROOM 2 - SKIRTING BOARD AND WOODWORK		
White painted	Dusty to top	
BEDROOM 2 - WINDOWS		
White UPVC double glazed X 3		

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BEDROOM 2 - WINDOWS (Continued)		
Item	Condition	Photos
White locking handle X 3		
White painted sill X 3		
BEDROOM 2 - CURTAINS AND BLINDS		
White slatted blind with pull cord and turning cord X 3		
BEDROOM 2 - HEATING		
White radiator		
BEDROOM 2 - SOCKETS		
All white plastic	Dusty to top	
BEDROOM 2 - FITTED WARDROBES		
Sliding mirrored door X 2		
Decor as per room		
Hanging rail		
Shelf X 2		
BEDROOM 2 - ADDITIONAL ITEMS		
Chrome doorstop		

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Photo 001
Electric meter photo - Photograph



Photo 002
Gas meter photo - Photograph



Photo 003
Keys Photograph - Photograph



Photo 004
Entrance hall - Overview Photograph



Photo 005
Kitchen/sitting room - Overview Photograph



Photo 006
Kitchen/sitting room - Overview Photograph



Photo 007
Kitchen/sitting room - Overview Photograph



Photo 008
Kitchen/sitting room - Overview Photograph

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Photo 009
Kitchen/sitting room - Overview
Photograph



Photo 010
Kitchen/sitting room - Appliances



Photo 011
Kitchen/sitting room - Appliances



Photo 012
Kitchen/sitting room - Appliances



Photo 013
Kitchen/sitting room - Appliances



Photo 014
Kitchen/sitting room - Appliances



Photo 015
Kitchen/sitting room - Appliances



Photo 016
Kitchen/sitting room - Appliances

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Photo 017
Bathroom - Overview Photograph



Photo 018
Bathroom - Overview Photograph



Photo 019
Bathroom - Overview Photograph



Photo 020
Bedroom - Overview Photograph



Photo 021
Bedroom - Overview Photograph



Photo 022
Bedroom 2 - Overview Photograph



Photo 023
Bedroom 2 - Overview Photograph



Photo 024
Bedroom 2 - Overview Photograph

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Photo 025