

Tailor Made Inventories



Inventory & Schedule of Condition For:

Sample
Sample Road
Surrey
GU15 3HL

On behalf of

The Landlord
C/O The Sample Agent
Surrey

Email:
Tel:

Compiled by

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Date:

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All décor, hard wood flooring, curtains, fixtures and fittings are considered to be in good condition and free from any obvious significant defects unless stated otherwise.

Index	GENERAL DESCRIPTION	COMMENTS All good clean condition unless otherwise stated
1	Top floor two bedroom furnished conversion apartment set within a period property	
2	Windows throughout the property are white UPVC double glazed with brass coloured locking window furniture	
3	Doors throughout the property are white painted panelled doors with brass coloured lever handles, unless otherwise stated	
4	FRONT DOOR: White gloss panelled Brass coloured door furniture comprising: Numeral 5 Yale lock & finger pull Mortice lock Door frame white gloss	<i>PIN; minor mid level scuffs; LL chip</i>



Index	LOWER LOBBY	COMMENTS All good clean condition unless otherwise stated
5	Door Door reverse as stated Reverse of Yale lock Reverse of mortice lock Fire safety closure fitted Reverse of door frame	
6	Ceiling Cream emulsion	
7	Lights 2 brushed chrome coloured spotlights	
8	Walls Cream emulsion to far walls	<i>Old defects under; scuffs; scrapes; mid to low level</i>
9	Rear wall; peach emulsion	<i>Few minor scuffs</i>

Sample address:

Tenants Initials -----

Index	LOWER LOBBY		COMMENTS All good clean condition unless otherwise stated
10	Electrical	Power points & light switches Including light sensor switch	<i>As fitted</i>
11	Skirting	White gloss	<i>Lightly discoloured</i>
12	Flooring	Section of beige fitted carpet	<i>Not fully fitted; furniture indents; flattened; generally in use; no carpet fitted directly under stairs</i>
13	Additional	Mirror; medium colour wooden framed rectangular wall mounted	
14		Fuse box; wall mounted	
15	Stored under stairs	Selection of paint pots 5 table spindles, dark wood	<i>Not inspected Not fully inspected</i>



Index	STAIRS AND LANDING		COMMENTS All good clean condition unless otherwise stated
16	Ceiling	White emulsion	
17	Lights	Large chrome colour circular plate with 12 matching contemporary style chrome arms with Halogen bulbs & obscure glazed shades to end	<i>Glass to shades slightly dusty</i>
18		2 plaster wall lights; uplighters	
19	Walls	Peach emulsion to lower levels and right wall	<i>Old defects under</i>
20		Upper walls; cream emulsion	
21	Stairs	Stair sides; dark wood Spindles & newel posts; dark wood	<i>Odd minor white mark; MCA</i>
22	Heating	White single panel radiator	
23	Electrical	Power points & light switches Including Drayton Thermostat Entryphone; white plastic wall mounted	<i>As fitted</i> <i>Not tested</i>
24	Skirting	White gloss	<i>Old defects under; cable clip mark under double socket</i>
25	Flooring	To stairs; beige fitted To landing; continuation of stairs	<i>Flattened; appears slightly aged</i> <i>Flattened; pilling to walkways; furniture indents;</i> <i>deep hexagonal indent RHS of living room</i>
26	Additional	Smoke detector, ceiling mounted	<i>Not tested</i>
27		Picture; grey frame, print of pot in orange tones Anne Marie Butlin	
28		Chaise Longue; terracotta cotton self-patterned upholstery Single base seat	<i>Heavily discoloured, shaded & soiled to arms</i> <i>Worn to edges</i> <i>Soiled; spot marks; shaded & discoloured</i>
29		Large pine framed mirror; rectangular, wall mounted	
30		Small bolster to match	<i>Slightly shaded</i>
31		2 faux wool grey scatter cushions	
32		2 faux fur grey scatter cushions	
33		Cream throw; cotton with tassel ends	<i>In use</i>



Index	BATHROOM		COMMENTS
34	Door	Doorframe as stated Door as stated with integrated lock Safety closure mechanism Door reverse as stated Doorframe reverse as stated	All good clean condition unless otherwise stated <i>Handles slightly tarnished</i>
35	Ceiling	White emulsion	
36	Lights	3 brass coloured recessed spotlights	<i>1 over bath different from other 2, not working</i>
37	Window	Pale wood Velux	
38	Walls	Terracotta emulsion	<i>Repainted June 2008</i>
39	Tiles	Large cream mottled rectangular ceramic tiles	<i>Light cleaning deposits over bath</i>
40		Border; terracotta & green coordinating mid level ceramic border	

Index	BATHROOM		COMMENTS All good clean condition unless otherwise stated
41	Bath	White plastic Twyford Chrome coloured overflow, chain, plug & waste Bath panel; white plastic Taps; pair chrome coloured Art Deco style tapes with hot & cold indicators	<i>Surface slightly dull & scratched to base Waste lightly worn</i>
42	Shower unit	Chrome coloured plate with 2 control dials Chrome shower hose, head, rise & fall bracket Shower door; clear glass with white wall bracket Black rubber trim to base	
43	WC	White ceramic Twyford with matching bowl Chrome lever flush Pale wood coloured seat & lid Chrome coloured hinges	<i>Many indents to top of lid</i>
44	Basin	White ceramic Twyford with matching pedestal Taps; pair to match bath taps Chrome coloured waste, chain & plug	
45	Heating	Radiator; single	
46	Electrical	Extractor fan; white plastic	
47		Shaver socket; white plastic	
48	Skirting	White gloss	
49	Flooring	Beige high gloss limestone-effect square tiles	<i>Natural defects, many small clusters of surface scratches around bath & WC area</i>
50	Additional	Toilet brush; white plastic & holder, free standing	
51		Toilet roll holder; chrome free standing	
52		Waste basket; wicker	
53		Towel rail; chrome triple free standing	
54		Mirror; gold painted wooden frame rectangular wall mounted	
55		Bathmat; pale terracotta tufted	<i>In use</i>
56		Bath towels; 2 pale terracotta, 1 hand towel	<i>In use</i>



Index	BEDROOM ONE		COMMENTS
57	Door	Doorframe as stated Door as stated With safety closure mechanism Door reverse & frame as stated	All good clean condition unless otherwise stated <i>Minor lifting of paint to base edge</i>
58	Ceiling	White emulsion	<i>ODU, slightly shaded appearance</i>
59	Lights	Ceiling pendant Pleated paper shade	<i>3" tear</i>
60	Window	As stated Single opener Sill painted to match walls	

Index	BEDROOM ONE		COMMENTS All good clean condition unless otherwise stated
61	Curtain	Wicker roller blind stained red	<i>Sun faded</i>
62	Walls	Red emulsion back wall & right wall	<i>Newly painted June 2008</i>
63		Left wall & far wall cream emulsion	<i>Newly painted June 2008; ODU</i>
64	Heating	Radiator; white double panelled White gloss shelf above	
65	Electrical	Power points & light switches	<i>As fitted</i>
66	Skirting	White gloss	
67	Flooring	Continuation of landing	<i>Slightly aged appearance, flattened, pilling to walkways, furniture indents</i>
68	Additional	Free-standing dark wood stained wardrobe; IKEA; 1½ doors 3 integrated drawers 40 black plastic hangers	<i>Slightly shaded appearance</i>
69		Chest of drawers to match wardrobe 8 drawers	<i>Ring marked, faded & slight water marks to top White finger marks to front face</i>
70		Bed; pine double Integrated headboard & 2 side tables	<i>Side tables water marked</i>
71		Mattress; blue ticking	<i>Slightly worn with grubby mark to angle; fire label seen</i>
72		Pillows; 2 polyester Small bolster with patterned cover	
73		Linen; polyester mattress protector Cream fitted sheet Duvet cover; burgundy patterned cotton with pair matching pillowcases Duvet; double polyester	<i>Creased Yellow in appearance; shaded</i>
74		Alarm clock radio; Saisho, electric	<i>Not tested</i>
75		Small black plastic bedside lamp	
76	Built-in cupboard	White gloss frame White gloss plain door Brass lever handle Wavy mirror attached to front Interior; door reverse as stated Ceiling & walls; cream emulsion TV aerial socket Copper coloured hanging rail Small selection of hangers Light; 2 brushed stainless steel spotlights	<i>Nail pops; filler marks; paint slightly shaded; 1 grey cable through wall</i>



Index	ENSUITE BATHROOM		COMMENTS
			All good clean condition unless otherwise stated
77	Door	Door & doorframe as stated with integrated lock Door reverse & frame as stated	<i>No safety closure mechanism fitted</i>
78	Ceiling	White emulsion	
79	Lights	4 chrome recessed downlighters	
80	Window	As stated Single opener obscure glazed With key Sill tiled to match walls	
81	Blind	Grey Venetian blind	<i>Worn to top bracket & base; fixed to wall wrong way round: slightly dusty</i>
82	Walls	Cream emulsion	<i>Redecorated June 2008</i>
83	Tiles	To match main bathroom Border to match main bathroom	
84	Heating	Radiator; single panelled	

Index	ENSUITE BATHROOM		COMMENTS All good clean condition unless otherwise stated
85	WC	White Twyford ceramic with matching bowl Chrome coloured flush Pale wood seat & lid with chrome hinges	<i>2 buffers cracked under seat, many small indents to seat lid</i>
86	Basin	White Twyford ceramic with matching pedestal Chrome colour waste Chrome chain Chrome plug Pair of taps; chrome coloured, Art Deco style with plain white indicators to top	<i>Sealant deposits close to waste Heavy green spotted discolouration</i>
87		Boxing below basin tiled to match walls	
88	Vanity Unit	Pale coloured wood 2 mirrored sliding doors Interior shelf	
89	Bath	White plastic Twyford Chrome coloured waste Chrome coloured overflow, chain & plug Taps; pair of chrome coloured to match basin Bath panel; white plastic	<i>Rubber sealant deposits; green spotting</i>
90	Shower unit	Chrome plate with 2 control dials Chrome shower hose, head, rise & fall bracket Shower door; clear glass with white wall bracket Black rubber trim to base	<i>Slightly loose</i>
91	Electrical	Shaver socket; white plastic	
92		Extractor fan; white plastic wall mounted	
93	Skirting	White gloss	
94	Flooring	To match main bathroom	<i>Natural defects</i>
95	Additional	Towel rail; chrome wall mounted	
96		Toilet roll holder; chrome wall mounted	
97		Toilet brush & holder; plastic free standing	
98		Towel ring; chrome coloured	
99		Mug & toothbrush holder; chrome coloured, wall mounted Glass beaker	
100		Vanity unit	<i>N/S</i>
101		Bathmat; green tufted	<i>In use</i>
102		Laundry basket; wicker with cream cotton lining to interior Cream cotton padded seat to top	<i>In use Water marked & stained</i>

Index	ENSUITE BATHROOM	COMMENTS
103	Bath towels; all green, matching 1 large bath sheet 2 small bath sheets 2 hand towels 1 face cloth	All good clean condition unless otherwise stated <i>In use; heavily faded</i>



Index	LIVING ROOM		COMMENTS All good clean condition unless otherwise stated
104	Door	Door & doorframe as stated Safety closure mechanism fitted Door reverse & frame as stated Brass hook fitted to base	
105	Ceiling	White emulsion	<i>ODU; very slightly shaded on entrance</i>
106	Lights	Ceiling pendant; brown faux suede shade	
107	Window 1	As stated; to front Single opener Window sill; white UPVC with key	
108	Blinds	Cream faux suede roller blind with white plastic chain mechanism	<i>Fraying very slightly to edges</i>
109	Window 2	As stated; to side Single opener Window sill; painted to match walls	<i>Handle lightly scratched</i>
110	Blinds	Cream faux suede roller blind with white plastic chain mechanism	<i>Slightly finger marked to base</i>
111	Curtains	Curtain rail; black metal Matching finials Tie-backs fitted to walls Pair brown full length, faux suede, lined curtains with green circular pattern to base	
112	Walls	Blue emulsion to rear wall, left wall & far wall	<i>Repainted June 2008; ODU; touch-in marks under window 1 & over hairline cracks window 2</i>
113		Right wall; dark brown emulsion	<i>PIN</i>
114	Heating	2 White double panelled radiators	
115	Electrical	Power points & light switches including: Aerial socket BT point Single dimmer switch	<i>As fitted</i>
116	Skirting	White gloss Small brass hook fitted to skirting behind door	
117	Flooring	Continuation of landing	<i>Flattened throughout; pilling to walkways; seam visible; furniture indents; small grey spot off centre towards window 2; edges lifting under TV aerial socket; pale rug mark</i>
118	Additional	Dining table; rectangular 3 pull out leaves Dark stained wood 3 smaller sectional leaves	<i>Aged appearance; top central section heavily worn & distressed, aged, scuffed & scratched; legs below heavily worn, rubbed & aged to angles Leaves worn to edges & angles;</i>

Index	LIVING ROOM	COMMENTS All good clean condition unless otherwise stated
119	Dining chairs; 4 dark wood with decorative back panels Seat pads : Beige velour	<i>Aged appearance; heavily worn, rubbed & scuffed to angles</i> <i>New June 2008; Fire labels seen</i>
120	2 matching carver chairs	
121	TV; large Toshiba Super 3, dark grey casing with controls	<i>Not tested; controls heavily worn; sticker marked</i>
122	TV stand; large glass with 3 shelves & stainless steel leg supports	
123	TV booster unit; white plastic	
124	Picture; small square brown faux suede canvas with blue decorative pattern, wall mounted over 2 nd window	
125	Sofa unit; large cream leather corner unit in 3 sections to base seats 5 sections to rear pads	<i>Fire labels seen, all lightly creased and worn to seat pads</i>
126	Armchair to match	<i>Lightly worn & creased to seat pad</i>
127	Coffee table; large rectangular pine with 4 substantial plain carved legs 2 small integrated drawers	<i>Table top faded; few scattered water type marks; general normal usage marks; chipped & marked to angles on legs; drawers marked to interiors</i>
128	Scatter cushions; pair of brown faux wool, with faux suede back	





Index	KITCHEN		COMMENTS
129	Door	Door & doorframe as stated Safety closure mechanism fitted Door reverse & frame as stated Small brass hook fitted to base of reverse	All good clean condition unless otherwise stated <i>Angle cuts to door top to accommodate ceiling</i>
130	Ceiling	White emulsion	<i>Shaded appearance</i>
131	Lights	Brass coloured light track with 3 matching brass spots	
132		1 plaster uplighter wall light	
133		2 brass pelmet lights fitted over window	
134	Windows	As stated; Single opener Sill tiled to match walls	
135		2 pale wood Velux windows	

Index	KITCHEN	COMMENTS All good clean condition unless otherwise stated
136	Blinds Bamboo roller blind fitted to window 1	
137	Walls Pale yellow emulsion	<i>Repainted June 2008</i>
138	Tiles Pale blue square 4" ceramic tiles Decorative ceramic insert over hob	<i>Grout very slightly discoloured over hob</i>
139	<p>Units Pale wood laminate Brushed stainless steel bar handles</p> <p>From left comprise: Large larder unit containing boiler 3 shelves below</p> <p>Larder unit with 2 doors 4 shelves</p> <p>Base units from left comprise: 1 single unit 1 shelf 1 drawer above</p> <p>1 single unit 1 drawer above</p> <p>Integrated washing machine front</p> <p>1 single unit False drawer above</p> <p>Integrated dish washer front</p> <p>1 slim unit 1 shelf 1 drawer above</p> <p>Panel below oven</p> <p>1 single unit 1 shelf 1 drawer above</p> <p>Integrated fridge freezer</p>	<p><i>Fixing marks</i></p> <p><i>Tape marks to RHS</i> <i>Fixing marks to base shelf</i></p> <p><i>Back panel warped</i></p>
140	Appliances Glow Worm 30CI	<i>Not tested</i>
141	Washing machine; white, make not seen	<i>Tray clean; fluff to rubber seal</i>
142	Dish washer; Integrated Diplomat 2 shelves 2 cutlery baskets	
143	Extractor fan; stainless steel hood 2 lights 2 removable filters	<i>Working</i> <i>Appear worn but clean</i>
144	Hob; Stoves stainless steel 4 ring gas burner 4 black plastic control dials 2 black pan rests	

Index	KITCHEN		COMMENTS All good clean condition unless otherwise stated
145		Oven; Single, Stoves stainless steel casing Digital display 2 black control dials 6 small black control buttons Stainless steel & glass pull down door Interior; 2 chrome shelves	
146		Fridge freezer; Fridge to upper level; 3 white wire shelves 1 glass shelf 2 brown tinted salad boxes To door; 3 full width white plastic shelves Light Freezer; 4 white plastic drawers White plastic grille to base	<i>Trim to mid level cracking</i> <i>Working</i> <i>Warped</i>
147	Worktop	Grey gloss laminate marble-effect worktops in 3 sections: Section 1: Section 2: around sink Section 3: around hob	<i>Lightly scratched & dull</i>
148	Sink	Stainless steel single with drainer Matching drainer plug Mixer tap; chrome coloured Plate drainer; chrome	<i>Rusted slightly to base</i>
149	Heating	Single white radiator	
150	Electrical	As fitted	
151	Skirting	White painted	<i>Cable clipped under window</i>
152	Flooring	Large beige tile effect laminate	
153	Additional	Kitchen cupboards contain:	<i>All new June 2008</i>
154		Pyrex measuring jug	
155		Small glass casserole dish with lid	
156		Square glass casserole dish	
157		Plastic colander	
158		White acrylic chopping board	
159		2 baking pans	
160		Small chrome salt & pepper shaker	
161		Grey plastic cutlery tray	
162		Stainless steel cutlery including: 6 knives 6 forks 6 spoons 6 teaspoons	<i>Lightly in use</i>

Index	KITCHEN	COMMENTS All good clean condition unless otherwise stated
163	Bottle opener	
164	Small grater	
165	Pair of wooden salad spoons	
166	Vegetable knife	
167	2 vegetable peelers	
168	Small set of measuring spoons	
169	Bottle opener; small chrome	
170	Crockery – White Swan: 4 white mugs 4 shaped dinner plates 4 dessert bowls 4 side plates	<i>Lightly in use</i>
171	White ceramic serving dish	
172	Grey plastic dustpan & brush	
173	3 tea towels	<i>All in use</i>
174	Oven gloves; cream	<i>In use</i>
175	Small blue torch	
176	Kitchen surfaces contain:	
177	Homebase black plastic kettle	<i>New 2008, boxed</i>
178	Matching 2 slice toaster	<i>New 2008, boxed</i>
179	Microwave; Russell Hobbs stainless steel	<i>New 2008, boxed</i>
180	Homebase 22 piece stainless steel cooking set containing: 2 pans with lids Stock pot with lid & steamer insert Larger stock pot with lid Frying pan Milk jug	<i>New 2008, boxed</i>
181	Knife block containing 5 knives	
182	Utensil rail containing: 5 stainless steel utensils Vegetable peeler Garlic crusher Can opener	
183	Waste bin; grey plastic with lid	
184	TV; small black Bush, with controls	<i>Not tested</i>
185	Side unit: pale wood 3 drawers 3 doors Interior: 3 shelves	<i>1" double ring mark to top , doors stiff</i> <i>All lightly worn</i>
186	Table cloth; yellow plastic	
187	Placemats; 4 black & white novelty print	
188	Coaster; 4 to match	

Index	KITCHEN		COMMENTS All good clean condition unless otherwise stated
189		Glasses; 4 tall tumblers 6 small tumblers 8 small wine glasses	
190		Vase; approx. 8" shaped glass containing 5 sticks of bamboo	
191		Glass chopping board	<i>In use</i>
192		Kitchen table; dark orange coloured pine with gate legs	<i>Shaded; very worn; ring marked to top</i>
193		Kitchen chairs; 3 pale pine farmhouse type with arms	<i>2 slightly unstable; seats all lightly worn, marked</i>
194		Computer table; pale wood laminate Pair of doors Internal shelf	<i>Tiny chip to top edge</i>
195		Small eaves cupboard; White gloss doorframe Plain white gloss door Brass circular handle Interior; unpainted plasterboard Flooring; section of landing carpet Interior light; bayonet fitting Contains: Tesco vacuum cleaner 1600W Green handled sponge mop Ironing board with purple cover Tesco 2000W steam iron	<i>Joins & nails all visible Not fully fitted New June 2008 New June 2008 New June 2008</i>





Index	BEDROOM TWO		COMMENTS All good clean condition unless otherwise stated
196	Door	Door & doorframe as stated Safety closure mechanism fitted Door reverse & frame as stated	
197	Ceiling	White emulsion	
198	Lights	Ceiling pendant White & black spotted card shade	
199	Windows	Pair pale wood Velux Integrated cream blackout blinds	
200	Walls	White emulsion	<i>Repainted June 2008</i>
201	Heating	White single panelled radiator	
202	Electrical	Power points & light switches	<i>As fitted</i>
203	Skirting	White painted	
204	Flooring	Continuation of landing	<i>Flattened; pilling to walkways; furniture indents; shrinkage from edges under windows</i>
205	Additional	Large dark pine carver chair	<i>Seat slightly shaded; MCA</i>
206		Double bed; Cream & lilac mattress & divan effect	<i>Fire label seen Many soiled spots to both sides</i>
207		White cotton quilted mattress protector	<i>In use; lightly spotted</i>
208		White cotton fitted sheet	<i>Creased, IU</i>
209		Black cotton fitted valance box sheet	<i>Crease, IU</i>
210		Duvet; double, polyester	
211		Duvet cover; white cotton with black & grey square pattern	
212		Pillows; 2 polyester	
213		Pair of pillow cases to match duvet cover	
214		2 hollow fibre pillows	<i>New June 2008</i>
215		Linen: Double duvet cover; brown flannelette; 2 pillow cases to match Double duvet cover; white cotton waffle; 2 pillow cases to match Double duvet cover; cream linen with beige trim; 2 pillow cases to match Double duvet cover; cream cotton with orange star pattern; 2 pillow cases to match	<i>Pilling</i> <i>In use</i> <i>IU, creased</i> <i>IU</i>
216		6 non-matching odd cream pillow cases	<i>All shaded, well in use & marked</i>
217		2 white cotton fitted sheets	<i>Pilling; in use</i>

Index	BEDROOM TWO		COMMENTS All good clean condition unless otherwise stated
218		Wardrobe: White laminate Grey metal handles Interior: 2 shelves 1 hanging rail	<i>Pin to side, LL touch in RHS</i>
219		Small chest of drawers: Dark stained wood 3 woven fronted drawers on runners	<i>Heavy paint speckled; 1" bleach-type spot to top; scattered chips & marks</i>
220		Bedside lamp: cream base with cream card shade	<i>Dusty</i>
221		Fitted cupboard: White gloss door & doorframe Brass circular handle Interior: Cream painted ceiling & walls Light; brushed stainless steel spotlight, wall mounted Heating; white single panelled Skirting; white painted Flooring; continuation of bedroom Cream painted fixed panel with matching frame	<i>Scatched</i> <i>Scattered scuffs & marks throughout; 2 picture hooks</i> <i>Discoloured</i> <i>Shrinkage from edges; flattened</i> <i>Not inspected, unable to open</i>



KEYS	QUANTITY
Communal Yale	2
Front door Yale	2
Front door mortice	2
Radiator key	1
Window	2

APPLIANCE LEAFLETS	
Washer/dryer	
Microwave	
Extractor	
Fridge freezer	
Dish washer	
Smoke alarms	
Consumer unit	
Oven	
Boiler	
Assembly of wardrobe & drawers	
Leather care	

GAS METER	ELEC METER	WATER METER
LOCATION: To RHS of main steps 2nd box	LOCATION: Communal hall cupboard	LOCATION: Front pavement Furthest RHS of 3 looking towards property
SERIAL NO: G4A0144486903012003	SERIAL NO: S74C16416	SERIAL NO: 03M326949
READING:	READING:	READING:

DECLARATION

The items in this inventory prepared by TAILOR MADE INVENTORIES, dated2008 have been inspected today and have been found to be in clean order and good condition except where qualified by a marginal note. Whilst every care has been taken to ensure accuracy of the inventory, you are advised to read the contents of the same as you may be held responsible for discrepancies found at the termination of the tenancy.

SIGNED.....DATED.....
(For the Tenant/s)

PRINT NAME.....

SIGNED.....DATED.....
(For Tailor Made Inventories)

PRINT NAME.....

Notes & Guidance for Tenants & Landlords

This inventory has been prepared by Tailor Made Inventories and the following notes are intended as a helpful and informative guide to the basic working methods used by our company. An inventory is a detailed list of furniture, fixtures and fittings of the property and includes the condition of those items together with the condition of the decor.

This inventory has been prepared on the accepted principle that, in the absence of marginal comments, an item is in good condition and free from obvious defects, damage or soiling. An obvious defect is usually seen as some kind of damage or soiling which might constitute a chargeable sum at the termination of the tenancy. We act as an independent body and avoid critical or subjective comments when compiling or checking this document. The inventory describes items only by their visual appearance and does not attempt to specify items by their manufactured name, period produced and in most cases by the materials used in their manufacture. The compiler is not passing any opinions as to whether an item is genuine or reproduction; the descriptions are for identification purposes only.

It is not normal practice to:

- Inspect lofts
- Move heavy items of furniture and appliances
- Inspect items packed for storage
- List items other than garden tools and equipment in garages and sheds
- List plants
- List numbers or titles of books/compact discs/records
- Test gas or electrical appliances and machinery etc
- Test smoke alarms (it is recommended that they should be tested weekly by the tenant)

CHECK OUT APPOINTMENT

- Ensure all personal items have been removed
- Ensure all keys are made available, should any keys be lost, you may be charged replacement costs for the locks. If you have had extra keys cut, these should also be returned.
- Ensure all cleaning has been completed prior to check out appointment
- 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.

Tenants should appreciate that it is important for all items to be returned to their respective rooms, set out in the inventory, before the final check out inspection, failure to do so may incur costs. At the termination of the tenancy the inventory is checked and any obvious or significant discrepancy will be reported to the instructing agents/landlord.

Cleaning

It is expected that the property will be at a similar level of cleanliness as that of check-in. If the standard of cleaning is not satisfactory then 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 the cost of part or all of the cost of the carpet.

Crockery

These items will be checked for soiling, chips, burn marks etc. If damage has occurred beyond fair wear and tear, compensatory costs will be added to the report

Beds

Bed bases mattresses 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 costs as appropriate. Linen and bedding should be left clean and pressed.

Crockery, China and Utensils

These items will be checked for soiling, chips, burn marks, loose handles on pots and pans, and such like and noted accordingly on the Check Out report.

Decoration

It is accepted that during the course of nominal day to day living a few marks and scuffs will appear on walls and woodwork. However, should the marking be found to be excessive it 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.

Gardens

If the owner has not employed a gardener at the property, you may be required to maintain the garden as part of the tenancy agreement. 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/Landlord 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 the tenancy, most Managing Agents or Landlords will employ a contract gardener and their account will be added to the Check Out report.

Polished Furniture

Polished furniture will be checked for scratches, ring marks, burns, soiling and damage to joints. Repair costs and re-polishing costs are high. It is in the Tenants 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.

Fire & Safety Regulations

The Fire & Safety regulations regarding furniture, gas, electrical and similar services are ultimately the responsibility of the Instructing Principle. Where the inventory notes "Fire label seen" this should not be interpreted to mean that the item complies with the Furniture & Furnishings (Fire) (Safety) Regulations as published by the Department of Trade & Industry, January 1997 (or subsequent editions).

ABBREVIATIONS

AD	Antique defects
ALI	Aluminium
BOG	Burnt on grease
CR	Clean required
CW	Cobwebs
CBF	Complete with fixings
DG	Double glazing
D	Dusty
FWT	Fair wear and tear
FCR	Full clean required
G	Greasy
GLZD	Glazed
GO	Good order
HL	High level
IU	In use
LS	Lime scale
LL	Low level
LCR	Light clean required
LHS	Left hand side
MCA	Marks Consistent with age
NE	Not examined
NF	Not found
NFC	Not freshly cleaned
NI	Not inspected
NS	Not seen
NT	Not tested
NUM	Normal usage marks
NW	Not working
ODU	Old defects under
PP	Power point
RHS	Right hand side
SL	Slight/slightly
SS	Stainless steel
TV	Television
VW	Very worn
W	Worn
WO	Working order