

Inventory and condition of furniture,
fixtures and fittings



Date of inspection

18th April 2017

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Inventory Clerk

Toby Hill

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Please read this carefully- The following information is intended to help understand the inventory or check out

All items on the inventory are assumed to be in good, clean and undamaged condition unless otherwise stated.

Pictures on the inventory are for room identification only and are not intended to identify defects, damage or condition. A picture may not be current to the time of the tenancy.

Pictures on the check out are intended to aid the identification of defects, damage or condition and are not given greater priority than the text. The lack of a supporting picture does not mean that the listed defect, damage or condition does not exist.

All cleaning must be completed PRIOR to check out.

For the check out, it is the Tenant's responsibility to replace all items in their original position, as stated on the inventory. Should the Clerk have to search for any items, an additional charge may be incurred by the Tenant. See 18 in the Terms and Conditions.

For the check out it is expected that all personal items are removed from the property and the premises will have been professionally cleaned through out. The tenant must be ready to leave the property as soon as the check out has been completed.

The check out will report the schedule of condition. This will include the final meter readings and the keys returned.

Damage

Damage generally falls into the following categories. This list is an example of what Tenants should pay particular attention to:

Wall Fixings- Screws, hooks, nails, blue tack or similar products should not be used for hanging decorations. Any damage caused by such items may incur additional charges from the Landlord/Managing agent. Permission should be sought from the Landlord/Managing agent for all wall fixings.

Carpets - Staining, soiling and burn marks.

Windows - Condensation and mildew.

Furniture - Staining, soiling, general damage, water marks.

Curtains - Discolouration, staining, soiling, damage, unclean.

Mattresses - Staining, soiling, damage.

Linen - Staining, soiling, damage.

Fireplaces - Unauthorised use, damage to hearth and surround, not swept.

Floor coverings - Staining, soiling, damage including dents, rips, scratches and burns.

Gardens - Not swept, not maintained, excessive growth.

Cleaning

At check out, it is the Tenants responsibility to ensure thorough cleaning of the premises to the same standard as detailed in the inventory compiled at check in.

Any concerns the tenant may have about the required level of cleaning at check out should be raised with either the inventory clerk, managing agent or landlord prior to check out

The list below shows examples of where particular attention should be paid and is not exhaustive.

Woodwork - Paintwork, skirting, architraves, dado and picture rails.

Wet areas - Free from mildew and lime scale.

Cupboard and draws - Inside and out, free of dust and crumbs.

Appliances - Behind the appliance, hobs, grills, internal fridge compartments, door seals, defrosted freezer and filter filters.

Fittings - Light fitting and shades, bulbs.

Curtains - Should be cleaned to the same standard as check in, attention should be paid to any marks or stains

Windows - Frames and sills, free of condensation, mildew, dust and debris

Animals are not usually permitted in rental properties, occasionally Landlords will grant permission. Landlords who allow tenants to keep pets, expect Tenants to make good any damage caused by pets. Tenants should be aware that as a consequence of pets, additional cleaning may be required.

Acceptance of the services is deemed to be an acceptance of the fees due and these terms and

The Clerk is the representative of Astage Hill whom has inspected the premises for the purpose of preparing the inventory or carrying out either the check in or check out

The Premises is the dwelling and the contents of which are listed in the report

The Inventory is the list of items, fixtures and fittings at the premises to be prepared in accordance with the following conditions.

1. Upon acceptance of instructions, the Clerk will inspect or arrange the inspection of the Premises for the purpose of compiling the Inventory.
2. The Inventory will be a list of the furniture, fixtures, fittings and household effects with a description of the state of decoration and condition of the interior and its effects at the premises.
3. All items on the inventory are assumed to be in good, clean and undamaged condition unless otherwise stated.
4. For the inspection, The Clerk will not move items of furniture or similar and the report will be based upon the visible condition of the fixtures, fittings and household effects.
5. The Inventory does not purport to be a report of value for the premises and or the contents therein, nor is it a guarantee of, or report of, the adequacy of, or safety of any of the equipment or contents. It is a list of such items within the premises and the superficial condition of the items and the decorative state of the premises.
6. Significant defects will usually be damage, usage or soiling that may constitute remuneration at the termination of the tenancy of the premises.
7. The Inventory may state when an item of furniture or furnishing has been seen to have a label advising that it complies with Furniture and Furnishings (Fire and Safety) Regulation 1988, as amended 1993. It should not be assumed that other items not stated comply with this regulation. Compliance with the relevant UK Fire regulations is the responsibility of the owner/managing agent not Astage Hill. It is recommended that all bedding, soft furnishings or any item which is filled/padded be checked that they comply with current regulations. Regulations on furniture purchased in foreign countries may not meet UK standards. It is the Owner/Agents responsibility to ensure all items adhere to relevant current UK regulations.
8. Electrical items will be tested for power only and not a full systems check, unless the Clerks deems testing unsafe. Items must be complete with flex plugs and bulbs, unless otherwise stated.
9. Floor coverings, rugs and carpets will be inspected to the extent that they are sufficiently clean and any defects noted.

Terms and Conditions



10. Bed linen, towels and similar items will be inspected to check they have been freshly laundered and not necessarily counted. Heavily soiled items will be checked at the discretion of the clerk and noted.
11. Mattresses will be inspected where accessible, lifting is at the clerks discretion. A mattress will not be examined if the bed is made up.
12. For the inspection, The Clerk will not move heavy items of furniture or similar. Astage Hill reserves the right not to handle/move valuable ornaments. The report will be based upon the visible condition of the fixtures, fittings and contents.
13. It is NOT common practice to include in the inventory; numbers and titles of books, plants, consumables, items which are packed for storage or miscellaneous items other than large items of garden equipment.
14. Lofts, basements (cellars) for storage and their contents will not be listed in the Inventory. Nor will the Clerk undertake to search through overcrowded drawers or cupboards to locate items.
15. At the termination of the tenancy, receipts may be required to for items which need to have been professionally cleaned.
16. Windows are only checked to ensure that they are clean with no visible broken glass. It is the responsibility of the tenant to report any non-opening windows to the Landlord/Managing Agent.
17. Intruder alarms and smoke detectors will only be listed as 'present'. They will not be tested for adequacy.
18. Astage Hill reserves the right to apply an additional charge when unnecessary time is incurred, because the Clerk is unable to locate any items which have been moved throughout the tenancy and have not been replaced in their original position.
19. Astage Hill reserves the right to apply a charge when a Clerk is unable to gain access to the premises at an agreed time, or within a reasonable period thereafter. There will be no further obligation under the terms and condition save the entitlement to invoice the relevant party the proportion of the fee that would have been due had the instruction been completed.
20. Astage Hill shall be entitled to charge a fee to the person or persons or company who has given the instruction. If the instructions are given by a letting agent this contract is deemed to be made between Astage Hill and the letting agent as the principle and the invoice rendered to be payable by the letting agent unless agreed in writing with Astage Hill.
22. If the invoice has not been paid in full within 28 days of receipt, then without prejudice to any other right, Astage Hill will be entitled to charge interest on the amount owed at 1% above the base rate set by Barclays Bank on the date of the invoice, compounded weekly from the date of the invoice until full payment has been received.

Summary



Overview of Cleaning

	Overview at check in	Overview at check out
General Condition	Overall the property has been professionally cleaned as detailed in the report	
Floors and Carpets	Carpets and hard floors cleaned, any residue marks are detailed	
Walls and Ceilings	Mostly recently redecorated and in good clean order, unless otherwise stated	
Woodwork	Mostly recently redecorated and in good clean order, unless otherwise stated	
Windows	Glass and frames cleaned as detailed	
Curtains and Blinds	Overall good clean order, unless otherwise stated	
Kitchen	Professionally cleaned as detailed in the report	
Bathroom	Professionally cleaned as detailed in the report	
External	N/A	

Additional Comments

Key Log



Keys

Key	Type	Check in	Check out
Communal Door	Yale	2	
Flat Door	Yale	2	
Flat Door	Mortise	2	

Picture



Meters

Meter Readings

Readings are only taken when the meter is accessible, legible and identified as relating to the relevant property either by location within the property, landlord, tenant or signage.

Gas

No Gas At Property

Electricity



1 - 19206 2 - 53156

Water

No Meter Found

Reading Check in	
Reading Check out	
Location	
Reference	
Supplier	Unknown

1 - 19206 2 - 53156
Communal Hall
D990573
Unknown

Affinity

Front of Flat



Item	Description	Check in condition	Check out Condition	Liabilities
Door frame	White wood	Marks at lock level		
Door	White flush wood	Odd minor marks M&LL, light scuffing		
Door fitting	Brass comprising peephole, top lock with finger pull, Mortise lock with cover, "32", letterbox	All metal work tarnished, working		

Entrance Hall



Item	Description	Check in condition	Check out Condition	Liabilities
Door	Reverse as similar, including fittings to match	Filled fixing holes from removed bolts at H&LL, fittings working, minor paint marks		
Ceiling	White emulsion	Minor shrinkage cracks, clean		
Ceiling light	Recessed spotlight	Covered in masking tape, working		
Walls	White emulsion	Good clean order		
Skirting	White wood	Light defects under, good clean order		
Flooring	Medium wood laminate floor	Clean, minor paint flecks, light gapping		
Sockets & Switches	Chrome plate units as seen	Clean		
Cupboard	White wood panel door, matching surround and chrome/ brass lever handle	Exterior paintwork in good order with sticky tape chip marks over handle, minor edge chips, aged discoloured interior, fixing holes to reverse of door		

Entrance Hall



Item	Description	Check in condition	Check out Condition	Liabilities
Cupboard - interior	Decorated interior, housing fuse board, two shelves and hanging rail	Light aged discolouration, light scattered cupboard usage marks, edge trim to shelves missing, mildew marks at HL		
Heating	Small electric portable heater	Not tested		
Entry phone	White/ cream plastic wall-mounted	Working, tested for power, paint marks		
Doormat	Brown coir	Good order		

Bathroom



Item	Description	Check in condition	Check out Condition	Liabilities
Door	White wood panel, matching surround, chrome lever handle with twist lock	Paintwork in good order, handle and lock working		
Ceiling	White emulsion	Patchy discolouration under paint to most areas, clean		
Ceiling lights	Three recessed spotlights	Working		
Light switch	White ceiling mounted with pull cord	Working, good order		
Extractor	White ceiling unit	Unable to turn on, clean		
Walls	Mottled brown stone style tiles	Clean, good order		
Flooring	Mottled black stone style ceramic tiles	Clean, minor discolouration to grout		
Towel ring	Chrome wall-mounted	Good clean order		
Medicine cabinet	Chrome wall-mounted with sliding mirror door	Glass clean and undamaged, silvering and tarnishing to edges		
Basin	White ceramic pedestal, chrome H&C taps, pop-up plug	Clean, no scaling		

Bathroom



Item	Description	Check in condition	Check out Condition	Liabilities
Loo	White ceramic with matching seat/ lid and chrome flush	Working, clean, flush sticks when depressed		
Shower cubicle	Sliding glass door with matching side panels, chrome frame, moulded tray and chrome waste	Sliding smoothly, glass clean, no scaling or mildew		
Shower unit	Chrome wall-mounted mixer unit with flex, showerhead and riser rail	Clean, no scaling		

Reception Room



Item	Description	Check in condition	Check out Condition	Liabilities
Door	White wood panel, matching surround, chrome lever handle	Paintwork in good order, handle working		
Ceiling	White emulsion	Good clean order		
Ceiling lights	Six recessed spotlights	Working		
Loft hatch	White access panel with latch	Paintwork in good order, loft not inspected		
Walls	White emulsion	Not inspected behind furniture, odd minor mark, overall good clean order		
Skirting	White wood	Not inspected behind furniture, good clean order		
Flooring	Beige twist pile fitted carpet	Not inspected below furniture, clean, good order, no marks		
Sockets & Switches	White/ chrome plate units as seen	Clean		
Window	White UPVC led double glazed with locking lever handles and white wood sill	Glass and frame clean, minor shrinkage, blistering below paint to sill		
Blind	Light brown roller blind with pull cord	Working, good order		

Reception Room



Item	Description	Check in condition	Check out Condition	Liabilities
Glass blocks	Set of glass blocks around bedroom at HL	Clean, no damage		
Airing cupboard	White wood panel door, matching surround and brass/ chrome lever handle	Exterior paintwork in good order with heavy blistering under paint at HL, aged discoloured interior, handle working		
Cupboard - interior	Decorated interior with insulated hot water cylinder, shower pump, associated plumbing, black and white wooden shelves	Light aged discolouration and minor aged marks, tidy		
Heating	Wall-mounted electric unit with control panel and cover	Not tested, clean, good order		
Shelves	Three sets of white laminate freestanding shelves	Cluster of pin holes/ chips to top of one unit, clean		
Sofa	Black leather style angled sofa with matching seat and back cushions, one loose cushion	Odd minor usage mark, clean, good order		

Bedroom



Item	Description	Check in condition	Check out Condition	Liabilities
Door	White wood panel, matching surround and chrome lever handle	Paintwork in good order, handle working, protective pad to interior handle		
Ceiling	White emulsion	Good clean order		
Ceiling lights	Four recessed halogen	Working		
Walls	White emulsion	Not inspected behind furniture, light defects under, generally good clean order		
Skirting	White wood	Not inspected behind furniture, good clean order		
Flooring	Beige twist pile fitted carpet	Not inspected below furniture, clean good order, no marks		
Glass blocks	Set of glass blocks at HL	Clean, no damage		
Window	White UPVC leaded double glazed with locking lever handles and white wood sill	Glass and frame clean, minor shrinkage, light defects under to sill, including blistering defects and square stain from room scent diffuser		
Blind	Grey roller blind with pull cord	Blind not fitted, unable to fully inspect		

Bedroom



Item	Description	Check in condition	Check out Condition	Liabilities
Heating	White electric wall-mounted heater with control panel and cover	Not tested, clean, good order		
Sockets & Switches	White units as seen	Clean, minor paint marks		
Television junction box	White wall-mounted	Clean, good order		
Wardrobe	Light wood effect laminate unit with sliding doors and hanging rail	Sliding smoothly, clean, good order		
Drawers	Set of white laminate freestanding drawers	Clean, good order		
Smoke alarm	White ceiling unit	Beep tested		

Kitchen



Item	Description	Check in condition	Check out Condition	Liabilities
Door	Decorated opening to match	Clean, good order		
Ceiling	White emulsion	Good clean order		
Ceiling lights	Four recessed halogen	Working		
Walls	White emulsion	Cluster of scuffs/ scrapes to LHS wall LL, linear rub marks to rear wall ML, light defects under, generally good clean order		
Skirting	White wood	Good clean order		
Flooring	Black stone effect ceramic tiles with metal threshold	Clean, minor discolouration to grout, no damage		
Window	White UPVC leaded double glazed with locking lever handles and white wood sill	Glass and frame clean, minor shrinkage, blistering below paint to sill		
Blind	White wood Venetian with twist rod, pull cords, toggles and fascia	Working, clean		
Wall tiles	White ceramic wall tiles	Clean, good order		
Work surface	Speckled black vinyl roll top	Clean, good order		

Kitchen

Item	Description	Check in condition	Check out Condition	Liabilities
Fitted units	All units comprise white gloss laminate flush doors with black finger pull handles, mottled melamine interiors, including shelves and drawers as seen	All units in good clean order, drawers sliding smoothly		
Washing machine	White Beko WX842430W unit	Tested for power, soap tray and drum seal clean		
Sink	Inset pressed metal with chrome mixer taps and sieve plug	Clean, no scaling		
Extractor	Brushed metal unit with glass canopy, two down lights and controls, washable filter	Tested for power, lights working, clean , no grease		
Oven	White Beko DC5422A unit, comprising four halogen rings, control knobs, grill section with chrome rack, enamel grill pan and handle, oven section with two chrome racks	Tested for power and clean, good order, light blistering marks to trim LHS		
Fridge Freezer	White unit, comprising internal freezer with door, four glass shelves, plastic salad box, four door shelves	Tested for power, lights working, clean including seals, freezer defrosted, good order		
Table and chairs	White dining table with four black leather style chairs, all with chrome feet	Clean, odd minor paint fleck to chair, generally good order		
Sockets & Switches	White/ chrome plate units as seen	Clean		