

# Inventory and Schedule of Condition

## Fixtures & Fittings, Furniture & Effects

Client Name:	Make Ur Move Ltd
Tenant Name:	
Date Of Preparation:	10/10/2012
Property description:	2 bedroom Furnished



Address Line 1,  
Address Line 2,  
Town,  
County,  
POST CODE

## 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.

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.

We 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. No Letting Go 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 this 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 come complete with a 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 to within 1 centimetre unless stated otherwise.

**All items listed are in a good clean condition 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. <b>Professionally Clean</b>                              | 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.<br>Cleaned to a high professional standard by a professional cleaner, receipt seen. Name of the company and date carried out.   |
| 2. <b>Cleaned to a professional standard or Hotel Clean</b> | Everything immaculate, sparkling and dust free, appliances and sanitary spotless. Carpets steam cleaned, vacuumed. Floors swept. All furniture in order and clean. Linen freshly laundered.<br>Cleaned to a professional standard but no receipt seen.   |
| 3. <b>Good Domestic Standard</b>                            | 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. <b>Average Domestic Clean</b>                            | Domestic clean, but signs of dust to woodwork, kitchen units marked, appliances need additional cleaning. Carpets vacuumed and floors swept.<br>Dust/hairs to sanitary ware - requiring further cleaning   |
| 5. <b>Cleaned to a poor standard</b>                        | 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. <b>Not Cleaned</b>                                       | Property requires cleaning to a good domestic standard or professional standard to make available for next tenant as applicable.   |

Meters	Location	Reading	Supplier	Serial No.
Gas				
Electric				
Water				

Keys handed over	Type of key (Yale/Chubb etc)	Number of keys
Communal keys		
Front Door		
Back Door		
Windows		
Fobs		
Patio / French doors		
Garage(s) / Shed(s) / outhouses		
Post box		
Meter key		
Electric Key (Prepaid)		
Gas Card (Prepaid)		
Alarm Code		
Other		

## Entrance



Item	Condition at Check In	Condition at Check Out
Door		
1.	Oak wood style door with chrome effect curved lever handle and lock beneath	
2.	Chrome effect numerals '396' with black frame	
3.	Spy hole	
Reverse Side		
4.	As before with return of handle and twist lock	
5.	Chrome effect automatic door closer	
6.	Return of spy hole with cover	
7.	Bolt	
Door Frame		
8.	White painted	
Door Frame Reverse		
9.	White painted	
10.	Chrome effect chain	
Ceiling		
11.	White painted	
Fixtures		
12.	White circular smoke alarm	Not tested
Walls		
13.	Painted white	
Fixtures		
14.	Chrome effect and black control panel	

Floor			
15.	Beige carpet with dark wooden threshold		
Woodwork			
16.	Painted white		
Heating/Air Conditioning			
17.	Wall mounted Creda electric heater		
Fixed Lighting			
18.	One fixed ceiling light on white plastic ceiling rose with globe shaped white paper shade	Working	
Fitted Units/Cupboards			
19.	Double oak wooden style doors both with curved chrome effect lever handle		
20.	Ceiling white painted		
21.	Nuaire air vent		
22.	Walls white painted		
23.	One Economy Seven Quartz temperature and water heater control		
24.	Samsung Premier Plus Boiler and pipework		
25.	One fuse box		
26.	One Creda programme and temperature control		
27.	Wood style laminate flooring with metal threshold bar		
28.	INDESIT washing machine		
Sockets/Switches/Fans/Cables			
29.	White plastic		

## Bathroom



Item	Condition at Check In	Condition at Check Out
Door		
1. Oak wood style door with chrome effect curved lever handle and circular lock		
Reverse Side		
2. As before with return of handle and twist lock		
Door Frame		
3. Painted white	Paint mark on reverse	
Ceiling		
4. White painted		
Fixtures		
5. One Nuaire air vent		
Walls		
6. Part white painted		
7. Part white tiles		
Fixtures		
8. One clothes rail with two bars		
9. One mirror above sink comprising of four mirrored tiles	Some chips to edging	
Floor		
10. Wood style laminate with chrome effect threshold bar		

Woodwork			
11.	Painted white		
Heating/Air Conditioning			
12.	Wall mounted white electric heater Creda		
Fixed Lighting			
13.	One fixed ceiling light in an enclosed chrome effect and opaque white shade	Working	
Sockets & Switches			
14.	White plastic		
Toilet			
15.	White ceramic WC with white plastic seat and lid		
16.	Chrome effect dual flush mechanism to top of cistern		
Basin			
17.	White pedestal basin with chrome effect mixer tap		
Bath			
18.	White bath with chrome effect hot and cold taps		

## Bedroom 1



Item	Condition at Check In	Condition at Check Out
Door		
1. Oak wooden style door with chrome effect curved lever handle		
Reverse Side		
2. As before with return of handle		
Door Frame		
3. Painted white		
Door Frame Reverse		
4. Painted white		
Ceiling		
5. Painted white		
Walls		
6. Painted white	Odd scuff marks	
Floor		
7. Beige carpet with metal threshold bar		
Windows and Sills		
Window 1		
8. Double paned white UPVC window with openable top pane and white lever handle		
9. White painted sill	Chips above top panel of window	
Curtains/Blinds		
10. Cream vertical blinds with string and toggle	In working order	
Woodwork		
11. White painted		

12.	Metal door stopper behind door		
Heating/Air Conditioning			
13.	One white wall mounted electric heater Creda		
Fixed Lighting			
14.	One white plastic ceiling rose with globe shaped white paper shade	Working	
Fitted Units/Cupboards			
15.	Two mirrored sliding doors in white frame		
16.	Ceiling white painted		
17.	Walls white painted		
18.	Beige carpet		
19.	One white painted wooden shelf		
20.	One chrome effect clothes rail		
Free Standing Furniture			
21.	One double bed in a grey coloured matt metal frame with one double mattress and dark brown leather effect cushion panelled head board in grey metal frame		
22.	Two bedside tables in a wooden laminate both with one drawer to top with curved silver coloured handle and one shelf underneath		
Sockets/Switches/Fans/Cables			
23.	White plastic		

## En Suite Bathroom



Item	Condition at Check In	Condition at Check Out
Door		
1. Oak wood style with chrome effect curved lever handle and lock		
Reverse Side		
2. As before with return of handle and twist lock		
Door Frame		
3. Painted white		
Door Frame Reverse		
4. Painted white		
Ceiling		
5. Painted white		
Fixtures		
6. One Nuaire air vent		
Walls		
7. Part painted white	Some scuff marks to low levels	
8. Part white tiles in shower area and above sink		
Fixtures		
9. One white shelf		
10. One mirror above sink made up of four mirrored tiles	Lower tiles have plastic hooks attached	

Floor			
11.	Wood style laminate	Coming away from side of shower	
Woodwork			
12.	Painted white		
Heating/Air Conditioning			
13.	One wall mounted white electric heater Creda		
14.	One chrome effect towel rail		
15.	Further chrome effect towel rail with two bars beneath		
Fixed Lighting			
16.	One fixed ceiling light in an enclosed white opaque and chrome effect shade	Chrome effect area stained	
Sockets & Switches			
17.	White plastic		
Toilet			
18.	White ceramic with white plastic seat and lid		
19.	Chrome effect dual push button flush on top of cistern		
Hand Basin			
20.	White ceramic pedestal basin with chrome effect mixer tap and plug		
Shower			
21.	White base with chrome effect frame and clear glass to two sides, door has one lip style chrome effect handle	Handle has yellow marks to it	
22.	Chrome effect horizontal bar control mounted to wall with chrome effect shower hose and shower head in place to chrome effect shower riser bar		

## Bedroom 2



Item	Condition at Check In	Condition at Check Out
Door		
1. Oak wood style door with chrome effect lever handle		
Reverse Side		
2. As before with return of handle		
Door Frame		
3. Painted white		
Door Frame Reverse		
4. Painted white		
Ceiling		
5. Painted white	Small hair line crack to right hand side	
Walls		
6. Painted white	Hair line cracks to far right hand side corner. Scuff marks to low levels.	
Floor		
7. Beige carpet with metal threshold bar	Small black stain marks to right of bed	
Windows and Sills		
Window 1		
8. One white UPVC window with one pane and matching lever handle		
9. White painted sill		
Curtains/Blinds		
10. Cream vertical blinds with string and toggle		
Woodwork		
11. Painted white		

12.	Door stopper attached behind door		
Heating/Air Conditioning			
13.	Wall mounted white electric heater Creda		
Fixed Lighting			
14.	One white plastic ceiling rose with white paper shade	Working	
Fitted Units/Cupboards			
15.	Two mirrored sliding doors and white frame		
16.	Ceiling white painted		
17.	Walls white painted		
18.	Beige carpet		
19.	One white shelf		
20.	One clothes rail in grey coloured plastic material		
Free Standing Furniture			
21.	One double bed in a grey metal frame with matching head board and one double mattress		
Sockets/Switches/Fans/Cables			
22.	White plastic		

## Reception Room



Item		Condition at Check In	Condition at Check Out
Door			
1.	Oak wood style with curved chrome effect lever handle	Some chipping to top edge	
Reverse Side			
2.	As before with return of handle		
Door Frame			
3.	Painted white		
Door Frame Reverse			
4.	Painted white		
Ceiling			
5.	Painted white		
Walls			
6.	Painted white		
Floor			
7.	Beige carpet with metal threshold bar	One tear upon entry. Rising in places to centre.	

Windows and Sills			
Window 1			
8.	White UPVC two panelled window, left hand panel is openable with sliding door with white lever handle		
9.	White painted sill	Various scratch marks	
Curtains/Blinds			
10.	Cream vertical blinds with string and toggle		
Woodwork			
11.	White painted	Off scuff marks to skirting	
Heating/Air Conditioning			
12.	One wall mounted white electric heater Creda		
Fixed Lighting			
13.	One white plastic ceiling rose with globe shaped white paper shade	Working	
Free Standing Furniture			
14.	Two matching two seat sofa's in a black leather style material on chrome effect legs	Some ring marks and small scratches to arms. Scuff marks to legs.	
15.	One circular dining table with glass top in three sections, centre is opaque frosted panel.		
16.	Circular chrome effect legged dining table with four matching chairs with chrome effect legs in white leather style material.	Stitching loose to top of one chair and a further chairs stitching also starting to come loose.	
17.	One coffee table with white laminate top on chrome effect legs.	Some chips to side of table	
Sockets/Switches/Fans/Cables			
18.	White plastic		

## Open Plan Kitchen




Item	Condition at Check In	Condition at Check Out
Ceiling		
1. Painted white		
Fixtures		
2. One white circular smoke alarm	Not tested	
3. One square Nuaire air vent		
Walls		
4. Painted white	Splash and scuff marks to far wall	
Floor		
5. Wood laminate with metal threshold bar		
Woodwork		
6. Painted white		
7. One door stopper behind door		
Fixed Lighting		
8. One ceiling light on brushed metal effect triangular plate with matching waved rod coming off with four spotlights	All working	
Sockets/Switches/Fans/Cables		
9. White plastic		
Fitted Units/Cupboards		
10. Cupboards: Wood style laminate with chrome effect pencil handles		
Floor cupboards (left to right)		
11. Four drawers with grey lining		
12. One cupboard with one shelf		
13. One cupboard with one shelf		

14.	One cupboard under sink no shelf housing pipework		
15.	One cupboard with one shelf		
Wall cupboards (left to right)			
16.	One cupboard with two laminate shelves		
17.	One cupboard with two laminate shelves		
18.	One cupboard with two laminate shelves		
Work surface			
19.	Mottled grey and black laminate	1 coin sized chip on top	
Sink			
20.	Sink with matching draining board in stainless steel with one chrome effect mixer tap		
Appliances			
21.	ELECTROLUX Oven - chrome effect panels with a brushed metal effect bar handle, inside is two shelves and one grill pan, two dials to front and three push buttons.		
22.	Hob - stainless steel with four rings and four dials		
23.	Extractor - brushed metal effect with controls		
24.	ZANUSSI Fridge Freezer - grey coloured with three glass shelves with white edging and two white plastic salad crispers, three white plastic shelves in door. Freezer has three clear plastic drawers.	Crispers cracked to tops	

## Damage and Dilapidations Report

Comments

Room	Item and Issue	Photograph	Suggested Action
Bathroom	Chip marks in mirror	 A photograph showing a mirror with several small, dark chip marks on its surface. The mirror is mounted on a wall, and the surrounding area is slightly out of focus. A date stamp '10/OCT/2012' is visible in the bottom right corner of the photo.	Information only
Bathroom	Paint on door frame	 A close-up photograph of a white door frame. There is a vertical line of white paint or plaster on the frame, which appears to be a repair or a mark. A date stamp '10/OCT/2012' is visible in the bottom right corner of the photo.	Information only
En-suite	Laminate flooring coming away around shower	 A photograph showing the corner of a shower area. The laminate flooring is peeling and coming away from the wall and shower pan. A date stamp '10/OCT/2012' is visible in the bottom right corner of the photo.	Information only
En-suite	Yellow marks on shower door handle		Fair Wear and Tear



Reception room 1

Seams coming away on top of dining chairs

Fair Wear and Tear



Reception room 1

Carpet with tear or in 2 sections.

Information only



Kitchen

Chip in kitchen work top

Refer to Agent/Landlord



Address Line 1,  
dd/mm/yyyy



## Additional Photos



Hob



Oven



Washing machine

## 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

.....  
.....

Signed  
(Landlord/Agent/Clerk)

Name

Date

.....

Check In started : time

Check In finished : time