The Example Inventory



Prepared on behalf of Client's name Property inspected by Inventory clerk

Address

The Address of the Property



Carried Out

The Date the Inventory was completed

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Notes

<u>Notes</u>

Tenancy Guidance Notes

Any amendments / alterations or queries regarding the inventory are to be highlighted with the letting agent/landlord within 10 days of receiving the report. Please do this by adding an additional comment before signing the report you are sent. Any alterations made to the inventory outside this period will not be accepted. If no comments are made within this time frame the original document will be taken as a true representation of the condition and contents of the property.

An inventory is a report, which not only includes the internal condition of the property but also gives an accurate description of the fixtures and fittings. It is compiled shortly before the commencement of the tenancy and checked at the termination for any dilapidations that may have occurred during the term of the tenancy.

Fair wear and tear allowance is taken into consideration at the full term. The guidelines set out below are intended to assist the check out at the end of the tenancy and, if adhered to, should result in charges incurred, if any, being kept to a minimum.

Cleaning

The property should be clean and tidy upon departure. A cleaning charge may be incurred if the property and/or fixtures and fittings, are left in an unsatisfactory state. Please ensure correct cleaning materials are used for different surfaces (bath, windows, tiles etc).

Laminate & wooden flooring: Should be cleaned using a dry or slightly damp cloth/mop - water saturation will cause damage.

Kitchen: Please ensure all cupboards and drawers are cleaned thoroughly, don't miss tiles or the kitchen sink.

Oven. Hob & Extractor Hoods: All appliances must be cleaned and returned to the same condition that they were in at the start of the tenancy.

Fridge/Freezer: Please ensure this is defrosted, cleaned and turned off.

All other appliances: Must be left clean and turned off.

Carpets

You may be charged for cleaning any marks, stains etc. and for part, or all, of the cost of damages.

Decoration

Fair wear and tear will be taken into consideration, however, you may be charged for tearing to wallpaper, excessive chips to woodwork and plaster damage caused by pins, nails, screws etc., being driven into walls. Light bulb/smoke alarm battery replacement are the responsibility of the tenant.

<u>Walls</u>

Are there marks that can be wiped clean off the walls? TIP: Don't Dot & Dab with paint it doesn't help! Do you need to re-paint?

Stored Items

Any items stored or moved during the tenancy must be returned to their original location, and where applicable, cleaned and ready for use. A charge will be made if boxed/stored items need to be returned to the inventory location after you have left.

General Tips - things that often get missed

General cleaning - don't forget the light fittings and cobwebs. Tiles often get missed.

Hard water marks on glass.

Windows. Are they clean inside, outside and any door sills.

Paintwork - doors and other wood work, wipe down any fingerprints. Bins - are they tidy & empty?

Loft - is it empty of your belongings.

Lightbulbs - all to be left working.

Floors – give them a final finish, make them your last job.

Garden - Is it Tidy? Is the grass cut? Please brush paths/patios down & weed.

Standing order - remember to cancel your standing order once your final rental payment has been paid.

Deposit repayment – you will need to arrange the return of your deposit after the check out has been completed. Your agent/landlord will help you with this process if needed.

Keys

All keys to the property must be handed over to the Agent prior to the inventory check out, or if the tenant is attending the check out, they must be handed over to the inventory clerk at that time.

Smoke & Carbon Monoxide Detectors

It is the tenants responsibility to inspect these detectors at the property at regular intervals to ensure they are in full working order as per the manufacturer's instructions.

Disclaimers

The inventory is carried out to give a snapshot in time of the property and its contents at the time of the inspection and is compiled as a fair and accurate record of the property and its contents on the date shown. The inventory is not intended to be used as a structural survey report.

The use of descriptive words such as Pine, Oak, Gold, Silver, Chrome etc are used as a description and does not guarantee the actual material. We have made every effort to carefully and correctly describe items but it should be noted the person who compiled the inventory is not an expert in fabrics, woods, materials, antiques, art, colours etc. nor are they a qualified surveyor or valuer.

All items are in good condition unless otherwise stated.

Lofts and Cellars are not inspected unless converted and safely accessible. Therefore, please note that property left in lofts, cellars or in locked rooms, garages and sheds, have not been noted in the inventory, are the responsibility of the landlord.

We will not undertake the movement of heavy furniture or appliances and therefore we cannot take responsibility for the condition of any flooring underneath or the walls and skirting which surround the item. We are not responsible for items which cannot be accessed easily.

Safety

The inventory report relates only to the condition of decoration, furniture, furnishings and all landlord's equipment and contents in the property. It is no guarantee of, or a report on the safety of any such equipment or contents. It is a record that such items exist in the property as of the date of the inventory and the general condition of such items.

The heating system, gas and/or electrical appliances, plugs and any other fixtures and fittings in the property have not been tested as to working order as part of the inventory.

Blinds will be described and listed. Safety regulations surrounding them are the responsibility of the agent or landlord.

The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (amended 1989, 1993 and 2010)

Where it is possible to identify that furniture and furnishings comply with the above regulations, it will be recorded on the inventory but this is a statement the label was seen, not that the item complies with the regulations. If not recorded on the inventory, identification labelling was not visible or present.

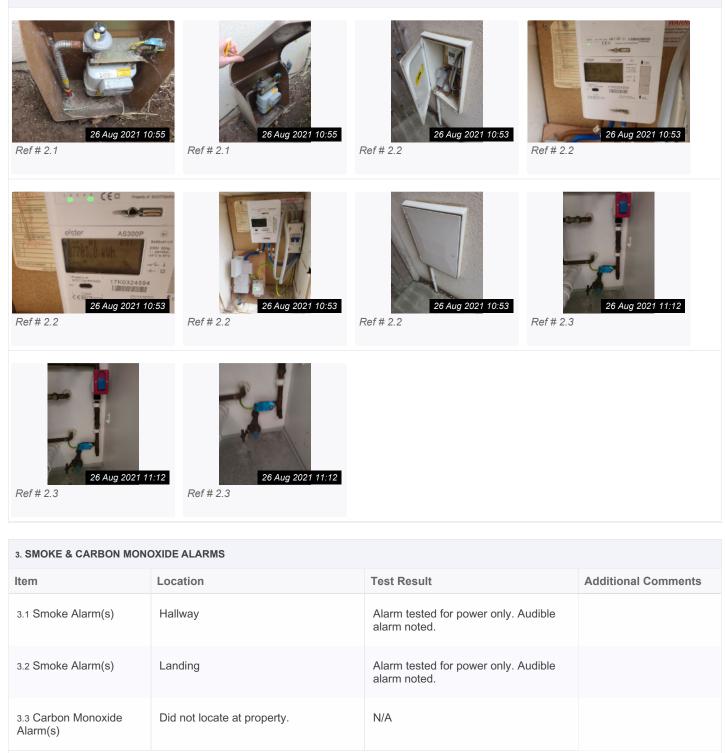
1. SCHEDULE OF CONDITION			
Item	Condition	Additional Comments	
1.1 General Cleanliness	Very Good.		
1.2 Bathroom	Very Good.		
1.3 Carpets	Good with general marks from furniture.		
1.4 Ceiling(s)	Generally good with some marks noted.		
1.5 Curtain / Blinds	Very Good.		
1.6 Hard Flooring	Good.		
1.7 Kitchen Area	Good.		
1.8 Oven / Hob / Cooker	Good.		
1.9 Wall(s)	Good with some cracks between walls and ceilings noted.		
1.10 Window(s)	Very Good.		
1.11 Woodwork	Good.		
1.12 Any signs of smoking or vaping	No signs of either smoking or vaping In any of the rooms throughout the property.		

2. METER READINGS

Item	Serial Number	Reading	Additional Comments
2.1 Gas Meter	Location: Outside front. Serial No: as per photograph.	03434.	
2.2 Electric Meter	Location: Outside Front Serial No: as per photograph.	07703.	
2.3 Water Stop Tap	Location: Stop tap under kitchen sink.	Not tested.	
2.4 Water Meter	Did not locate at property.	N/A	



2. METER READINGS (CONT.)





4. FRONT GARDEN				
Item	Description	Condition	Additional Comments	
4.1 Garden Description	Low hedge to left of drive. Shrubs either side of door as per photographs.	All areas are well maintained, tidy and weed free.		
4.2 Driveway	Paved as per photograph.	Good. In generally tidy and well maintained order.		
4.3 Outside Lighting	Black Wall mounted light as per photograph.	Good and clean. Outside Lighting not turning on. Bulb needs replacing,		
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Ref # 4.2

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4. FRONT GARDEN (CONT.)



26 Aug 2021 10:48

Ref # 4.2



Ref # 4.2



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Ref # 4.2





Ref # 4.3

5. EXTERIOR FRONT

Item	Description	Condition	Additional Comments
5.1 Door	Black UPVC (exterior) & White UPVC (inside) door with metal handles and letterbox with obscure glass window and spy hole as per photograph.Doorbell to side.Chain on inside.	Good & clean. Slightly scuffed in places, as per photographs. Doorbell auidable.	
5.2 Door Frame	White UPVC.	Good and clean.	
5.3 Porch	White UPVC.	Good and clean.	
5.4 Additional Items / Information	Shared Side passage way with slab paving leading to garden. Outside tap. Metal hanging basket hook to left of door.	All items are in good, clean condition unless described otherwise. Slabs in well maintained order.	





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5. EXTERIOR FRONT (CONT.)





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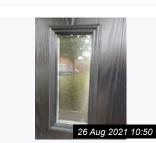


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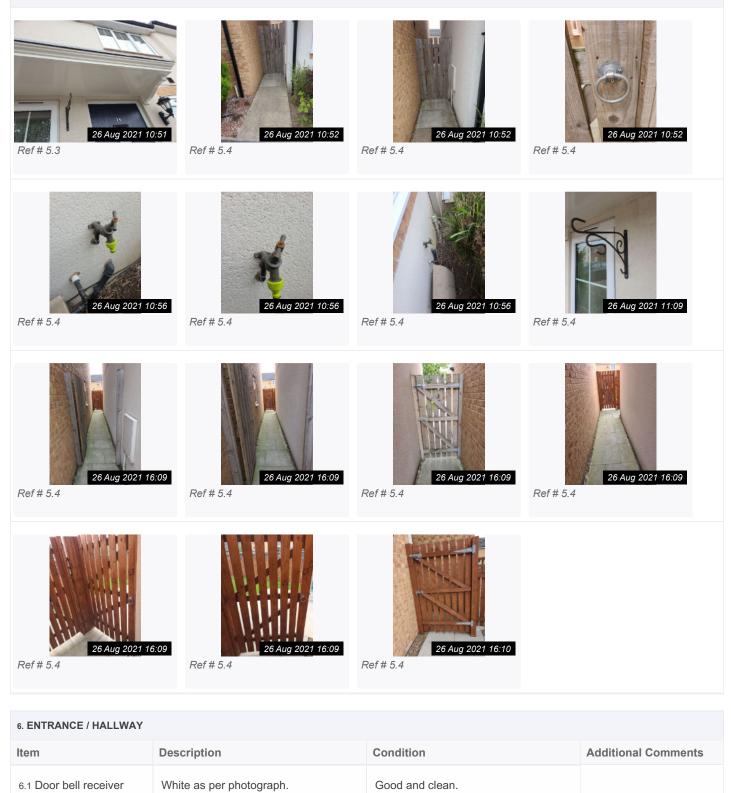


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5. EXTERIOR FRONT (CONT.)



Good with light marks. Clean.

Good with paint marks as per

Good with small chips noted as perphotographs. Clean.

photographs. Clean.

Plaster Painted white, matt type finish.

Plaster painted cream, matt type finish.

Three directional spotlight.

6.2 Ceiling

6.3 Lighting

6.4 Walls

6. ENTRANCE / HALLWAY (CONT.)				
6.5 Skirting	Wooden painted white. Matt type finish. Door stop by Toilet door.	Good and clean.		
6.6 Switch	Three single Switches, white. One single Switch, white with two switches on one. Fuse switch. Honeywell thermostat.	All items are in good, clean co unless described otherwise.	ondition	
6.7 Socket outlet	Double Socket, white.	Very Good. Clean & dust free	a.	
6.8 Heating	Radiator with no TRV.	Good with light marks. Overa	ll Clean.	
6.9 Flooring	Carpet as per photograph.	Good and clean.		
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6. ENTRANCE / HALLWAY (CONT.)



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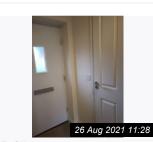


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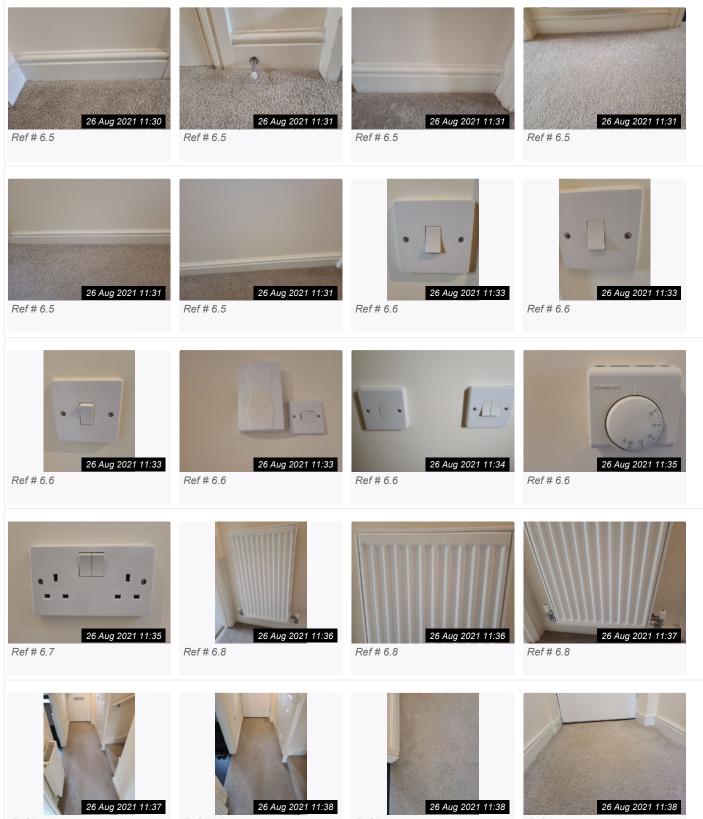






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6. ENTRANCE / HALLWAY (CONT.)



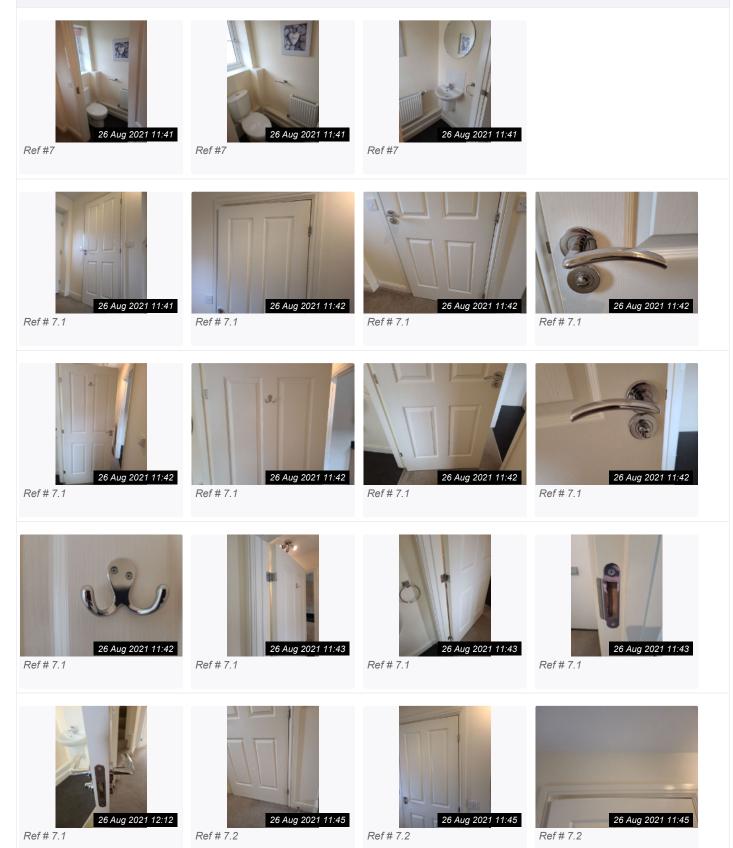
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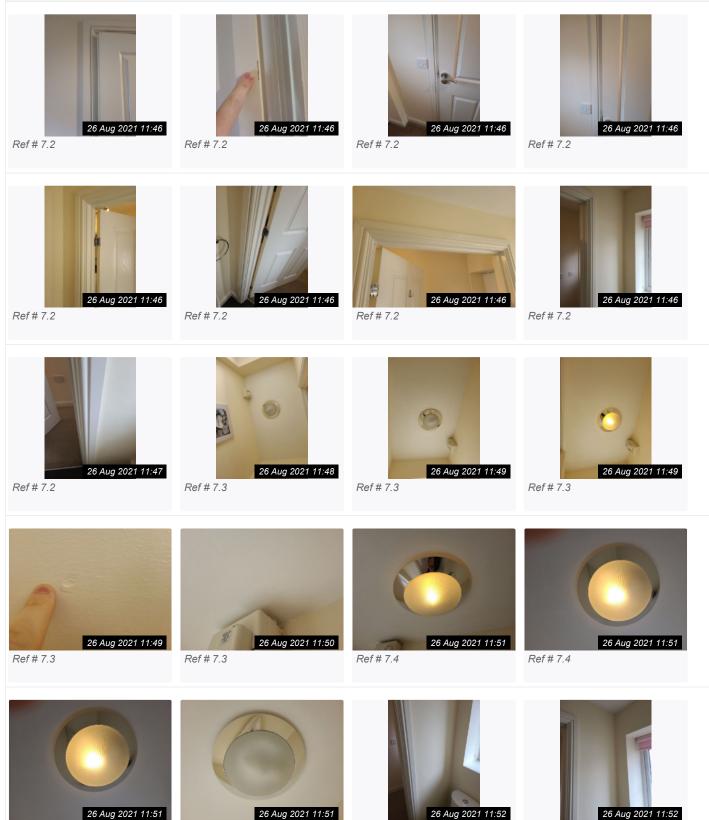
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7. TOILET			
Item	Description	Condition	Additional Comments
7.1 Door	Wood painted white panel door with chrome look handles and thumb turn lock. Matt type finish. Metal hook on inside.	All items are in very good, clean condition unless described otherwise.	
7.2 Door Frame	Wood painted white, matt type finish.	Good with a notable paint mark as per photograph. Clean.	
7.3 Ceiling	Plaster Painted white, matt type finish.	Good and clean as per photograph. Small paint bump noted.	
7.4 Lighting	Ceiling light as per photograph.	Lighting good. Lighting all appears in good working order. Clean.	
7.5 Walls	Plaster painted cream, matt type finish.	Good with light marks as per photographs. Clean.	
7.6 Skirting	Wood painted white, matt type finish.	Good with slight paint marks. Clean.	
7.7 Window(s) / Sill	White UPVC double glaze window with obscure glass. Tilled sill.	All items are in very good, clean condition unless described otherwise.; Very stiff to open and close.	
7.8 Blinds	Pink roller blind with wall mounted safety bracket present.	Very Good. Clean & dust free.	
7.9 Toilet	KOHLER Toilet with seat.	Very Good. Clean & dust free.	
7.10 Basin	Basin with mixer tap with waste. Chrome type.	Very Good. Clean & dust free.	
7.11 Heating	Radiator with TRV.	Very Good. Clean & dust free.	
7.12 Flooring	Black vinyl.	Very Good. Clean & dust free.	
7.13 Accessories	Metal toilet roll holder. Metal Towel holder. Mirror. Picture.	Very Good as per photographs. Clean.	
7.14 Additional Items / Information	Fuse box.	All items are in very good, clean condition unless described otherwise.	





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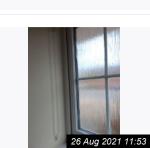




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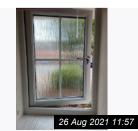
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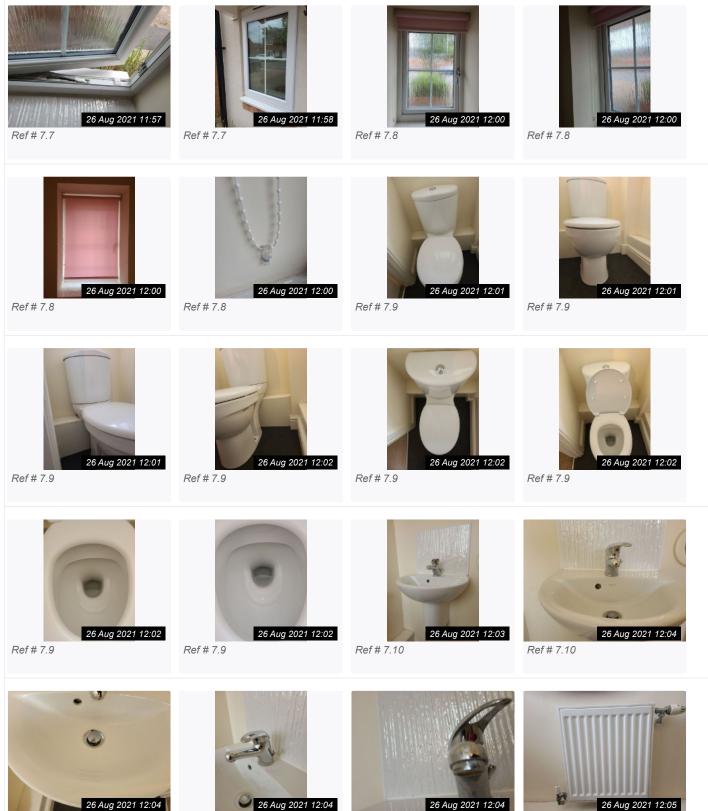




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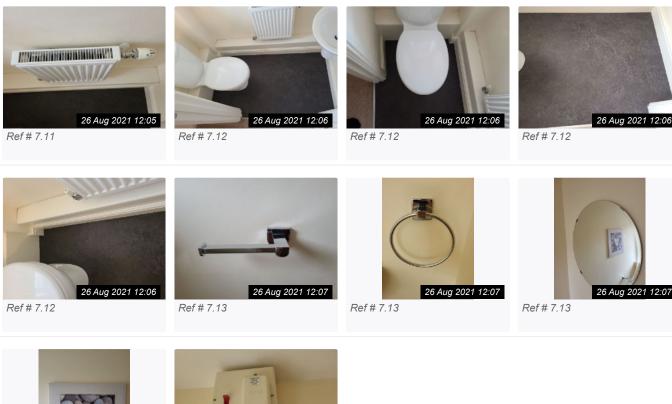




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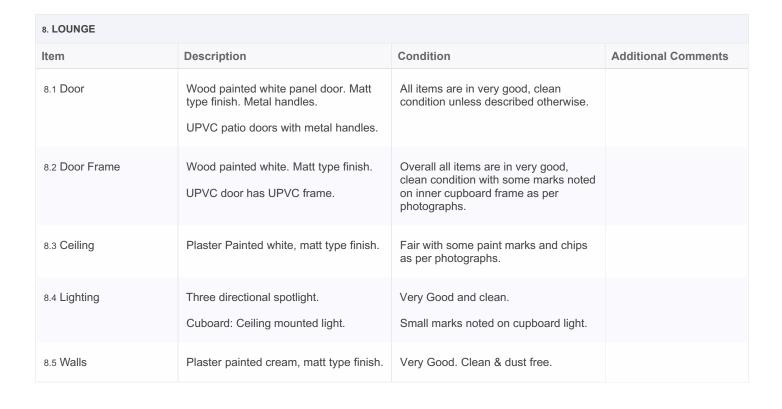
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8. LOUNGE (CONT.)			
8.6 Skirting	Wooden painted white. Matt type finish. Door stop by both wooden main doors.	Good and clean.	
8.7 Window(s) / Sill	UPVC Double Glazed with white wood sill, silk type finish. Air vents as per photograph.	Very Good and clean.	
8.8 Curtains	Floral curtains. Curtain Pole metal silver type finish with two hooks.	All items are in good, clean condition. Noted that they don't easily fully close.	
8.9 Switch	Two Single Switches, white in lounge. One with one switch on with two switches as per photograph.One single Switch, white in cupboard.One single white fuse isolation switch in lounge.Fuse box and large red isolator switch in cupboard.	All switches Very Good. Clean & dust free.	
8.10 Socket outlet	 Four Double Sockets, white. Two Double Sockets above each other, white. TV point. Phone point. Virgin media point and Internet point. BT open reach point. 	All switches & outlets Very Good and clean.	
8.11 Heating	Radiator with TRV.	Good with some light marks as per photographs.	
8.12 Flooring	Brown/Beige Carpet as per photograph.	Good with general marks from furniture. Clean.	
8.13 Additional Items / Information	TV leads In cupboard: White plastic hooks on wooden backing. Paint Can.	All items Very Good. Clean & dust free.	







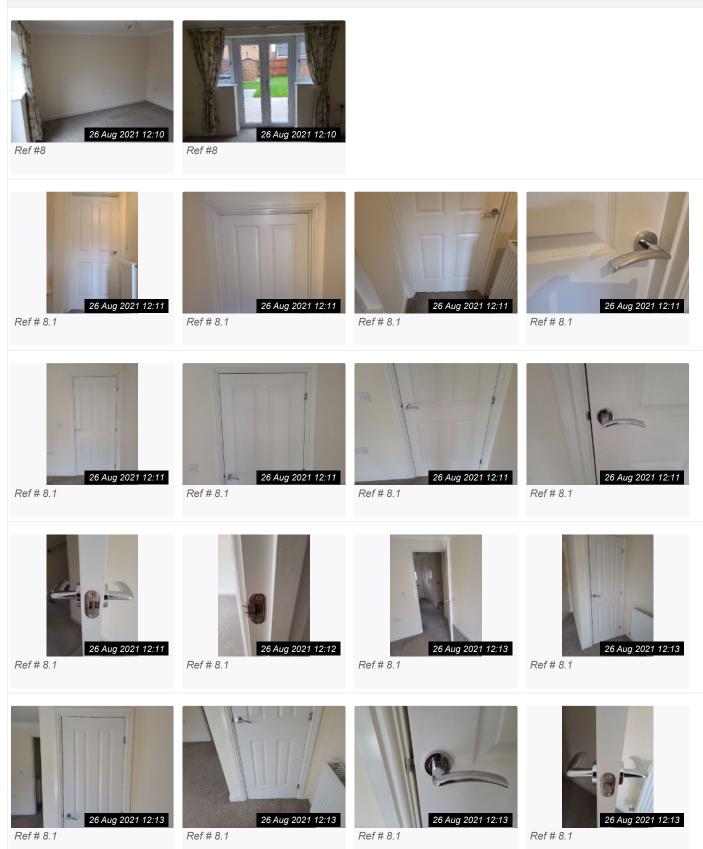


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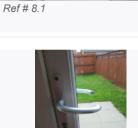
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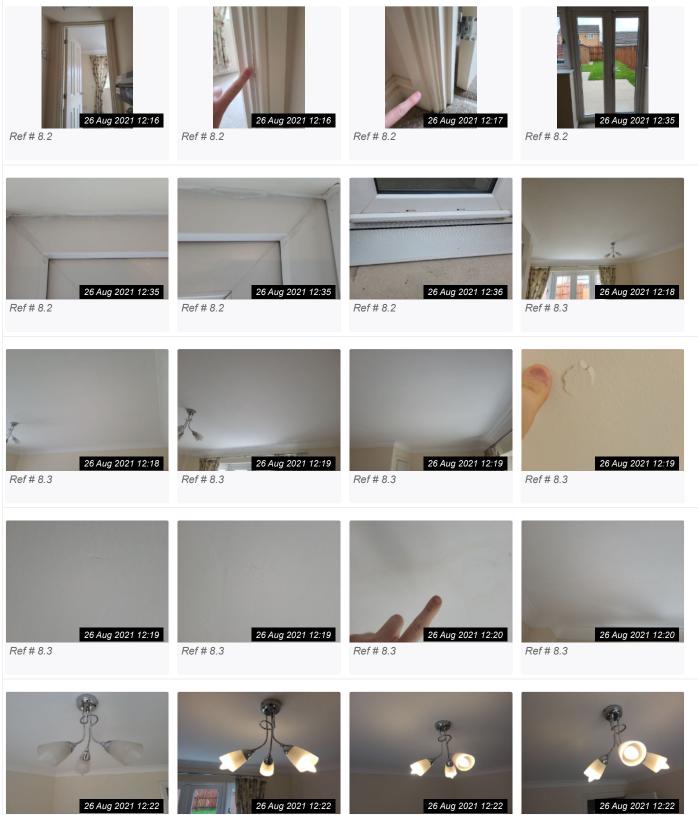
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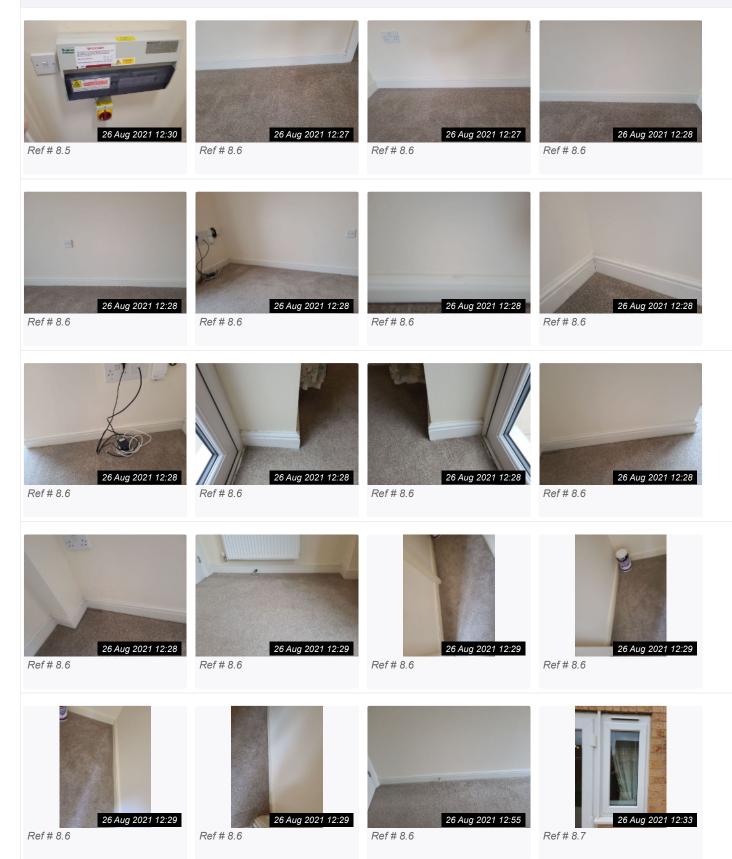
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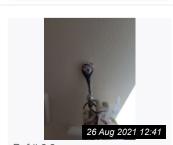
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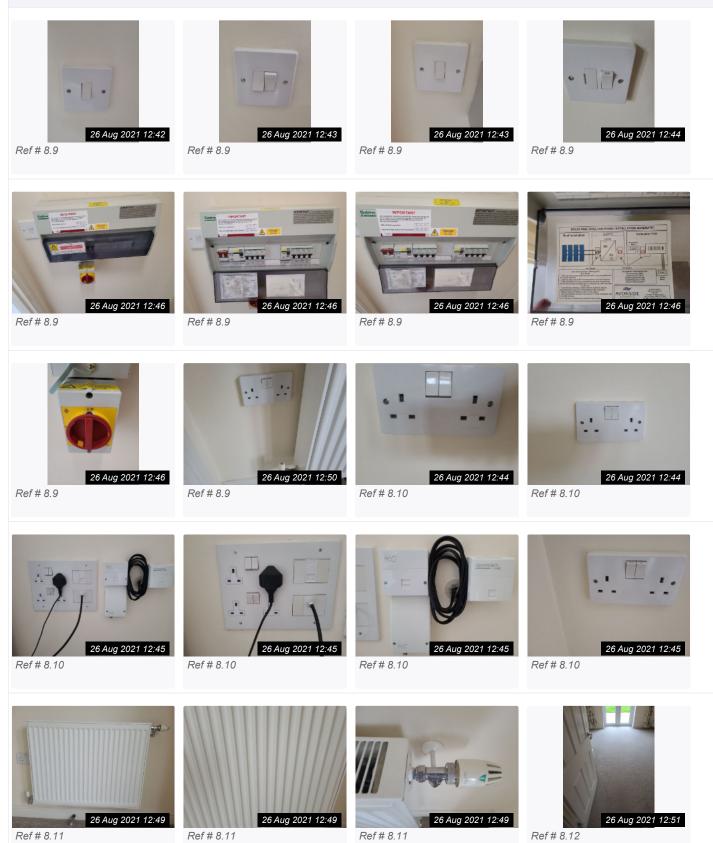


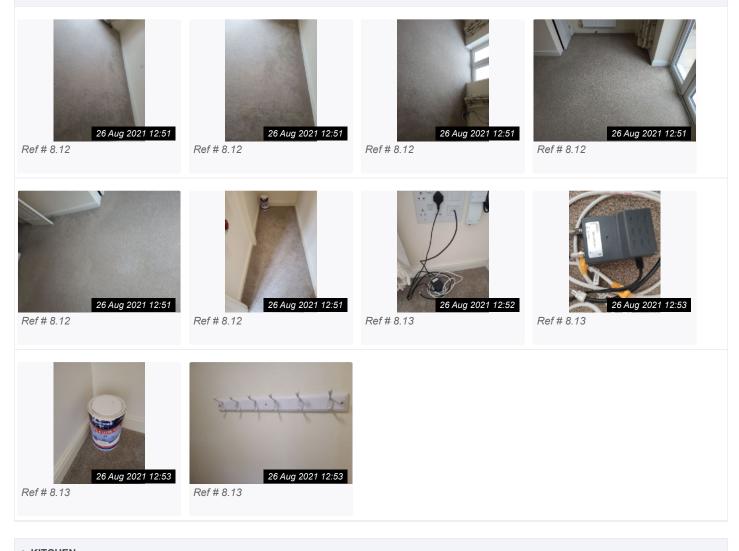


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9. KITCHEN			
Item	Description	Condition	Additional Comments
9.1 Door	No door present.	N/A	
9.2 Door Frame	Wood painted white, matt type finish.	Good with small chips noted. Clean.	
9.3 Ceiling	Plaster Painted white, matt type finish.	Fair with some paint marks as per photographs.	
9.4 Lighting	Four directional spotlights. X3 under unit spotlights.	All items are in good, clean condition. Paint on main light noted.	
9.5 Walls	Plaster painted cream, matt type finish.	Good with light marks noted as per photographs. Clean.	
9.6 Skirting	Wooden painted white. Matt type finish. Door stop.	Good and clean.	
9.7 Window(s) / Sill	UPVC Double Glazed with white wood sill, Metal handles, silk type finish.	Very Good and clean as per photographs.	

9. KITCHEN (CONT.)			
9.8 Blinds	Grey and white roller blind as per photograph. Wall mounted safety bracket present.	Very Good and clean as per photographs.	
9.9 Switch	Single Switch, white. Fridge/Freezer, Cooker Hood & Washing machine isolation switches. Red single isolator Single white isolation switch. Honeywell unit programmer.	All items are in very good, clean condition unless described otherwise.	
9.10 Socket outlet	Three double Sockets, white. Two single Sockets, white.	All items are in very good, clean condition unless described otherwise.	
9.11 Heating	Single Radiator with TRV.	Good and clean. Slight chips as per photograph.	
9.12 Flooring	Black vinyl flooring.	Generally good and clean. Raised area noted in fridge / Freezer location.	
9.13 Kitchen units	Wood laminate units and two matching shelves. Some units have the same look inside others have white. Ideal Logic combi boiler in large cupboard.	All items are in very good, clean condition unless described otherwise.	
9.14 Hob	Stainless Steel hob as per photographs	Good with small signs of rust.	
9.15 Oven	ZANUSSI oven.	Good as per photograph. Clean.	
9.16 Worktop(s)	Black worktops as per photographs.	Very Good. Clean & dust free.	
9.17 Extractor Hood	Stainless stainless steel as photographed.	Poor with nemorous marks as per photographs. Clean.	
9.18 Sink	Stainless stainless steel sink as photographed. Mixer tap with waste.	Generally Good aside from below waste unit as per photographs.	
9.19 Additional Items / Information	Smart Meter Display Unit. Five hinges.	Good and clean.	



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Ref #9





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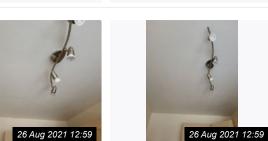


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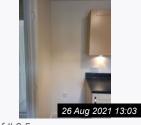
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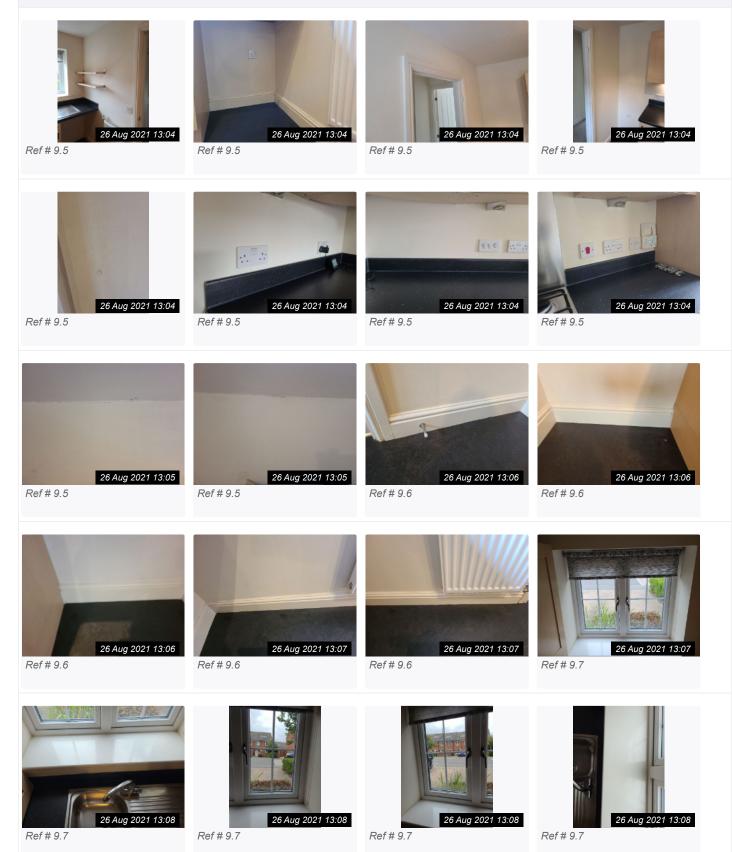


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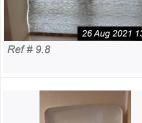


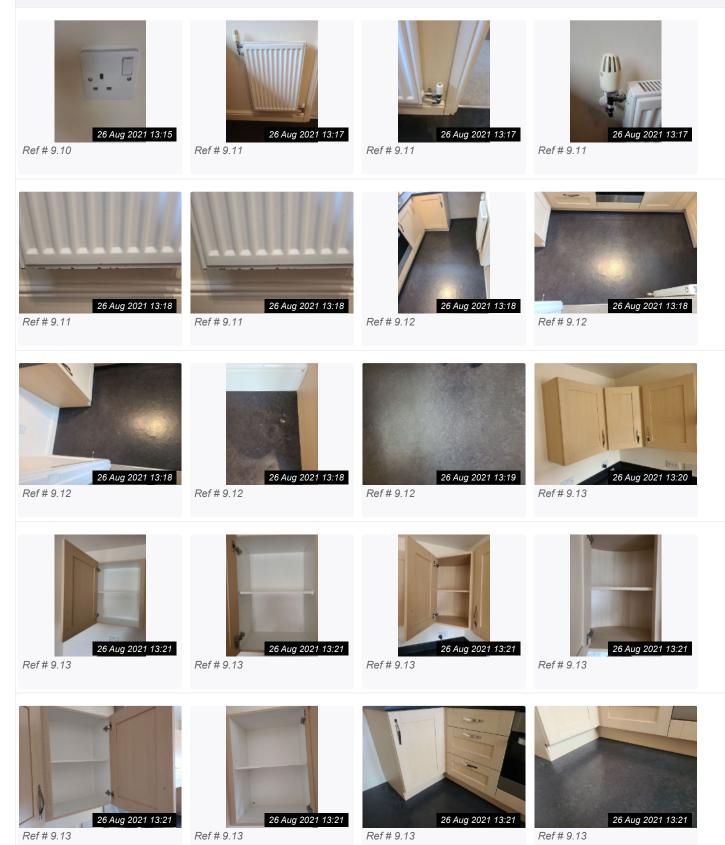
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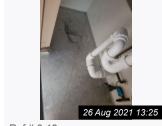


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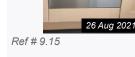
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9. KITCHEN (CONT.)



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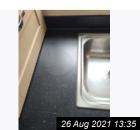
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9. KITCHEN (CONT.)

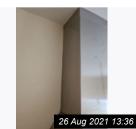


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9. KITCHEN (CONT.)



Ref # 9.19

10. STAIRS & LANDING

Item	Description	Condition	Additional Comments			
10.1 Ceiling	Plaster Painted white, matt type finish.	Good and clean. Paintwork chip noted as per photograph.				
10.2 Walls	Plaster painted cream, matt type finish.	Good and clean.				
10.3 Skirting	Wood wood painted white, matt type finish.	Fair with cracks above as per photographs.				
10.4 Switch	Two single Switches, white. One isolation switch for bathroom fan.	All switches Very Good. Clean & dust free.				
10.5 Socket outlet	Double Socket, white.	Very Good. Clean & dust free.				
10.6 Flooring	Brown/Beige Carpet as per photograph.	Good. Clean.				
10.7 Staircase	Wooden handrail painted white, matt type finish attached to metal holders on a wooden piece to the wall. Landing with wooden spindles as per photograph.	All items are in good, clean condition unless described otherwise.				
10.8 Additional Items / Information	Loft hatch.	Fair fair with some paint marks around edges.				
10.9 Lighting	Three directional spotlight.	Good. Lighting all appears in good working order. Clean.				



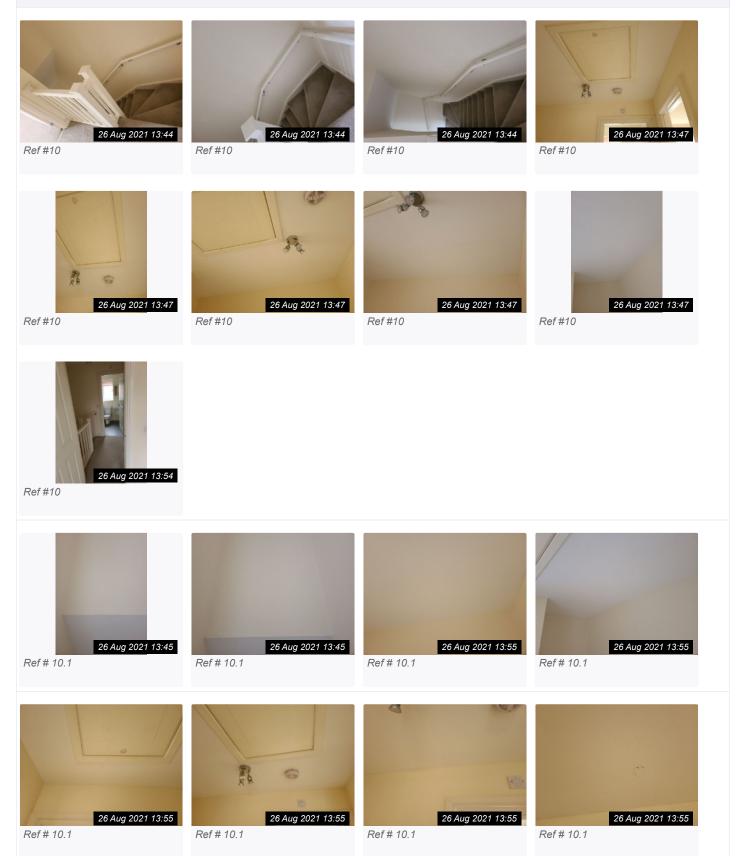


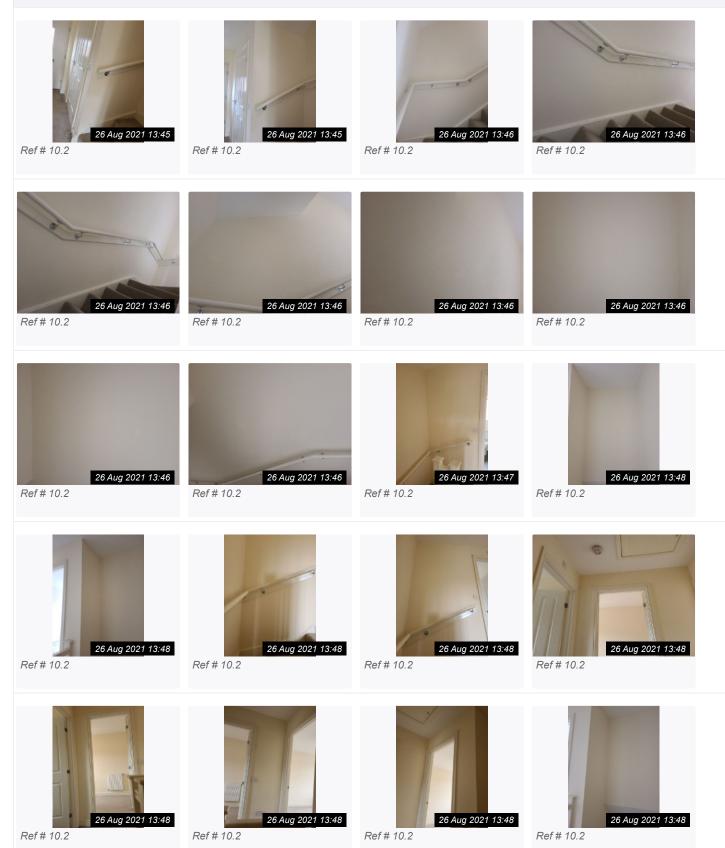


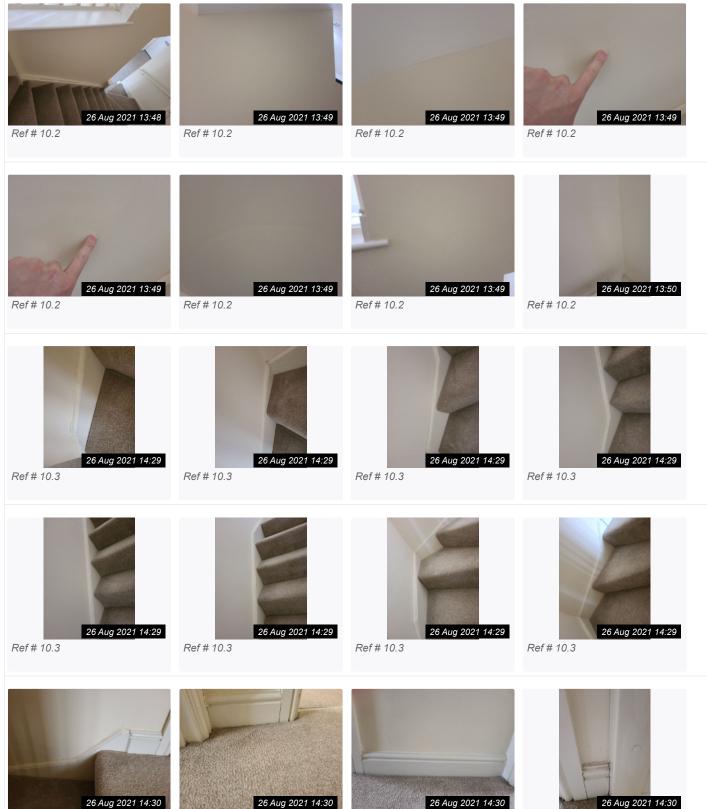




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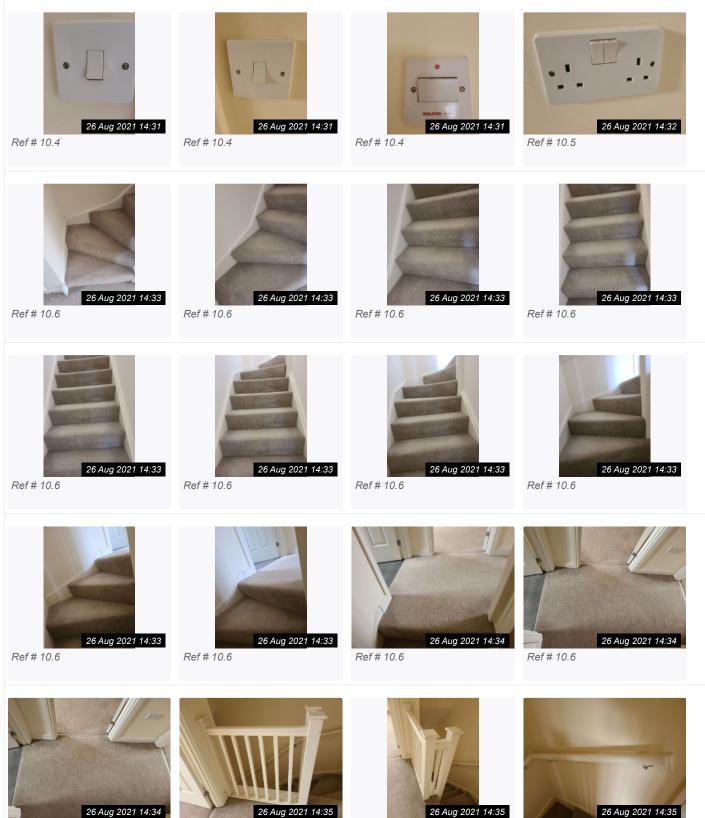


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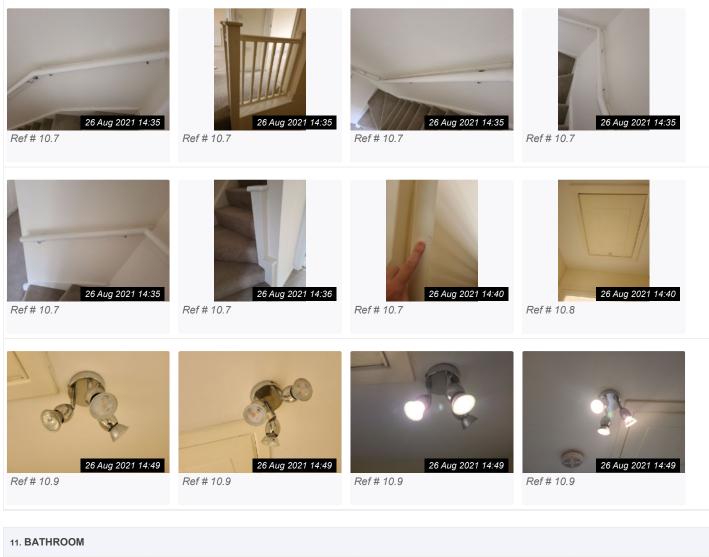
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Item	Description	Condition	Additional Comments
11.1 Door	Wood painted white panel door with chrome look handles and thumb turn lock. Matt type finish. Metal hook on inside.	Very Good and clean.	
11.2 Door Frame	Wood painted white. Matt type finish.	Fair with some cracks noted as per photographs.	
11.3 Ceiling	Plaster Painted white, matt type finish.	Good with paint work chip as per photograph.	
11.4 Lighting	Ceiling mounted light as per photograph.	Good & Clean.	
11.5 Walls	Plaster painted cream, matt type finish. Tiled around Bath area and above sink.	Some marks on walls particularly behind door as per photographs. Good and clean. Some grout is noticeably not as white as others.	

11. BATHROOM (CONT.)		
11.6 Skirting	Wood painted white. Matt type finish. Door stop behind door.	Good as per photograph. Clean.
11.7 Window(s) / Sill	UPVC Double Glazed with tiled sill, Metal handles.	Very Good and clean.
11.8 Blinds	Pink roller blind with wall mounted safety bracket present.	Very Good. Clean & dust free.
11.9 Toilet	KOHLER Toilet with seat.	Very Good. Clean & dust free.
11.10 Basin	Basin with chrome type mixer tap and waste.	Very Good. Clean & dust free.
11.11 Bath / Bath Panels	KOHLER bath with shower. Chrome type mixer taps and waste as per photographs.	Good with limescale marks notes around and under the taps.
11.12 Heating	Radiator with TRV.	Very Good. Clean & dust free. White fixer on TRV loose.
11.13 Flooring	Dark grey Vinyl as per photograph.	Very Good and clean.
11.14 Accessories	Toilet brush. Two Metal Towel holder.	All items are in very good, clean condition unless described otherwise.
11.15 Additional Items / Information	Bathroom cabinet with mirror as per photograph.	Good with slight rust on bottom. Dusty on top.
11.16 Extractor Fan	Vectarie extractor Fan.	Audible upon turning lights on.

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<u>26 Aug 2021 14:42</u> Ref #11

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Ref #11

Ref #11



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Ref #11

<u>26 Aug 2021 14:42</u> Ref #11

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Ref #11





26 Aug 2021 14:42 Ref # 11.1



Ref # 11.1



Ref # 11.1





Ref # 11.1



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Ref # 11.2

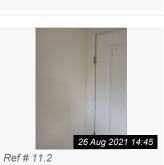




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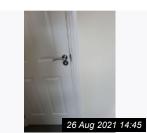
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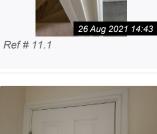


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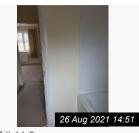
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Ref # 11.5



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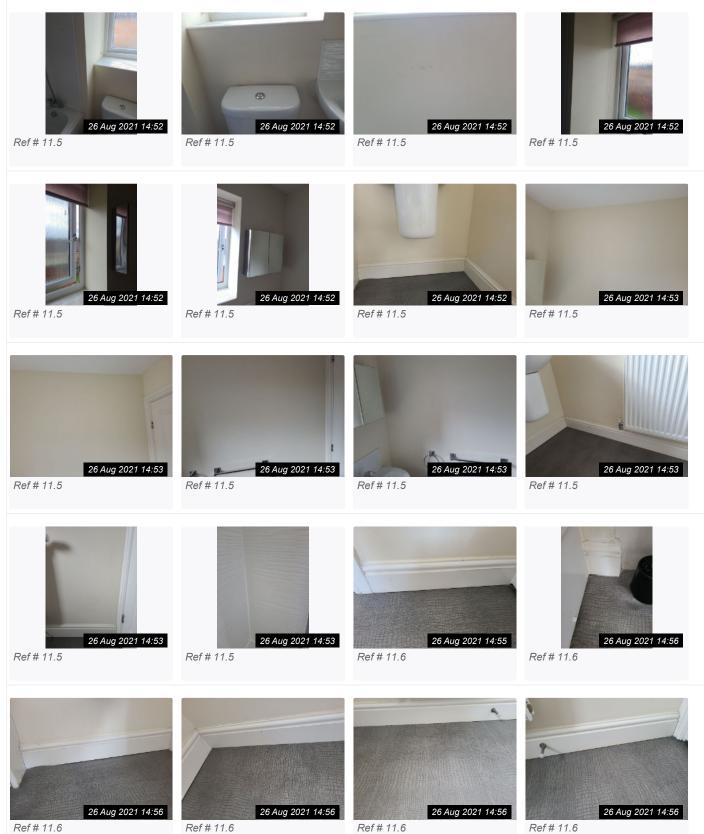
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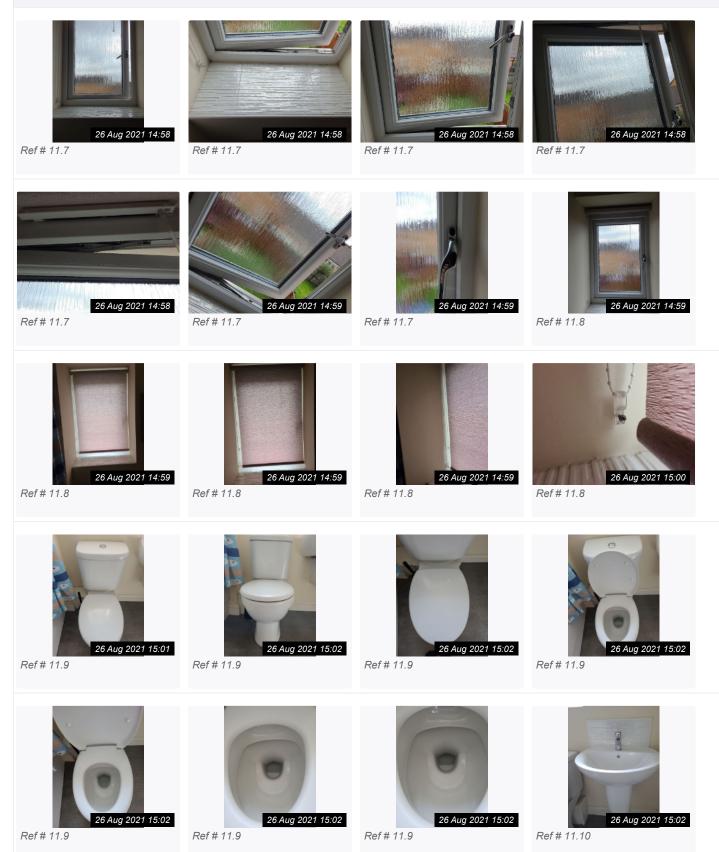
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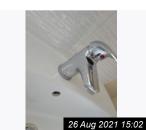


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Ref # 11.10





Ref # 11.10



Ref # 11.11



Ref # 11.11



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Ref # 11.11

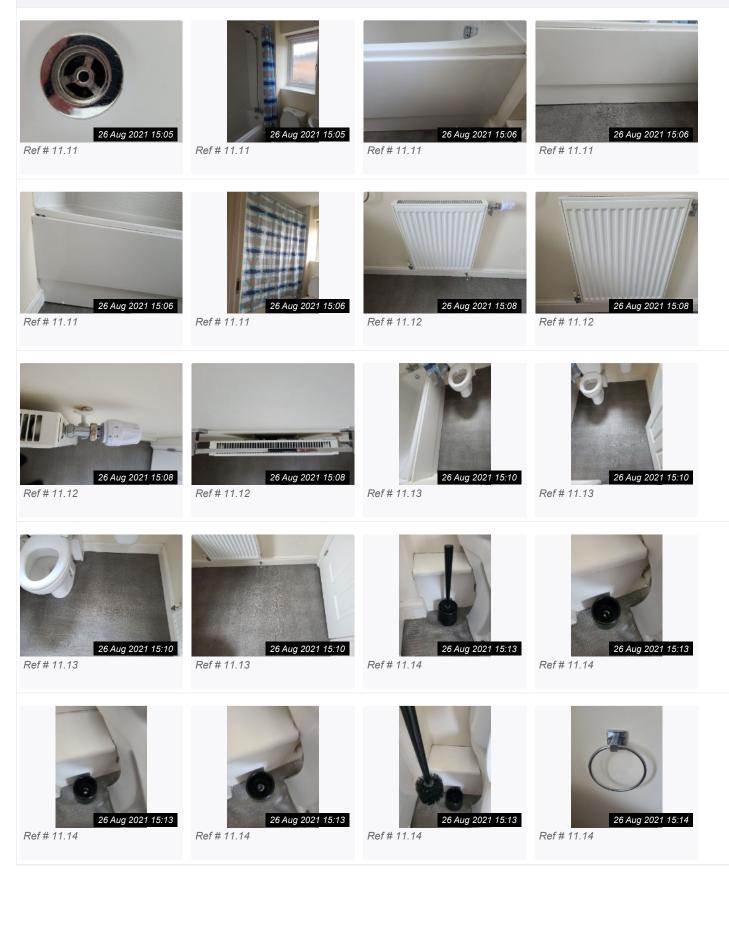


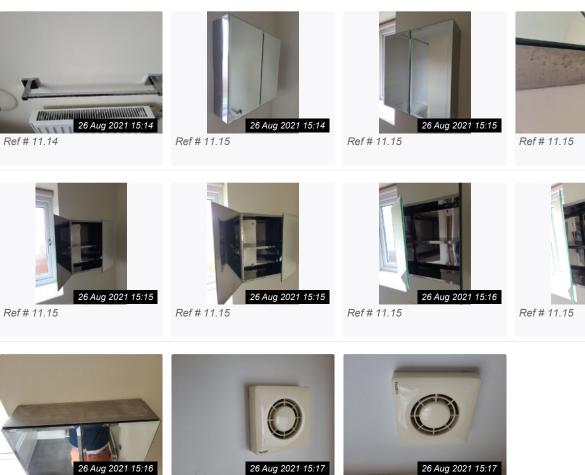
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Ref # 11.16

12. BEDROOM 1						
Item	Description	Condition	Additional Comments			
12.1 Door	Wood painted white panel door. Matt type finish. Metal handles.	Very good as per photograph. Clean.				
12.2 Door Frame	Wood painted white, matt type finish.	Very Good as per photograph. Clean.				
12.3 Ceiling	Plaster Painted white, matt type finish.	Good and clean. Slight cracks between wall and ceiling noted in places.				
12.4 Lighting	Single Pendant with shade.	Very Good and clean.				
12.5 Walls	Plaster painted cream, matt type finish.	Very Good and clean.				
12.6 Skirting	Wooden painted white. Matt type finish. Door stop by Toilet door.	Good as per photograph. Clean.				

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12. BEDROOM 1 (CONT.)					
12.7 Window(s) / Sill	UPVC Double Glazed with white wood sill, Metal handles, matt type finish.	Very Good. Clean. Small amount of dust inbetween right hand window.; Left hand window does not open.			
12.8 Curtains	Floral/Bird pattern curtain. Curtain Pole metal silver type finish.	Good and clean.			
12.9 Switch	Single Socket, white.	Very Good. Clean & dust free.			
12.10 Socket outlet	Three double Sockets, white. BT open reach phone point.	All sockets Very Good. Clean & dust free.			
12.11 Heating	Radiator with TRV.	Very Good. Clean & dust free.			
12.12 Flooring	Brown/Beige Carpet as per photograph.	Good with general marks from furniture. Clean.			





Ref #12



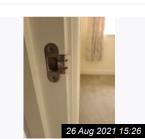
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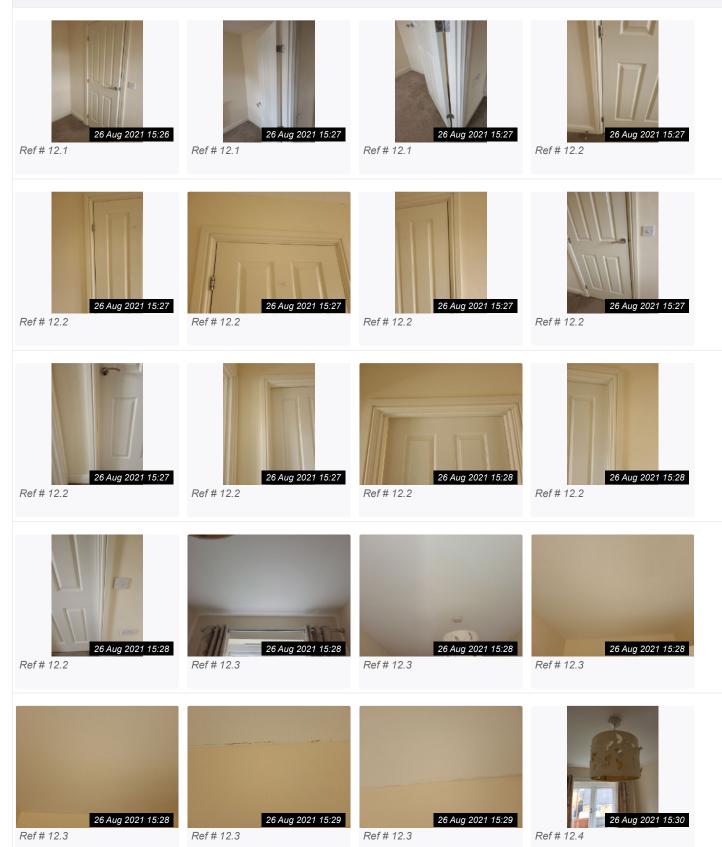
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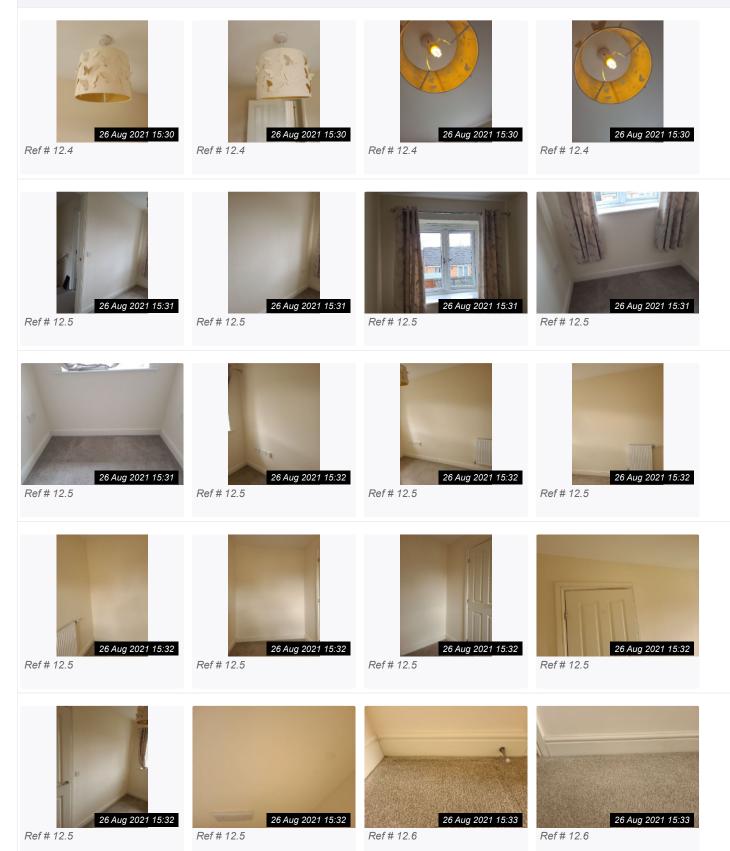


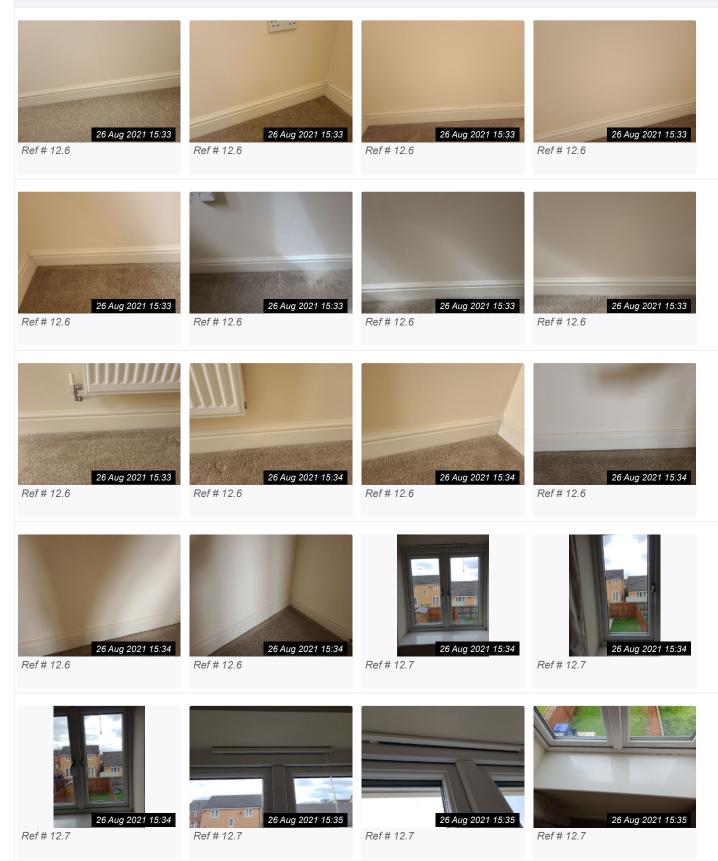


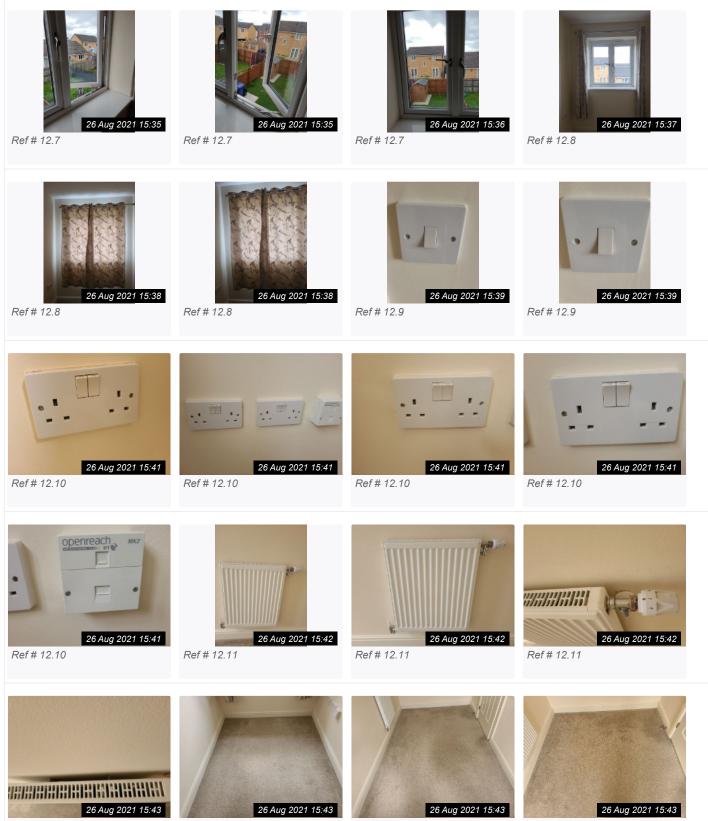


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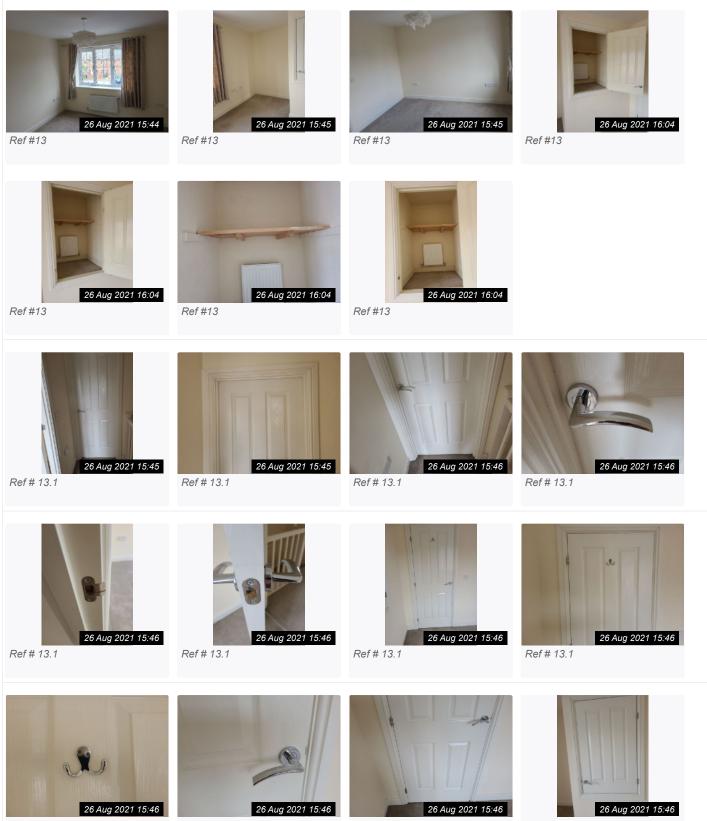


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13. BEDROOM 2

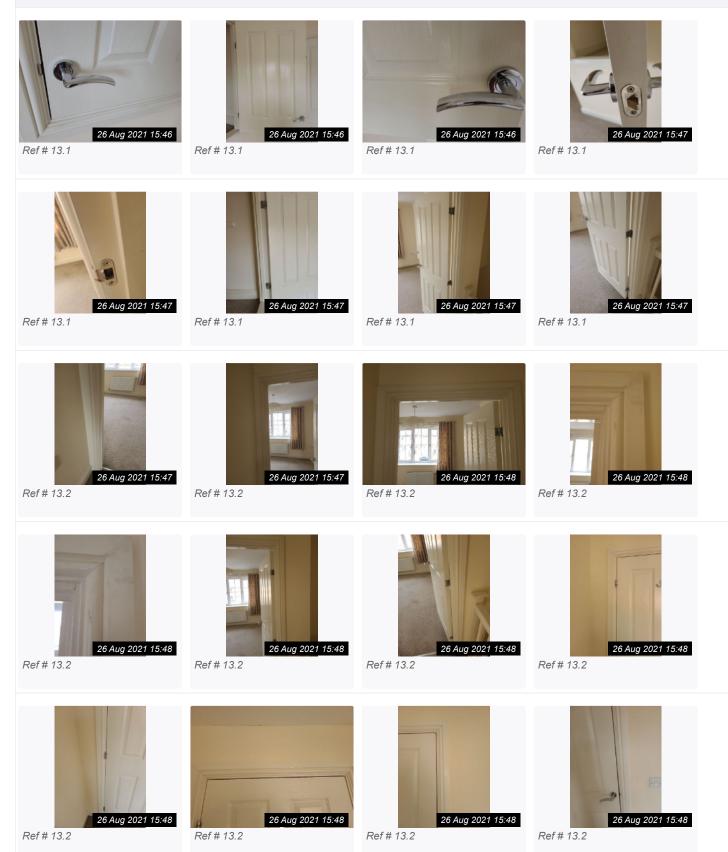
Item	Description	Condition	Additional Comments
13.1 Door	Wood painted white panel door. Matt type finish. Metal handles.	Good as per photograph. Clean.	
13.2 Door Frame	Wood painted white, matt type finish.	Good with some marks noted as per photograph.	
13.3 Ceiling	Plaster Painted white, matt type finish.	Overall good with one large mark as per photograph.	
13.4 Lighting	Single Pendant with shade.	Good and clean.	
13.5 Walls	Plaster painted cream, matt type finish.	Good and clean.	
13.6 Skirting	Wooden painted white, matt type finish. Door stopr by door.	Good and clean.	
13.7 Window(s) / Sill	UPVC Double Glazed with white wood sill, Metal handles, silk type finish.	Good overall with some notable marks on sill.	
13.8 Curtains	Floral/Bird pattern curtain. Curtain Pole metal silver type finish.	Good and clean.	
13.9 Switch	Single Switch, white.	Very Good as per photograph. Clean.	
13.10 Socket outlet	Three double Sockets, white. One phone port. One virgin media box. One TV port.	All Very Good. Clean & dust free.	
13.11 Heating	Two Radiators with TRV (one in cuboard)	Very Good and clean.	
13.12 Flooring	Brown/Beige Carpet as per photograph.	Good with general marks from furniture. Clean.	

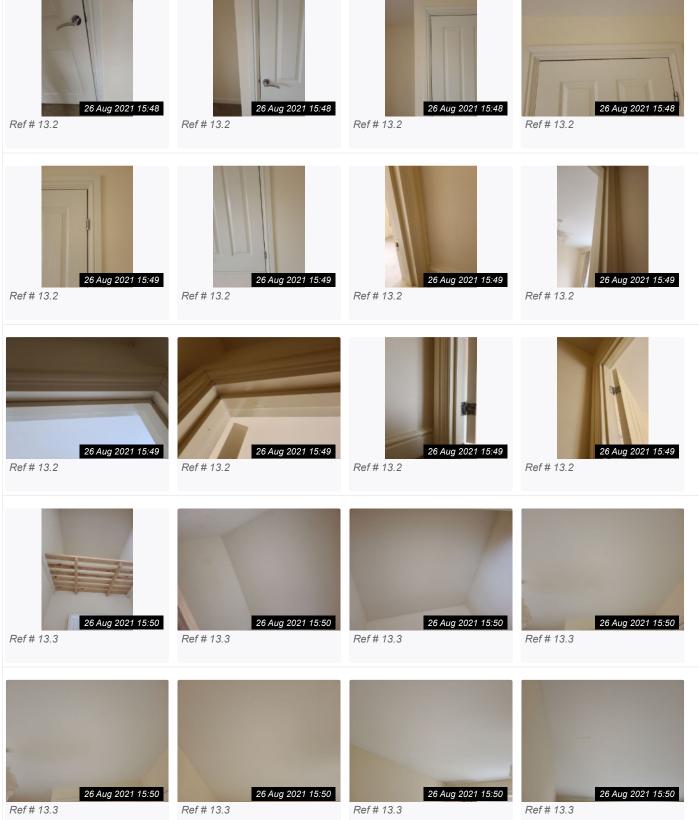


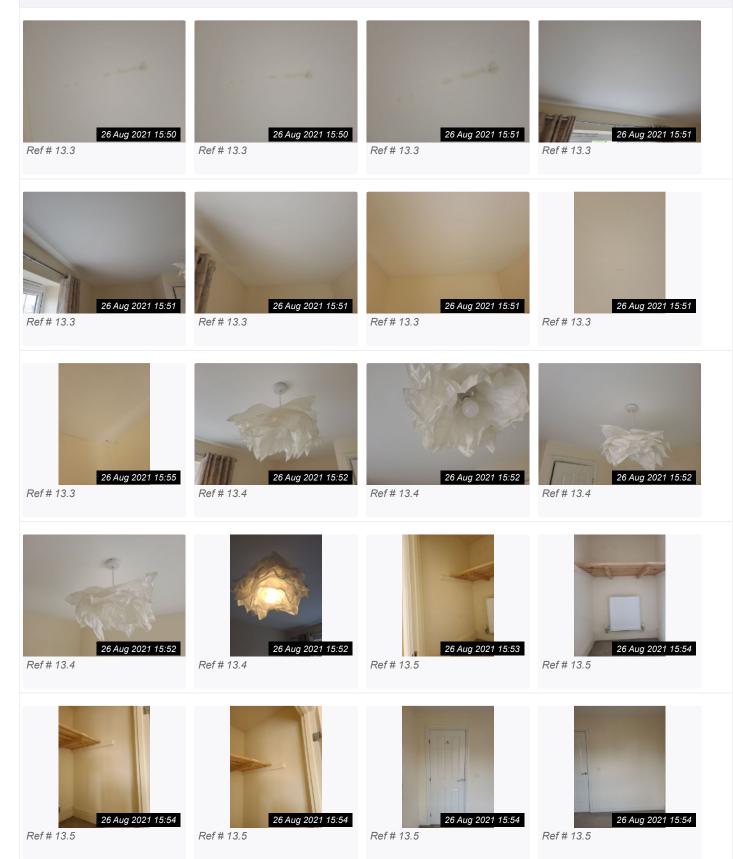
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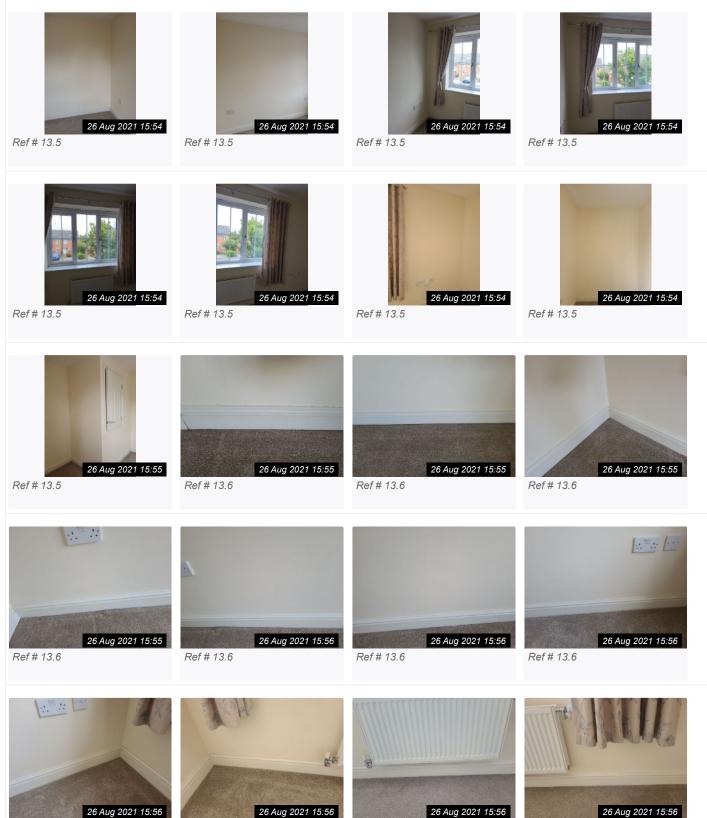
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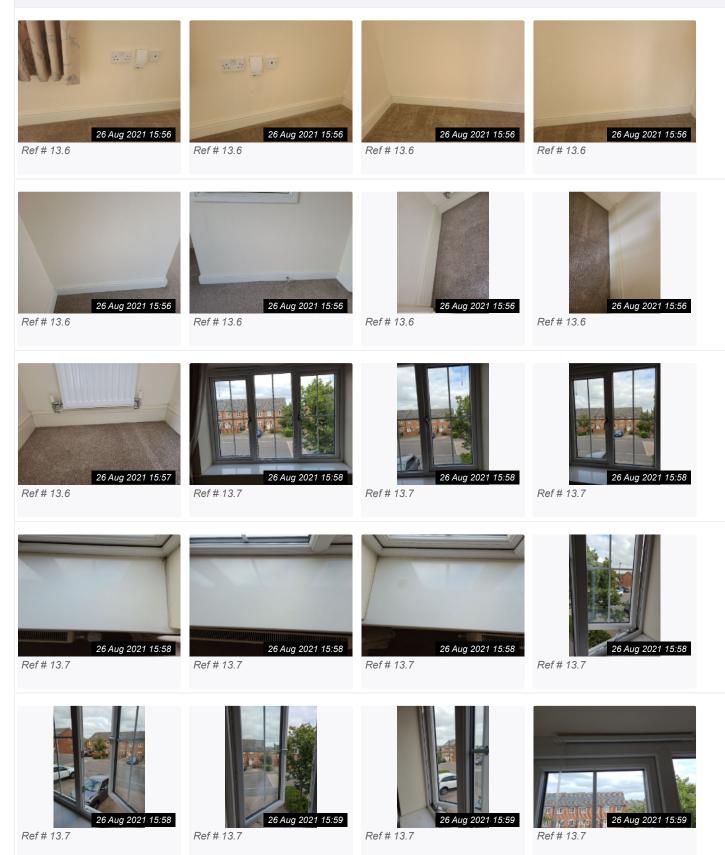


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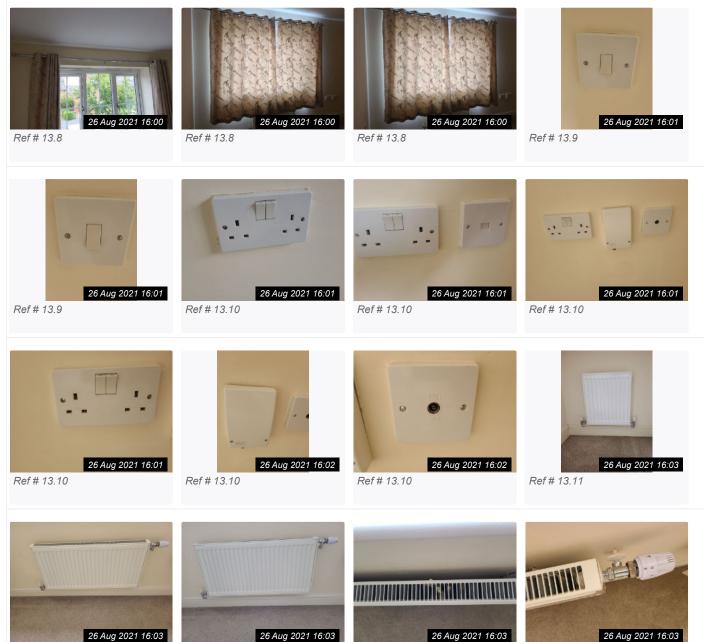
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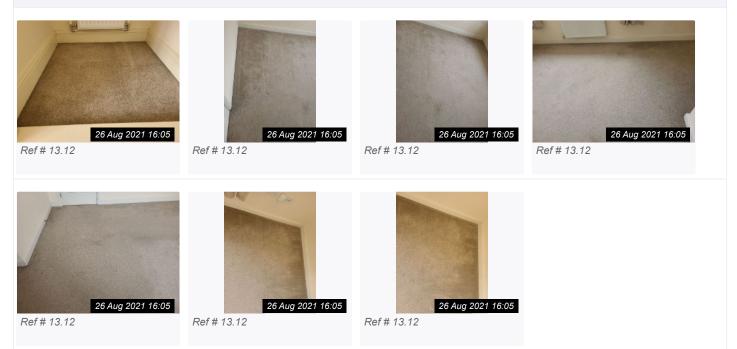
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14. REAR GARDEN

Item	Description	Condition	Additional Comments
14.1 Garden Description	Wooden side gate with bolt and padlock leading to a shared passage to front. Patio area. Small lawned area. Wooden boundary fence.	All areas are well maintained and generally tidy as per photographs. A few weeds on the patio area noted.	
14.2 Outside Lighting	Black Wall mounted light as per photograph.	Very Good and clean. Outside Lighting not turning on. Bulb needs replacing,	
14.3 Shed(s)	Brown plastic style shed.	Good and well well maintained. Bolt across is stiff.	
14.4 Additional Items / Information	Bins: Dark Green, Black and Blue plus two green recycling boxes. Water butt & watering can. Satellite dish. Bird box.	Very Good and well maintained as per photograph.	









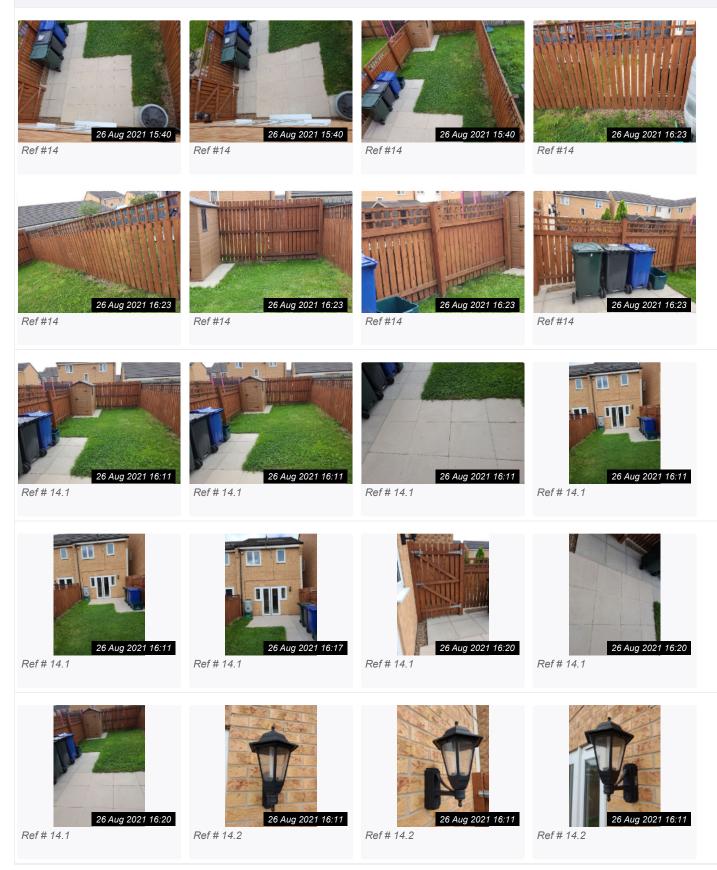
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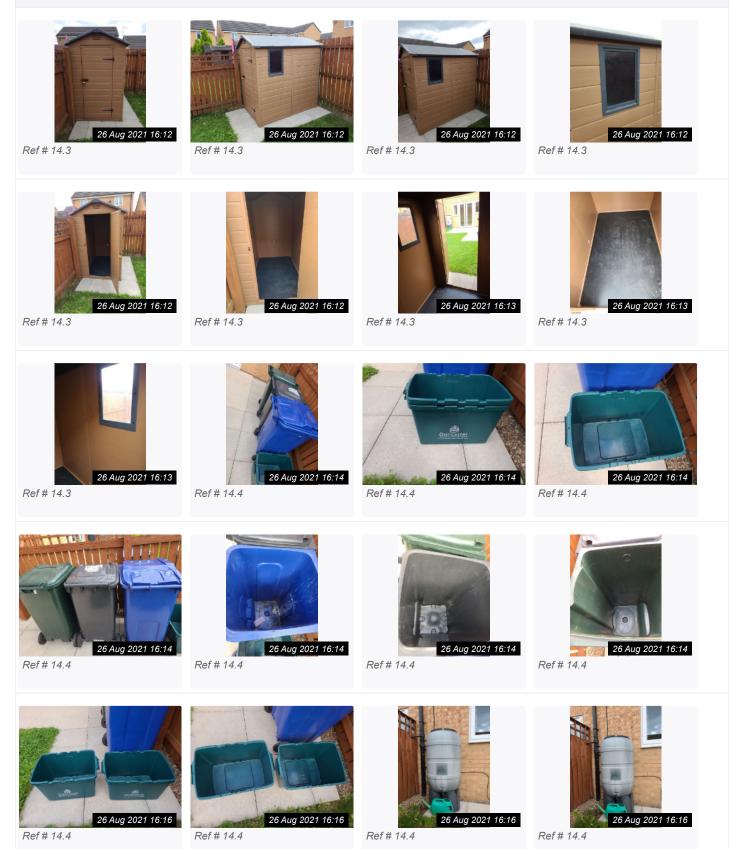
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14. REAR GARDEN (CONT.)



14. REAR GARDEN (CONT.)



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14. REAR GARDEN (CONT.)





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Declaration

I/We the undersigned, affirm that if I/we do not comment on the Inventory in writing within ten days of receipt of this Inventory then I/we accept the Inventory as being an accurate record of the contents and condition of the property.

Signed by the 0	Clerk				
Date /	/				
Signed by the					
Signature					
Print Name					
Date	/	/			
Signed by the					
Signature					
Print Name					
Date	/	/			