



Inventory

Of:
X address

Compiled on behalf of:

ABC Agency

Instructed by: ABC Agency

Date visited:

Introduction

This inventory provides a fair and accurate record of the contents and condition of the contents of the property as well as the property's internal condition. No attempt has been made to value the property or any of its contents. The person preparing this inventory is not an expert in antiques, fabrics, woods, etc. nor is the inventory clerk a qualified surveyor. This inventory should not be used as an accurate description of each and every piece of furniture and equipment or as a structural survey report.

All electrical appliances are considered to be complete, unless noted otherwise. Electrical equipment will be tested for power when practical but in the interest of safety we strongly recommend that items are tested by an NIC EIC registered electrician. Where the inventory notes fire safety label seen, this should not be interpreted to mean that the item had a label as described or similar to that described in the 'guide' published by the Department of Trade and Industry January 1997 (or subsequent date) attached at the time of Inventory Compilation. It is not a statement that the item can be considered to comply with the regulations.

All inventories are prepared on the tradition and accepted principle that in the absence of marginal comments, an enumerated item is free from obvious defects, damage or spoiling.

Capital Property Services UK Ltd will not undertake to move large or heavy items of furniture and will not check in inaccessible areas. Items left in lofts, cellars, locked garages, etc. will not have been inventoried and are, therefore, the responsibility of the landlord. All items should be left in the same location at the end of the tenancy and all beds left unmade with bed linen cleaned and folded.

The Check Out

The Check Out Report is based on the state of the property at the time of the check out compared with that at the start of the tenancy, as detailed within the inventory. Allowances are made for fair wear and tear. However, should the wear be found to be excessive, e.g. hooks and nails driven into walls, furniture rubbing, pencil or crayon marks, tears to wallpaper, damage to woodwork and residual blu-tac stains, charges will be deducted at the end of the tenancy. It is pointed out that cleanliness will not be considered as fair wear and tear.

All personal effects must have been removed and all cleaning completed before check out commences. Failure to do so may result in an abortive visit charge and another appointment.

Tenants should be in a position to hand over all keys held and vacate the property once the Check Out has been completed, or hand them to the Managing Agents prior to Check Out. Failure to do so may result in the locks being changed at the expense of the tenant.

Terms and Conditions

- 1) Unless the Check In/Out is carried out in daylight hours, the garden and exterior of the premises have not been inspected. Capital Property Services UK Ltd are not plant experts and in any event consider plants to be perishable
- 2) Lighting, electrical appliances, machinery and other similar items have only been tested where practicable, and in any event for power only.
- 3) Towels, bed linen and other similar items have only been recorded/inspected if they have been laundered. Mattresses have only been inspected where they are readily accessible.
- 4) Carpets, rugs and other floor coverings have only been inspected to the extent that they are sufficiently clean so that stains, burns and other damage can be readily identified.
- 5) Unless it has otherwise been specifically agreed in writing prior to the confirmation of the Check In/Out compilation date, collections of books, records, CDs, cassettes, video tapes, DVDs and other similar items will be listed as collections and not individually recorded. Extra charges will be incurred to record such collections.
- 6) Unless it has otherwise been specifically agreed in writing before the Check In/Out compilation date, items in boxes, plastic sacks and other containers are assumed to be awaiting removal and are specifically excluded from the Check In/Out.
- 7) This Check In/Out is a record of the amendments to the furniture, fixtures and fittings and decorative order and in no way purports to be a report for valuation purposes in respect of the premises and/or its contents.
- 8) All items are described only so they can be identified. Capital Property Services UK Ltd do not purport to be furniture/picture/antique experts or valuers, nor qualified surveyors.
- 9) Any valuations given in the Check In/Out have been supplied by the landlord or tenant and cannot be confirmed as correct.
- 10) Sizes of objects are only given as approximate and are purely an aid for identification.
- 11) Every effort has been made to carefully check the property and its contents. However, Capital Property Services UK Ltd representatives cannot move heavy furniture, nor can we undertake to attempt entry to inaccessible places such as lofts or areas containing large quantities of stored items.
- 12) Burglar alarms, fire places, electrical/gas appliances and smoke detectors have not been tested.
- 13) At the time of Check In/Out all furniture and contents must be located as stated in the inventory. There may be an extra charge if additional time is expended on searching and where this condition has not been met. Any items packed for storage during the tenancy must be unpacked and replaced as listed. If examination is required of boxed items, extra time must be allowed and extra charges shall be levied.
- 14) Where items are labelled, these will be listed as such. However, Capital Property Services UK Ltd cannot guarantee the accuracy of such labelling.
- 15) Any discrepancy must be notified within 5 working days of receipt. No queries will be considered after this period.
- 16) Where the inventory notes Fire Safety Label seen, this should not be interpreted to mean that the item complies with the 'Furniture & Furnishings (fire safety amendments 1997)'. 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 & Industry attached at the time the inventory was compiled. It is not a statement that the item can be considered to comply with the regulations.
- 17) Sofa beds will not be opened or examined and will be assumed to be free from stains/marks/damage for the purposes of this inventory or Check In/Out.

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Entrance & Hallway

A

Bathroom

B

Master Bedroom

C

En-Suite Bathroom

D

Bedroom Two

E

Lounge & Dining Room Area

F

Kitchen

G

SAMPLE

A ENTRANCE & HALLWAY		
<i>Description</i>	<i>Condition In</i>	<i>Condition Out</i>
Door and door surround <ul style="list-style-type: none"> • Door surround in white - clean new condition • Door threshold – light white spot marking otherwise good condition. General wear and tear • Door in mid oak – light scratching to mid-level and white marking to centre • Silver metal no.17, spyhole and two silver metal locks – working. Good condition • Slight chipping to left hand side of door mid to low-level • Return of door - good clean condition • Silver metal handle – intact 		
Ceiling white – clean <ul style="list-style-type: none"> • Four white uplighters – all working. First uplighter upon entrance is cracked and possible fixed together. Requires attention. • One smoke alarm – covered in plastic. Unchecked 		
One wall-mounted mirror – no chips or marks. Good clean condition		
Walls painted white <ul style="list-style-type: none"> • Upon entrance left and right hand side some mid and low-level rub marks • Long wall through hallway – some general rub marking to left hand side • Opposite bedroom areas – some general finger and rub marks mid to low-level 		
Two white radiators – clean. Valves intact. Unchecked		
Skirting boards white – good condition		
Three wall-mounted sepia tone prints - good clean condition		
Flooring in beige carpet - clean new condition. Unmarked		
One skirting-mounted door stop in silver metal and black plastic - good clean condition		
Cupboard <ul style="list-style-type: none"> • Doors in mid oak – open and close easily • Handle to right hand side inside and out - good clean condition • Threshold in silver metal • Flooring as Entrance Hallway – clean • Two slatted plinths right hand side – all intact. Good condition 		

A ENTRANCE & HALLWAY (cont'd)		
<i>Description</i>	<i>Condition In</i>	<i>Condition Out</i>
Cupboard (cont'd): <ul style="list-style-type: none"> • One high-level Ventaxia heater - good clean condition. Unchecked • One wall-mounted heat meter with white metal surrounds – good condition • All pipe work intact • One white blank box to left hand side – wall-mounted. Dusty • Walls painted white – good condition • Skirting boards white – dusty • One fuse box with flip-down front – intact. Unchecked • One electrical meter – good condition. Unchecked • One packaged ironing board - clean new condition • One steam iron in white and purple - clean new condition. Unchecked • One vacuum cleaner by Micromark – all attachments seen. Intact – clean condition. Unchecked • High-level lock left hand door - working 		

B BATHROOM		
<i>Description</i>	<i>Condition In</i>	<i>Condition Out</i>
Door and door surround as other doors <ul style="list-style-type: none"> • Silver metal handles and locks – intact • Inside of door – slight white marking to mid-level • Threshold intact 		
Flooring in white tile <ul style="list-style-type: none"> • Light dust otherwise good condition • No chips or marks • Light spotting to centre 		
Skirting boards painted white – good condition. Slight dust		
Ceiling and walls painted white <ul style="list-style-type: none"> • Left hand side wall – light low-level rub marks otherwise good condition 		
Mirrored areas – some light spot marking. Requires final wipe. Intact		
Four spotlights – working		

The inventory continues in this manner for the remaining rooms....then goes on to the summary sheet

Summary

At the time this inventory was documented, the property was in good overall condition. Any damage or dilapidations are listed within the report.

All plug sockets, light switches and phone points are white plastic unless otherwise stated. Sockets and aerials have not been checked.

By signing this inventory the Tenant/Tenants acknowledges the fact that it is their responsibility to inform the appropriate Utility Company(s) of all meter readings at the commencement and termination of the Tenancy and to supply the said Utility Companies with their full name(s) and appropriate address for the purpose of billing.

Meter	Reading	Location	Keys	Quantity
Electricity	Reading Meter No.			
Gas	Reading			
Water				

Declaration

I/We acknowledge that the contents of this Inventory are a fair and true description of the contents and conditions thereof.

	Signed	Printed	Dated
Agent		on behalf of Capital Property Services UK Ltd	
Tenant (1)			
Tenant (2)			