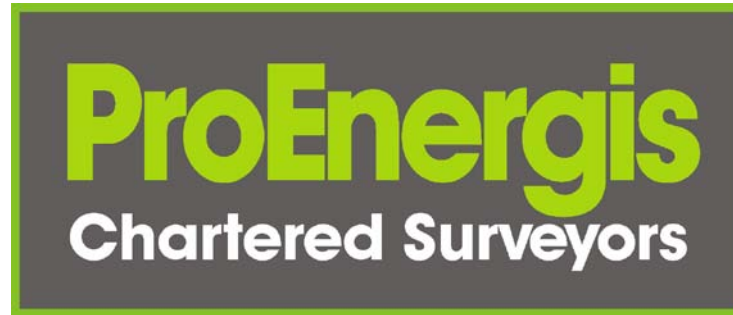


Inventory & Schedule of Condition



Inventory & Schedule of Condition at:

Address
XXXXXXXXXX
XXXXXXXXXX
XXXX

Compiled on behalf of: *Clients Name*

Date of inspection xxx



Inventory for: Address

Compiled on behalf of: Clients Name

Important guidelines and Information.
Please ensure you read this information before checking your Inventory.

This inventory presents a precise record of the contents and condition of the property in question on the date the inventory was taken. It is the responsibility of the landlord and respective agent to agree on the accuracy of this report. Please note: it is strongly advised that you examine the contents of this inventory prior to signing. ProEnergis cannot be held responsible for any errors or omissions. Any discrepancies regarding the accuracy of the report need to be agreed directly between the landlord and the tenant.

We do not remark on any structural or inherent building defects that are obviously not caused by normal occupation of the property (shrinkage cracks to plaster, rising or penetrating dampness etc). Please remember that fair wear and tear caused by normal occupation of the building will be accepted. Only this inventory can be used for comparative purposes at the end of the tenancy. This report cannot be used in the event of a dispute unless payment for the works carried out has been settled. We will not move any large or heavy items nor describe the contents and condition of any unattainable areas such as basements and lofts. We cannot inspect items put away in such a manner that they cannot be taken out easily to be examined. Any items left in locked rooms or cupboards are the sole responsibility of the landlord and will not be included in this inventory. All descriptions within this inventory are for identification purposes only. At the time of check out, a comparison will be made between this original inventory and the state of the property and contents at the commencement of the tenancy.

Boilers, gas fires, water supply, fire alarms and radiators are not tested. With electrical appliances an account will not be given as to the efficiency or safety of the items. We merely state that such an item exists at the property and its current condition. We do not undertake to comment on the exact specifications of items and are not furniture specialists. No attempt will be made to identify items by its original manufacturer or the period in which it was produced - the inventory clerk will only describe an item as it is seen and will not state if it is antique, designer, modern etc. If items are brand new and are to be stated as 'brand new', we must be informed prior to Check In / handing back the inventory. The appropriate utility companies must be assigned to check any meter readings. We cannot be held accountable for any discrepancies. Should meters not be located or accessible to read then no readings will be taken and we cannot be held responsible for this. The Fire and Safety regulations regarding furnishings, gas and electrical items alike are the responsibility of the landlord. Where the inventory notes that a FFR label is seen this should not be interpreted as the item complies with the furniture and furnishings (Fire) (Safety) (Amendments) 1993. It is merely a record that the item had a label as described or similar to that detailed in the guide to the regulations as published by the Department of Trade and Industry, January 1997 (or subsequent edition), attached at the time the inventory was compiled.

At the end of the tenancy, all personal items must be removed and cleaning must be concluded prior to the Check Out date. The property must be restored to the condition it was found on the date the tenancy commenced. The managing agent or landlord must be informed of any items removed from, or added to the property. Failure to do so may result in charges being made for the replacement of items removed. It is the tenant's responsibility to return all items to their original position at the end of the tenancy. Should items not be in their original position at Check Out and as a result the clerk lists items as 'not seen', we cannot be held responsible. Heavy items of furniture that have been moved should also be returned to their correct positions.

Inventory & Schedule of Condition

We have a large schedule of photos on file taken at the time of the inventory, only some of which are reproduced here. We reserve the right to produce these high resolution copies should any dispute arise or further evidence of condition be required.

It is expected that the property will be in a similar condition of cleanliness as noted in the original inventory, particularly with regard to material items. If the standard of cleaning is not satisfactory, most managing agents or landlords will employ a contract cleaner, the cost of which will be deducted from your deposit.

General

Please note that this inventory concentrates on items which if not noted may be charged to an outgoing tenant. Very minor decoration blemishes, normal wear and tear and existing building defects beyond the tenant's control (eg damp patches and plaster cracks) which would not be chargeable are beyond the scope of this inventory.

Carpets

All carpets should be thoroughly vacuumed. Depending on the agreement and / or length of the 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 part or all of the cost of replacement.

Decorations

It is accepted that during the course of normal day to day living a few marks and scuffs will appear on walls and woodwork. However, should the markings be found to be excessive it will be pointed out in the checkout report. For example, hooks and nails driven into walls: excessive furniture rubbings: pencil or crayon marks, tears to wallpaper, excessive damage to woodwork, chips etc.

Beds

Beds, bases, mattress and pillows will be examined for staining and damage not previously recorded in the inventory. Charges will be made in the form of cleaning charges, or compensation, or a percentage of the replacement cost as appropriate. Linen and bedding, if any, should be left clean and pressed. Beds should not be made up as they need to be examined. Bedding and linen should be clean and placed neatly in the airing cupboard or appropriate room. We strongly recommend mattress protectors are used.

Polished Furniture

Polished Furniture will be checked for scratches, ring marks, burns, soiling and damage to joints and comments will be made as appropriate. Repair costs and re-polishing costs are high. It is in your interest to take steps to protect furniture with mats etc.

Soft Furnishings

It is expected that these will be in a similar condition as at the start of the tenancy. It is in your interest to protect the furnishings as compensation charges or replacement costs may be deducted from your deposit for any damage or excessive wear incurred. Any staining, soiling or excessive discolouration will attract cleaning charges.

Inventory & Schedule of Condition

Keys

All keys listed on the inventory should be kept safely and handed back at the end of the tenancy. Should any keys be lost you may be charged replacement costs for the locks. If you have extra keys cut these should also be returned. All keys must be available and labelled clearly.

Gardens

If the owner has not employed a gardener at the property, you will be required to maintain the garden. 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 prior to taking action as they may need specialist treatment.

Black spot mould

Black mould/mildew occurs on surfaces moist with condensed water. Excessive condensation is generally caused by the lifestyle of the occupants and is not caused by rising or penetrating dampness. Condensation can be managed with a sensible balance of heating and ventilation. Activities such as bathing/showering without opening windows, drying clothes on radiators and cooking without lids on pans significantly contribute to condensation in a property. It is the tenant's responsibility to take measures to ensure that excessive condensation is not produced and to remove any mould that forms.

Check out appointment

It is most important that all cleaning has been completed prior to this time, and that all personal items have been removed. The property must be ready to be handed over along with the keys at the appointed time of the check out. If you are not ready to leave, it will not be possible to carry out the check out and you may incur extra charges. At the termination of the tenancy the inventory will be checked and any obvious or significant discrepancies will be reported to the Managing Agent / Instructing Principle. This report will indicate whether, in our opinion, the deterioration outlined is considered fair wear and tear. Normal fair wear and tear will be assessed on the length of the tenancy and type of occupancy.

Safety Disclaimer

This Inventory relates only to furniture, furnishings and all of the Landlord's equipment and contents in the property. It is no guarantee of, or Safety of any such equipment of contents, merely a record that such items exist in the property as of the date of the Inventory and the superficial condition of the items and property. Lights are tested for working bulbs only. A tenant is responsible during the term of the tenancy, for the items listed and, whilst the landlord may repair or replace defective items that occur during the term, damages, which are not fair wear and tear, are the responsibilities of the tenant.

Maintenance

In the event of maintenance being required please telephone the letting agent at the earliest possible time in order to minimise any problem that could subsequently arise. Trades persons will be alerted by the agent and dependent upon the nature and urgency of the task and will respond accordingly. The letting agent cannot be held responsible for works carried out by the contractors used. Simple precautionary procedures should then be taken by the tenant to prevent any additional problems arising, e.g. turn off water at the stopcock if necessary, or isolate electricity or gas supplies at the main where required, etc.

Inventory & Schedule of Condition

Emergency procedures

Contractors instructed by the Managing Agents carry out maintenance of the property on behalf of the landlord, however if the emergency occurs outside normal working hours the tenant(s) they must safeguard the property at their own expense, then, inform the letting agent at the earliest possible time. It will then be decided whether this was an emergency, and if a full or partial refund is made. Should a tenant call out any unauthorised contractors to undertake repairs, it should be noted that, this will be at the expense of the tenant, (other than in an emergency – as described above). Blocked sinks, pipes etc. are the responsibility of the tenant and are not classed as an emergency. Although, our Tradesmen, will be happy to undertake such tasks, at the tenant's own expense.

Electrical safety

If you find any electrical appliance damaged or feel that it is unsafe i.e.; cracked plugs, smell of burning, browning of plug or sockets etc, stop using it and inform the letting agent without delay. If you need to change a fuse please ensure the replacement fuse is of the correct rating. If you are unsure of the rating, call the letting agent and guidance will be given. The changing of one of the landlords plugs is only to be carried out after permission has been granted by the letting agent enabling them to ensure that the correctly plugs are used.

Commonly used abbreviations in this report:

NSD	No significant damage
PLF	Pendant light fitting
BLF	Baton light fitting
LEB	Low energy bulb
GP	Gloss painted
EP	Emulsion painted
W	White
M	Magnolia
BM	Brushed metal
WHB	Wash hand basin
DG	Double glazing
SG	Single glazing

Inventory & Schedule of Condition

Kitchen

Element	Description	Condition	Tenants Comments
Door and Frame	WGP door and frame, brass handles	NSD Splashed with white paint	
	Back Door: Browns stained door and frame BM handles	Splashed with white paint NSD	
Ceiling	WEP	NSD	
Walls	MEP White ceramic tile splash back over work surfaces	Bubbling around the boiler flue 2 x cracked tiles with filled holes on right entry to room 2 x cracked tiles around light switch In-filled hole to right side of window Mouldy and dirty under work surface where washing machine would stand	
Skirting	WGP	NSD	
Flooring	Grey tile effect laminate	1 x rip near radiator 1 x mark and rip next to fridge	
Windows	1 x upvc DG 1 x handle (no key)	NSD Handle covered in black tape	
Electrics	Modern white plastic socket and switches. 1 x PLF, 1 x bulb	Splashed with magnolia paint Pendant fitting splashed with white paint	
Kitchen units	Beech effect wall and base units BM handles		
Work surface	Navy blue laminate roll edge		
Sink	Stainless steel sink and drainer unit Chrome mixer tap, plug and chain		
Oven/Hob/Extractor	New World freestanding white cooker, oven, four ring gas hob, grill over	Cooker marked and chipped, hob rusty	
Electrical Equipment	Beko freestanding fridge/freezer – white 1 x white kettle		
Boiler	Baxi wall mounted Combi		

Inventory & Schedule of Condition

Radiator	1 x white		
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Middle Reception Room

Element	Description	Condition	Tenants Comments
Door and Frame	WGP door and frame, Brass handles	Minor chips to paint front of door Splashed with white paint	
Ceiling	WEP textured paper		
Walls	1 x wall MEP 3 x walls cream and brown patterned paper	Untidy, peeling top and bottom and joints	
Skirting	WGP		
Flooring	Brown carpet		
Window	1 x upvc DG 2 x handles (no keys)		
Electrics	Modern white plastic sockets and switches. 1 x PLF, 1 x LEB, 1 x brown shade 1 x alarm box to wall	Splashed with magnolia paint	
Radiator	1 x white		
Furniture	1 x net curtain 1 x timber chair	Splashed with various paints	

Front Reception Room

Element	Description	Condition	Tenants Comments
Door and Frame	WGP frame Brown timber door, chrome handles	4 x screw holes inside of frame Splashed with various paints Scuffs and scratches 1 x hole to centre front to door 2 x pins and 2 x screw holes reverse of door	
Ceiling	WEP	Splashes of magnolia and brown paint to edges	
Walls	Brown and MEP textured paper	Paper peeing at top Scuffs and marks around room	

Inventory & Schedule of Condition

Skirting	WGP		
Flooring	Brown carpet	Worn, minor splashes and stains	
Window	2 x upvc DG 4 x handles (no keys)		
Electrics	Modern white plastic sockets and switches. 1 x PLF, 1 x LEB, 1 x green shade	Splashed with various paints PLF splashed with paint	
Radiator	1 x white		
Furniture	1 x green pouffe Hoover vacuum cleaner – grey 2 x timber curtain poles with rings 4 x green curtains 2 x net curtains	Splashed with paint and dirt Scuffed and marked	

Hallway, Stairs and Landing to First Floor

Element	Description	Condition	Tenants Comments
Door and Frame	Front Door: WGP door and frame, Yale lock, letter plate WGP open frame on landing		
Ceiling	WEP textured paper Polystyrene tiles	Bubbling toward edges and peeling in places 5 x loose tiles	
Walls	WEP textured paper	NSD	
Skirting	WGP		
Flooring	Brown carpet	NSD	
Window	1 x upvc DG 1 x handle (no key)		
Electrics	Modern white plastic sockets and switches. 2 x PLF, 2 x LEB, 2 x brown fabric shade	Splashed with white paint Shades dusty	
Radiator	1 x white		
Furniture	WGP timber handrail over stairs WGP banister and spindles to landing		

Inventory & Schedule of Condition

Front Bedroom

Element	Description	Condition	Tenants Comments
Door and Frame	WGP door and frame, brass knobs over-painted in WGP 1 x brass bolt lock	Reverse of door: 1 x hook 1 x screw hole	
Ceiling	WEP textured paper	1 x dirty splash to left side Circular hole where PLF was	
Walls	WEP	Decoration patchy and feint Paint flaking right corner Circle where paint missing from previous fitting 3 x nails	
Skirting	WGP		
Flooring	Blue carpet	Worn Minor splashes of white paint	
Window	2 x upvc DG 4 x handles (no keys)		
Electrics	Modern white plastic sockets and switches. 1 x PLF, 1 x LEB, 1 x pull cord	Splashed with various paints PLF and pull cord fitting splashed with paint	
Radiator	1 x white 2 x freestanding electric radiators		
Furniture	Grey dismantled grey metal single bedframe Green check single mattress Beech effect wardrobe, BM handles, 1 x shelf, 1 x rail 2 x timber curtain poles with rings 4 x green velvet curtains 1 x floor standing mirror 1 x WGP timber mantel piece with WGP boarding over fireplace	Dirty and worn Chipped around edges	

First Floor Rear Bedroom

Element	Description	Condition	Tenants Comments
Door and Frame	WGP door and frame,		

Inventory & Schedule of Condition

	BM handles Chrome bolt lock	Splashed with white paint Reverse of Door: Hanging off 2 x white plastic hooks 2 x area sticker residue Front for Door 2 x sticker residue 2 x nail holes	
Ceiling	Polystyrene tiles	2 x loose tile to left side	
Walls	MEP textured paper	Feint decoration 1 x hook	
Skirting	WGP		
Flooring	Blue carpet	Minor dirty splashes and stains, frayed at edges	
Window	1 x upvc DG 1 x handle (no key) 4 x WGP timber SG internal window to hallway		
Electrics	Modern white plastic sockets and switches. 1 x PLF, 1 x LEB, 1 x pull cord	Splashed with various paints PLF and pull cord splashed with various paints	
Radiator	1 x white		
Furniture	1 x pine double bedframe 1 x double mattress Duvet, 2 x pillows and bed sheets 1 x pine bedside cabinet, 1 x drawer Timber curtain pole with rings Green velvet curtain	Marked and scratched Worn Not in situ	

First Floor Bathroom

Element	Description	Condition	Tenants Comments
Door and Frame	WGP door and frame BM handles 1 x brass bolt lock	Splashed with white paint	
Ceiling	White textured finish		
Walls	Pink EP	Light strip of paint around top of room	

Inventory & Schedule of Condition

	Pink ceramic tile splash back over whb, bath	2 x nail holes Indentations to wall around room 5 x nail holes to left side of whb Untidy grouting to back of whb 3 x cracked tiles around whb, 1 x loose tile behind WC 2 x tiles missing left side of bath Grouting mouldy and dirty on all of splash back 2 x cracked tiles right of bath	
Skirting	WGP		
Flooring	Cream laminate	Minor scuffs and scratches	
Window	1 x upvc DG 1 x handle (no key)		
Bathroom Fittings	White low level WC, black seat and lid, chrome flush White pedestal whb, 2 x chrome taps, plug (no chain) 1 x white bath, 2 x chrome taps, plug and chain Mira white wall mounted electric shower 1 x BM curtain pole over bath 1 x black shower curtain	Chain broken Splashed with paint, scuffed and scratched	
Electrics	1 x pull cord 1 x BLF, 1 x LEB, 1 x plastic cover	Splashed with white paint, plastic handle cracked	
Radiator	1 x white		
Furniture	1 x white plastic bin 1 x white plastic toilet brush Airing Cupboard: WGP door and frame, BM handle 2 x timber shelves		

Stairs and Landing to Second Floor

Element	Description	Condition	Tenants Comments
Ceiling	WEP textured paper	NSD	
Walls	WEP textured paper	Top of stairs next to rear bedroom area covered and painted over	

Inventory & Schedule of Condition

		(former hole) 2 x screw hole	
Skirting	WGP		
Flooring	Brown carpet	Minor splashes of white paint	
Electrics	Modern white plastic light switch. 1 x PLF, 1 x LEB, 1 x wicker shade	Splashed with various paints PLF splashed with various paints, dusty	
Furniture	WGP banister and spindles over stairs		

Second Floor Front Bedroom

Element	Description	Condition	Tenants Comments
Door & Frame	WGP door and frame, BM handles	Reverse of door: 2 x hooks 11 x screw holes Front of door: 5 x screw holes 1 x metal catch 6 x nail holes inside of door frame	
Ceiling	WEP WGP loft hatch and frame	Linear cracks around whole room dirty	
Walls	WEP textured paper	Paper ripped left side of radiator Paper bubbling and peeling at bottom and top edges 2 x screws next to entrance to room 1 x screw chimney breast 1 x screw hole chimney breast 23 x screw holes around room	
Skirting	WGP		
Flooring	Brown carpet		
Window	2 x upvc DG 2 x handles (no keys)		
Electrics	Modern white plastic sockets and switches. 1 x PLF (no bulb)	Splashed with various paints PLF splashed with various paints	
Radiator	1 x white	Splashed with white paint, scuffed	

Inventory & Schedule of Condition

		and marked	
Furniture	1 x old wooden chest of 2 x drawers, brass handles 2 x net curtain 1 x wall mounted wooden casing and chrome gas fire	Badly scratched and marked Splashed with white paint	

Second Floor Rear Bedroom

Element	Description	Condition	Tenants Comments
Door & Frame	WGP door and frame, WGP knobs 1 x bolt lock 1 x BM catch	Knobs loose, paint chipped Revers of door: Previously badly damaged – covered in filler, chipped Handle snapped Frame: Fitting for Yale lock – dirty, splashed with plaster Inside of frame: Splashes of plaster Paint chipped	
Ceiling	WEP		
Walls	MEP	NSD	
Skirting	WGP		
Flooring	Brown carpet	Frayed at edges	
Window	1 x upvc DG 1 x handle (no key)		
Electrics	Modern white plastic sockets and switches. 1 x PLF, 1 x LEB	Splashed with various paints PLF splashed with various paint, dirty	
Radiator	1 x white		
Furniture	2 x brown curtains 2 x mirror 1 x green two seat sofa	Hung on string Stood on floor Dirty, 2 x splashes paint	

Inventory & Schedule of Condition

Cellar

Element	Description	Condition	Tenants Comments
Door & Frame	WGP door and frame, 1 x white grab handle	Reverse of Door: Paint chipped	
Electrics	Modern white plastic light switch. Consumer unit 3 x BLF, 3 x bulb		

External

Element	Description	Condition	Tenants Comments
Rear	Brick wall enclosed courtyard Concrete patio Green painted timber gate Outhouse: Red GP door White GP frame Red GP catch handle White low level WC, white seat and lid, chrome flush Old aluminium light switch 1 x BLF, 1 x LEB	Paint worn Splashed with paint, rusty	

Utilities

	Location	Reading
Gas	In cellar	Pay As you Go 6842.91
Electric	In cellar	Pay As You Go £13.29
Water		
Stop Tap	Could not be located	

Tenants Statement

We confirm that we agree with the content and findings related to the condition of the property contained in this inventory. Unless comments are made to the contrary it is assumed that the element is in good order.

This statement of condition should be **returned to the letting agent within 7 days** with any omissions or errors annotated; otherwise this record will be deemed to be wholly correct and therefore used to determine the condition of the property at the end of the tenancy.

Tenants Name:.....Tenants Signature:.....

Date:.....

Tenants Name:.....Tenants Signature:.....

Date:.....

Photographic Schedule: *Property Address*

Date taken: xxx

Please note: This is a small selection of our photos.

We have further photos retained on file and we reserve the right to reproduce these in the future if required.

Kitchen



Middle Reception Room



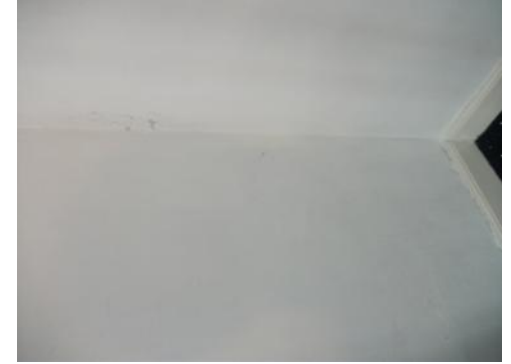
Front Reception Room



Stairs and Landing to First Floor



First Floor Front Bedroom



First Floor Middle Bedroom



Bathroom



Stairs to Second Floor



Second Floor Front Bedroom



Second Floor Rear Bedroom



Meters



Outside

