



**INVENTORY**  
**&**  
**SCHEDULE OF CONDITION**

**OF**

**Eastfield Road**  
**Warwickshire**

**Taken On**  
**Date**

The items listed in this inventory have been inspected and found to be in good order, except where qualified in the description

Signed by the tenant:

Date:

Prepared for **Residential Lettings**

By **Martin D Williams AIIC** of **Parkview Estates, [www.MartWilliams.com](http://www.MartWilliams.com)**

*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. It is the responsibility of the landlord and the tenant or the respective agents to agree between themselves the accuracy of this report.*

*The person preparing the inventory is not an expert in fabrics, woods, materials, antiques etc., nor a qualified surveyor. The inventory should not be used as an accurate description of each and every piece of furniture and equipment, nor as a structural survey report. Property left in lofts, cellars and locked rooms, which have not been inventorised are the sole responsibility of the landlord. All electrical appliances will be deemed to have flex and plug, unless otherwise stated.*

*The Fire & Safety Regulations regarding furnishings, gas, electrical & similar services are ultimately the responsibility of the instructing principal. Where the inventory notes "F.F.R. label seen" this should not be interpreted to mean that the item complies with the "Furniture & Furnishings (Fire safety) (Amendments) 1993. It is a record that the item had a label as described, or similar to that detailed in the Fire & Furnishings (Fire safety) Regulations as published by the Department of Trade & Industry, January 1997, (or subsequent edition), attached at the time the inventory was compiled. It is not a statement that the item can be considered to comply with the regulations*

**PROPERTY ADDRESS****Eastfield Road, Warwickshire****Taken On  
Date****Hall**

<b>QTY</b>	<b>ITEM</b>	<b>COMMENTS</b>	<b>CONDITION</b>	<b>IN</b>	<b>OUT</b>
	4 pane opaque, single glazed white painted wooden panelled door with brass coloured metal handles with integral lock and with a brass coloured metal number and letterbox on the outside and with an internal brass coloured metal Yale type lock and letterbox cover	Door is newly decorated, the door furniture is generally marked, scratched and corroded	Good/fair (because of the door furniture)		
	Floor is fully tiled in mottled grey ceramic floor tiles		Good		
	Walls are painted white	Newly decorated	Very good		
	Ceiling is painted white	Newly decorated	Very good		
	Ceiling mounted light fitting in white plastic		Good		
	All the woodwork is stained pine	Generally lightly marked	Good/fair		
	2 green rectangular cord doormats		Good/fair		
	Built-in cupboard with 2 small pine stained wooden louver doors with pine stained wooden knobs and pine stained wooden shelf above and concealing The gas meter A few other odds and ends		Good/fair  IKWA IKWU		
	Single light switch in white plastic		Good		

**Lounge**

QTY	ITEM	COMMENTS	CONDITION	IN	OUT
	Pine stained wooden panelled door with brass coloured metal door handles	Several marks to the door frame/architrave	Good		
	Fully fitted light brown cord carpet	Signs of wear, slightly soiled and discoloured in places	Good/fair		
	Walls are painted white	Newly decorated	Very good		
	Ceiling is painted white	Newly decorated	Very good		
	5 sunken spotlights in white metal		Good		
	Ceiling mounted smoke alarm in white plastic	Slightly marked and paint marked	Good/fair		
	All the woodwork is stained pine	Slightly marked and paint marked in places	Good/fair		
	6 pane double glazed wooden framed window painted white, with green coloured metal fittings with integral locks and 2 keys		Good		
	Pine stained wooden windowsill	Marked, scratched and paint marked	Fair		
	Pair of sill length, unlined white cotton curtains on a net curtain rod resting on top of the curtain pole		Good/fair		
	Pair of floor length, fully lined cream leaf patterned curtains on a black painted metal curtain pole with matching finials and rings and with matching hold backs	Some age discoloration to the linings	Good		
	Bare brick fireplace with a Mottled brown ceramic tiled hearth and a Pine stained wooden fire surround	Generally slightly marked	Good Good Good/fair		
	Double panelled central heating radiator painted white, with 2 valve control knobs	Radiator is slightly paint marked	Good		
	2 single light switches, 4 double electric sockets, 1 telephone point and 1 television aerial point all in white plastic	All fittings are marked and paint marked	Fair		
	2 trailing television aerial wires		Good		
	Small white painted wooden panel giving access to the stop cock		Good		
	Wall mounted high level white painted wooden double door cupboard with white painted wooden knobs, concealing The electricity meters and fuse box		Good  IKWA		

**Kitchen**

QTY	ITEM	COMMENTS	CONDITION	IN	OUT
	Pine stained wooden panelled door with brass coloured metal door handles	A few small marks and scuffs to the door, several marks to the door frame and architrave	Good/fair		
	Floor is fully tiled mottled green, grey and brown patterned ceramic floor tiles	3 tiles are cracked in the lounge doorway	Good		
	Walls are part painted white and part Tiled in cream ceramic wall tiles	Newly decorated  Grouting is slightly discoloured in places	Very good  Good/fair		
	Ceiling is painted white	Newly decorated	Very good		
	2 4 bank spot lamps in chrome coloured metal and clear Perspex	1 bulb doesn't work, both light fittings are soiled	Fair		
	All the woodwork is stained pine	Generally marked	Fair		
	2 sets of 4 pane double glazed white painted wooden framed doors, left hand door with brass coloured metal handles with integral lock, right hand door with 2 fully fitted Chubb security bolts	Doors newly decorated, finish to the door handles is badly worn and scratched	Good		
	4 pane double glazed white painted wooden framed window to the right	Newly decorated	Very good		
	Pair of floor length, fully lined yellow, orange, pink and blue striped curtains on a painted metal curtain pole with 1 matching finial and with 1 matching metal hold back	Middle curtain pole wall mounting is coming away from the wall, the hold back is loose, the left hand curtain lining is marked and soiled in places at lower	Good/fair		
	Double panelled central heating radiator painted white, with 2 valve control knobs	Radiator is slightly marked and paint marked	Good/fair		
	1 double light switch, 1 triple light switch, 4 fixed electric points and 5 double electric sockets all in white plastic	Some fittings are slightly marked, soiled and paint marked	Good/fair		
	Green rectangular cord doormat		Good/fair		
	Wooden handled broom		IKWU		
	Range of fully fitted floor and wall mounted white and pink patterned and brown wood effect melamine kitchen units with brown stained wooden fronts with brass coloured metal fittings	A few slight marks to the interiors, some hinges are loose, the back of the sink base unit is missing	Good/fair		

**Outside to the Rear**

QTY	ITEM	COMMENTS	CONDITION	IN	OUT
	Rear courtyard is almost entirely covered in square dark grey paving stones	Some moss and weeds growing in the gaps	Good/fair		
	2 quarter circle flowerbeds in the corners with red brick retaining walls and containing a few plants and shrubs		Good/fair		
	Red plastic recycling box plus lid		IKWU		
	Green plastic plant pot containing soil		IKWU		
	Green plastic watering can		IKWA		
	Strip of slate chippings running across the rear of the garden		Good		
	Wall mounted black painted metal and glass light fitting		Good/fair		
	Wall mounted satellite dish		Good		
	Brick and house walls to the garden perimeter, all painted off-white		Good		

**NOTES**

- 1) This inventory has been prepared on the understanding that, in the absence of any comments to the contrary, all listed items are free from obvious defects, damage or soiling, and will be considered to be in good condition.
- 2) Unless otherwise stated, all electrical sockets and switches; glass to windows, doors and partitions; casement stays, catches and locks; are intact and in undamaged condition.
- 3) All electrical appliances are deemed to have the appropriate flex and plug, conforming to the required electrical regulations.
- 4) At the termination of the tenancy, the tenant must return all items to the original position as indicated on the inventory.
- 5) IKWA = in keeping with age. IKWU = in keeping with use

<b>SERVICE</b>	<b>READING</b>	<b>METER SITUATED</b>	<b>SUPPLIER</b>
<b>Gas</b>	8012.619	Hall cupboard	
<b>Electricity</b>	Low 86284.1 Normal 73970.1	Lounge cupboard	
<b>Stop Cock</b>			
<b>Water</b>			
<b>Oil</b>			
<b>Alarm</b>			

**Keys:-**

## Notes for the Guidance of Tenants

It may be helpful for the tenant to note the following “Check out” procedures.

1. All items should be placed in the rooms described on the inventory.
2. All China, Glassware, Kitchen Utensils etc, should be clean and accessible. Any packed away during the duration of the tenancy must be unpacked, cleaned and returned to the correct position.
3. It is expected that the property will be in a similar condition of cleanliness as at Check-in.
4. 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.
5. All keys must be available, and labelled clearly.
6. You must be ready to vacate the property and hand over the keys at the appointed time.

The following notes have been written to help facilitate a problem free move at the end of your tenancy.

It is the tenants’ responsibility to return all items to their original position at the end of the tenancy. Should the Inventory Clerk have to search for items it may result in charges being made to the tenant. Heavy items of furniture that have been moved should also be returned to their correct positions.

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 replacement of items removed.

All items on the Inventory are assumed to be in good, clean, undamaged order unless qualified by a marginal note.

### **Cleaning**

This must be thorough. The main areas of concern are:

Sanitary ware, windows, hard floors, woodwork, kitchen appliances, including kitchen units, shelves, ovens, cooker hoods, and refrigerators, wardrobes and drawer units, linens and bedding.

If the standard of cleaning is not satisfactory, most Managing Agents or Landlords will employ a Contract Cleaner and their account will be added to any charges shown on the Check out report.

### **Carpets**

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

**Crockery, China, and Utensils**

These items will be checked for soiling, chips, burn marks, loose handles to pans, and such like. If damage has occurred beyond fair wear and tear, compensatory or replacement costs will be added to the Check out report.

**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 marking be found to be excessive charges will be added to the Check out report.

For example, hooks and nails driven into walls: excessive furniture rubbings: pencil or crayon marks, tears to wallpaper, excessive damage to woodwork.

**Beds**

Beds, bases and mattress, and pillows will be examined for staining and damage not previously recorded on 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.

**Polished Furniture**

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

**Soft Furnishings**

It is expected that these will be in a similar condition to the start of the tenancy. Any staining, soiling or excessive discolouration will attract cleaning charges.

**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.

**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.

If the standard of the garden is found to be untidy, compared with the commencement of tenancy, most Managing Agents or Landlords will employ a contract gardener and their account will be added to the Check out report.



## Check Out Appointment

It is most important

- That all cleaning has been completed prior to this time.
- That all personal items have been removed.
- The property is ready to be handed over and the Tenant ready to vacate.

If you are not ready to leave, it may not be possible to carry out the Check out. In this case a return visit will be necessary, and a charge will be added to the Check out report.

The Inventory Clerk acts as an independent and reasonable body and will avoid unnecessary criticism or derogatory comments when compiling or checking the Inventory.

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 Principal. This report will indicate whether, in our opinion the tenant is liable for the deterioration or whether it is considered fair wear and tear. Normal fair wear and tear will be assessed on the length of the tenancy and type of occupancy.