

Inventory & Schedule of Condition

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Inventory Services South West

Sample Property, Address, Bristol, BS1 9XX

For the Assured Shorthold Tenancy of

Sample Property, East Cranmore, Somerset

For

Letting & Management Agent, Somerset Office

On

22nd January, 2010



Sample Property, Address, Bristol, BS1 9XX

Notes and Conditions

- This inventory has been prepared for identification purposes only and in no way constitutes a valuation or statement of authenticity. No responsibility is accepted beyond this purpose and no contract is assumed. In the case of dispute, expert advice should be sought.
- This inventory provides a fair and accurate record of the contents and condition of the property at the time of the report. It is the responsibility of the Landlord and Tenant (or their respective Agents) to agree between themselves the accuracy of the report.
- This inventory does not report on the adequacy of or safety of any equipment, contents or structure, but it is merely record that such items exist in the property at the date of the inventory and the superficial condition thereof.
- None of the electrical or gas appliances have been checked as to working order.
- The person compiling this inventory is not an expert in fabrics, woods, materials, antiques etc, nor a qualified surveyor.
- Inventory Services South West accept no responsibility for stating whether the furniture or effects in the property meet the necessary Fire & Furnishing, Gas Safety and/or Electrical Regulations. The responsibility for compliance to the above regulations ultimately rests with the instructing principal.
- Where the inventory notes "FFR label seen" this should not be interpreted to mean the item complies with the "Furniture & Furnishings" (Fire) (Safety) (Amendments) 1993". It is a record that the item has 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), attached at the time the inventory was compiled. It is not a statement that the item can be considered to comply with the regulations.
- Items stored in lofts and/or private storage areas, consumables, books and cleaning materials etc will not be listed individually and are the sole responsibility of the Landlord.
- We reserve the right not to move/handle heavy furniture or valuable/fragile items.
- The contents of the property should be reinstated to their original places for check-out. Every effort is made to locate missing items, however if items listed are missing, the responsibility rests with the tenant.
- Any comments/observations by either party should be reported/noted at the time/day of inspection, at the commencement of the tenancy.

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KEYS					
Number of sets					
Individual Keys provided:	Security Keys	Cylinder	Mortise	Window	Fob/Other
Appearance/finish					
Number					
Security no & Make					
UTILITIES					
	Meter Reading	Serial Number		Location	
Electricity					
Gas					
Water					
Oil		DETAILS OMITTED FROM SAMPLE			
Other					
ALARM SYSTEM					
Location of control panel					
Alarm Code					
TELEPHONE/MEDIA					
Telephone Line Connected?					
Satellite Dish affixed to property?					
Broadband/Cable points installed?					

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AREA/ROOM	ITEM DESCRIPTION	QUANTITY	CHECK-IN CONDITION	CHECK-OUT CONDITION	NOTES
EXTERNAL AREAS					Refer to photographs
External driveway/front boundary walls	Cotswold gravelled road access w/ original stone gateposts w/ decorative sphere capping, black painted arched metal gates w/ latch. Low-level capped stone front boundary wall.			GC, some natural moss/lichen growth to stonework, weathering commensurate w/ age. Gate paintwork GC, no visible peeling/rust.	
	Black painted metal house number plaque to LHS gatepost			GC	
	Black painted metal floor-mounted gate latches			GC	
	Open-section ½-log timber fencing in irregular layout to side/end boundaries of garden			VGC	
	Low/mid-level ivy-covered stone wall to end boundary.			Unable to inspect	
	Treated high-level featherboard fencing to LHS boundary			GC where visible	
	Capped stone wall to far LHS/corner boundary w/ 2 x black painted metal low-level gates w/ latches			GC, some lichen & wallflower growth to wall, gates recently painted.	
Drive	Cotswold gravelled w/ stone edging to LHS at lawn.			GC, no leaf debris/litter	
Exterior façade of property	Original stone block construction to front section of property w/			VGC for age of property – weathering commensurate with	

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<p>Roofing</p>	<p>original stone window mullions, coat of arms, black cast iron weathervane to LHS. Black metal/glazed period carriage light w/ electric lamp above front door.</p> <p>RDS white/blue alarm bell box to front façade of property. Original stone balustrade to perimeter of balcony area. Black painted cast iron guttering/downpiping. Black metal satellite dish affixed to upper LHS of exterior of vestibule. External tap to low level RHS of vestibule.</p> <p>New light stone block 2-storey extension to rear of property/ black metal cylindrical/black/translucent plastic exterior wall-mounted lighting, New slate roof w/white painted fascias w/ lack uPVC guttering/downpiping. 2 x 3 black photovoltaic panel array to upper section RHS of roof. External tap w/ grey/green Hozelock hose reel & hose, 2 x yellow Hozelock spray nozzles.</p> <p>Original scalloped slate tiled</p>	<p>age to all original stonework w/ some general light lichen coverage. Large area of ivy growth to front LHS façade. Guttering/downpiping recently repainted, no visible damage or moss growth/leaf accumulation.</p> <p>VGC. Heavy leaf debris to low-level guttering (LHS external)</p> <p>All capping stonework to roof</p>
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	<p>roofing to original fabric of roof and bay window canopy. Capping stones/ornate ball decorations to vertices</p> <p>Original stone chimney stack w/ 2 x sand coloured/2 x terracotta chimney pots</p>		<p>intact, aged/weathered. No visible missing/loose roof slates.</p> <p>GC, aged/weathered, chimney pots appear free of obstruction from ground-floor level inspection.</p>
Lawns/Paved areas	<p>Small turfed lawn area to imm. LHS of main driveway w/ stone edged border to property wall & boundary wall, well-stocked cultivated lavender border to front external of property, narrow border w/ some climbing rose bushes to interior face of front boundary wall, secured with vine wires.</p>		<p>GC, lavender border slightly overgrown. Roses pruned to slightly above boundary wall height.</p>
	<p>Pale green painted rectangular-section wooden planters w/ high-level bay hedging to far edge of driveway</p>	4	<p>GC, weathered, some sagging to bases. Hedging slight overgrown but generally well-pruned in cubic form (approx 6') - 2 planters overturned in wind at time of inventory, rectified by clerk.</p>
	<p>Light flagstone-style rectangular paving to RHS side external/rear of property w/ original stone guttering to front/LHS, pebble bordering to far end.</p> <p>Ornate stone planters w/ box topiary</p> <p>Black metal exterior uplighters</p>		<p>VGC, paving clean/moss/leaf debris free. Some light leaf debris within guttering.</p> <p>GC, stonework weathered.</p> <p>GC, weathered, working</p>

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	mounted within guttering/bordering w/ associated cabling	2
Lawns/Paved Areas continued:	<p>Irregular shaped well-stocked large cottage garden-style 2-section border to imm. RHS of side paved area, w/ flagstone-style paving extending to RHS boundary at middle beneath timber rose arch w/ climbing roses. Earthenware amphora, small white metal freestanding dovecote, decorative reclaimed iron rod & reclaimed original stone window arch to border</p> <p>Large irregular-shaped main lawn w/ very large oak tree to centre/far end</p> <p>Bark chipping play area to far end w. timber frame triple swing/single slide children's climbing frame</p> <p>Single storey stone playhouse w/ slate tiled roof, stained wood shutters</p> <p>Small log-seat</p> <p>Plywood-frame sandpit w/ cover, rope handles</p>	<p>GC, slightly overstocked/overgrown in parts (no visible space between plants). Rose arch VGC. Imm. RHS section of border flattened by toppled planters.</p> <p>VGC, recently mown, turf healthy/even. 2 rope swings to lower bough of tree.</p> <p>VGC, tidy. Climbing frame & fittings in VGC.</p> <p>VGC, structurally secure, empty/clean</p> <p>GC</p> <p>GC, weathered</p>

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	Irregular-shaped semi-raised cottage-garden style bordering to LHS boundary w/ well-established low/mid-level planting, assorted holly & conifer trees/bushes inc. ornate conifer topiary to far LHS. Large well-established tree w/ well-pruned conifer coverage to trunk. Midlevel stone retaining wall to near section. Ornate stone mushroom to border.		GC, slightly overstocked in parts, all trees/bushed well-maintained
	Pea shingle/flagstone pathway/stepped area to LHS external of property		FC, extensive small weed growth
Outbuildings	Dark stained wood 6'x8' shed w/ white painted decorative fascias, single door w/ double bolt & padlock, 2 x terracotta thermometer/clock to exterior façade. Felted roof.	1	GC, some weathering to exterior
	Dark stained wood 8' x 6' double shed/wood storage area w/ single full-length door w/ bolt & padlock, half-stable-style door w/ bolt. Slate roof.	1	GC, some wreathing to exterior. Cut firewood to interior of LHS section – Volume: approx 2'depth x area of flooring
	Stained wood overlap fence oil tank enclosure w/ green metal cuboid tank	1	FC, weathering to enclosure & tank, access impassable owing to holly growth.
	Stained wood low-level lean-to storage area/meter enclosure w/ single door w/ bolt & padlock,	2	FC, weathered

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slate roof

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AREA/ROOM	ITEM DESCRIPTION	QUANTITY	CHECK-IN CONDITION	CHECK-OUT CONDITION	NOTES
ENTRANCE					
Front Door	Original cream satinwood arched panelled w/ black painted metal studding & hinges	1	GC old defects; minor chipping to edge at low level		
Door Fittings (external)	Silver cylinder lock	1	FC paint overlap		
	Black painted metal handle	1	GC		
	Stainless steel keyhole surround	1	GC		
Door Fittings (internal)	Large brass fleur de lys hook	1	GC slight tarnishing		
	Black metal bolt	2	GC		
	Black metal latch	1	GC		
	Grey Yale lock	1	GC slight marking		

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ENTRANCE HALL			
Walls	Pale ochre painted		GC 1 picture hook to rear wall GC 2 rawl plugs to LHS; occ. minor marks
	Ochre painted block work design w/ occ. painted mice		
	Original stone window casements w/ dark varnished mullions		GC 2 rawl plugs to each mullion GC
	Original light carved stone archway		
Ceiling	Cream painted		GC paintwork defect beyond ceiling light
Paintwork	Varnished oak windowledges		GC/FC some marks & scratches, more so to LHS
	White glossed main doorframe		GC old defects; occ. knot bleed through
	Green glossed skirtings		GC occ. minor scratches
	Dark varnished wood threshold		GC light wear
Ceiling Lights	Brass/ acrylic triple spot fitting	1	GC slight tarnishing
Floor Covering	Flagstone		GC aged
	Fawn coloured rounded rectangular mats	2	FC several areas of light staining
Light switches	Brass/ black double	1	FC tarnished
	Small white single	1	GC
Windows	Black metal framed double glazed, 2 leaded panes	1	GC some fine scratching to LHS pane interior
Curtain Tie-Back Hooks	Black metal remnant	1	GC
Door Bell	Friedland white/ black	1	GC slight discolouration
Alarm Apparatus	White digital keypad w/ cover	1	GC brand unknown
	White PA button w/ key	1	GC
Shoe Rack	Waxed oak latticework 4-	1	FC heavy wear & marking esp. to

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	tier rectangular		lower shelves; 3 linking studs missing
Shelving Unit	Dull ivy coloured satinwood painted rectangular built-in 8-tier	1	Generally GC occ. minor blistering & marking to shelves; occ. small chips to edge; 2 screw-in hooks to side panel
Other	Manx black cast iron anchor	1	GC

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FIRST RECEPTION			
Door	Waxed wood arched panelled	1	GC aged; light wear & marking, more so near handles/ edge; occ. chipping; numerous woodworm holes to mid/ upper level rear
	Bronze handle	1	GC aged; 3 screws missing
	Brass keyholes surround	1	FC tarnishing
	Black metal mortise lock w/ ribbed brass handle	1	FC several scratches & chips; aged; tarnishing
	Black metal double robe hook	1	GC
	Black metal single hook	1	GC
		4	
Walls	Cream painted lining papered		Generally GC occ. minor marks at mid/ low level esp. to lower LHS of window; numerous fine marks & scratches around RHS socket; several small scuffs & marks to LSH of door to 2 nd reception; 7 nails & 2 picture hooks to far RHS; 1 picture hook, 2 pinholes & several surrounding scratches to LSH of reception 2 door; 1 nail to upper level RHS of chimney breast; square patchy area of discolouration to lower RHS of LHS window; some light wrinkling, bubbling & plasterwork defects beneath esp. to LHS corner & LHS of fireplace
Ceiling	White painted w/ ivory		GC very occ. minor marks

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	satinwood painted coving & ornate plaster rose		
Paintwork	White satinwood painted skirtings, doorframes & windowledges		GC old defects
	Ivory satinwood painted outer doorframe		GC old defects
	Ivory satinwood painted RHS windowledge		GC occ. small marks; old defects; several small scratches to RHS
Wall Lights	White painted ceramic uplighter	2	GC
Floor Covering	Woven sisal carpet		Generally GC faded rectangular area to middle; some small areas of staining near rear edge esp. to imm. LHS; 6 small circular rust stains in regular array to LHS of fireplace; numerous dead insects near radiator; occ. minor defects/ light pulls
Light switches	Brass/ black single	1	FC scouring & tarnishing
	Brass single dimmer	1	FC heavy scouring
Power sockets	Brass/ black double	2	FC some scouring
Radiators	White painted single	1	FC old defects; valve discolouration; numerous small marks
	White painted double	1	FC old defects; slight peeling & numerous small chips to upper level; valve caps discolouring
Aerial Sockets	White single coaxial	1	FC paint overlap
Windows	Black metal framed double glazed, 2+2 fixed leaded panes, 2 leaded panes w/ locking handles	1	GC some smearing

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	Original stone window casements		GC some original filled fitting holes adjacent to panes
Curtain Tie-Back Hooks	Brass cleat	4	GC slight tarnishing
Curtains/ Blinds	Compass design pale gold roman blind w/ brass/ white ceramic cord ends	4	GC
PIR Detector	White	1	GC
Door Stop	Brass bracket remnant	1	FC
Alarm Cabling	White twin & earth 4mm cable w/ insulation tap end emerging via carpet at LHS of fireplace		FC
Fireplace	Cream painted stone surround w/ black painted/ ribbed recess Cream painted 3-section stone block hearth Black cast iron fret Black metal mesh fireguard		GC aged; occ. light marking to mantel; several soot marks & small grey marks to grate; soot staining to interior flooring & hearth; fret aged & used; slight distortion to fireguard
Cabinet	Cream painted semi-built-in w/ single door w/ cream/ white checked fabric backing, arch/ rose design fretwork, w/ black metal pull		GC dusty to interior; very occ. light marks to exterior; occ. very small stains to fabric

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SECOND RECEPTION			
Door	Dark waxed stripped wood panelled glazed, 2 etched panes	1	GC
	Brass handles	2	FC tarnished; pink paint splash
	Brass keyhole surround w/ white ceramic cover	2	GC slight discolouration; tarnishing
	White ceramic hand plate	2	GC slight discolouration
Walls	Pale pink painted to dado rail		GC very occ. minor marks at low level w/ several small marks to opp. wall RHS; light wear to obtuse corner
	White painted above		GC 1 picture hook to imm. LHS, 1 to rear wall RHS; 1 nail w/ slight surrounding scratching to opp. wall RHS of door to Kitchen
Ceiling	White painted w/ pale pink painted coving		GC
Paintwork	White satinwood painted skirtings, doorframes & windowledge		GC
	Distressed finished gilt dado rail		GC heavily distressed to RHS of window
Floor Covering	Woven sisal carpet		GC rectangular area of fading to middle; 4 indentations w/ some marking to RHS; 1 small pull near window; lifting at RHS corner
Light switches	Brass single dimmer	1	GC tarnishing & small spots
Power sockets	Brass/ black double	3	GC

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	White single round pin switchless	1	GC some marking
Radiators	Ivory satinwood painted double	1	GC valve caps aged; some black marking to upper LHS
Telephone Sockets	White single w/ triple adaptor	1	GC
	White telephone cable emerging from carpet at far RHS corner	1	GC
PIR Detector	White	1	GC
Windows	Black metal framed double glazed, 2 fixed leaded panes/ 1 leaded pane w/ locking handles	1	GC occ. minor marks to frames
	Black metal framed internal double glazed leaded pane Original stone casements & mullions	1	GC
			GC some patches of recent mortar to casements
Curtain Tracks/ Poles	White plastic track	1	GC numerous very small spot marks
	Varnished pine/ Velcro pelmet rail w/ silver metal brackets	1	GC slightly misaligned at ends
	Black metal pole, 2 brackets, ball cage finial	2	GC
Curtain Tie-Back Hooks	Brass screw-in hooks	1 pair	GC slight tarnishing
	Black metal ball cage hold-back	2	GC detaching at RHS archway
Curtains/ Blinds	Pink/ gold patterned pleated curtains	1 pair	GC
	Pink/ gold patterned button tab top curtains	1 x full drop, 1 x ¾ drop	GC
	Patterned gold tie backs w/ pink piping	1 pair	GC small pen mark to LHS

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	Gold patterned tabbed edged pelmet w/ pink button design	1	GC
Shelving	White satinwood painted rectangular recessed shelves Ivory satinwood painted built-in 4+3 tier w/ gilding detail to edges	4	GC occ. light marking & wear GC occ. marking to shelves
Fireplace	Dark pink painted recess Irregular shaped flagstone hearth Small cast iron wood burner w/ black painted metal flue		GC GC FC heavily aged; ash & partially burnt log within; flue blocked from inside w/ carrier bag; tarnishing to brass fittings; flue GC slight marking
Other	Assorted telephone directories Transparent plastic folder of assorted leaflets/ guides Transparent/ blue plastic blocks of assorted receipts & paperwork for maintenance pertaining to property Window key		N/A N/A
		1	FC rusting

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KITCHEN			
Door	Dark waxed tongue-&-groove design original stable door w/ single curved pane, black painted metal hinges	1	GC
	Brass handles	2	FC tarnished
	Black metal/ brass bolts	2	FC heavily aged; rusting
Walls	Pale yellow painted		Generally GC small line of marking, 1 large pink fluorescent line & several small marks at low level LHS; 1 nail to opp. wall LHS; 1 nail to LSH of tiled splashback; 1 screw to RHS of cooker hood; 1 nail & 1 picture hook to rear wall RHS; 1 screw to LHS of fridge freezer
	Pale green painted		GC/FC slight water damage & blistering above low level splash back behind sink; slight marking near switches & sockets
	Cream painted		GC
	Green painted w/ black script Macbeth Witches' quotation		GC fine cracking behind oven
Ceiling	Cream painted w/ pale yellow painted beam		GC occ. old defects, 1 nail & occ. small chips to beam; some protruding studs above units
Tiling	Small square limestone-effect w/ cream grouting		GC

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Paintwork	Pale yellow painted windowledge to LHS Cream painted windowledge to opp. wall Limestone tiled internal windowledge		FC several marks; old defects FC numerous chips; some large circular stains; some other areas of peeling GC
Ceiling Lights	Halogen spot w/ oversized white surround	8	GC 1 bulb not working
Wall Lights	Pale yellow painted ceramic uplighter	2	GC
Floor Covering	Treated flagstone		GC some paint flecks
Radiators/Storage Heaters	Pale yellow painted double	1	FC several chips & scratches at upper level; old defects; 1 valve cap missing
Light switches	Brass double dimmer	1	GC
	Brass single dimmer	1	GC some fine scratches
	White single		GC rotated
Power sockets	Brass/ black double	3	GC some scratches & slight tarnishing esp. to single socket; smeared
	Brass/ black single	1	
	Brass/ black single fused cable outlet	1	
	White single w/ indicator	1	
	White double	1	
Windows	Black metal framed double glazed leaded, 2 panes + 3 panes w/ locking handles	1	GC occ. minor marks to frames
	Black metal framed stained leaded single double glazed pane	1	GC some minor marking to pane GC
	White satinwood painted double bi-fold glazed serving hatch w/ black metal handles	1	
Curtain Tracks/ Poles	Black metal pole, 2	1	GC

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	brackets, spear finals		
Curtain Tie-Back Hooks	Black metal screw-in	1 pair	GC
Curtains/ Blinds	Mint green/ white spotted roman blind w/ brown fabric edging	1	GC some dust
	Mint green/ white spotted button design tab top curtains w/ brown buttons, matching tie backs w/ brown piping	1 pair	GC
PIR Detector	White	1	GC
Heating Control	Channel Plus Alpha white digital w/ cover	1	FC several marks
Consumer Unit	MK Century grey w/ transparent cover	1	GC
Kitchen Units	Cream painted panelled built-in wall & base units w/ matching trim & kick plates; matching 2-tier/ 4-drawer shelving unit w/ dark stained wood handles; unpainted interiors w/ milled metal tread-plate style linings		FC occ. marks/ minor scratches & chips to door & door fronts esp. to edges/ corners of base units; some staining, peeling & blistering to edges esp. below hob; numerous chips to kickplates on RHS & bottom of side panel of full length unit; interiors generally GC edges of tread-plate lining damaged/ dented in parts esp. to RHS of unit below hob; white plastic blender bracket affixed to near RHS base unit; heavy chipping to edges of stand-alone wall mounted shelving unit
Work surface	Polished granite w/ rounded edge, low level splashback to RHS & behind hob		FC heavy white bloom & watermarking behind sink; very large repaired crack to LHS of sink

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Sink/Drainer	White ceramic Belfast- style w/ drainer, white plastic plughole insert, white plastic washing up bowl, transparent plastic flexible draining board	1	FC heavy wear & lead marking to edges; occ. staining; overflow & plughole not cleaned
Taps	Chrome/ white ceramic triple mixer	1	FC some limescale
	Chrome retractable spray nozzle	1	FC some limescale; not working
Cooker/Oven	Alpha cream/ black enamelled/ brass oil-fired double oven w/ double hot plate, 4 internal wire shelves, 2 black/ white hotplate cover mats (AGA Shop collection)	1	Generally GC some carbonised residue to interior linings & around door hook supports; light scorching to underside of hotplate covers & to hotplates; some marking to fabric hotplate covers
Hob	AEG black ceramic 4-ring halogen/ induction	1	FC cracked to front LHS; several fine scratches; heavy scorching to rear RHS ring; slight scorching to rear LHS ring
Cooker Hood	NEFF black metal	1	FC heavy scouring to front edge; front LHS light cover not working; residual dried grease to filters & underside

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UTILITY ROOM			
Door	Dark stained wood tongue-&-groove panelled w/ black metal latch & hinges	1	GC
	Black metal double robe hook	1	GC
	Brown/ transparent plastic catflap	1	GC
Walls	Cream block w/ ivy design painted		GC some scratches & small marks beneath bird design metal coat rack to rear RHS; 6 brass & 7 white plastic picture hooks to rear wall RHS; other occ. minor marks at low level
Ceiling	Sky design painted w/ occ. birds		GC large chipped area to protruding stud to imm. RHS, smaller grazed area to RHS corner
Paintwork	Cream satinwood painted doorframes		GC
	Varnished wood threshold		GC
Ceiling Lights	Recessed spot w/ brass surround	5	GC
Floor Covering	Square slate tiling w/ light coloured grouting		GC slight mottling in front of appliance space; some paint flecks; occ. patches of discolouration to grouting
Radiators/Storage Heaters	Cream ragged stone finish single	1	GC slight discolouration to valve caps
Light switches	Brass single dimmer	1	GC
	Brass/ black single	1	GC
	Brass/ black double	1	GC
Windows	Black metal framed double glazed, 1 fixed leaded pane	1	GC

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	Dark stained wood mullion above		GC
Curtain Tie Back Hooks	Brass cleat	1	GC slight tarnishing
Curtains/ Blinds	Cream/ green scalloped edge button design roman blind	1	GC
Kitchen Units	Cream satinwood painted tongue-&-groove/ timber carcasses w/ matching arched panelled door & drawer fronts w/ extension of ivy/ insect motif in parts; white painted/ semi-gilt interior shelving/ light wood grain effect laminate/ white speckled laminate interiors		GC 2 large scratches to LHS full length unit door; 2 screw holes to LHS full length unit carcass; 2 white plastic vents to bottoms of full length RHS unit doors; extensive swelling to doors beneath sink; heavy detergent residue & paint marking to milled metal effect coating within unit beneath sink
Work surface	Cream/ white speckled corian style composite w/ low level splashback & double carved draining board		GC
Sink/Drainer	White ceramic double Belfast style w/ brass plugholes & overflows	1	GC
	White plastic washing up bowl	1	GC slight marking
Taps	Brass/ white ceramic double mixer tap	1	GC slight wear to detailing; slight corrosion at central join
Laundry Airer	Gnu black painted metal/ pine ceiling mounted w/ black pulleys, white nylon rope, black metal wall mounted cleat	1	GC heavy fraying to rope at far end
Wall Fixings	Green metal bird design 5-	1	GC

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Sample Property, Address, Bristol, BS1 9XX

	hook rack			
	Brushed steel double cat hook	1	GC	
PIR Detector	White	1	GC	
Kitchen Roll Holder	Dark wood rustic-style wall mounted	1	GC light wear & mottling	
Fire Blanket	White plastic cabinet-mounted casing	1	GC	BLANKET UNUSED
Cupboard Contents	LHS:			
	Woven sisal/ raffia basket w/ assorted cleaning products	1	GC	
	Grey plastic mesh 2-tier rectangular basket w/ large assortment of cleaning products inc. specialist stone care products	1	GC	
	Red plastic heart-shaped bucket	1	GC	
	Grey plastic dustpan & brush	1	GC	
	White/ black chimney brush	1	GC	
	Small brown plastic recycling bin	1	GC	
	Vileda red sponge mop	1	GC	
	Grey plastic broom	1	GC	
	Central Cupboard beneath sink:	1	GC	
	Small assortment of cleaning products			
	RHS full length cupboard:			
	Door-mounted fabric-covered pinboard w/ 2	1	N/A	

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	brass hooks, 2 metal pins		
	MK cream consumer unit		
	White single power socket	1	GC
	White single junction box		
	Timeguard white hot water heating timer	1	GC
	Lab Gear white/ black 7-way AV booster	1	GC
	Horstman Channel Plus XL white digital heating control	1	GC
	White single fused switch	1	GC
	Potterton Statesman oil-fired boiler, white/ grey	1	GC
	White polyester curtain	1	GC
Back Door	Dark ivory painted panelled glazed, 1 arched leaded pane, black metal handles w/ mortise lock, 2 black metal bolts, 2 brass rack bolts, brass/ black letterbox flap, white/ transparent plastic catflap	1	GC slight cracking & peeling to paintwork at low level around panelling; heavy tarnishing to brass fittings; catflap not clean
Other	Inlaid charcoal ribbed doormat	1	GC slight lifting
	Cast iron boot last	1	GC

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Sample Property, Address, Bristol, BS1 9XX

BALLOON ROOM			
Door	From Utility: Dark waxed wood tongue-&-groove panelled w/ black metal latch & hinges	1	GC 1 screw to middle of exterior; severe old defects; heavy rust to hinges
	White plastic/ silver metal folding hanging rail	1	GC slight marking
Walls	Pale blue painted to rear, LHS & far end		GC 1 large & 2 small holes for cabling to rear wall; 4 filled holes, 1 small chip & 1 picture hook to opp. wall; occ. minor marks
	Painted w/ countryside & hot air balloon scene to RHS		GC
Ceiling	Pale blue painted		GC some cracking at edges to rear, far end & RHS; 2 large repainted defects to middle RHS
Paintwork	Cream satinwood painted skirtings & doorframes		FC numerous small coloured marks throughout esp. to RHS
Ceiling Lights	Recessed adjustable halogen spot w/ white surround	8	GC
Floor Covering	Light wood grain effect laminate w/ access hatch		GC
	Inlaid sisal matting		GC slight marking
Light switches	Brass double dimmer	1	GC
	Brass/ black double	1	GC
Power sockets	White double	4	GC heavy marking to RHS socket
Telephone Sockets	White double	1	GC
Aerial Sockets	White single coaxial w/ single extension lead	1	GC
Windows	White wood framed Velux w/ satin chrome handle,	2	GC

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Sample Property, Address, Bristol, BS1 9XX

	star & moon blue patterned integral blind			
Shelving	Pale blue painted w/ matching brackets & partition	5	GC 1 screw, 2 screw holes & 2 brass double hooks to partition; occ. wear & adhesive residue to edges of shelves; 1 velcro tab to near LHS shelf	
Cabinet	Light wood grain effect laminate w/ 2 wavy mirror tiles to side; 4 red plastic lift-&-slide door fronts	1	Generally GC large split area m& several marks to top; brass hook affixed to LHS for securing w/ eyed built-in cupboard	
Built-In Cupboard	Pale blue painted MDF w/ double doors	1	GC	Conceals assorted pipework & white double junction box
Thermostat	Damphos off-white digital	1	GC catch failing on cover	
Wall Hooks	Red rubber/ plastic boss-style	2	GC	
PIR Detector	White	1	GC	
Back Door	Dark ivory panelled stable-style door w/ black metal handles w/ mortise lock, 3 black metal bolts, arched leaded pane, 2 brass single hooks, matching painted/ transparent plastic catflap	1	GC/FC numerous very small scratches at mid level	



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Sample Property, Address, Bristol, BS1 9XX

5 ROOMS/AREAS OMITTED FROM SAMPLE

SAMPLE

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Sample Property, Address, Bristol, BS1 9XX

BEDROOM 2					
Door	Mid waxed pine panelled	1	GC drawing pin to front		
	Brass handles	2	FC tarnishing		
	Brass keyhole surround w/ cover	2	GC		
	White ceramic hand plates	2	GC		
Walls	White painted		GC 3 picture hooks to LHS		
	Pale pink painted		GC		
Ceiling	White painted		GC		
Paintwork	White satinwood painted doorframe		GC		
	Ivory ragging effect painted skirtings & windowledge		GC		
	Dark wood panelling at picture rail level w/ regularly spaced matching pegs		GC		
	Dark stained wood beam		GC		
Wall Lights	Black/ gold metal double candle fitting	1	GC		
Floor Covering	Pale gold herringbone coarse weave carpet		FC 2 indentations w/ slight staining to imm. RHS; several small grey marks to near RHS corner; other occ. faint marking, wear & light general shading; slight staining near radiator pipes		
Radiators/Storage heaters	White painted double	1	GC 1 valve cap missing		
Light switches	Brass single dimmer	1	GC slight tarnishing		
Power sockets	Brass double	2	GC occ. small tarnished areas		

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Sample Property, Address, Bristol, BS1 9XX

Windows	Black metal framed double glazed, 2 leaded panes w/ locking handles Original stone window casement	1	GC		
Curtain Tracks/ Poles	Dark wood pole, 2 brackets, spherical finials, w/ matching rings	2	GC		
Curtain Tie-Back Hooks	Dark wood boss-style	3	GC		
Shutters	Dark wood colonial-style double folding w/ brass latches, matching control rods		GC		
Fireplace	Original light stone mantel & surround w/ black painted range-style grate, brass/ wire mesh fireguard		GC fire guard aged & rusting		
Storage Cupboard	White satinwood panelled double doors w/ white ceramic handles	1 pair	VGC		Interior as room w/ off-white satinwood painted baton w/ 3 large pegs
	White satinwood painted shelves on adjustable racking	4	GC		
Far LHS Cupboard	White satinwood painted panelled door w/ dark stained wood handle	1	GC white net wire-hanging fixing		Interior as room
	Small triangular panelled door w/ dark stained wood handle	1	GC		
	White painted heavy gauge hanging rails	2	FC marked & worn		
Other	Heart design rectangular sisal doormat	1	GC		

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Balcony Door	Narrow white satinwood painted panelled glazed, 1 leaded pane, w/ dark wood colonial-style shutter, black metal handles w/ mortise lock, brass rack bolts	1	GC		
BALCONY					<i>Silver mortise key & rack bolt key present</i>
Railings	Original stone balustrade w/ lead flashing to low level		GC old defects; weathered		
Flooring	Ribbed wood decking		FC heavily weathered		

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Sample Property, Address, Bristol, BS1 9XX

BATHROOM 1					
Door	Dark waxed original tongue-&-groove panelled w/ black metal hinges, latch & bolt Carved wood/ black metal single hook on screw	1	GC heavily aged		
		1	GC		
Walls	White painted		GC		
Ceiling	White painted		GC		
Paintwork	White satinwood painted doorframe		GC		
	Dark stained wood original beam		GC		
Tiles	Pale terracotta square w/ white grouting w/ black/ white rope design mosaic bordering to upper level Ivory/ black chequered small square tiling		GC		
			GC		
Ceiling Lights	Recessed halogen spot w/ white surround	4	GC some paint overlap		
Floor Covering	Pale terracotta octagonal tiling w/ black sun design small square interstitial tiling		Generally GC numerous hairline cracks near bathtub & far LHS		
Mirrors	Large rectangular wall mounted around shower control	1	GC		
	Rectangular w/ chrome hinged brackets, dark wood surround	1	GC		

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Radiators/Storage Heaters	White painted vintage w/ brass pipework	1	GC loose		
	Brass 3-tier heated towel rail	1	FC tarnished; aged		
Extractor	Vect Air white	1	FC discoloured; marked		
Bath & Fittings	White plastic clawfoot-style bath w/ chrome fittings, 2 chrome taps	1	GC		
	White dimpled non-slip mat	1	GC		
Shower & fittings	Chrome wall mounted double control	1	GC		
	Chrome ceiling-mounted oversized head	1	GC		
Shower Rail & Curtain	Chrome curtain pole, 1 bracket, cage finial, chrome supporting chain	1	GC		
	White waffle-weave fabric curtain, white vinyl inner curtain, w/ chrome/ white plastic ring clips	1	GC		
Hand Basin	Savoy white ceramic w/ chrome fittings, chrome double mixer tap	1	GC		
Toilet	White ceramic original pan w/ large dark wood seat, brass hinges; white ceramic modern cistern w/ chrome pipework, chrome/ white ceramic flush handle	1	GC pan heavily aged; extensive crazing to glaze & heavy staining to bottom of pan		
Cabinet	White satinwood painted wall mounted w/ single shelf, double panelled doors w/ brass cabinet	1	GC		

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Inventory Services South West

Sample Property, Address, Bristol, BS1 9XX

	locks, 1 key w/ black tassel				
Cupboard	Built-in white satinwood painted double doors w/ chrome filigree cage handles, rope effect detailing	1 pair	GC		Interior walls white painted w/ unpainted plywood flooring/unpainted interior panelling of cupboard; GC some discolouration & marking
	White single fused switch	2	GC		
	White single fused switch	1	FC marked		
	Freepar RESOLE1/D temperature regulator	1	FC discoloured		
	White single switch	1	FC discoloured		
	Green lagged immersion heater w/ Honeywell grey thermostat	1	FC discoloured		
		1	GC some marking & scratching to lagging; occ. scorching & stains		
Shelf	Black slate-effect top w/ terracotta coloured carved stone effect brackets	2	GC line of marking to top of 1		
Toothbrush Holder	Gilt/ ivory ceramic wall mounted	1	GC		
Toilet Roll Holder	Chrome wall mounted	1	GC		
Toilet Brush	Silver/ blue plastic	1	GC		
Windows	Black metal framed double glazed, 2 leaded panes, w/ original stone casement	1	GC heavy discolouration to casement at lower RHS		

REMAINDER OF PROPERTY OMITTED.

Inventory & Schedule of Condition

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Inventory Services South West

Sample Property, Address, Bristol, BS1 9XX

Check-In Declaration

	Summary of Condition
Decorative Condition, Fixtures/Fittings/Contents	Sympathetically & recently refurbished 17th Century property with Newbuild extension, in good decorative condition, light wear & tear w/ ageing to original fittings
Standard of Cleanliness	Very good throughout; occasional minor shortcomings in standard of cleanliness
Condition of external areas	Neatly landscaped; very tidy
All installations & appliances working	Yes
Areas of immediate concern	None

I/We have, on the date below, assumed possession of the above property and agree that the findings of this report, in conjunction with any supplementary observations listed at any formal Check-In inspection, constitute a fair and unbiased assessment of the condition of the aforementioned property, and accept that this document and any associated Inventory & Schedule of Condition may be used for assessment of any dilapidations occurring at the completion of my/our tenancy.

	Name	Signature	Date
Tenant			
Property Assessor/Landlord			

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Sample Property, Address, Bristol, BS1 9XX

FOOTNOTES

- This Inventory & Schedule of Condition is compiled as an independent, unbiased record of the condition of the property described herein for the purposes of dilapidations assessment at the termination of the current Assured Shorthold Tenancy.
- This Inventory & Schedule of Condition should bear the signature of the all parties agreeing to the condition of the property described herein, except in the following circumstances:
 - Where the inventory has been left with the incoming tenant for checking at Check-In, or handed to the tenant at the signing of contracts in lieu of any formal Check-In Inspection; in such cases, unless the Inventory is returned to the Landlord or his Agent within 10 working days bearing any amendments made by the tenant, this inventory shall be considered as fully valid for the purposes of Check-Out assessment.

Check-out Assessment - Dilapidations & 'Fair Wear & Tear'

Tenants & Landlords alike must be aware that, although the property must be returned to the Landlord/Agent in the condition found at Check-in, ISSW, as independent property assessors, will make reasonable allowance for 'fair wear & tear'. ISSW defines *fair wear & tear* as:

an extent of dilapidation to the decorative condition, fixtures/fittings & contents incurred through normal, careful usage of the property, and proportional to the length of the period of occupation.

This does not include any degradation in the standard of cleanliness of the property, or items/fixtures/fittings missing or broken other than through age-related fatigue. *Fair wear & tear* does not apply to any external areas/gardens which have been allowed to become overgrown, and will only apply to external features where damage has occurred by means of acute severe weather conditions. Deteriorations/damages inflicted on the property by natural causes, e.g damp/mould or water ingress, will be considered as maintenance issues or building defects, except in cases where there is clear indication that appropriate, reasonable measures have not been taken by the tenant to inhibit the worsening of such occurrences, for example, catching of water from leaks, or ensuring adequate ventilation to inhibit worsening of mould/damp.

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ADVICE FOR TENANTS PRIOR TO CHECK-OUT

1. Check the condition of the property thoroughly against the original inventory; replace any broken or missing items. Repair and if necessary redecorate any damage to paintwork, wallpaper or plasterwork. Seek advice from your agent before commencing any redecoration works as improper repairs may jeopardise your deposit.
3. Pay particular attention to carpets and furnishings – Arrange for any soiled items to be professionally cleaned. Please ensure all contents (including furniture) are in their original locations; items not easily located on Check-out may be listed as missing
4. Ensure the property is cleaned to the highest possible standard throughout, including all windows and external areas (garages/porches). Ensure all appliances are switched off. (Fridge/Freezers must be defrosted and left switched off and propped open.)
6. Check external areas – make sure the garden is tidy and everything is where you found it. Ensure outdoor areas are left in a well-kept seasonal condition.
7. Take utility meter readings and ensure all accounts with providers are settled & closed. Please leave utility provider details within the property. Please ensure mail redirections are in place where appropriate.
8. Please ensure you have conducted all removals and cleaned the property **before** your check-out appointment and that you are ready to hand over all keys at the start of the check-out inspection. If you are unable to attend the appointment or are unlikely to be ready to vacate then please notify your Agent/Landlord and ISSW as far in advance of the appointment as possible.