



Property Inventories

Sample Mid-term Inventory

123 London Road
London
N1 0PP

Visit date: January 31st 2019 09:00
Clerk: Sonia Rajani

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Abbreviations Used:

AN: Appears new
MCA: Marks commensurate with age
PC: Poor condition
BOG: Burnt on grease
MCU: Marks commensurate with use
RFC: Requires further cleaning
FS: Finger soiled
NS: Not seen
RHS: Right-hand-side
FC: Fair condition
NT: Not tested
SC: Shrinkage cracking
GC: Good condition
NW: Not working
TBR: To be removed
L: Landlord
NV: No value
WIU: Well in use
LHS: Left-hand-side
ODU: Old defects under
WO: Working order

This inventory report has been prepared by Property Inventories Ltd. The condition of the property at the start of the tenancy, as described in this report, will be compared to the condition of the property at the end of the tenancy. Details of any alterations to the property after the inventory has been agreed upon should be noted on a separate sheet and agreed upon by the tenant and managing agent/landlord. At the end of the tenancy, a 'Check-out report' should be conducted to determine any changes to the inventory. Tenants should inform the managing agent/landlord of items removed from the property during the tenancy.

All items should be returned to their original position (as laid out in the inventory); this includes stored or boxed items not used during the tenancy. Any item(s) listed as NOT SEEN could result in a replacement cost or a charge being made to the tenant (not allowing for betterment*). Managing agents/landlords may also charge for the removal of unapproved items left behind at the end of the tenancy that were not included in the original inventory.

At the time of the property Check-out, all personal items (including consumable items) should have been removed and cleaning of the property completed. No further cleaning will be permitted once the check-out report is being prepared. Tenants will have been given the date and time of the Check-out and must provide access, or let the appointing Inventory Clerk know the details of their departure from the property. Additional costs may be incurred if the clerk is not able to complete the report, is delayed more than 20 minutes or is asked to return at another time without 24 hours notice.

The following notes may assist you in a problem-free move at the end of the tenancy:

Cleaning

Soiling is not considered to be 'Fair Wear and Tear' (reasonable use of the premises by the tenant and the ordinary operation of natural forces, i.e. the passage of time)

At Check-out, all cleaning is expected to be thorough and the property to be presented in a tidy order to a similar standard as at Check-in. A professional clean may be required by the agent/landlord (please refer to your tenancy agreement). If the standard of cleaning is not satisfactory, the cost of further cleaning could be added to any other charges outside fair wear and tear on the Check-out report. Most common areas overlooked, which are checked by the clerk during the Check-out are listed below:

- Skirting boards, dado & picture rails and recessed areas of doors, light fitting and shade, blinds
- (Venetian blind slats) and extractors are free from dust and light scuffs
- Light bulbs replaced where needed (including kitchen extractor fans, oven and fridge)
- Mildew, scale, soap residue and grease, to be removed from tiled areas including grout and seals
- Kitchen cupboards (door edges, drawers, shelves, and handles) to be clean
- Kitchen appliances should be cleaned to include seals, trays, and glass.
- Fridge and freezers should be emptied, wiped and freezers defrosted
- Bathroom and kitchen fixtures limescale to be removed, if possible. (including shower heads)
- Linens and curtains should be cleaned (please check labels for cleaning instructions)

- Drawers and wardrobe unit interiors should be clean and clear of dust / debris
- Windows should be cleaned (inside and out, subject to access)
- Upholstery, sofa bases, cushion covers and dining/other chairs to be cleaned (please check labels)
- Gardens, including any garden furniture and/or patios to be clean and clear of rubbish

Soft Furnishings

Excessive discolouring, soiling or damages may result in repair or cleaning costs being charged to the tenants. Discolouration due to smoke, staining, burn marks or tears to curtains may also incur costs.

*Improvement beyond normal upkeep and repair that adds to the value of real property

Flooring

Carpets should be vacuumed including edges and corners. Depending on the terms of the tenancy agreement and/or the length of tenancy, flooring should be professionally cleaned. Please retain all receipts for such work. Hard floors require sweeping and mopping where necessary (please use appropriate chemicals). Tenants may be charged for any soiling or staining and will incur costs for damage such as heavy stains and burns. If flooring is badly damaged you may be charged for the cost of replacement without allowing for betterment.

Decorations

It is advisable to ask for permission prior to putting nails, pins and other fixtures into walls and avoid putting tack or tape on walls. This is often not allowed under most the tenancy agreements. All additional marks will be noted at Check-out and any damage or repair work in order to make good any marks could be charged to the tenant.

Beds & Linens (to include bedding)

Mattresses, bed bases, pillows, and duvets will be examined for soiling where practically possible. Charges could be made for cleaning, compensation or a percentage of the replacement cost. All linen should be left cleaned, pressed and folded.

Kitchen Surfaces and Sinks

Kitchen surfaces and sinks will be examined for knife cuts, cup marks, scorch and burn marks. Using appropriate items such as chopping boards and heat pads will help prevent damage.

Crockery, chinaware, and kitchen utensils

All items will be checked for soiling, chips, burn marks, loose handles etc. If damage has occurred outside of fair wear and tear, compensation or replacement costs could be incurred at the end of the tenancy.

Keys

All keys listed in the inventory should be kept safely and handed back at the end of the tenancy. Should any keys be lost or not returned to the agent or Inventory clerk, the tenant may be charged replacement costs for new cut keys or possibly the changing of locks. Any extra keys cut during the tenancy should also be returned.

Gardens & Balconies

If a gardener is not employed for the property, you will be required to maintain the garden. This includes the cutting of lawns, weeding, and maintaining the garden according to the season. If the standard is found to be untidy and not within season, the tenant may be charged for any necessary work at the end of the tenancy. We recommend asking permission prior to removing any plants or trees as this may result in replacement costs.

Smoke Alarms / Alarm systems

Smoke / CO alarms have been tested by the Inventory Clerk where accessible and noted in the report.

Disclaimers

This inventory report provides an unbiased record of (i) the contents of the property, (ii) the condition of the contents and (iii) the property's internal condition as at the date of the report and is undertaken by an Inventory Clerk acting as an independent third party. The inventory clerk is not a qualified surveyor, nor an expert in antiques, fabrics, woods, metals etc. The inventory is not an accurate description of every piece of furniture and equipment, nor is it a structural survey and cannot be relied upon as such. An opinion as to whether the items recorded in this inventory are replica, reproduced or genuine is not being offered.

The inventory is not a guarantee of, nor a report on, the functionality or safety of any of the property's contents, but merely a statement that the contents were viewed in the property at the time the inventory was undertaken.

Items located in cellars, attics and locked rooms and/or boxes will not be inspected unless special arrangements prior to the appointment have been made. Items inside these areas will remain the sole responsibility of the landlord. Heavy items and heavy furniture may not be fully examined, as the clerk may be unable to move these safely (for example, the underside of large mattresses and sofa beds).

Lights are checked for working order only. Fire alarms, smoke detectors and/or CO alarms are tested by the Inventory clerk where accessible and noted in the report. Gas and electrical appliances are not tested. Under no circumstance is this inventory able to provide a qualified opinion of the property's gas safety profile. Nor is the responsibility of Property Inventories to schedule an inspection from a gas safe registered engineer. This inventory is unable to provide any qualified opinion on the property's electrical safety profile.

Ensuring items comply with the Furniture and Furnishings (Fire Safety) Regulations is not the responsibility of the Inventory Clerk. Comments found in the inventory such as 'FFR label seen' (or similar) give no guarantee of the item's compliance with the Furniture and Furnishings (Fire Safety) regulations.

It is the responsibility of the landlord and tenant or their agents to agree among themselves the accuracy of this report. Where no comment is noted on condition, the item is free from noticeable soiling and damage and no further notes are needed for its description.

Checklist

Item	Value	Comments
Keys detailed / photographed?	N/A	
Cleaning Issues?	Yes	Property in use
Maintenance Issues?	Yes	Paint flaking to garden door frame in kitchen - Tenant advises not secured properly and rain water comes through Mould spots to ceiling in bathroom and office Mould spots and paint flaking to window in office
Overall Condition	Yes	Property seen in Good decorative order. Pet cat seen inside but does not appear to have caused any damage to property. Bedroom 4 not used as a bedroom and appears to be a storage facility - possibly running business from home. Some shisha products seen and possibly flammable substances.
Keys Handed Over?	N/A	
Meter Readings Taken?	Yes	See Meters section
Smoke / CO Alarms	Yes	4 Smoke alarms WO 1 CO alarm WO 1 Fire / CO alarm controller WO

2. Entrance Hallway



Ref #2



Ref #2

Item	Rating	Comments
Comments		
2.1 Decorative Order	Good	Smoke alarm WO Fire / CO alarm controller WO
2.2 Cleanliness	Good	



Ref # 2.1



Ref # 2.1

5. Kitchen



Ref #5



Ref #5

Item	Rating	Comments
Comments		
5.1 Decorative Order	Fair	Paint flaking to garden door frame - Tenant advises not secured properly and rain water comes through Smoke alarm WO CO alarm WO
5.2 Cleanliness	Good	



Ref # 5.1



Ref # 5.1



Ref # 5.1



Ref # 5.1


6. Stairs & Landing



Ref #6



Ref #6

Item	Rating	Comments
Comments		
6.1 Decorative Order	Good	Smoke alarm WO
6.2 Cleanliness	Good	
<div><p>Ref # 6.1</p></div>		

8. Bedroom 3

Item	Rating	Comments
Comments		
8.1 Decorative Order		Unable to examine as tenant's mother sleeping inside
8.2 Cleanliness		Unable to examine as tenant's mother sleeping inside



Ref #10



Ref #10

Item	Rating	Comments
Comments		
10.1 Decorative Order	Fair	Large amount of contents. Not used as a bedroom and appears to be a storage facility - possibly running business from home. Some shisha products seen and possibly flammable substances.
10.2 Cleanliness	Fair	



Ref # 10.1




Ref # 10.1



Ref # 10.1

11. Meters

Item	Description	Condition
Meters		
11.1 Gas Meter	Serial number: unclear Location: exterior box outside kitchen door	15498.594
11.2 Electric Meter	Serial number: Location: built in cupboard in entrance hallway	Rate 1: 11785.57 Rate 2: 50367.65 Total: 62153.23
<div><p>Ref # 11.1</p></div>		

Declaration

Please notify the agent or landlord in writing immediately if you have any queries/omissions regarding the contents of this report. It is standard practice for changes to be accepted for five business days from the date of the report otherwise the descriptions and conditional comments made will be considered accurate even if no signatures have been added to the report. I have read and agree that the contents of this Inventory report are a true and accurate record of the property and condition of the items listed on the day of move in.

Signed by the	
Signature	
Print Name	
Date	/ /

Signed by the	
Signature	
Print Name	
Date	/ /