



Property Inventories

## Sample Schedule of Condition Report

123 London Road  
London  
N1 0PP

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

*This sample report contains excerpts from the original report and is for demonstration purposes only. Property Inventories. All Rights Reserved*

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### **Disclaimers:**

Check-out reports are used to give landlords / managing agents an independent, third party view of the condition of a property and its contents at the end of a tenancy. The check-out report provides comments on differences in condition compared to the original inventory and check-in report supplied to the inventory clerk by the managing agent / landlord. Note that these original reports may not have been prepared by Property Inventories Ltd, so there may be some unknowns, which will be highlighted in this report. Where reference numbers were included in the original inventory, we try to include these same numbers in the check-out report for ease of reference.

**This check-out report has been prepared at the end of the tenancy using an unsigned inventory and check-in report prepared by Property Inventories Ltd.**

When the inventory clerk visits the property to prepare the check-out report, they will update the inventory they are supplied with by hand to reflect any changes to the previous comments. The check-out report then provides a typed listing of these comments, while the new, annotated 'working inventory' is returned to the managing agent / landlord for further use if they wish. The inventory clerk also gives their opinion on liability of any comments on condition noted in the check-out report. Where no comments on a particular item are included in the check-out report, the comments and descriptions in the original working inventory remain applicable to the current state of the property and no further comments are necessary. Property located in cellars, attics and locked rooms and / or boxes will typically not be inspected and will remain the sole responsibility of the landlord. Some heavy items and furniture may not be fully examined as the clerk may not be able to move these safely (for example, the underside of large mattresses). We test lights, fire alarms and / or smoke detectors to check working ability. Gas, electrical appliances are not tested. The Inventory Clerk compiling the report for the property is not qualified to test these items. The Fire and Safety Regulations regarding furniture, electrical, gas and other similar appliances are ultimately the responsibility of the instructing party and not Property Inventories Ltd. Where the inventory states 'FFR label seen', this should not be taken to mean that the furniture actually complies with the regulations, merely that the label was viewed on the furniture at the time the inventory was undertaken.

### **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 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***

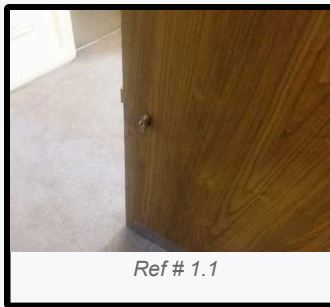
Alarms have been tested by the Inventory Clerk where accessible and noted in the report.

## Checklist

Item	Value	Comments
Keys detailed / photographed?	Yes	See relevant section
Cleaning Issues?	Yes	Mould in fridge Debris Soiling in kitchen Food residue
Maintenance Issues?	Yes	Broken pane to reception window Burn marks to carpet Bathroom flooring heavily discoloured Cracked tiles in bathroom Toilet seat is detached
Overall Condition	Yes	Property has not been cleaned
Keys Handed Over?	N/A	
Meter Readings Taken?	Yes	See relevant section
Smoke / CO Alarms	Yes	See relevant section

## 1. Front Entrance

Item	Rating	Comments
Description		
1.1 Exterior front door	Fair	Scratch mid level RHS and centre New lock fitted
1.2 Exterior Frame	Good	
1.3 Exterior Door Fixtures	Good	
1.4 Interior front door	Good	
1.5 Interior door frame	Good	
1.6 Interior Door Fixtures	Fair	Closing arm detached from frame



## 2. Entrance Hallway



Ref #2



Ref #2

Item	Rating	Comments
Description		
2.1 Ceiling	Good	
2.2 Light fixtures	Good	
2.3 Smoke Alarm	Good	<b>WO</b>
2.4 Walls	Fair	Screw Dent caused by loose closing arm Rubs
2.5 Wall Mounted Fixtures	Fair	Soiling to entry phone Dusty
2.6 Switches & Sockets	Fair	Dust to top of telephone jack
2.7 Woodwork	Fair	Dusty
2.8 Flooring	Fair	Carpet lifted to corner by jack and to entry of bathroom



Ref # 2.3



Ref # 2.4



Ref # 2.4



Ref # 2.5



### 3. Reception



Ref #3



Ref #3

Item	Rating	Comments
Description		
3.1 Door	Poor	Detached from low level hinge Detaching from high level hinge
3.2 Door Frame	Good	
3.3 Door Fixtures	Fair	Detaching to interior
3.4 Ceiling and coving	Poor	Damage to coving above window
3.5 Light fixtures	Fair	No bulbs
3.6 Smoke Alarm	Good	<b>WO</b>
3.7 Walls	Fair	Chip RHS of entry Rubs 3 Screws
3.8 Wall Mounted Fixtures	Fair	Debris Rubs Discolouration Wooden baton for window coverings seen detached to top
3.9 Windows & Frames	Poor	One broken pane Heavy exterior weather soiling
3.10 Window Coverings	Poor	Baton seen detached and to integrated shelf
3.11 Heating	Good	

#### 4. Bedroom 1



Ref #4

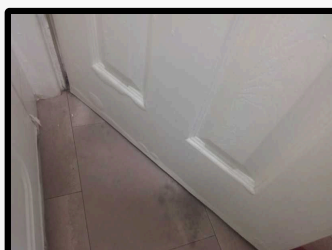


Ref #4

Item	Rating	Comments
Description		
4.1 Door	Good	
4.2 Door Frame	Good	
4.3 Door Fixtures	Good	
4.4 Ceiling	Good	
4.5 Light fixtures	Good	
4.6 Walls	Poor	Rubs Screw Tape low level LHS of cupboard - appears to be cut out panel Soiling by radiator
4.7 Wall Mounted Fixtures	Fair	Discoloured Rubs Dusty Ring marks
4.8 Windows & Frames	Fair	Heavy exterior weather soiling Dusty Paint chips Discolouration
4.9 Window Coverings	Poor	1 Seen detached and on floor A couple of slats seen broken to remaining fitted blind
4.10 Heating	Fair	Soiled to RHS Chipped high level RHS

## 5. Bathroom (Cont.)

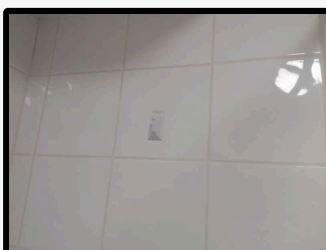
5.11 Seat and lid	Poor	Lid not seen One hinge broken Seat very loose and detachable Soiling
5.12 Basin	Fair	Residue Light tarnishing to chrome Light discolouration
5.13 Taps	Fair	Watermarks Light tarnishing Light limescale
5.14 Bath / Shower	Poor	Cracks throughout tiled sections at each end Brown stains and ring marks to ends Tarnishing to chrome Discolouration around waste
5.15 Taps	Fair	Limescale Light tarnishing Watermarks
5.16 Shower fixtures	Good	
5.17 Shower screen	Fair	Watermarks throughout Limescale to seal Shower curtain rail taped to middle
5.18 Bath panel	Poor	Heavy expansion and cracking to edges
5.19 Items left		



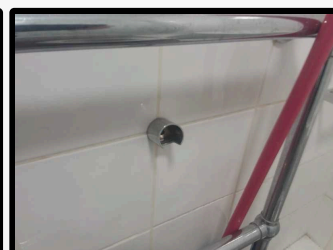
Ref # 5.1



Ref # 5.1



Ref # 5.6



Ref # 5.6

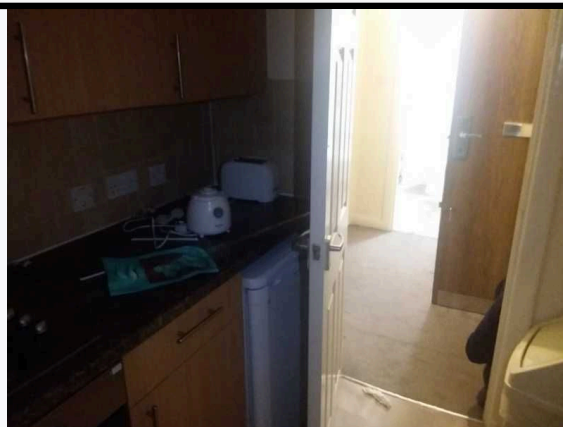
5. Bathroom (Cont.)



## 6. Kitchen



Ref #6



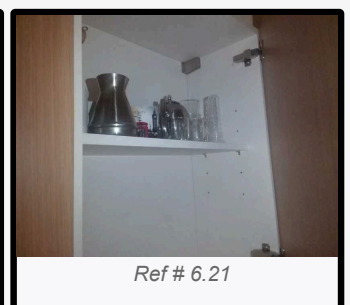
Ref #6

Item	Rating	Comments
Description		
6.1 Room not fully examined due to low light		
6.2 Door	Good	
6.3 Door Frame	Good	
6.4 Door Fixtures	Good	
6.5 Ceiling	Good	
6.6 Light fixtures	Fair	No bulbs
6.7 Smoke Alarm	Fair	<b>WO</b> Section appears missing
6.8 Walls	Fair	Rubs Soiling low level Screw
6.9 Wall Mounted Fixtures	Good	
6.10 Switches & Sockets	Fair	Grease residue and soiling
6.11 Woodwork	Fair	Dust and soiling

## 6. Kitchen (Cont.)

6.12 Flooring	Fair	Discolouration Debris Dust Hair residue Residue
6.13 Kitchen units	Poor	Soiling Debris Food residue Laminate detaching to bottom edge of one door Usage marks Ring marks in places
6.14 Worktops / Splashbacks	Poor	Limescale around sink Notable expansion at join Burn marks to LHS corner of hob Debris
6.15 Sinks & Taps	Fair	Limescale Food residue Watermarks Debris
6.16 Extractor	Fair	WO Grease residue Discolouration to filter
6.17 Hob	Fair	Grease residue Burnt on grease Debris
6.18 Oven	Fair	Run marks to glass Cleaning smears and watermarks to exterior Burnt on grease to interior
6.19 Fridge Freezer	Poor	Strong odour Mould Soiled Items left in situ Freezer compartment door missing
6.20 Washing Machine	Fair	Soap residue Mould Hair residue and discolouration to seal
6.21 Items left		

6. Kitchen (Cont.)



Signed by the

Signature

Print Name

Date                /        /

Signed by the

Signature

Print Name

Date                /        /