



Inventory

for the furnishings, fixtures and fittings at:

**1 The Avenue
Town
City
Postcode**

1 Bedroom Furnished Flat

Date Recorded: 1st January 2012

Papoose Property Services

Members of



e – info@papoooseservices.co.uk

w - www.papoooseservices.co.uk

Company Number: 7668502
VAT Registration Number: 118 1522 41



Papoose Property Services

Information on Reports by Papoose Property Services

Reports produced by Papoose Property Services are a fair and accurate description of the condition and the contents of the property at the time of the appointment. Our clerks are submitted to an extensive training programme, however they are not experts in fabrics, woods, materials, antiques, plant life etc, nor are they qualified surveyors. The terminology used to describe the items herein may not be totally accurate and should be used for identification purposes only.

Fire Safety Regulations: where fire labels are seen they will be noted, however it should not be interpreted to mean that the item complies with current fire safety regulations.

Whilst all care and diligence will be undertaken during the compilation of our reports, we are not liable to move heavy or obstructing furniture, we are therefore unable to check behind or beneath these items to check floors and walls.

It is recommended that operating manuals for appliances are left in the property for tenant use; these will be noted in our reports at both the check in and check out.

Please refer to your tenancy agreement to determine whether the garden is the responsibility of the tenants or landlord during the tenancy. It is expected that general garden maintenance is carried out by the tenant during the tenancy and should be in, at least, seasonal condition throughout the duration of the tenancy.

Reports are emailed to the letting agent within 48 hours after the inventory work is carried out, requests for reports must be made directly to the letting agent.

Please note that Papoose Property Services Inventory Clerks are **not** responsible for the following-

- Testing showers/ taps/ toilets
- Testing appliances or electrical items
- Testing heating systems/ radiators
- Testing alarms and alarm sensors
- Opening or closing windows
- Inspecting the loft, attic or cellar and its contents unless requested by the landlord/ tenant or letting agent. To inspect this area it must be within physical capability of the inventory clerk. Insurance to cover the clerk is essential and will attract further charges.

Reports and Procedures

Inventory/ Check In

The inventory is compiled to offer a fair and accurate description of the property and its contents at the time of the appointment. It will include any dilapidation issues and the general cleanliness of the property. At the check in any additional notes will be added to the original inventory and updated accordingly. The clerk will also take the meter readings for gas, electric and water. Please ensure that the meters are easily accessible to the clerk at the time of appointment and any keys needed are handed over. Our clerk will also complete the declaration, stating the general cleanliness of the property and finally sign the keys given over to the tenant.

Check Out

The check out report is used to determine the condition of the property at the end of the tenancy in relation to when the tenancy began. We will allow for fair wear and tear but any excessive dilapidations will be chargeable to the tenant. It is expected that the level of cleanliness at the check out should be similar to that of the check-in. Please note that if the property was professionally cleaned at the check in, it should be professionally cleaned at the check out. In order for our clerk to make note of this, copies of receipts for the professional cleaning must be available at the check out. The same keys must be signed over to the inventory clerk at the check out, as was signed over to the tenant at the check in. The tenant must be ready to check out at the agreed time with all the cleaning completed and personal items removed, failure to do so may result in an abort fee or a waiting charge. If heavy items of furniture have been moved during the tenancy these should be moved back to their original position. All kitchen items should be accessible and in original position. Bed linen should be washed and clean ready for check out inspection. If the tenant will not be present at the check out, the keys must ALL be returned to the letting agent, failure to do so may result in an abort fee. Please also leave a copy of your forwarding address in the property.

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ABBREVIATIONS

GO	Good order
FO	Fair order
SPP	Single power point
DPP	Double power point
LL	Lower level
ML	Mid level
UL	Upper level
RHS	Right hand side
LHS	Left hand side
SS	Stainless steel
FW&T	Fair wear and tear
CWA	Consistent with age
NT	Not tested
T&W	Tested and working
TFP	Tested for power only
IU	In use
WIU	Well in use

Schedule Of Condition

Address:	1 The Avenue, Town, City, Postcode.
Date:	1 st January 2012.
Decorations:	Good order, unless otherwise stated.
Cleanliness:	Professionally cleaned, unless otherwise stated.
Carpets/ Flooring:	Professionally cleaned, unless otherwise stated.
Curtains/ Blinds:	Professionally cleaned, unless otherwise stated.
Appliances:	Professionally cleaned, unless otherwise stated.
Windows:	Clean internally, not clean externally.
Garden:	N/A.
General:	All power points, light switches, television and telephone points are white plastic unless otherwise stated.

	Entrance	Description	Condition
1	Doors	Off white painted door Brass D Brass spy hole Stainless steel Ingersoll lock with pull Brass finger plate Stainless steel Chubb lock White painted door frame Interior: brass covered spy hole Stainless steel lock Brass handle Brass latch No chain Stainless steel covered Chubb lock Off white painted door frame	Exterior: pin hole UL Couple of small defects UL RHS of D Wear around Ingersoll lock 2x Heavy chips & removal holes below finger plate Couple of spot marks & light scratches to centre Few further light scratches LL Few edge chips Slightly discoloured to edges Paint marks to edges of brass door furniture Tarnishing to spy hole Heavy scratch & wear to finger plate Door frame numerous minor edges chips & light wear Interior: door in good order Small mark above spy hole Wear to spy hole Tarnishing & wear to handle Wear to latch Plastic coming away to Chubb lock Couple of notable edge chips LL RHS Light wear to edges Door frame in good order Cracking to RHS edge
2	Flooring	Dark wood threshold bar Brown coir matting	Heavy wear, scratches & paint marks to threshold Coir mat in use Wear consistent with age Noticeable gap left hand side of entrance to hallway
3	Walls	White painted	LHS wall: notable scratch above light switch Few light marks ML LL Far wall: few light marks LL RHS wall: numerous notable scratches & marks LL ML
4	Ceiling	White painted	Good order
5	Woodwork	White painted skirting boards Stainless steel black rubber door stop	Tip to door stop broken Door stop slightly loose to skirting 2 x Removal holes to LHS of door stop Couple of notable marks LHS Few further minor marks
6	Lights	Inset halogen spot	Tested & working
7	Light switches & Power Points	White plastic as fitted	

	No.	Article	Condition
8	1	Thermostat: Honeywell, grey plastic, wall mounted	Not tested
9	1	Cupboard: white painted door Stainless steel lever handle White painted door frame Interior: Light brown woven carpet White painted walls & ceiling 1 x Strip light Water tank Cream plastic fuse box with plastic cover Honeywell timer/programmer Pipe work	Exterior door good order Couple of small chips to door frame Carpet new Numerous usage marks throughout walls Few pencil marks RHS walls Couple of notable chips to RHS wall Couple of holes to wall RHS Painted over defects Light tested & working Paint drip marks to ceiling Usage scratches
10	1	Washer dryer: white plastic, Samsung	Good order Tested for power
11	1	Vacuum cleaner: Morphy Richards, blue plastic	In use Not tested
12	1	Broom with bras coloured handle	
13	1	Ice scraper: white & blue plastic	
14	1	Floor squeegee: grey plastic handle	
15	1	Ironing board: grey metal frame with white fabric cover with clothes peg design	Good order In use Couple of tears
16		DIY miscellaneous items	
17		Small box with further DIY miscellaneous items	

Relevant Photos



Exterior of front door



Interior to cupboard



Example of wear to walls to interior of cupboard

	Hallway	Description	Condition
18	Doors	Off white painted door Stainless steel lever handle Off white painted door frame	Exterior: couple of light marks ML Notable chips LHS LL & RHS LL Heavy cracking paint to frame LHS LL Few further light cracks LL Few light usage marks Interior: good in good order Couple of very light spot marks ML Frame light cracking RHS angle
19	Flooring	Light brown cord carpeting	New White mark LHS of entrance approximately 20cm long
20	Walls	White painted	LHS wall: couple of spot marks LHS ML to entrance to bathroom Few grubby marks & light scratches RHS of cupboard White picture hook Far wall: cracking to angle above entrance to bedroom RHS wall: settlement crack RHS of entrance Light wear to near angle Chipping to 2 nd angle Few light marks ML LL Light scratches ML LL RHS entrance to reception
21	Ceiling	White painted	Heavy chips around 2 nd & 3 rd light fitting Light wear to angles to walkway Chipping around far light fitting
22	Windows	Single glazed windows White painted frame	Glazing: complete Catches: fairly tarnished & worn Window Frames / Sills: painted over defects to frames Few small marks to window frame
23	Woodwork	White painted skirting Stainless steel black rubber door stop	Numerous minor marks Noticeable black mark RHS of right cupboard Gap UL far LHS Couple of further minor chips
24	Lights	4 x Inset halogen spots	4 of 4 tested & working
25	Light switches & Power Points	White plastic as fitted	
26	Radiators	White metal thermostatic	Good order Light wear to end caps

	No.	Article	Condition
27	1	Smoke alarm: cream plastic, ceiling mounted	Not tested
28	1	Venetian blind: grey metal with pull cord & clear plastic turn bar	Tested & working Couple of bent blades RHS LL No cover to UL
29	1	Entry phone: grey plastic, wall mounted	Not tested
30	1	Cupboard LHS: white painted door Stainless steel handle Interior: 5 x Shelves: light yellow painted	Good order Light usage marks throughout
31	1	Cupboard 2 RHS: double white painted door each with stainless steel handle Interior: 5 x Shelves Chrome rail White painted walls Continuation of carpet	Exterior: doors do not close properly Carpet cut around pipe work Numerous usage scratches to walls Light usage scratches around shelves
32	1	Iron: purple & white plastic, Russell Hobbs	Not tested In use
33	1	Plastic kettle jug	
34		Numerous light bulbs	
35		Instructions to Honeywell timer & washing machine	
36	18	Wooden coat hangers	
37	1	Stainless steel coat hanger	
38		Several cut offs of carpet	
39	1	Umbrella: multi coloured with black handle	In use
40	1	Shelf/bench: grey ceramic polished tiles	Good order Noticeable ring mark to surface Light scratches

Relevant Photos



Cracking to exterior doorframe



Mark to carpet



Damage to ceiling around light fitting



Example of wear to angles to walls

	Reception	Description	Condition
41	Flooring	Cream carpet Chrome threshold	GO
42	Walls	White painted Wood panel	General: GO LHS wall: Faint scuffs around plug socket RHS wall: Couple of light scuffs ML LL
43	Ceiling	White painted	GO
44	Windows	White painted sash windows	Glazing: Complete Catches: Brushed SS Window Frames / Sills: GO –rub to UL Beading Light crack UL
45	Woodwork	White painted skirting	GO – Light scuff Line mark far side
46	Lights	Inset halogen spotlights x 3	T&W
47	Light switches & Power Points	Brushed SS	GO
48	Radiators	White panel thermostatic	GO

	No.	Article	Condition
49	1	Silver Venetian blind	GO
50	1	Black 2 seat sofa	Slight wear to arms and seat
51	2	Black arm chairs	Slight wear to arms
52	2	Black coffee tables	Couple of light marks to top
53	1	Fitted wood panel unit Shelf x 5 Cupboards x 3 – 4 x doors Chrome cable outlet x 2	GO Couple of faint cup marks to top
54	1	Wall mounted Panasonic TV	NT
55	4	Remote controls	NT
56	1	Sky box	NT
57	1	Toshiba DVD player	NT
58	1	John Lewis black telephone	NT
59	1	Cisco Router	NT
60	20	Assorted paperback books	

Relevant Photos



Reception.



Rub to sash beading.



Light cup marks to unit surface.

	Kitchen	Description	Condition
61	Flooring	Chrome threshold Light grey ceramic tiles	GO
62	Walls	White painted Mid grey ceramic tiles	General: GO LHS wall: Faint scuffs ML Near wall: Tiny scuff ML Light scratch LL
63	Ceiling	White painted	GO
64	Windows	White painted sash windows	Glazing: Complete Catches: Brushed SS Window Frames / Sills: Rub to UL beading
65	Woodwork	White painted skirting	GO
66	Lights	Inset halogen spotlights x 4	T&W
67	Light switches & Power Points	Brushed SS	GO

	No.	Article	Condition
68		Kitchen unit: range of white high gloss units Work surface: Light grey corian with integrated drainer Plinth: White Base units: Unit 1: Single cupboard Shelf x 1 Contains: 6 x switches Unit 2: Deep drawers x 2 with integrated drawer to upper drawer Unit 3: SS and glass fronted Bosch electric oven Racks x 2 Grill pan x 1 Unit 4: Deep drawers x 2 with integrated drawer to upper drawer Integrated cutlery organiser Unit 5: Siemens integrated dishwasher Racks x 2 Cutlery rack Unit 6: Corner cupboard Contains: Numerous cleaning items Unit 7: Integrated freezer Plastic shelf x 3	GO GO GO TFP Burnt on residue to interior, light surface scratches and faint dent to exterior GO – TFP T&W - Scratches to interior door Slightly frosted over

97	1	Set of SS cutlery: Large spoons x 2 Large knife Large fork x 6 Small knife x 6 Small fork x 6 Soup spoon x 6 Desert spoon x 6 Tea spoon x 6	GO
98	1	Large grater	GO
99	1	Plastic measuring bowl With grater attachments x 4	GO
100	1	Glass fruit bowl	GO
101	1	Pyrex dish with lid	GO
102	1	Pyrex baking dish	GO
103	1	Glass dish	GO
104	1	Glass measuring jug	GO
105	1	Chrome colander	GO
106	1	Set of coloured Joseph stacking bowls	GO
107	7	Tumblers	IU
108	3	Wine glasses	IU
109	2	Spotted mugs	GO
110	1	Chrome and black bin	Light surface scratches, tiny dents
111	1	Smoke alarm	NT
112	1	Silver Venetian blind	GO

Relevant Photos



Kitchen



Contents of drawers.



Selection of cleaning products.

	Bathroom	Description	Condition
113	Doors	White painted door SS lever handle SS lock mechanism White painted doorframe	Exterior: Door: A few minor edge chips to LL Painted over defects Couple of small indents ML LL Doorframe: A few knot marks showing Slightly discoloured UL Painted over defects Light wear LL LHS Interior: A few minor edge chips Minor chips LL edge Painted over defects A few light marks
114	Flooring	Mid wood laminate threshold bar Light brown ceramic tiles	FO, approximately 5 x cracked floor tiles
115	Walls	Off white painted Light brown ceramic tiles	LHS wall: 1 x small area of flaking paint above cubbyhole Far wall: GO A few gaps to grouting to angles 1 x piece of sticky tape over hole above mirror RHS wall: GO Near wall: Light cracking to UL angles Slightly discoloured to RHS of WC Painted over defects RHS of WC
116	Ceiling	White painted	GO, slightly discoloured to angle section LHS
117	Lights	4 x inset halogen spotlights	4 of 4 T&W
118	Light switches & Power Points	White plastic, as fitted	
119	Radiators	White metal ladder style heated towel rail	NT, slightly dusty Handful of scattered light marks

	No.	Article	Condition
120	1	Cubby area to LHS: White laminate interior	Couple of minor chips Slightly discoloured with a few light marks
121	1	Corner storage unit: Chrome wire 3 tier	IU, scattered areas of tarnishing throughout
122	1	Mirror: Inset	Complete
123	1	Sink: White ceramic Chrome mixer taps SS swivel plug Chrome rail to underside	GO, light tarnishing to plug A few small areas of tarnishing to chrome fittings to underside

124	1	Bath: White metal Chrome tap with integrated shower hose and shower head Chrome control panel 2 x further chrome taps 1 x chrome shower head 1 x chrome pop up plug Bath panel tiled to match walls	GO Bath panel heavy sealant to UL edge Caps to sealant to LL edge
125	1	Extractor fan: White plastic, ceiling mounted	T&W
126	1	Shower shelf: Chrome wire, wall mounted	IU, light tarnishing in part 2 x pieces of sticky tape to LL
127	1	Shower screen: Glass with chrome frame	Frame slightly loose to LL Slightly water marked throughout
128	1	Medicine unit: Mirrored door with chrome handle Interior: 3 x white laminate shelves	Mirror complete Light silvering to edges Interior: Marks to LL frame Light marks to shelves
129	1	WC: White ceramic 1 button SS flush White plastic seat and lid	GO
130	1	Toilet roll holder: Brushed SS, wall mounted	
131	1	Toilet brush and holder: Blue plastic	IU

Relevant Photos



Example of cracked floor tiles



Example of cracked floor tiles

	Bedroom	Description	Condition
132	Door	Off-white painted door Chrome lever handle Off-white painted door frame	Exterior: GO Interior: GO
133	Flooring	Chrome threshold Light brown fitted carpet	GO
134	Walls	Cream painted	General: GO 1 small mark to R.H.S. wall LL R.H.S. of light switch
135	Ceiling	White painted with white painted coving	GO
136	Window	Double glazed white UPVC frames White painted window sill	Glazing: Complete Catches: Complete Frames: Sill is in GO
137	Woodwork	Painted off-white 1 chrome and black rubber door stop	GO
138	Lights	2 bedside lights with chrome base and beige shades 1 free standing light brushed SS	Both T&W Slight discolouring to ML of near light to shade Minor mark to far light to shade to ML GO T&W
139	Light switches & Power Points	As fitted	
140	Radiator	1 white metal thermostatic radiator	GO Indent to LL R.H.S. edge

	No.	Bedroom Article	Condition
141	2	Wall hangings: Prints on canvas, wall mounted	GO
142	2	Place mats: Brown woven	GO
143	2	Bedside tables: Mid wood with 1 drawer	GO
144	1	Double bed frame: Mid wood with integrated headboard	GO
145	1	Double mattress:	GO
146	1	Double fitted sheet:	GO
147	1	Double mattress protector	GO
148	1	Double duvet:	GO
149	2	Pillows: White	GO
150	2	Pillow cases: White	GO
151	1	Double duvet: White	GO
152	2	Curtains: Beige full length, fully lined with pull cord and plastic fitting	GO
153	1	Television: Toshiba, small flat screen, with remote control	GO Tested for power
154	1	Side table: Mid wood with 3 drawers	GO
155	1	Dining chair: Dark brown leather effect with chrome legs	GO

156	1	<p>Fitted wardrobe: White laminate</p> <p>From L.H.S.</p> <p>Cupboard 1: Double cupboard 4 shelves 2 chrome rails</p> <p>Cupboard 2: 4 shelves 4 integrated white drawers</p>	GO
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Relevant Photos






Damage to radiator to LL RHS

Inventory & Schedule of Condition relating to:

1 The Avenue, Town, City, Postcode.

Meter Readings:

Electricity: Reading: 31718.13 Serial No: Z03E023306 Situating to communal hallway	Gas: Reading: 4381.0 Serial No: 354256S Situating to communal hallway	Water: Reading: 00314 Serial No: 08M279122 Situating to pavement to front exterior
		

Keys received: (not including keys already listed in the inventory):

2 Sets: Each with: 2 x Front door keys 1 x Main door key	
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Additional Notes:

By tenant:

Inventory & Schedule of Condition relating to:

1 The Avenue, Town, City, Postcode.

Declaration:

I/ We, the undersigned, agree that the Inventory & Schedule of Condition relating to the above property has been checked and all amendments and alterations (if any) have been noted herein and is a correct record.

Tenant 1/ Tenant 2:

Signed:

Print:

Date:

Signed in the presence (if applicable):

Landlord/ Landlord's Agent:

Signed:

Print:

Date:

Signed in the presence (if applicable):