

London Energy

Property specialists

Inventory Report of Fixtures, Fittings and Effects



Property Address: Flat 1A, 53 The Street, London,
SW1V 1JJ

Date of Inventory: 01/01/20XX

Agent: London Energy Estate Agents

Disclaimer

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 cellars, lofts and locked rooms, which have not been inventoried are 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 and sofas).

The Fire and Safety Regulations regarding Furnishings, Gas and Electrical and 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 has a label as described or similar to that detailed, in the "Guidance to the Furniture & Furnishings (Fire)(Safety) Regulations", as published by the Department of Trade and Industry, January, 1997 (or subsequent edition, attached at the time that the inventory was compiled). It is not a statement that the item can be considered to comply with the regulations. Gas and electrical appliances, fire alarms and / or smoke detectors are not tested. The Inventory Clerk compiling the report for the property is not qualified to test these items. We may test lights to check working ability where bulbs are present.

Abbreviations Used

AN Appears new		
MCA Marks consistent with age		
PC Poor condition		
BOG Burnt on grease		
MCU Marks consistent 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
SG Single Glazed	DG Double Glazed	

Tenant Guidance Notes

This inventory report of Fixtures, Fittings and Effects has been prepared by London Energy.

We hope you enjoy your stay in the property.

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. At the end of tenancy notes will be made to evaluate fair wear and tear and provide an indication of whether we believe any damage arising during the period of the tenancy is attributable to the tenants' use of the property or to fair wear and tear. These further notes will be covered in a 'check-out report'. Although a signature box is present, if no signature by the tenant is present from a 'Check-in' and the tenant is aware of and received a copy of the inventory, the inventory is considered accepted and all contents/conditions within agreed by the tenant.

Tenants should inform the managing agent/landlord of items removed or added to the property during the tenancy. All items should be returned to their original position (at tenancy commencement) or placed back into the original room (this would include 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 tenant. Please also note that agents/landlords may charge for unapproved items needing removal that have been left behind and 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 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. No further access will be allowed after this time since the inventory clerk must collect all sets of keys and take meter readings.

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

Cleaning

All cleaning will be 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 visit check out are listed below:

- *Skirting boards, dado & picture rails and recessed areas of doors, light fitting and shade, blinds (venation blind slats) and extractors are free from dust and light scuffs*
- *Light bulbs replaced where needed (including kitchen extractor fans, oven and fridge)*
- *Tiled areas: remove mildew, scale, soap residue and grease, to include grout and seal if possible*
- *Kitchen cupboards (door edges, drawers, shelves, and handles)*
- *Kitchen appliances should be cleaned to include seals, trays, and glass.*
- *Fridge and freezers should be emptied, wiped and freezers defrosted*
- *Filters replaced (if any are fitted)*
- *Bathroom and kitchen fixtures remove limescale 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 must be cleaned as well and cushion seat cover and dining chair seating*
- *Gardens, including any garden furniture and or patios are clean and clear of rubbish*

Soft Furnishings

It is expected that these be in similar condition to the start of the tenancy, any excessive discolouring, soiling or damages will attract charges. Curtains discoloured due to smoke, staining, burn marks or tears will incur costs.

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. Hard floors require a sweep and mop (please use appropriate chemicals). You will be charged for any soiling or staining outside that of general fair wear and tear, and will incur costs for damage such as heavy stains and burns. If flooring is badly damaged you may be charged for some or all of the cost of replacement.

Decorations

A few marks and scuffs are expected during day to day living to walls and woodwork; however should marking be found to be excessive charges will be added to compensate for areas being redecorated and /or touched-up. 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, as this is often not allowed under the tenancy agreement, will be noted at check-out and any damage could be charged to the tenant.

Beds & Linens (to include bedding)

Mattresses (including undersides), bases, pillows, and duvets will be examined for staining and damage not previously noted. 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 and you may be charged for making good or replacement. 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 reasonable fair wear and tear, compensation or replacement costs could be incurred at check-out.

Keys

All keys listed on an 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 the possible changing of the locks. Any extra keys cut during the tenancy should also be returned.

Gardens

If a gardener is not employed for the property, you will be required to maintain the garden. This includes 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 agent/landlord may

employ a gardener and charge you the appropriate fee in compensation. We would recommend asking permission prior to removing any plants or trees as this may result in replacement costs.

Smoke Alarms / Alarm systems

It is the occupant's responsibility to test alarms on a regular basis (where applicable), maintain and change batteries when needed. Alarms have NOT been tested by the clerk and will be listed as such on the inventory and other reports.

SAMPLE

Flat E11, 28 Guildhouse Street, SW1V 1JJ

Description

A 1 bedroom flat in good decorative order throughout and has been cleaned to a domestic standard. The property is approached through a communal garden into a communal hallway, the flat is through a door located on the LHS of Block E. The flat has concierge service.

Entrance Hall			
1	Front Door- Large Wood effect Chrome style handles and 2 locks, Frame and architrave GC	GC, mark on rear where catches handle to cupboard	
2	Walls- White,	Mark on opp wall, N/S wall LHS marks on wall Alarm box LH wall 'Comelit' door entry system unit RH wall	
3	Ceiling, painted white 1 lights with central ceiling rose	GC	
4	Floor- Hardwood wooden floor	GC,AN	
5	Heating- radiator Tube style decorative, white slimline	GC, AN	
6	Woodwork- skirting/ architrave Plane timber, white skirting 180mm approx 1 door stop fixed to skirting	GC, MCA	
7	Sockets: 1 double electric socket LHS 1 BT phone socket	Not tested	
8	Cupboard RHS: Door- plane painted white with chrome style handle Contents: 1 Unvented water cylinder 1 wooden shelf 2 boxed habitat red table lamps 1 bt fax machine 1 dustpan and brush	GC GC Not tested, new Not tested	
9	1 double door Cupboard LHS wall with 2 plane doors Contents: electrical fuse box, Metal storage rack 1 large glass tabletop 1 Ironing board 1 Hitachi Photo-catalytic 1400w Hoover	 Soiled	
10	Hallway Contents: 1 mirror with timber edging	 All as new	

	<p>1 brushed chrome 3 candlestick holder</p> <p>1 pottery style tealight holder white</p> <p>1 cylindrical brown candle vase</p> <p>1 print- autumn leaves 0.5mx0.25m</p> <p>1 hallway table- timber and square, glass top, 1m height, 400mm sq</p> <p>Chest of 5 draws, modern style hardwood with wooden pull handle</p> <p>2 matching candlestick style vases with wispy bits of decorative wood.</p>		
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Bedroom			
11	Door/Frame, plane internal door with no moulding, painted white. Frame glossed white with a S/P Chrome handle, chain closer	GC	
12	Walls- painted off white	GC, 1 mark middle wall N/S where a fly has been squished.	
13	Ceiling, painted white with 4 down lights	GC, WO	
14	Floor- light brown colour carpet	GC	
15	Heating- 1 radiator located at LHS of window- tube style white	GC	
16	4x double white plastic electric sockets, LHS and NS walls 2x BT sockets	NT	
17	Windows 1 x Grey metal DG with 2 opening casement, lockable window, and door	Mould to seal of cill 3 keys present	
18	Woodwork- 180mm skirting decorative, door stop behind door	GC,	
19	<p>Fitted cupboards LHS wall Plane white doors with chrome handles and beech style interior with shelves, rails and draws: 2x double units 2x single units either side to match</p> <p>Contents:</p> <p>4 pillows 1 red bed-throw</p>	GC RH unit interior light NW	
20	<p>Contents:</p> <p>2 canvass print pictures- 1mx0.75m</p>		

	<p>2 matching bedside draw cabinets matching draws in hallway</p> <p>2 matching bedside lamps- wood style with canvass</p> <p>1 Alarm clock- LED style</p> <p>1 trouser press 'Morphy Richards' on metal stand</p> <p>1 Double divan bed and Sealy Mattress with valance cover</p> <p>1 double feather duvet</p> <p>1 rectangular mirror with timber edging</p> <p>1 Cheval Hardwood mirror</p> <p>2 woven baskets with cloth Linen inners</p> <p>2 large full height 2 toned brown lined curtains on black cast iron style pole</p> <p>1 Venetian blind with hardwood slats</p>	<p>Soiled mattress</p>	
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Bathroom			
21	Door/Frame, plane internal door with no moulding, painted white. Brushed chrome furniture and latch	GC	
22	Ceiling- White, 1 expellair extractor 6 spot lights,	GC 2 lights NW	
23	Walls- White- Bath area-Tiled, 100mmX200mm Brown colour tiles		
24	Floor- Brown tiled with tiled matching skirting	Light coloured with grey streaks, GC, clean new look, grout GC, underfloor heating Skirting dusty	
25	Bathroom suite- 1 bath- 1 double tap wall mounted with shower head on chrome hose on a holder 1 power shower 1 ceramic sink with mixer tap chrome style 1 Ceramic toilet Hardwood style bathpanel	GC, some lime scaling around plugholes	
26	Window: metal, D/G, grey, lockable, key present	GC	
27	Vanity Unit- Matching to bath panel with	Some fading and peeling of finish on doors	

	cupboard under sink, Stone style worktop and splashback tiles Contents of cupboard: Bathroom cleaning equipment 1 Braun Hairdryer with diffuser		
28	Heating – 1 chrome towel rail LHS wall	GC	
29	Electrics- 1 shaving point RHS		
30	Fixtures and fittings: 1 large Mirror- bevelled edgeRHS wall 1 shower door- on fixed chrome rail- glass door 1 chrome style toilet brush and holder 1 Roller Blind	GC Some dirt marks present Mould spots on btm	

Lounge LHS of Bed 1			
31	Door/Frame, plane internal door with no moulding, painted white. Frame glossed white. Brushed chrome style furniture	GC	
32	Walls- painted off white	GC, MCU	
33	Ceiling, painted white with 6 down light, and service access points	Crack Lines of timbers above visible.	
34	Floor-brown wood flooring as hallway,	GC, AN	
35	Heating-2 x radiators located at OPP and RHS with TRV. Tube style painted white 1x Drayton room thermostat	GC	
36	4x double white plastic electric sockets , 2x Ariel/BT sockets		
37	Window/ Door: Opp Wall:11 Panes of glass in total in metal grey frame leading to patio area with opening door, keys present	GC, csome dirty marks on glass	
38	Woodwork- 180mm plain skirting painted	GC	
39	Contents: 1x 2 seater sofa bed and matching armchair- brown cloth style with hardwood block feet 1 small open topped weaved basket with nest of smaller	As new, fire safety label not seen	

	baskets		
	1 Cordless home phone	N/T	
	1 Wired home phone, BT	N/T	
	1 Widescreen TV Dawoo	N/T	
	1 Echostar Digi box	N/T	
	1 RW DVD Player	N/T	
	1 JVC Video Player	N/T	
	4 remote controls	N/T	
	1 Desk- hardwood with lower shelf and finger-jointed edges	A/N	
	1 Leather style chair on metal frame	A/N	
	1 Candlestyle Hardwood black desk lamp with cloth shade	A/N	
	1 Towerfan heater-	N/T	
	1 Square table- matching the hallway table with glass top 1m H x 400mm sq	A/N	
	1 Phillips Mini Hifi CD and cassette with remote control and speakers	N/T	
	1 Central large coffee table- Hardwood with glass top and wooden solid shelf underneath, approx 400mm h x 1.5mw x 2.5m length	A/N	
	1 Circular extendable dining table, hardwood style with cross framed timber support,	A/N	
	4 x White dining chairs with chrome framed legs	A/N	
	1x large wall mirror 3m x 1m approx with hardwood edge	A/N	
	2x plywood style large fruit bowls	A/N	
	1 Deeper hardwood bowl with metal band	A/N	
	3x Canvass Prints: 1 x 0.75m x 1.5 m coloured on white background 1x0.75m x 1m red background 1x 0.5m x 0.75m white background coloured.	A/N	
	5 x Patterned cushions- red/white 1x matching sofa cushion 1x large cream cushion	Fire safety label not seen, A/N	

	1x Grey wool rug (3m x 2m approx)	A/N	
	1x set of curtains- full height with light material- white with brown trim on cast iron curtain pole	A/N	

Kitchen			
40	Door/Frame, plane internal double doors with no mouldings, painted white. Frame white, brushed chrome door furniture	GC, handles showing WT, MCA	
41	Walls- Painted off white	Small splash marks on OPP wall	
42	Ceiling- painted white, 4 downlights	GC, WO	
43	Floor- grey tiled	Small chip on 2 nd tile in-in centre	
44	4x brushed chrome double socket on walls, set into walls at splash back height.	N/T	
45	Heating- one boiler RHS wall, wall mounted in cupboard	MCU	
46	<p>Kitchen Units: Plane white melamine kitchen unit doors with long brushed chrome handles, Plinth running around all floor units.</p> <p>Wall Units: 2x 3 Shelf units LHS 1x Concealed Boiler cupboard RHS 1x 3 Shelf Unit RHS 1x Full height concealed Fridge Freezer cupboard RHS</p> <p>Floor Units: LHS:- 1 x Cupboard and draw OPP: 1x concealed washing machine cupboard and under sink cupboard RHS: 1x Dishwasher concealed cupboard.</p> <p>Worktops:- Fitted granite with built in drainage-board.</p>	<p>General GC,</p> <p>LHS wall unit has door missing and damage where door has been removed on hinge side</p>	
47	<p>Large Appliances:</p> <p>1x AEG brushed Chrome 4 ring gas hob unit, 1 AEG</p>	G/C, Clean	

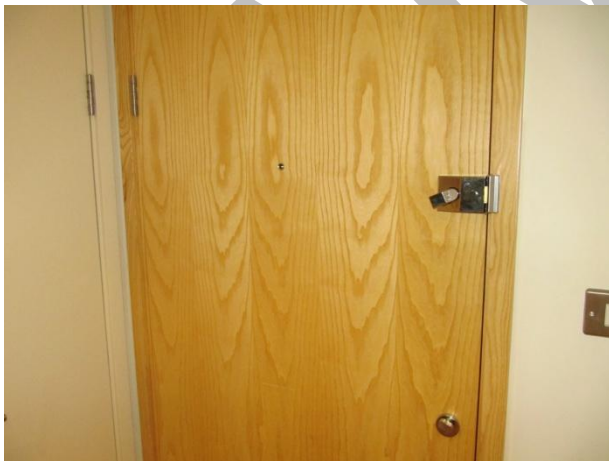
	<p>Competence fan oven underneath.</p> <p>1 brushed chrome cooker extractor hood</p> <p>1x AEG Lavamat turbo Washing Machine/ Dryer, White</p> <p>1x AEG Dishwasher- slimline</p> <p>1x fitted concealed fridge/ freezer RHS</p> <p>1x Panasonic chrome Microwave</p>	<p>G/C</p> <p>N/T</p> <p>N/T</p> <p>N/T</p>	
48	Sink- Large stainless steel sink with waste disposal unit and chrome mixer tap:	N/T, some limescaling around plug area	
49	<p>Small Appliances:</p> <p>1x Russel Hoobs Coffee Maker</p> <p>1x Espresso Machine</p> <p>'Quebecca' Gaggia with Accessories</p> <p>1x Double toaster Chrome</p> <p>1x Jenex Kettle Chrome</p> <p>1x Kniofe Block with draw containing 4 Knives</p> <p>1x Flip lid bin- chrome style</p>	<p>N/T</p> <p>Some limescaling</p> <p>1 missing knife</p> <p>Dents to lid</p>	
50	<p>Wall Unit Contents:</p> <p>10x Matching Wine Glasses</p> <p>4x Coasters</p> <p>3 Asmall glasses</p> <p>3x Large 1 Pint Glasses</p> <p>3 Storage Jars</p> <p>Royal Doulton Fusion white tableware composing of:</p> <p>6 Bowls</p> <p>3 Large breakfast bowls</p> <p>10 saucers</p> <p>11 cups</p> <p>6 Plates</p> <p>1x salt and pepper shaker</p> <p>1 x set of weaved coasters</p> <p>Cutlery draw containing Matching set of decorative cutlery and host of kitchen utensils</p>	<p>GC</p> <p>GC</p> <p>G/C</p>	
51	<p>Floor Unit/ Draws Contents:</p> <p>Chrome pan set with plastic handle comprising of:</p> <p>5x Pots and Pans</p>		

	1x Large frying pan 4 glass style lids		
	Kitchen cleaning equipment- bleaches and cloths, bin liners		

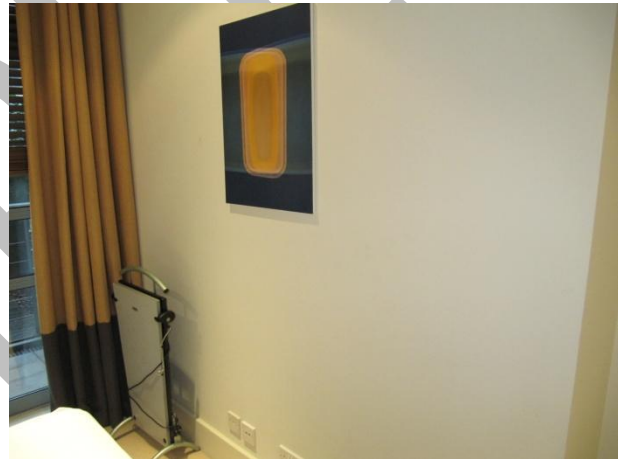
Terrace area			
52	1 set of garden furniture style table and 4 fold away chairs- White, metal	MCA	

Photographic Evidence and Identification

Hallway/ Cupboards



Bedroom



Bathroom



Lounge



Kitchen





Terrace Area

Keys



Check-in Declaration

Condition of Premises:

Sanitary ware: As Inventory
 Paintwork: As Inventory-
 Windows: As Inventory-
 Carpets: As Inventory-
 Cooker/Kitchen Equipment: As Inventory-
 Linen: As inventory-

Gardens: As inventory- terrace

Meter Readings: Gas: 2691.24 Gas Safety Certificate seen: **Y/N**
 Electric: 50810.6 Electrical Safety Certificate seen: **Y/N**
 Water: Not taken

Telephone: Unknown

Keys Handed Over: 3 sets

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

Taking Possession:

Date:

Signed for the owner

Print Name/Capacity:

Signed for the tenant

Print Name:

Checked in by.....

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