



Inventory & Check In

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For: #####
Visit date: April 25th 2014
Clerk: Property Inventories

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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

Alarms have NOT been tested by the Inventory Clerk.

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).

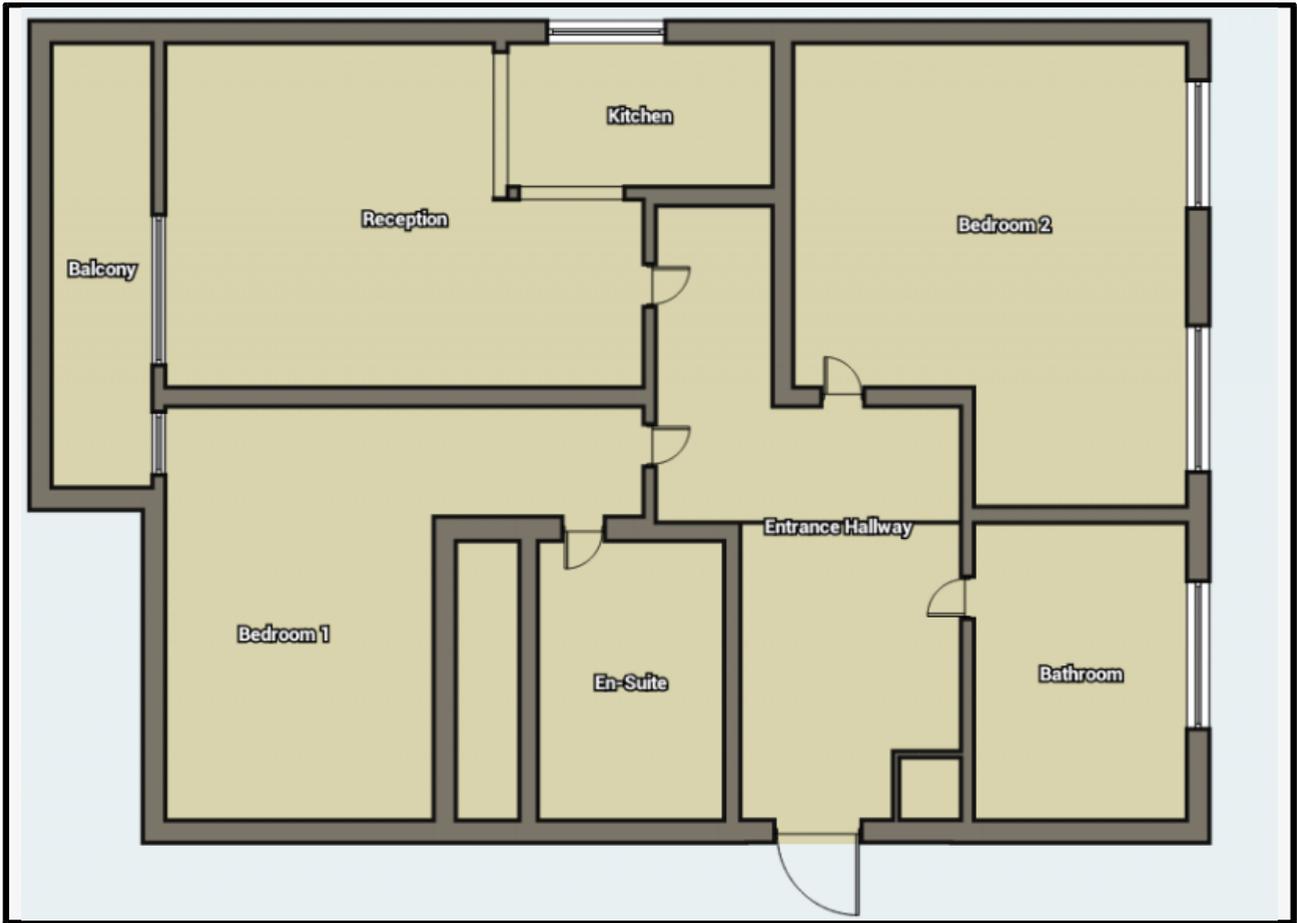
Lights are checked for working order only. Gas, electrical appliances, fire alarms and/or smoke detectors are not tested. Under no circumstance is this inventory able to provide a qualified opinion of the property's gas safety profile. Nor is it the responsibility of the Inventory Clerk to schedule an 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
Cleaning Issues?	No	Seen cleaned to a professional standard with some minor builders dust and cobwebs remaining to areas
Keys detailed / photographed?	Yes	
Meter readings taken?	Yes	Electricity Meter- Meter Ref. D11W566350 Reading at Check-in 00245 Heating Meter - Meter Ref. 32425960 Reading: 1985 Water Meter - Meter Ref: R400 0102 13041288 Reading: 000 05.759
Exterior photograph taken?	Yes	

1. Floor Plan



2. Front Door / Architrave

Item	Description	Condition
(External) Front Door & Architrave		
2.1 Door	Light wood	Minor marks to closing edge
2.2 Door Frame	Painted white wood	Painted over defects to some areas
Door Fixtures		
2.3 Plaque	Chrome with black numbering to front	
2.4 Yale lock	Chrome	Minor tarnishing
2.5 Spy Hole	Chrome	
2.6 Door Bell	White plastic	WO
(Internal) Front Door & Architrave		
2.7 Door	Light wood	
2.8 Door Frame	Painted white wood	Shrinkage cracking to corner top RHS
Door Fixtures		
2.9 Dorplan closing arm	Chrome	WO
2.10 Reverse of spyhole	Chrome	
2.11 Yale night latch	Chrome	
2.12 Security chain and catch	Chrome	

3. Entrance Hallway



Ref #3



Ref #3

Item	Description	Condition
Ceiling		
3.1 Ceiling	Painted white	Shrinkage cracking to corner RHS of room, minor cobwebs in places
Ceiling Mounted		
3.2 Light fitting	Grey and obscure plastic bulk light	WO
3.3 Smoke Detector	White plastic	
Walls		
3.4 Walls	Painted cream	Painted over defects, 1 removal hole, 1 nail protruding, rubs and scuffs RHS mid to low level - heavy in places
Wall mounted fixtures		
3.5 Videx entry system	White plastic	Dusty to top, WO
3.6 Door bell chime	Black metal	WO, excess paint to surround
3.7 Danfoss thermostat	White plastic	NT
Heating		
3.8 Single panelled radiator	White manufacturers finish; Integrated grille to top	1 Cap missing
Switches & Sockets		
3.9 Fuse switch	Chrome	
Woodwork		
3.10 Skirting	Painted white wood	
Flooring		
3.11 Tiles	Grey tiles with white grouting	Minor builders dust in places - heavy to some areas

4. Built In Cupboard



Item	Description	Condition
Door and Architrave		
4.1 Door	Flush light wooden door	
4.2 Door Frame	Painted white	Light rubs and scuffs mid to low level RHS
Door Fixtures		
4.3 Pair of lever handles with cuffs	Pair of chrome lever handles with matching cuffs	Slightly loose to cuff
Ceiling		
4.4 Ceiling	Painted white	
Walls		
4.5 Walls	Painted cream	
Wall mounted fixtures		
4.6 Enclosed box	Grey plastic	
4.7 MHVR unit	White metal	
4.8 Heat interface unit	White metal	
Woodwork		
4.9 Skirting	White painted wood	
4.10 Boxed in area	Cream painted wood	
Flooring		
4.11 Tiles	Grey tiles with white grouting	

5. Built In Cupboard



Item	Description	Condition
Door and Architrave		
5.1 Door	Flush light wooden door	Door slightly stiff to operate
5.2 Door Frame	Painted white	
Door Fixtures		
5.3 Pair of lever handles with cuffs	Pair of chrome lever handles with matching cuffs	
Ceiling		
5.4 Ceiling	Painted white	
Walls		
5.5 Walls	Painted cream	Not fully examined - due to low visibility, minor scuff marks and defects seen
Wall mounted fixtures		
5.6 Fuse Box	Grey plastic	
5.7 Access panel	Painted cream	
5.8 TV connection panel	White plastic	
5.9 Fan unit and boiler connection	Grey plastic	
Switches & Sockets		
5.10 White plastic switches and sockets to include:	2 Fuse switches	Front missing to one with protruding wires
Woodwork		
5.11 Skirting	White painted wood	
Flooring		
5.12 Tiles	Grey tiles with white grouting	

6. Open Plan Reception / Kitchen



Item	Description	Condition
Door and Architrave		
6.1 Door	Light wood	Faint finger marks around door fixtures
6.2 Door Frame	White painted wood	
Door Fixtures		
6.3 Lever handle with matching cuff	Chrome	
Ceiling		
6.4 Ceiling	Painted white	
Ceiling Mounted		
6.5 Light fitting	2 x Grey and obscure plastic bulk light	WO
6.6 2 Batons with 3 directional spotlights each	Chrome	1 Bulb seen flickering
6.7 Smoke Detector	White plastic	Green light seen, NT
6.8 Air Vent	White metal	Dust to vent
Walls		
6.9 Walls	Painted cream	Finger marks around light switch, 1 removal hole with rawl plug in situ, painted over defects LHS of entrance, minor rub marks in places
Wall mounted fixtures		
6.10 Access panel	Painted cream	
Windows & Frames		
6.11 UPVC balcony door casement	White uPVC double glazed balcony door casement with 1 fixed pane and 1 movable door fitted with chrome lever handle, cuff and integrated Yale lock	Minor exterior weather soiling, faint black rub mark to low level frame, finger marks to door to fixtures
6.12 Reveals	Painted cream	Faint water stain to LHS reveal with some paint cracking

6.13 Sill	White painted wood	Faint ring marks, painted over defects, minor shrinkage cracking
Window Coverings		
6.14 Roller blind with bead chain	White fabric roller blind with chrome beaded cord and plastic wall fixture	WO, cord slightly knotted
Heating		
6.15 Double panelled radiator	White manufacturers finish; Integrated grille to top; Both end caps seen	
Switches & Sockets		
6.16 Chrome switches and sockets as fitted to include:	TV aerial / SAT 1 / SAT 2 / Radio jack; Telephone jack; Fan boost switch; 4 Fuse switches; Cooker switch	
Woodwork		
6.17 Skirting	White painted wood	Builders dust in places
Flooring		
6.18 Floorboards	Medium wood; Fitted with chrome and black plastic doorstep	
Kitchen units		
6.19 A selection of dark wood high gloss kitchen units with brushed chrome pull handles and matching kickboards to include;		Usage marks throughout
6.20 Under unit lights	2 Grey plastic spotlights	1 Light NW
6.21 Wall mounted units to include:	2 Single wall units	
6.22 Base units to include:	1 Single base unit; 1 Double base unit; 4 Fascias	
Worktops & Splashbacks		
6.23 Worktop	Grey and black speckled formica worktop	Minor limescale around sink, some cleaning smears
6.24 Splashback	Grey and black speckled formica splashback	
6.25 Splashback	Frosted glass	
Sinks / Taps		
6.26 1 Sink with integrated dish drainer with waste and particle collector	Chrome	Watermarks in places
6.27 Mixer tap with single temperature control	Chrome	Minor limescale to underside
Appliances		

6.28 Zanussi extractor fan	Chrome; 2 Lights	Lights and fan in WO
6.29 Zanussi electric hob	Black ceramic; 4 Burners; 4 Black plastic control dials;	NT
6.30 Zanussi oven	Model No: Z0B343X ; Chrome; Glass observation window; Chrome 'D' handle; 2 Chrome racks; Black metal baking tray; Chrome trivet	Burnt on grease to some areas on interior
6.31 CDA fridge freezer	Model No: FW871 ; 5 Glass shelves, 2 Clear plastic salad crispers; 4 White plastic door shelves - 1 with flip lid; 1 Half width door shelf; 2 White plastic egg holders	Trim loose and detaching
6.32 Freezer to include;	3 White plastic drawers; White plastic ice cube tray; White plastic scraper;	
6.33 CDA washing machine	Model No: CI931IN ;	NT, soap residue to drawer



7. Bedroom 1



Item	Description	Condition
Door and Architrave		
7.1 Door	Light wood	
7.2 Door Frame	White painted wood	
Door Fixtures		
7.3 Lever handle with matching cuff	Chrome	
Ceiling		
7.4 Ceiling	Painted white	Some cobwebs to corners
Ceiling Mounted		
7.5 Light fitting	Grey and obscure plastic bulk light	WO
7.6 Air Vent	White metal	
Walls		
7.7 Walls	Painted cream	Light finger soiling around switches and sockets
Windows & Frames		
7.8 UPVC window casement	1 Movable pane with matching lockable lever handle	Minor exterior weather soiling
7.9 Reveals	Painted cream	
7.10 Sill	White painted wood	Ring stains to top
Window Coverings		
7.11 Roller blind with bead chain	Grey fabric roller blind with chrome beaded cord and plastic wall fixture	Beaded cord knotted; Wall fixture loose
Heating		
7.12 Single panelled radiator	White manufacturers finish; Integrated grille to top; Both end caps seen	
Switches & Sockets		

7.13 Chrome switches and sockets as fitted to include:

Fuse switch; TV aerial; Telephone jack;

Woodwork

7.14 Skirting

White painted wood

Builders dust in places

Flooring

7.15 Fitted Carpet

Brown carpet; Fitted with chrome and black rubber doorstop

Wear to areas of tread



8. Bedroom 2



Item	Description	Condition
Door and Architrave		
8.1 Door	Light wood	
8.2 Door Frame	White painted wood	
Door Fixtures		
8.3 Lever handle with matching cuff	Chrome	Handles slightly stiff to operate
Ceiling		
8.4 Ceiling	Painted white	Shrinkage cracking to RHS corner by window casement
Ceiling Mounted		
8.5 Light fitting	Grey and obscure plastic bulk light	WO
8.6 Air Vent	White metal	
Walls		
8.7 Walls	Painted cream	
Windows & Frames		
8.8 UPVC window casement	1 Movable pane with matching lockable lever handle	Minor exterior weather soiling
8.9 Reveals	Painted cream	
8.10 Sill	White painted wood	Builders residue to surfaces
Window Coverings		
8.11 Roller blind with bead chain	Grey fabric roller blind with chrome beaded cord and plastic wall fixture	WO
Heating		
8.12 Single panelled radiator	White manufacturers finish; Integrated grille to top; Both end caps seen	
Switches & Sockets		

8.13 Chrome switches and sockets as fitted to include:

TV aerial; Telephone jack

Woodwork

8.14 Skirting

White painted wood

Flooring

8.15 Fitted Carpet

Brown carpet; Fitted with chrome and black rubber doorstep

Furniture indentations to RHS corner of room



Ref # 8.9



Ref #9

Item	Description	Condition
Door and Architrave		
9.1 Door	Light wood	
9.2 Door Frame	Painted white	
Door Fixtures		
9.3 Lever handle with matching cuff	Chrome	Finger marks to cuffs
9.4 Twist lock with matching cuff	Chrome	
9.5 Hook	Chrome	Loose
Ceiling		
9.6 Ceiling	Painted white	
Ceiling Mounted		
9.7 Light fitting	Grey and obscure plastic bulk light	Bulb NW
9.8 Extractor Fan	White plastic	WO, dust to interior
Walls		
9.9 Part painted wall	Beige	Watermarks by basin - some heavier
9.10 Part tiled wall	Brown decorative tiles with grey grouting	Slight discolouration to grouting in shower area
Wall mounted fixtures		
9.11 Medicine Cabinet	Dark wood; Push release; 2 Shelves to interior	
9.12 Mirror	2 Integrated strip lights; White cord; Chrome acorn	Lights in WO, silvering to chrome, cord discoloured
9.13 Soap Dish	Chrome	
9.14 Towel ring	Chrome	

9.15 Toilet roll holder	Chrome with cover	
9.16 Vanity Unit	Dark wood; 1 Shelf to interior	
Heating		
9.17 Towel rail style radiator	Chrome	
Switches & Sockets		
9.18 Chrome switches and sockets as fitted to include:		
Woodwork		
9.19 Skirting	Grey tiles with grey grouting	
Flooring		
9.20 Tiles	Grey tiles with grey grouting	
Toilet		
9.21 Toilet with concealed cistern	White ceramic; Chrome push button flush	Discolouration under waterline
9.22 Toilet seat and lid	White laminate; Chrome hinges	Hinges slightly loose
Basin		
9.23 Basin	White ceramic; Half pedestal; Chrome overflow; Chrome waste; Chrome pop-up plug	
9.24 Mixer tap with a single control	Chrome	
Shower		
9.25 Shower tray with waste	White enamel and chrome	
9.26 Shower adjuster	2 x Chrome	
9.27 Flex and showerhead	Chrome and grey plastic	
9.28 Riser Rail	Chrome	
9.29 Shower screen	Tempered glass door; Chrome 'D' handle; Clear plastic seal	Wipe marks to tempered glass

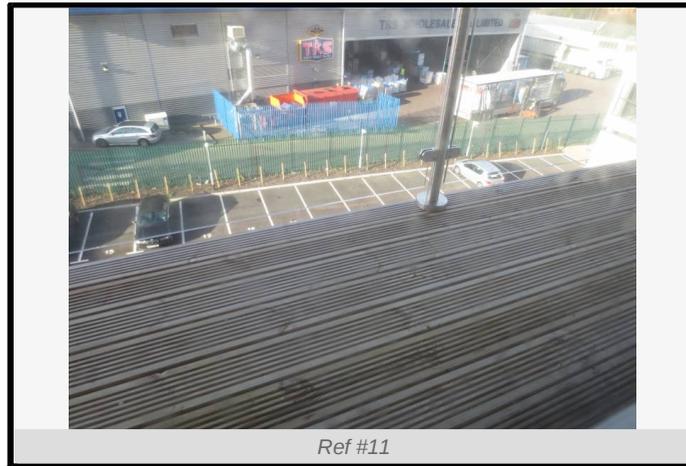
10. Bathroom



Item	Description	Condition
Door and Architrave		
10.1 Door	Light wood	
10.2 Door Frame	Painted white	
Door Fixtures		
10.3 Lever handle with matching cuff	Chrome	
10.4 Twist lock with matching cuff	Chrome	Twist lock slightly stiff to operate
10.5 Hook	Chrome	
Ceiling		
10.6 Ceiling	Painted white	Possible water stain to centre
Ceiling Mounted		
10.7 Light fitting	Grey and obscure plastic bulk light	WO
10.8 Extractor Fan	White plastic	WO
Walls		
10.9 Part painted wall	Beige	Indentation mark RHS of entrance, painted over defects, paint patchy in places
10.10 Part tiled wall	White tiles with white grouting	
Wall mounted fixtures		
10.11 Access panel	Painted beige	
10.12 Mirror	2 Integrated strip lights; White cord; Chrome acorn	
10.13 Integrated shelf and splashback	Grey formica	
10.14 Soap Dish	Chrome	Tarnished to chrome

10.15 Towel rail	Chrome	Tarnished to chrome
10.16 Toilet roll holder	Chrome with cover	
Heating		
10.17 Towel rail style radiator	Chrome	
Switches & Sockets		
10.18 Chrome switches and sockets as fitted to include:	Shavers only socket	
Woodwork		
10.19 Skirting	Grey tiles with grey grouting	
Flooring		
10.20 Tiles	Grey tiles with grey grouting	Builders residue in places
Toilet		
10.21 Toilet with concealed cistern	White ceramic; Chrome push button flush	
10.22 Toilet seat and lid	White laminate; Chrome hinges	
Basin		
10.23 Basin	White ceramic; Half pedestal; Chrome overflow; Chrome waste; Chrome pop-up plug	
10.24 Mixer tap with a single control	Chrome	Limescale to underside
Bath / Shower		
10.25 Bath	White enamel bath; Chrome overflow; Chrome waste ; Metal beaded chain and black rubber plug	
10.26 Mixer tap with dual controls	Chrome	
10.27 Bath panel	White plastic	
10.28 Flex and showerhead	Chrome and grey plastic	
10.29 Riser Rail	Chrome	
10.30 Shower screen	Tempered glass; Chrome hinges; Clear plastic seal	Seal loose and detaching Discolouration to seal Watermarks to glass

11. Balcony



Item	Description	Condition
Flooring		
11.1 Flooring	Medium wood floorboards	Minor debris
11.2 Balustrade	Chrome; 6 Glass panels;	Exterior weather soiling to glass panels
11.3 Glass divider	Frosted glass; Chrome surround	

Property Images



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	/ /