

Inventory & Schedule of Condition



admin@esainventories.co.uk

Prepared on behalf of Sample Letting Agent

Property inspected by ESA Inventories

Address

Sample HMO ROOM 4
Road A
City B
Surrey
RHX XXX



Carried Out

February
1st 2020
10:00

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Notes

GENERAL NOTES

This report has been prepared noting the condition of decoration, woodwork, carpets, curtains and all fixtures and fittings and provides a fair and accurate record of the properties internal condition.

Please note that we are unable to lift heavy items of furniture or test appliances. Property left in lofts, cellars and locked rooms, which has not been inventoried is the sole responsibility of the landlord.

We strongly recommend that the landlord or his representative re-visits the property before release of the deposit.

Photographs - any included below have been taken at time of the inspection to give a visual indication of damage/cleaning issues as listed on this report.

Decor - This property is decorated to a good standard except where noted.

Curtains - The curtains are all clean except where note.

Appliances - All sockets and switches are intact unless otherwise noted.

Windows - The windows are clean except where noted.

Light Bulbs - It is the Tenant's responsibility to supply replacement light bulbs and batteries, when necessary. Permission must be sought for installation of any further TV/satellite services or telephone lines.

Smoke/Carbon Monoxide Alarms - All alarms will be button tested on inspection unless otherwise stated.

GLOSSARY OF TERMS

Brand new, unused condition - Still in wrapper or with new tags/labels attached.

Good condition - Signs of slight wear, generally lightly worn. Fair condition - Signs of age, frayed, small light stains and marks, discolouration.

Poor Condition - Extensive signs of wear and tear, extensive stains/marks/tears/chips. Still functional.

Very Poor Condition - Extensively damaged/faulty items, large stains, upholstery torn and/or dirty, pet odours/hairs.

Professionally cleaned - Everything immaculate, sparkling and dust free, appliances and sanitary ware spotless. Carpets steam cleaned, vacuumed. Floors swept. All furniture in order and clean. Linen freshly laundered.

Good domestic clean - Flooring vacuumed and swept. Appliances cleaned and free of loose dirt. Some carbon deposits to appliances may be visible but no loose debris or grease to the touch. Dust may be visible to areas not often seen - cupboards, tops of door frames etc. Sanitary ware in clean condition - no dust/soap deposits/loose hairs etc.

Average domestic clean - Domestic clean, but signs of dust to woodwork, kitchen units marked, appliances need additional cleaning. Carpets vacuumed and floors swept. Dust/hairs to sanitary ware - requiring further cleaning.

Poorly cleaned - Carpets need vacuum, all items dusty or dirty, kitchen and bathrooms require further cleaning to either a good domestic standard or to a professionally clean standard as applicable.

Not clean - Property requires cleaning to a good domestic standard or professional standard to make available for next tenant as applicable.

GUIDELINES FOR LANDLORDS AND TENANTS

Please note that the inventory clerks are not responsible for the following:

- Testing showers / taps
- Testing appliances
- Moving furniture
- Checking electrical items
- Opening windows
- Flushing toilets
- Checking heating systems / radiators
- Checking alarms
- Inspecting loft contents
- Removing and inspecting boxed items – it is the duty of the landlord / tenant to have all accountable items ready to check
- Specifying names of plants / shrubs and trees – a general description will be made.
- Please ensure that instruction manuals are at the property for the tenants use.

- Please ensure that all keys are tagged.

CHECKOUT PROCEDURES

All items should be placed in the rooms described on the inventory,
All china, glassware, crockery, kitchen utensils etc should be clean and accessible.
Anything packed away for the duration of the tenancy must be unpacked, cleaned and placed in the correct location.
It is expected that the property will be in a condition of cleanliness no worse than that at the start of tenancy
All keys must be available and clearly labelled.
You must be ready to vacate the property, with personal items removed, and hand over any keys at the appointed time.

The following notes have been written to help facilitate a problem free tenancy. Should the Inventory Clerk have to search for missing items, It may result in charges being made to the tenant. Heavy items of furniture that have been moved should also be returned to their original positions. The Managing Agent or Landlord must be informed of any items removed or added to the property. Failure to do so may result in charged being made for the replacement of items removed. Tenants are advised that inventory checkout will take place within 48 hours of their departure and that it is in their best interest to be present. At this time, the property must be ready to be handed back and the keys returned.

During winter months, heating should be left on low, on vacation. On vacation of the property, all items must be returned to the same position that they were at the outset in order to facilitate an easy check and avoid delays in the checking procedure.

Please note that the property must be left for like condition on departure. Appliances must be cleaned thoroughly, including defrosting freezer. All rubbish and non-inventory items must be removed from the premises.

Cleaning

To a standard that shows there is no trace of your occupancy for the new tenants. For example, this means that there should be no loose peas left in the freezer, no tissues or crumbs under furniture cushions or finger marks around light switches. This is achievable without a professional company being employed but if you do not have the time your agent can recommend professional cleaners to help either before or just after you vacate. In particular: Sanitary ware, windows, hard floors, woodwork, cooker hoods, ovens, hob, kitchen appliances (including units), shelves, refrigerators, wardrobes, drawer units and bedding.

Carpets

All carpets should be thoroughly vacuumed. Depending on the agreement and / or length of tenancy, they should be professionally cleaned. You will be charged to clean any staining or soiling. Compensation costs will be made towards any further damage such as cigarette / iron burns or stains. If a carpet is badly marked or damaged you may be charged for part or all of the cost of a replacement.

Crockery, China, Utensils

These items will be checked for soiling, chips, burn marks, loose handles to pans or any other damage. If damage has occurred beyond reasonable wear and tear, compensatory costs will be added to the Check Out Report.

Decorations

It is accepted that during day-to-day living a few marks and scuffs will appear on walls and woodwork. However, should the marking be found excessive, charges will be applied. For example: hooks and nails driven in to walls without permission, excessive furniture rubbings, pencil or crayon marks, tears to wallpaper, excess damage to woodwork.

Beds

Beds, bases, mattresses and pillows will be examined for staining and damage not previously recorded on the inventory. Charges will be made in the form of cleaning or compensation or a percentage of the replacement cost as appropriate. Any linen should be left washed and pressed.

Polished Furniture

Polished furniture will be checked for scratches, ring marks, soiling and damage to joints, charges will be made as appropriate. Repair costs and re-polishing charges are high. It is in your interest to take steps to protect the furniture with place mats etc.

Soft Furnishings

It is expected that these will be in a similar condition to the start of the tenancy. Any staining or soiling discolouration will attract cleaning charges.

Keys

Please note that all sets of keys (as noted on the original inventory) must be returned at the time of Check Out. Failure to comply may result in the Check Out appointment being aborted, the cost of which will be chargeable to you plus a new set of locks and keys.

Gardens

If the landlord has not employed a gardener at the property, you will be required to maintain the garden. This will include the cutting of lawns, weeding of any beds, and maintaining the garden according to the season. This may include trimming bushes and shrubs, but it is suggested that this is confirmed with the Managing Agent prior to taking any action as specialist treatment may be required. If the standard

of the garden is found untidy, compared to the commencement of the tenancy, most Managing Agents or Landlords will employ a contract gardener and their account will be added to your Check Out Report.

Disclaimers

This inventory is undertaken by ESA Inventories and provides a fair and accurate record of the condition and 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, colours, paint colours, antiques etc., nor a qualified surveyor. The inventory should not be used as an accurate description of each piece of furniture and equipment, or as a structural survey report.

Plants and shrubs are not listed. If any additional items are to be listed, this will be at the Landlords request only.

Property left in lofts, cellars and locked rooms, which have not been inventoried, are the sole responsibility of the landlord.

The Fire and Safety Regulations regarding Furnishings, gas, electrical and similar services are ultimately the responsibility of the Instructing/principal. Where the inventory notes 'fire label seen', are seen this should not be interpreted to mean that the item complies with the "Furniture and Furnishings (fire) (safety) (Amendments) 1993." This is a record that the item had a label as described or similar to that detailed in the Guide 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 of the inventory compiled. It is not a statement that the item can be considered to comply with the regulations.

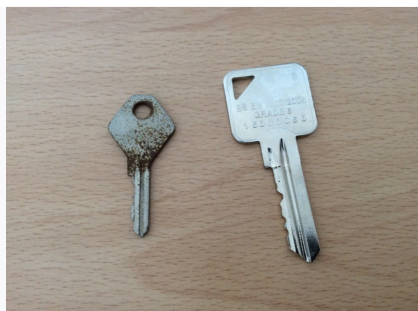
Also, whilst all care and diligence will be undertaken regarding sleeved plugs, heavy appliances and obstructing furniture will not be moved, and therefore full responsibility will remain with either the acting agent or the landlord.

1. SCHEDULE OF CONDITION

Item	Condition
1.1 Cleaning Overview	The room has been cleaned to a professional standard. The glazing is clean internally but not externally.

2. KEYS

Item	Description
2.1 Room Keys	1 x door Yale 1 x window



Ref #2

3. ALARMS

Item	Location	Test Result
3.1 Smoke Alarm	Ceiling mounted	Button tested - tone heard



Ref #3

4. BEDROOM 4

Item	Description	Condition
4.1 Door	White wooden panelled door with chrome door knob and matching circular backing plate; White wooden painted frame	Paint marks to handle and backing plate Defects under paint General usage marks Edge chips surrounding handle
4.2 Threshold	Laminate to match floor	Surface chips Discolouration and wear to centre

4. BEDROOM 4 (CONT.)		
4.3 Flooring	Laminate floor boards with matching trim to edges	Some joins more prominent than others, particularly towards right hand side Light surface and edge chips to some boards Light loose debris Scratch marks in high traffic areas Paint marks and discolouration to trims
4.4 Walls	Part textured paper painted white; Part plastered and painted white	Some paper joins separating Defects under paint to all walls; Patchiness to paint; Peeling of paper by window and heavier on RHS wall HL and in window recess
4.5 Skirting Boards	White wooden painted	Cracks to joins Defects under paint Light usage marks and rub marks; Cable pinned to top
4.6 Ceiling	Textured tiles	Discolouration to edges; Stain marks in sporadic places; Paint marks
4.7 Lighting	White plastic pendant light with white, yellow and black cone shaped shade fitted with bulb	In working order
4.8 Window(s)	White uPVC double glazed window 2 x openings each with white handle and integral lock Panelling to base; tiled sill painted white	Discolouration to frame ; 3 x screws fitted HL to frame; RHS handle broken - comes off when trying to open
4.9 Window dressings	Grey curtain pole with black brackets and clamp top rings; Below sill length cream unlined curtains	Pole scuffed and tarnished Curtains are unmarked
4.10 Fixtures / Fittings	1 x white plastic single light switch; 4 x double plug sockets; 1 x single telephone socket; Wall mounted medium stained wooden framed mirror	Phone socket paint marked and discoloured; Scuff and chip to RHS side of mirror
4.11 Furniture/Item	Chest of drawers medium stained wooden effect 4 x drawer unit with grey metal kick board, side trims and D handles to each drawer; Wardrobes to match drawers Double doors with metal D handles Internally high level shelf and chrome hanging rail beneath Pine wooden bedstead double bed with Bedmaster Pocket Serene white mattress	General usage marks to top Scuff mark to right hand side low level General usage marks to base of each drawer internally Slight bowing to base to centre Edge chip to bottom externally; Sellotape mark to right hand side of rail - appears to be stuck in place Rub mark to door internally White plastic fitting missing Receiver of white plastic door closer to missing Base of wardrobe loose debris; Mattress: Not inspected to underside Clear of marks Slight discolouration to centre Fire label seen Bedstead: Scuff to to LHS of headboard Heavy dust and debris build up to base of end by slats Very loose and wobbly

4. BEDROOM 4 (CONT.)



Ref #4



Ref #4



Ref #4



Ref #4



Ref #4



Ref #4



Ref #4



Ref #4



Ref #4



Ref #4



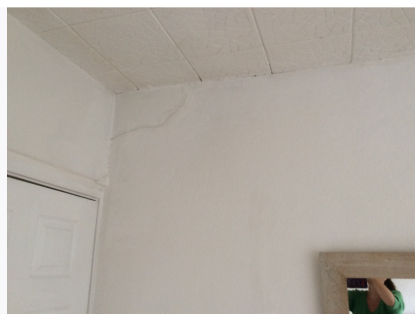
Ref #4



Ref #4



Ref #4



Ref #4



Ref #4

4. BEDROOM 4 (CONT.)



Ref #4



Ref #4



Ref #4

Declaration

I/We the undersigned, affirm that if I/we do not comment on the Inventory in writing within seven days of receipt of this Inventory then I/ we accept the Inventory as being an accurate record of the contents and condition of the property.

Signed by the

Signature

Print Name

Date / /

Signed by the

Signature

Print Name

Date / /

Terms & Conditions

This inventory report is a fair and accurate account of the property's contents, condition and state of cleanliness and is for rental purposes only. This document does not serve to guarantee or report on the suitability or safety of any contents or equipment. It purely serves as a record that, at the date of the inventory report, these items exist in the property and are of the stated condition.

The person responsible for preparing this inventory report is not a qualified surveyor neither are they an expert on antiques or materials, etc. The schedule of condition should not be construed as a structural survey report or used as an accurate description of every item of furniture or equipment, etc.

Only the parts of the property that are practicably accessible are covered by this inventory report. Specifically excluded from this report are all other parts of the premises such as but not limited to lofts, basements, garages and cupboards containing items not relevant to the inventory. ESA Inventories is not responsible for exploring inaccessible places or searching amongst drawers or cupboards that are overcrowded, nor will they move bulky items or heavy furniture.

The descriptions set out in this inventory are for the purposes of identification only. At the time of Check Out, the original inventory taken and the condition of the property and contents at the start of the tenancy will be compared.

Unless the inventory is conducted during the hours of daylight, it should be taken that the exterior of the premises and the garden have not undergone inspection.

If no comments are inputted into the condition column, then it is accepted that items are visibly free from defects, damage, soiling or missing parts.

Appliances and installations such as, but not limited to, gas or electrical appliances, security alarms, smoke detectors, boilers, radiators, water heaters, showers, general machinery and other such items are not tested. Light switches are checked only to ascertain whether light bulbs are in working order at the time of Check In. It is not the responsibility of ESA Inventories to check that such items are correctly functioning or comply with the relevant safety regulations. Gas items may only be safety tested by a qualified gas engineer with the relevant industry accreditation's. Electrical items may only be safety tested by a qualified electrician with the relevant industry accreditations.

This inventory report serves only to state that items exist at the property and to record their working order and condition. Bed linen, towels and other such items will only be inspected if they are laundered.

Meter readings will only be taken if meters are easily accessible. In any event, the relevant utility company should check the meters. Any discrepancies will not be the responsibility of ESA Inventories.

The Landlord retains sole responsibility for any property left in basements, lofts, outbuildings and any non-inventoried rooms.

The Landlord is responsible for the Fire and Safety Regulations in regard to gas and electrical items and furnishings. Where an FFR label has been seen on an item and noted on the inventory this should be taken that the item complies with the Furniture and Furnishings (Fire) (Safety) (Amendments) Act 1993. The inventory only serves to record that the item bore a label as described or similar to that detailed in regulations guide published by the Department of Trade and Industry, January 1997 (or subsequent edition) at the time of compiling the inventory.

When the Tenancy is concluded, all personal items must be removed from the property and cleaning undertaken prior to the Check Out date. The condition of the property must be reinstated to how it was at the start of the Tenancy.

The responsibility of agreeing the accuracy of this inventory report lies with the landlord and the tenant, or the respective agent.

It is acknowledged by ESA Inventories that the contractual terms within the Tenancy Agreement may overrule the opinion of the inventory clerk.