



Inventory

1 Acacia Avenue
Surrey
KT

Date : 23 October 2005

Landlord : The Landlord
Tenant :
Agent : The Lettings Agent

Signed LL.....
Signed (tt).....



Check Out Procedures Guidance Notes for Landlords and Tenants

At the Check Out Assessment a representative from Inis Inventories will attend to make a comparative assessment of the property against the inventory/check –in.

These notes are to assist you to facilitate a problem free move at the end of your tenancy. If you implement them as appropriate it will ensure the check out is effected speedily and smoothly, thus ensuring a minimum delay in returning the security deposit.

For The Check Out Assessment

Please make sure that :-

- All cleaning has been completed by this time
- All personal items have been removed
- All inventory items have been returned to their original position
- The property is ready to be handed over, and the tenant is ready to vacate.

If you are not ready to leave it will not be possible to carry out a Check-Out Assessment, you will be charged the full rate for the cancellation of the appointment. If a return visit is necessary you may incur further charges.

Property Preparation

The Property should be prepared as follows, and with reference to your Tenancy Agreement:-

- Gardens** Front and rear should be presented to a good standard appropriate to the time of year. Lawns cut, borders areas tidy and weed free, patios and paths swept and weed free, all rubbish removed.
- Inventory Items** It is the tenants’ responsibility to return all inventory items to their original room at the end of the tenancy.
- Cleaning** The property should be clean throughout with particular emphasis on windows (inside and out) woodwork, sanitary ware, kitchen appliances, kitchen units, cookers, hobs, cooker hoods (incl. filter) , extractor fans, refrigerators,, microwave, tumble dryers (incl. fluff filters) .Flooring to be cleaned to a good/professional standard, in accordance with the Tenancy Agreement.
- Decoration** Wear and Tear is an acceptable part of normal daily living, however excessive wear and tear is not acceptable and could incur damage costs. Eg., hooks, nails and screws driven into walls, excessive marks to walls and woodwork, tears to wallpaper, blue tack marks, pencil or crayon marks are not deemed acceptable.
- Carpet & Curtains** Carpets and curtains should be professionally cleaned at the end of every tenancy. Refer to individual Tenancy Agreement, for further advice. Damage to carpets and curtains will incur charges at the end of the tenancy.
- Crockery, Pans And Utensils** Return all kitchenware, once it has been fully cleaned to its original position as Inventory, or leave out on worktops in inventory sequence.
- Refrigerators & Freezers** Defrost, clean and leave switched off (**with the door open**).

Signed LL..... Signed (tt).....

- Bedding / Linen** All bedding and linen to be cleaned and left folded on the bed in inventory sequence.
- Mattresses** All mattresses should be cleaned if soiled during the tenancy, or replaced as necessary. Mattresses should be left 'label' side up.
- Chimneys** (where applicable) to be swept during the last month of the tenancy, receipted invoice will need to be shown to the inventory clerk.
- Pets** If pets have been kept at the property, cleaning of carpets, curtains and upholstery must be carried out by a professional contractor and receipts produced. De-infestation must also have been carried out. Please refer to the Tenancy Agreement.
- Keys** All keys are listed on the inventory and should be returned at the end of the tenancy together with any **extra** keys cut. Should any keys be lost or not returned the Agent or Landlord may charge for the replacement of the locks.
- Light Bulbs** All light bulbs must be working, charges may be made by the Agent or Landlord for replacement
- Broken/Lost** Where items have been broken or lost, ie glasses, crockery it would be advisable to replace them before the Check-Out Assessment.
- Tenants Personal Belongings** Remove all personal possessions before the Check-Out Assessment, if items are left at the property charges may be incurred for removal.
- Amendments** Please notify the clerk of any amendments made to the Inventory during the course of the tenancy., ie new décor, machines etc. **Tenant to notify of any changes to the Inventory within the first 14 days of the Tenancy.**

Cleaning Descriptions / Definitions

CLEANING	Definition
Full Professional clean required (before next tenancy)	Soiled throughout, carpets, curtains, upholstery need professional cleaning, deep clean to bathroom and kitchen
Property Requires Cleaning (before next tenancy)	Not cleaned for end of tenancy. Not professionally cleaned at beginning of tenancy, % clean to be agreed. Or specific items cleaned only, as Check In
Domestically Clean (Cleaning required)	Not professionally clean. Cleaned to a reasonable standard, carpets and curtains will probably need cleaning refer to Check In.
Specifics Clean Only (Cleaning required, discretionary)	Cleaned to a Professional standard or Very good Domestic Standard as check-in, few specific items missed eg. Fridge, cooker, limescale etc.
Professionally Clean Omitted areas (No need for further cleaning)	Professionally cleaned to a high standard, few very minor items overlooked, i.e soap in w/machine soap drawer, new cobwebs, rain-water marks to windows etc.
Full Professional Clean throughout	As a 'new pin' or 'hotel' standard of cleaning. No Cleaning required, tt's can move in immediately.

Signed LL.....
Signed (tt).....

Declaration & Disclaimer

This Inventory provides a fair and accurate record of the contents and condition of the contents of the property as well as the property's internal condition. It is the responsibility of the landlord and 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 or antiques etc. Nor is the inventory clerk 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 lofts, cellars and locked rooms that have not been inventoried are the sole responsibility of the landlord

The Fire and Safety Regulation regarding furnishing, gas, electrical and similar services are ultimately the responsibility of the instructing principal. Where the inventory notes 'FFR Label seen', this should not be interpreted to mean the item complies with the 'Furniture & Furnishings (Fire) (Safety) (Amendments) 1993'. It is a record that the item had a label as described or similar to that detailed in the 'Guide' published by the department of Trade and Industry January 1997 (or subsequent date), attached at the time the inventory was compiled. It is not a statement that the item can be considered to comply with the regulations. The inventory relates only to the furniture, furnishings and all landlord's equipment and contents in the property. It is no guarantee of, or safety of, any such equipment or contents, merely a record that such items exist in the property as of the date of the inventory and the superficial condition of the same. None of the electrical or gas appliances have been checked or tested as to working order.

The movement of any items of heavy furniture or appliances will not be undertaken.

Inventory Shorthand Code

AG = agent	WIU = well in use, needs Replacing.	REQ INSP – requires inspection, Professional opinion needed
All Freshly Painted = walls, woodwork ceilings included	Intentional Damage – malicious Damage, not accidental.	REDEC = redecoration required Before next tenancy
Accidental Damage = not malicious damage	LHS = left hand side	RPL = replace item
As shown = photograph attached	RHS = right hand side	RPR -= repair item
BER = beyond economical repair	LL = landlord	Seasonal = Gardens only. According To current season, tidy weed free
CP12 = gas safety certificate	Minor Usage Marks = lived in Carefully, no intentional damage	SS = stainless steel
EXCESS = too many items to note condition	MG = make good	TT = tenant
FFR LABEL SEEN = compliant fire label seen	NEG = neglected	Walls, ceilings only = these only Freshly painted
NO FFR LABEL SEEN = non Compliant item, no fire label seen.	NFC = not freshly cleaned	WOR = wipe over required
GCO = good clean order	Newly refurbished/built = as new, New paintwork, carpets etc	Very tired = update, redec required
GO = good order	NS = not seen	MCA = marks consistent with age
General usage marks = lived-in, fine For next tenancy. No serious damage	NT = Not tested	ODU = old defects under Paper or paintwork
IU = In use, commensurate with age	NVENT = not ventilated	BOG = burnt on grease

Signed LL..... ..
Signed (tt)..... ..



General Information, Guidance Notes

The following Inventory has been prepared by Inis Inventories and is intended as an informative guide to help both landlords and tenants.

This Inventory provides a fair and accurate record of the contents and condition of the contents of the property as well as the property’s internal condition. It is the responsibility of the landlord and 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 or antiques etc. Nor is the inventory clerk 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 lofts, cellars and *locked* rooms which have not been inventoried are the sole responsibility of the landlord. Unless otherwise stated it is accepted that a listed item is in a good condition and free from obvious defect or damage.

It is the tenants’ responsibility to inspect any smoke detector fitted in the property at regular intervals to ensure they are in full working order as per manufacturers instructions.

It is the instructing principal’s sole responsibility to insure that the property’s furniture and furnishings comply with the current legislation as relevant at the time of this inventory. The same applies to any gas or electrical installations. No appliances will be tested.

It is the responsibility of the tenant and landlord to check the accuracy of this Inventory, and agree amendments at the outset of the tenancy in accordance with the Landlord/Agents time schedule. Tenants should agree any amendments to the Inventory at the Check-In with the Inventory clerk.

This Inventory document will be used for the Check-Out procedure and it will stand as is unless amendments are agreed at THE BEGINNING of the tenancy (within 14 days of receipt). Inis Inventories will always advise that tenants be present for all Check-In, Inventory and Check-Out Assessments.

Signed	Only Sign below if you are in acceptance of all the above conditions, and acknowledge that the guidance notes and disclaimer have been read in full and understood by yourselves.	Date
Landlord		
Tenant		
Inventory Clerk	<i>SIGNATURE</i>	Oct 05.

Signed LL.....
Signed (tt).....



Keys & Services Summary Sheet

for

1 Acacia Avenue, Surrey

KEYS		COMMENT
At Check-In	3 sets supplied to tenant	
Porch/Entrance:		Supplied by Agent
Front Door:		
Rear Door:		
Patio Door:		
Garage:		
Post box:		
Window:		
Other:		

SERVICE SUPPLIER	DETAILS	METER READING
Gas:	21403	
Electricity:	4058	
Water:		
Council Tax Office:	Kingston	
Telephone:		
Alarm Company:	ADT	
Alarm Code:		
Block Management Company:		
Garage No / Parking Space No:	NO 12	
Specialist Key Company:		
Agents Emergency Maintenance No:		
Appliance Manuals: List all.	Boiler Telephone Hoover Cooker Washing machine Tumble dryer Fridge/freezer Dishwasher Fireplace	

Signed LL.....
Signed (tt).....

Inventory / Description of Furniture, Fixtures and Fittings

Prepared and Checked-In by Inis Inventories

1. APPROACH TO PROPERTY

NO.	DESCRIPTION	QTY	CONDITION	<i>Notes:</i>
1.01	Approach via communal hallway			
1.02	White emulsion over plaster walls		Patchy paintwork Generally in used order	
1.03	White gloss painted skirting		Generally used order	
1.04	Tiled black and white flooring		Well used order Well worn Heavily chipped	
1.05	Communal light		Working order	
1.06	FRONT DOOR			
1.07	White gloss painted 4 panelled door		Freshly painted order Light finger marks to left hand edge Angle rubs to left hand edge	
1.08	Yale lock with brass back plate and pull			
1.09	Chubb lock with chrome escutcheon and cover		Over painted to edges	
1.10	White gloss painted door frame		Appears freshly painted Rub marked beside hinges high level and low level Otherwise good order Old defects under	
1.11	Varnished threshold		Scratched order particularly to middle section Generally used order	
1.12	Chrome door strip			

Signed LL.....
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2.0 HALLWAY

NO.	DESCRIPTION	QTY	CONDITION	Notes:
2.01	RETURN OF DOOR			
2.02	Return of white gloss painted 4 panelled door		Clean order Old defects under paintwork	
2.03	Return of yale lock with dark metal lock housing and catch			
2.04	Return of chubb lock with over painted escutcheon		Lightly chipped	
2.05	White gloss painted door frame		Old defects under Appears in good order	
2.06	CEILING			
2.07	White emulsion over plaster		Good order throughout	
2.08	LIGHTS			
2.09	Chrome pendants with clear flex to 2 chrome orbs with crystal spikes and bulbs	2	Both working order	
2.10	WALLS			
2.11	Beige emulsion over plaster		Appears recently painted Several old defects under White gloss painted over old doorbell housing to high level Over painted angle chips left hand side of lounge door Plaster defects under single socket nearest kitchen door Angle chips to angle opposite wall near kitchen door Angle chips opposite wall right hand side of main bathroom door Plaster defects opposite wall on entry mid level Some plaster defects low level opposite wall on entry Plaster defects right hand side on entry to angles 1 small chip	
2.12	White gloss skirting to all walls		Old defects under Appears recently painted	
2.13	White plastic light switch			
2.14	Single panel radiator with cap and valve complete		Good clean order	
2.15	Plastic smoke alarm to high level		Not tested	

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Signed (tt).....

3.0 LOUNGE

NO.	DESCRIPTION	QTY	CONDITION	Notes:
3.01	RETURN OF DOOR Return of white gloss painted 4 panelled door		Good order Slightly shaded to right hand side Slightly finger marked leading edge left hand side	
3.02	White gloss painted frame		Old defects under	
3.03	White gloss painted architrave		Old defects under Over painted notable chip to high level	
3.04	Chrome knob turning handle and back plate			
3.05	CEILING			
3.06	White emulsion over plaster		Some hair line cracks Small scuff on entry	
3.07	Large ceiling moulding to centre in off white emulsion		Old defects under Good order	
3.08	Plaster moulded coving to all walls in off white emulsion		Good order	
3.09	LIGHTS			
3.10	5 way chandelier with crystal droplets in cream and beige metal colouring		Working order Clean	
3.11	WALLS			
3.12	White emulsion over plaster above picture rail		Plaster defects immediately left hand side on entry Otherwise in good order	
3.13	Off white gloss painted picture rail		Good order	
3.14	Cream emulsion over plaster below picture rail		Hair line crack left hand side on entry Some old defects under 1 nail and plaster defect in left hand alcove to high level Plaster defect with screw right hand side on entry	
3.15	White gloss painted high level skirting		Good order Dusty behind sofa	
3.16	White plastic double electrical socket			
3.17	Large under window double radiator with thermostatic valve and cap complete		Good clean order	
3.18	Double electrical socket	2		
3.19	White plastic aerial socket			

Signed (u).....

3.0 LOUNGE

NO.	DESCRIPTION	QTY	CONDITION	Notes:
3.20	Gas tap to skirting right hand side of fireplace			
3.21	Further white double panelled radiator with thermostatic valve and cap complete			
3.22	White plastic double dimmer switch			
3.23	Chandelier style wall lights each with 2 candle bulbs to match chandelier to centre	2	Good clean order, working.	
3.24	WINDOW			
3.25	White UPVC double glazed units of sash windows			
3.26	Each window comprising panes of clear glass	2	Glass clean inside only	
3.27	Central sash locks	2		
3.28	Lift up handles to bottom edge	2		
3.29	White UPVC sill to match			
3.30	White metal curtain track			
3.31	Lengths of cream fully lined floor length heavy cotton curtains	2	Professionally clean order	
3.32	Cream tassel tie backs	2		
3.33	Chrome tie back hooks complete	2		
3.34	FIREPLACE			
3.35	Marble fire mantle in cream coloured stone effect.		Very small chip to top Otherwise in good clean order	
3.36	Matching marble fire surround		Good clean order	
3.37	Inset black metal fire surround and grate with artificial coals		All in good clean order	
3.38	Grate and fire surround in black metal			
3.39	Black stone hearth		Good clean order Couple of light scratches to centre	
3.40	FLOOR			
3.41	Continuation from hallway of cream waffle effect fully fitted carpet		Very good order Professionally clean	
3.42	FURNITURE AND FURNISHINGS			
3.43	2 Dark wooden side tables with black metal clasp detail	2	Good order	

Signed (π).....

4.0 KITCHEN

NO.	DESCRIPTION	QTY	CONDITION	Notes:
4.01	RETURN OF DOOR Return of white gloss painted 4 panelled door			
4.02	Chrome door handle and back plate		Good order	
4.03	White gloss painted frame		Discoloured left hand side	
4.04	White gloss painted architrave		Brush marks apparent	
4.05	CEILING			
4.06	White emulsion over plaster		Old defects under Otherwise good order	
4.07	LIGHTS			
4.08	Chrome recessed spotlights	6	All working order	
4.09	WALLS			
4.10	White emulsion over lining paper		Plaster defect left hand side of double radiator Mastic covering above tile work Over painted vent to high level Paint drip left hand side of window Couple of small dents behind door right hand side on entry Otherwise good order	
4.11	Part white bevel edged ceramic tiles		Professionally clean Grout in good order Mastic seal has recently had maintenance	
4.12	White gloss painted skirting to all walls		Appears recently painted Good order Some old defects under	
4.13	Brushed chrome double light switch			
4.14	Double panelled radiator with thermostatic valve and cap complete		Clean order	
4.15	Oval brushed chrome double electrical socket			
4.16	Further 3 oval brushed chrome double electrical sockets	3		
4.17	WINDOW			
4.18	Left hand sash window comprising white gloss painted frame to sash window		Appears recently painted Old defects under Good order	
4.19	Panes of clear glass	2	Clean inside only	

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4.0 KITCHEN

NO.	DESCRIPTION	QTY	CONDITION	Notes:
4.20	Chrome sash lock to centre	1		
4.21	Chrome sash lift up handles to bottom sash window	2		
4.22	Sash cords complete		Appear new	
4.23	Chrome loop hook to top of sash window			
4.24	Right hand sash window comprising white gloss painted frame to sash window		Appears recently painted Old defects under Good order	
4.25	Panes of clear glass	2	Clean inside only	
4.26	Chrome sash lock to centre	1		
4.27	Chrome sash lift up handles to bottom sash window	2		
4.28	Sash cords complete		Appear new	
4.29	Chrome loop hook to top of sash window			
4.30	White gloss painted window sill		Good order Recently painted	
4.31	Wooden Venetian blinds both with cords and acorn and tension rod complete	2	Good new order	
4.32	FRIDGE/FREEZER			
4.33	Siemens fridge/freezer in brushed chrome case with brushed chrome pull handles			
4.34	Control panel to top of front			
4.35	Inside refrigerator section door comprising:		Clean	
4.36	Full length pale blue plastic shelves with chrome edging	3	Clean	
4.37	Full length Perspex shelf sectioned into 2 boxes with 2 lift up flaps		Clean order	
4.38	Glass shelves with white plastic edging	4	Clean	
4.39	Top shelf with bottle holder beneath		Clean	
4.40	Second shelf with pull out clear plastic drawer		Clean	
4.41	Large clear plastic salad bin to base		Clean order	

Signed LL.....
Signed (tt).....

4.0 KITCHEN

NO.	DESCRIPTION	QTY	CONDITION	Notes:
4.42	Freezer section comprising:			
4.43	White plastic pull out ice tray with 4 ice cube trays inside			
4.44	Clear plastic fronted plastic pull out drawers	3	Good clean order	
4.45	KITCHEN UNITS			
4.46	Each unit comprising white speckled laminated base cabinets with white speckled laminated shelves all with cherry shaker doors with chrome bar pull handles		Professionally clean	
4.47	Cornice and plinth to match units		All in good order	
4.48	LARDER CUPBOARD			
4.49	2 cherry shaker doors with 2 chrome bar pull handles			
4.50	Inside houses shelves	3	1 drilled hole to back of cupboard to low level	
4.51	Contents:			
4.52	Grey plastic bucket		Used order	
4.53	Grey plastic dustpan and brush		Used order	
4.54	Grey plastic washing up bowl		Used order	
4.55	Dyson Absolute cylinder clean with attachments		Old order Not tested	
4.56	BASE UNIT			
4.57	Single panel shaker drawer front with chrome pull handle			
4.58	Inside houses various bags, candles and light bulbs			
4.59	Single cupboard comprising cherry shaker door with chrome pull handle			
4.60	Inside houses shelf	1	Clean	
4.61	CORNER UNIT			
4.62	Dummy cherry drawer fronts with chrome pull handles	2		

Signed LL.....
Signed (tt).....

4.0 KITCHEN

NO.	DESCRIPTION	QTY	CONDITION	Notes:
4.111	DISHWASHER UNIT			
4.112	Cherry shaker door front with chrome bar pull handle			
4.113	Inside top is control panel for dishwasher			
4.114	Kenwood dishwasher			
4.115	Inside houses grey plastic plate rack with grey plastic cutlery holder		Professionally clean	
4.116	UNDER SINK UNIT			
4.117	Dummy cherry drawer front with chrome bar pull handle			
4.118	Cherry shaker door front with chrome bar pull handle			
4.119	Inside houses many items of cleaning materials			
4.120	Pipe work for sink			
4.121	WASHING MACHINE			
4.122	Miele W404+ washing machine in white case		Soap tray clean Seal clean Not tested	
4.123	TUMBLE DRYER			
4.124	Miele tumble dryer in white case		Not tested Good order Water reservoir empty	
4.125	MID LEVEL			
4.126	Work top comprising black speckled laminated work top		Good order throughout Wipe marks noted	
4.127	SINK			
4.128	1 ½ stainless steel sink with right hand drainer		Covering peeling to pop up control knob	
4.129	Chrome waste			
4.130	Chrome pop up plug			
4.131	Chrome strainer plug			

Signed LL.....
Signed (tt).....

5.0 BATHROOM

NO.	DESCRIPTION	QTY	CONDITION	Notes:
5.01	RETURN OF DOOR Return of white gloss painted 4 panelled door		Couple of light drip marks to bottom edge Touch up marks apparent	
5.02	Chrome knob pull handle			
5.03	Chrome lock with turn			
5.04	White gloss painted architrave			
5.05	White gloss painted frame		Good order	
5.06	CEILING			
5.07	White emulsion over plaster		Some old defects under	
5.08	LIGHTS			
5.09	Chrome recessed spotlights with integral extractor fan to one	5		
5.10	White plastic ceiling pendant with cord and chrome acorn complete		Cord slightly grubby	
5.11	WALLS			
5.12	Floor to ceiling light sand stone effect ceramic tiles with light stand stone effect grout		Professionally clean throughout Access panel below hand basin Seal with bath in good order	
5.13	Section of 14 obscure glass bricks to high level above door with white gloss painted frame and architrave		Clean order	
5.14	Section of 4 glass bricks above shower with white gloss painted frame and architrave		Clean order	
5.15	Chrome towel ring			
5.16	Chrome over mirror light with pull cord and acorn complete		Working order	
5.17	Chrome vanity cabinet with oval glass mirrored door		Clean order	
5.18	Inside houses shelf	1	Clean order Wipe marks apparent	
5.19	Shower screen with chrome wall mounted edge with single glass pane with plastic seal		Water marks remains to screen Screen has been cleaned	
5.20	Chrome shower head riser		Slightly water marked Clean order	

Signed LL.....
Signed (tt).....

5.0 BATHROOM

NO.	DESCRIPTION	QTY	CONDITION	Notes:
5.39	SANITARY WARE			
5.40	White ceramic low level WC		Good clean order	
5.41	White wood seat and lid		Clean order	
5.42	White ceramic hand basin with white ceramic half pedestal		Good clean order	
5.43	Chrome waste		Good clean order	
5.45	Chrome pop up plug		Good clean order	
5.46	Chrome mono mixer tap with chrome turn and chrome pop up plug control		Good clean order	

Signed LL..... Signed (tt).....

6.0 BEDROOM ONE

NO.	DESCRIPTION	QTY	CONDITION	Notes:
6.01	RETURN OF DOOR White gloss painted 4 panelled door		Good order	
6.02	White gloss painted architrave		Old defects under	
6.03	White gloss painted frame		Old defects under	
6.04	Chrome handle and back plate		Slight paint splash Otherwise good order	
6.05	CEILING			
6.06	White emulsion over plaster		Good order	
6.07	LIGHTS			
6.08	Chrome ceiling pendant with clear plastic cable			
6.09	Chrome orb and Perspex spikes to match hallway light		Working order	
6.10	WALLS			
6.11	Cream emulsion over plaster		Over painted defect left hand side on entry Couple of light dents under plaster left hand side on entry Seams apparent left hand wall Paper bubbling slightly right hand side of window mid to low level Paper slightly rucked in right hand alcove mid level Some old defects under Otherwise good order Appears recently painted	
6.12	White gloss painted skirting to all walls		Old defects under Appears recently painted Good clean order	
6.13	White plastic light switch		Slightly over painted to edges	
6.14	White plastic double electrical socket			
6.15	Black framed glazed print with dog	1		
6.16	Black framed glazed print with ostrich	1		
6.17	Double panelled radiator with thermostatic valve and cap complete		Good clean order	

Signed LL..... Signed (tt).....

6.0 BEDROOM ONE

NO.	DESCRIPTION	QTY	CONDITION	Notes:
6.34	FURNITURE			
6.35	Cream bedside cabinets each with 3 drawers with rattan fronts and brass pull handles	2	Both in good order	
6.37	White glass and brushed stainless steel bedside lamps cream card shades.	2	Both in good order	
6.38	Slumberland double bed comprising cream and gold patterned bed base with 2 divan drawers		All in as new order	
6.39	Double mattress to match		As new order Fire label seen	

Signed LL..... Signed (tt).....

Summary of Condition at the start of tenancy for: 1 Acacia Avenue, Surrey

General Decorative Order		Very Good order throughout – freshly painted	
Cleanliness		Professionally clean	
Carpets		Professionally clean – good order	
Curtains		Professionally clean - good order	
Doors		Freshly painted = good order	
Windows		Clean inside – good order	
KITCHEN	Professionally clean	Blinds	All good order
Light Fittings	Working	Woodwork	Good order clean
Kitchen Units	Professionally clean	Electrical Appliances	NOT TESTED good order
Kitchen Tiles	Professionally clean	Sockets/switches	NOT TESTED good order
Work Surface	Professionally clean	Heating	NOT TESTED good order
Sink	Professionally clean		
Oven	Professionally clean	Linen	
Hob	Professionally clean	Mattresses – Bed base	Good order FFR labels seen
		Sofa bed mattress	Not inspected at check in
Extractor	Professionally clean	Furniture	Good order
Freezer	Professionally clean	Washing Machine/ Washer Dryer	Professionally clean
Refrigerator	Professionally clean	Tumble Dryer	Professionally clean
Dishwasher	Professionally clean	BATHROOM	Professionally clean
Microwave		BATH	Professionally clean
		Shower Tiles	Professionally clean
Crockery			
		Hand Basins	Professionally clean
Garden		Toilet	Professionally clean
Garage			

TENANCY COMMENCEMENT

I/We confirm that we have checked the inventory and summary forms against the above property.
I/We find them to be a true and accurate description

Signed.....for and on behalf of the Tenant

Signed.....for and on behalf of the Landlord

Signed.....Inventory Clerk Date...23/10/05.....

Signed LL.....
Signed (tt).....

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THE ASSOCIATION OF INDEPENDENT INVENTORY CLERKS

Signed LL.....
Signed (tt).....