



**Axe Vale Inventories**

**ADDRESS, ADDRESS, ADDRESS**

***RECORD OF CONDITION***

**For the furnishings, fixtures and fittings**

**At:**

**ADDRESS  
ADDRESS  
ADDRESS**



***unfurnished Property***

**Prepared by: Axe Vale Inventories**

Compiled by: Sarah Bolton

13<sup>th</sup> December 2017



**ABBREVIATIONS & TERMINOLOGY**

<b>Abbreviations</b>	<b>Explanation</b>
L.L. - Lower Level M.L. - Mid Level U.L. - Upper Level R.H.S. - Right Hand Side L.H.S. - Left Hand Side S.S. - Stainless Steel N.T. - Not Tested O.D.U. - Old Defects Under	<i>‘Old Defects Under’ is used where an item of décor, e.g. a wall, has been painted but chips or other minor defects are still visible under the paintwork. This is only used to cover defects/damage accrued through normal wear and tear and does not imply any defects to the buildings general structure.</i>
M.C.A. - Marks Consistent with Age	<i>‘Marks Consistent with Age’ is used where an item of furniture is of old condition and any marks or defects are those expected with normal, long term, use of the item.</i>

**Other Terms:**

*‘Structural crack’ is used to imply a visible settlement crack or joining crack, it does not imply defects to the buildings structure that would normally be found by a professional surveyor.*

*‘As new’ will be used only where it is obvious, at the time of inventory, that the item is new.*

*‘Signs of wear’ & ‘Use marked’ are used to imply that an item is showing marks or minor defects expected through normal use of that item.*

*‘Well worn’ is used to imply that an item is in old condition with signs of wear consistent with normal use of that item.*

*‘Good antique condition’ is used to imply that an item of old furniture is in a well-maintained condition.*

**Notes:**

This inventory will be checked at the end of the tenancy and all items should be ready and in the same location listed.

If the inventory clerk has to search for items, it could result in charges being made to the tenant. Note: All items are in a good & clean condition unless otherwise stated



*DISCLAIMER:*

This inventory is undertaken by Axe Vale 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, 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

**GUIDELINES FOR LANDLORDS AND TENANTS:**

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

1. Testing showers / taps
2. Testing appliances
3. Moving furniture
4. Checking electrical items
5. Opening windows
6. Flushing toilets
7. Checking heating systems / radiators
8. Checking alarms
9. Inspecting loft contents
10. Removing and inspecting boxed items – it is the duty of the landlord / tenant to have all accountable items ready to check
11. 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.

**Location and serial number of the water meter will also be needed at the time of the inventory compilation if a reading is required.**

***Checking Out Procedures***

1. All items should be placed in the rooms described on the inventory,
2. All china, glassware, crockery, kitchen utensils etc should be clean and accessible.
3. Anything packed away for the duration of the tenancy must be unpacked, cleaned and placed in the correct location.
4. It is expected that the property will be in a condition of cleanliness no worse than that at the start of tenancy
5. All keys must be available and clearly labelled.



6. 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.

### **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 added to the Check Out Report.

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.

### **Check Out Appointment**

It is important that:-

1. All cleaning has been completed prior to this time.
2. All personal items removed.
3. The property is ready to be handed over and ready to vacate.

If you are not ready to leave it may not be possible to carry out the Check Out. In this case a return visit will be needed and a charge for the aborted visit will be made.



At the termination of the tenancy, the inventory will be checked and any obvious or significant discrepancies will be reported to the Managing Agent / Instructing Principal. This report will indicate whether, in our opinion, the tenant is liable for the deterioration or whether it is considered to be fair wear and tear. Normal fair wear and tear will be assessed on the length of tenancy and the type of occupancy.

Please note that Royal Mail provide information about redirection of post and have a FREE service to notify companies of your new address including banks, gas, electricity, water, DVLA etc so that they do not have to be notified separately. This can be found at –

<http://www.royalmail.com/portal/rm/jump2?catId=400126&mediaId=11200120>

### **Condensation – Looking After Your Home**

There is always some moisture in the air. Warm air holds much more moisture than cold air. When warm air hits a cold surface it cools down and cannot hold onto all the extra moisture produced by everyday activities, so some of this moisture appears as small droplets of water – most noticeable on windows or where there is little movement of air. **If not properly dealt with this extra moisture can lead to mould growth on walls, furniture, window frames and even clothes. Mould growth can cause paint blistering and wallpaper to peel, it can also rot any fabric.**

Modern improvements like wall insulation, draught proofing and sealed window units minimise draughts and help keep heat in your home. However, they also stop moisture escaping which means that you must make a little extra effort to avoid condensation problems.

Excessive mould build up gives off tiny seeds called ‘spores’ – these spores float in the air you breathe and can aggravate conditions such as asthma and other allergies. If your property is prone to condensation build up this can be avoided with daily attention to the problem.

#### **Steps you can take to help reduce condensation:**

- ✓ Dry all windows, window sills, and any other surfaces that have become wet. Ensure you dry the cloth thoroughly, do not dry on the radiator.
- ✓ If possible, always hang your washing outside. If this is not possible, you could hang it in the bathroom, with the door closed, and window slightly open



for ventilation. **Do not dry washing on radiators as this will add to the moisture already in the air and may damage nearby walls.**

- ✓ If you use a tumble dryer, ensure it is well ventilated to the outside, or that it is of the new condensing type.
- ✓ Try to ventilate your kitchen when in use, either by opening a window slightly, or using the extractor fan. Try to ventilate both kitchens and bathrooms for at least twenty minutes after use.

If your property is prone to condensation then the daily use of a de-humidifier unit can be very beneficial. These come in all shapes and sizes, cost very little to run and draw out the excess moisture from the air helping to keep the condensation under control.





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**Water:**  
Situated: Outside the rear of the property - 445

Meter



**Gas:**

Meter



Situated: Outside the rear of the property

**Electricity:**

Meter







Situated: Outside the front of the property




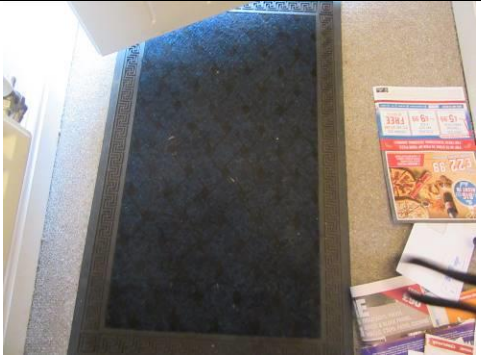

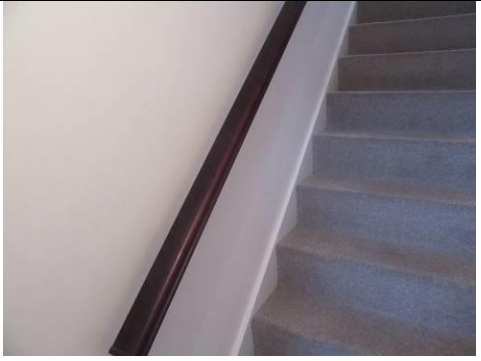
***Note: All items are in a good & clean condition unless otherwise stated***

1.	<b><u>OUTSIDE FRONT</u></b>
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2.			
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4.	Outside light	White lantern style, bulb working, weathered condition	
5.	Door frame	White painted wooden	
6.	Door	White, UPVC double glazed unit, one pane of frosted glass intact,	
7.	Door furniture	Silver handle, tarnished Silver letterbox, tarnished	
8.	Door chain	Stainless steel	



9.	Door bell	Tested as working	
10.	HALLWAY, STAIRS AND LANDING		
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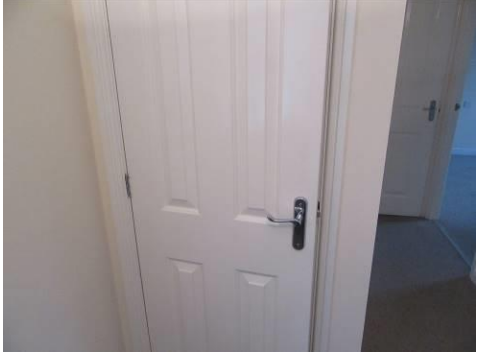

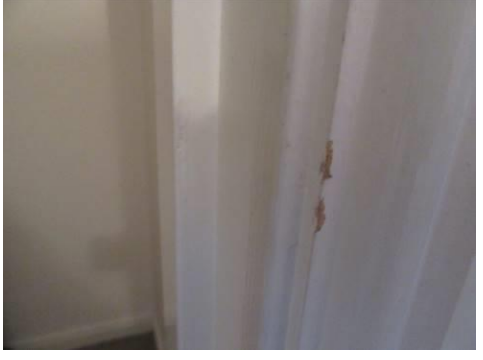
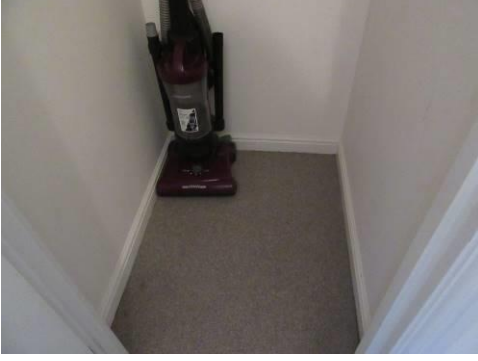
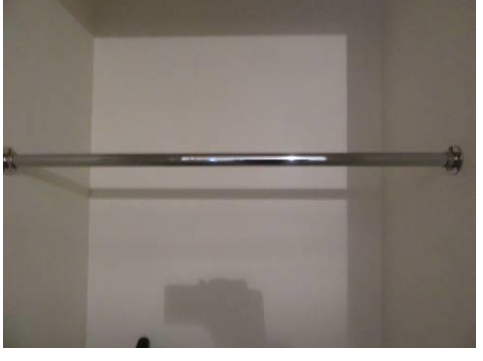
**ADDRESS, ADDRESS, ADDRESS**

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**ADDRESS, ADDRESS, ADDRESS**

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22.			
23.	Flooring	Light brown coloured carpet, white mark at landing level	
24.	Skirting	Painted white, 2 x door stops fitted	
25.	Walls	Painted magnolia, cracking at skirting level	
26.	Ceiling	Painted white	
27.	Lighting	2 x Pendent style light fitting, bulb working with shade	
28.	Bannister	Dark brown wooden, fitted to the wall with stainless steel brackets	
29.	Radiator	White, 2 x marks to the front on the landing level	
30.	Bannisters	Post and rail design, painted white, chips to the corners	
31.	Window sill	Painted white	
32.	Window	White UPVC double glazed unit, two panes of glass intact, one handle	
33.	Blind	Light brown check design blind, with cord not attached to a cleat	
34.	Storage cupboard	Door frame painted white, chipped to the edges Door – white painted wooden panelled door	



		Door furniture – silver handle Hanging rail Hoover	
35.	Smoke detector	Tested as working	
36.	Loft hatch		
37.	Sockets	2 x single,	
38.	Switches	1 x double, 1 x single	
39.	Airing cupboard	Door frame - painted white Door – white wooden panelled door, Door furniture – silver handle Wooden slatted shelf	
40.	LOUNGE		
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50.	Door frame	Painted white	
51.	Door	White wooden panelled door	
52.	Door furniture	Silver handle, tarnished	
53.	Flooring	Light brown coloured carpet, several small marks throughout, frayed at join	
54.	Skirting	Painted white, door stop fitted	
55.	Walls	Painted magnolia, small marks to the LHS of the radiator	






56.	Ceiling	Painted white	
57.	Lighting	3 x pendent style light fitting, three bulbs working with shades	
58.	Radiators	2 x white, small marks to the front	
59.	Window sills	2 x painted white	
60.	Windows	2 x white UPVC double glazed units, 2 panes of glass in each, in tact, 2 x handles in each, no keys	
61.	Blinds	2 x light brown checked blinds, cords not attached with cleats	
62.	Fire place	Cream tiles intact, Electric fire black and stainless steel, clean condition, Wooden fire surround in tact	
63.	Aerial lead		
64.	BT point		
65.	Sockets	3 x doubles	
66.	Switches	1 x double, 1 x single	
67.	Thermostat	Fitted to the wall	
68.	KITCHEN		
69.			



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79.	Door frame	Painted white	
80.	Door	White wooden panelled door, small marks on the rear	
81.	Door furniture	Silver handle	
82.	Flooring	Cream laminated flooring, small indentations throughout	
83.	Skirting	Painted white	
84.	Walls	Painted magnolia, Cream and light brown tiling surrounding work surface no damage noted	
85.	Ceiling	Painted white	
86.	Lighting	Strip light fitted to the ceiling, three bulbs working,	
87.	Window sill	Tiled to match, no damage noted, grout discoloured	
88.	Window	White UPVC double glazed unit, two panes of glass intact, two handles, no keys	
89.	Blind	Cream damaged to the bottom, chain present but not attached to a cleat	
90.	Radiator	White, small chips to the bottom	
91.	Sink	Single drainer stainless steel unit, plug	



		present but not attached to a chain, up and over stainless steel mixer tap, water marked	
92.	Work tops	Formica, cream and flecked, no damage noted	
93.	Washing machine	Zanussi, soap drawer and drum clean	
94.	Extractor fan	Stainless steel, clean condition, one bulb not working, switch for light snapped	
95.	Hob	Four rings, two pan rests, clean condition	
96.	Oven	Two metal racks, clean condition	
97.	Fridge freezer	Fridge – four shelves, two salad drawers, wine rack, 3 door compartments, scratched to the outside Freezer – four drawers intact	
98.	Sockets	2 x single, 2 x double	
99.	Switches	5 x fuse	
100.	Units – from the LHS on entry	Light brown coloured units, stainless steel handles	
101.	Wall unit	One door, one handle, one shelf empty and clean	
102.	Floor unit	One door, one handle, one shelf, empty and clean	
103.	Drawer over	One handle, empty and clean	
104.	Cupboard over extractor	One handle, empty and clean	
105.	Wall unit	One door, one handle, one shelf, empty and clean	
106.	Floor unit	One door, one handle, one shelf, chipped to the front edge, empty and clean	



107.	Drawer over	One handle, empty and clean	
108.	Wall unit	One door, one handle, one shelf, empty and clean	
109.	Wall unit	One door, one handle, one shelf, empty and clean	
110.	Cupboard under sink	One door, one handle, one shelf, empty and clean	
111.	False drawer over	One handle	
112.	Wall unit	One door, one handle, boiler	
113.	Floor unit	One door, one handle, one shelf, empty and clean	
114.	Drawer over	One handle, 7 small keys	
115.	BEDROOM ONE		
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122.	Door frame	Painted white	
123.	Door	White wooden panelled door	







124.	Door furniture	Silver handle, tarnished	
125.	Flooring	Light brown coloured carpet, small spot marks	
126.	Skirting	Painted white, door stop fitted	
127.	Walls	Painted magnolia, small spot marks LHS wall on entry, run marks over radiator	
128.	Ceiling	Painted white	
129.	Lighting	Pendent style light fitting, four bulbs working	
130.	Radiator	White, small marks to the front	
131.	Window sill	White painted wooden	
132.	Window	White UPVC double glazed unit, two panes of glass intact, two handles no keys	
133.	Blind	Cream with chain not attached	
134.	Cupboard	Door frame painted white Door white painted wooden panelled door Door furniture silver handle Flooring light brown coloured carpet	
135.	Sockets	2 x double	
136.	Switches	1 x single	
137.	BEDROOM TWO		




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138.		 A photograph showing a corner of a room with beige carpeting and white walls. A white radiator is visible on the wall in the background.	 A close-up photograph of a silver door handle on a white door.
139.		 A close-up photograph of a silver door threshold on a brown carpet.	 A close-up photograph of a silver door threshold on a brown carpet, showing the door's edge.
140.		 A photograph of a three-bulb ceiling light fixture with a black metal frame and white shades.	 A photograph of a white radiator mounted on a wall below a window.
141.		 A photograph taken from inside a room looking out through a glass door into a parking lot with several cars and buildings.	 A photograph of a window with a view of a residential street with red brick buildings.







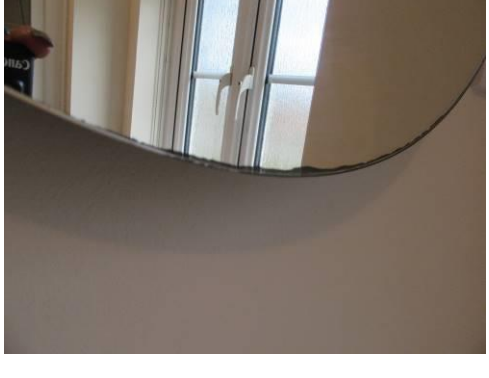



142.			
143.	Door frame	Painted white	
144.	Door	White painted wooden panelled door	
145.	Door handle	Silver handle, tarnished	
146.	Flooring	Light brown coloured carpe, furniture marked	
147.	Skirting	Painted white, door stop fitted	
148.	Walls	Painted magnolia,	
149.	Ceiling	Painted white	
150.	Lighting	Pendent style light fitting, one bulb only working	
151.	Radiator	White	
152.	Window sill	Painted white	
153.	Window	White UPVC double glazed unit, two panes of glass intact, two handles, no keys	
154.	Blind	Cream blind, chain but not attached	
155.	Sockets	3 x single	
156.	Switches	1 x single	
157.	<b>BATHROOM</b>		



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170.			
171.	Door frame	Painted white	
172.	Door	White painted wooden panelled door	
173.	Door furniture	Silver handle with lock, tarnished	
174.	Flooring	Light and dark blue tiled effect vinyl, small indentations throughout	
175.	Skirting	Painted white	
176.	Walls	Painted magnolia, Tiling light grey around bath and sink	
177.	Ceiling	Painted white	
178.	Lighting	Dome style light fitting, bulb working with shade,	
179.	Radiator	White, small marks to the front	
180.	Bath	White Two stainless steel grab handles Two stainless steel taps Plug attached with chain Shower screen, glass, water marked Shower – stainless steel fitted to the wall with stainless steel fittings, head and cord	
181.	WC	White with white plastic lid, clean condition	
182.	Window sill	Tiled to match, no damage noted	





183.	Window	White UPVC double glazed unit, two panes of frosted glass intact, two handles, no keys	
184.	Blind	Cream with cord, not attached	
185.	Toilet roll holder	Stainless steel	
186.	Sink	White, two stainless steel taps, water marked, plug attached with chain	
187.	Cupboard under	White wooden doors, marked to the front, two stainless steel handles, one shelf	
188.	Mirror	Round fitted to the wall, tarnished to the outside edges	
189.	Two pull cords	One plastic end missing	
190.	GARAGE		
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193.			
194.			
195.	Garage door	Up and over white garage door with black handle	
196.	Flooring	Concrete flooring	
197.	Door mat	Black rubber used condition	
198.	Lighting	Pendent style light fitting bulb working	
199.	Sockets	1 x double	
200.	Switches	1 x single	
201.	Window	White UPVC double glazed unit, two panes of frosted glass intact, two handles, no keys	
202.	White chest unit	Dusty	
203.	Door to lobby	Door frame painted white Door white painted wooden panelled door Silver handle, tarnished Light fitting, bulb working	



		Switch – 1 x single key	
204.	Door to rear	Door frame painted white Door white painted wooden panelled door Door furniture silver handle	
205.	Outside rear	Small garden area, leaf debris Green council recycling bin Black railings	



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**DECLARATION**

Having read this inventory carefully, I/We hereby agree that any discrepancies found have been noted and the agent concerned has been made fully aware.

If at the end of the tenancy agreement the inventory clerks' findings disagree with the inventory and previous comments noted, it will be accepted that the decision is final.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_