

**PROPERTY INVENTORY
& SCHEDULE OF CONDITION**

PROPERTY ADDRESS:

DATE:

NAME OF AGENT:

**RENTAL
AGREEMENT
SCHEDULE**

This Inventory Report has been prepared by _____ (name) and provides a fair and accurate record of the main contents and condition of the contents of the property, and the property's internal condition. It is the responsibility of the Landlord and the Tenant or the respective agents to agree between themselves the accuracy of this report.

The person preparing the inventory is not an expert on fabrics, woods, metals, etc., or a qualified surveyor. The schedule of condition should not be used as an accurate description of every piece of furniture or equipment, or as a structural survey report.

Unless otherwise stated, it is accepted that any listed item is in good condition and free from any defect. A significant defect is normally seen as damage, misuse or some other cause which constitute a discrepancy assessment upon termination of the tenancy. A list of exceptions is provided in the schedule.

Upon termination of the tenancy, the inventory items should be re-checked, and any discrepancies and/or variations will be subject to the agreement by both the Landlord and the Tenant. This format will indicate as to whether there is any liability to the Tenant, or whether the deterioration should be considered as reasonable wear and tear, which is generally assessed on the basis of the normal use of occupation and understood that certain items, such as kitchen utensils and bedding, are subject to wear and tear.

I ACKNOWLEDGE THAT THE CONTRACTUAL TERMS SET OUT IN A TENANT'S GUIDE TO RENTALS APPLY AND I AGREE TO ACCEPT THE OPINIONS OF EITHER PARTY

At the termination of the tenancy ALL items MUST be returned to the Landlord in the condition as indicated in the Inventory. A charge will be raised against the Tenant if items are not returned in the condition as indicated in the Inventory, for locating and repositioning of such items.

The Landlord would like to remind you that at the end of your tenancy:

1. The property should be left clean and in good order, all curtains, blinds and soft furnishings should be cleaned, and carpets shampooed and vacuumed.
2. Freezers and refrigerators must be clean, defrosted and fully defrosted.
3. Household waste should not be left in the property.
4. Should you be responsible for the maintenance, waste matter must be removed.
5. Any items that have been broken or damaged should be replaced.

The Tenant should arrange with the relevant service providers (gas and telephone) to take final readings on the check-out and provide your own final meter readings. Please **DO NOT** contact the service board or utility companies to disconnect the services.

All electrical items are to be checked for safety by the Tenant. This includes plugs, bulbs and flexes etc unless specified otherwise. The Landlord will test electrical items only when requested. This is no guarantee of, or report on, the adequacy of, or safety of, the electrical items. Tenants are advised to test all electrical items as soon as possible and report any faults to the Landlord.

The Fire and Safety Commission regarding Furniture and Furnishings and similar services are ultimately the responsibility of the Tenant. The "Inventory notes" and "Schedule of Condition" should not be interpreted to mean that the items are safe with regard to fire and furnishings. (Safety) (Amendments) 1993". It is a record that the items are safe with regard to fire and furnishings. The "Guide to the Furniture and Furnishings (Fire) (Safety) Regulations" issued by the Department of Trade and Industry, January 1997 (or subsequent edition), at the time the inventory was compiled. It is not a statement that the item can be considered to comply with the regulations.

Tenants, please note that upon receipt of the Inventory Report, you have the right to notify the Landlord if you disagree with any of its contents within 14 days.

ABBREVIATIONS

b.o.g.	burnt on grease
c.p.	chrome plated
c.w.f.	complete with fittings
d.c.p.c	dials and control panel complete
d.g.	double glazed window
f.f.r. label	Furniture and Furnishings (Safety) Regulations label
i.l	integral lock
m.c.a.	marks commensurate with age
m.c.f.	marks commensurate with use
m.c.u.	marks commensurate with use
n.t.	not tested
n.i.	not insured
n.w.	not working
o.d.u.	original door unit
s.g.	single glazed window
s.o.	seasonal
s.s.	stainless steel
w.o.	without

All items are considered to be in good condition unless specified.

A. ENTRANCE HALL

REF No.	ITEM	COMMENTS IN	CHECK-OUT	COST
A.1	Ceiling:			
A.2	Walls:			
A.3	Woodwork:			
A.4	Floor:			
A.5	Front Door:			
	Door frame:			
A.6	Thermostat:			
A.7	Smoke alarm:			
A.8	Heating:			
A.9	Lighting:			
A.10	Switches and sockets:			

B. DOWNSTAIRS

REF No.	ITEM	COMMENTS IN	CHECK-OUT	COST
B.1	Ceiling:			
B.2	Walls:			
B.3	Woodwork:			
B.4	Floor:			
B.5	Door:			
	Door frame:			
B.6	Window:			
	Sill:			
	Hangings:			
B.7	Burglar alarm sensor:			
B.8	Fuse box:			
B.9	Heating:			
B.10	Lighting:			
B.11	Switches and sockets:			

C. CLOAKROOM

REF No.	ITEM	COMMENTS	CONDITIONS AT CHECK-OUT	COST
C.1	Ceiling:			
C.2	Walls:			
C.3	Woodwork:			
C.4	Floor:			
C.5	Door:			
	Door frame:			
C.6	Toilet:			
C.7	Sink:			
C.8	Bathroom set:			
C.9	Shelves:			
C.10	Mirror:			
C.11	Extractor fan:			
C.12	Burglar alarm control panel:			
C.13	Heating:			
C.14	Lighting:			

REF No.	ITEM	COMMENTS	CONDITIONS AT CHECK-OUT	COST
D.1	Ceiling:			
D.2	Walls:			
D.3	Woodwork:			
D.4	Floor:			
	Doorstop:			
D.5	Door:			
	Door frame:			
D.6	French door:			
	Sill:			
	Hangings:			
D.7	Windows:			
	Sill:			

	Hangings:			
D.8	Burglar alarm sensor:			
D.9	Heating:			
	Shelf:			
D.10	Lighting:			
D.11	Switches and sockets:			

E. KITCHEN

REF No.	ITEM	COMMENTS	QUANTITY	UNIT PRICE	TOTAL COST
E.1	Ceiling:				
E.2	Walls:				
E.3	Woodwork:				
	Doorstop:				
E.4	Floor:				
E.5	Door 1 (to hall):				
	Door frame:				
E.6	Door 2 (to back garden):				
	Door frame:				
	Hangings:				
E.7	Window:				
	Sill:				
	Hangings:				
E.8	Kitchen units:				
E.9	Worktop and breakfast bar:				
E.10	Hob:				
E.11	Oven:				
E.12	Extractor fan:				
E.13	Washer-dryer:				
E.14	Fridge-Freezer:				
E.15	Dishwasher:				
E.16	Sink:				
E.17	Mirrors:				

E.18	Pan rail with hooks:			
E.19	Towel rail:			
E.20	Burglar alarm sensor:			
E.21	Heating:			
E.22	Lighting:			
E.23	Switches and sockets:			

F. DINING ROOM

REF No.	ITEM	COMMENTS	CHECK-OUT	COST
F.1	Ceiling:			
F.2	Walls:			
F.3	Woodwork:			
	Doorstop:			
F.4	Floor:			
F.5	Door:			
	Door frame:			
F.6	Window:			
	Sill:			
	Hangings:			
F.7	Burglar alarm sensor:			
F.8	Heating:			
F.9	Lighting:			
F.10	Switches and sockets:			

G. HALLWAY & STAIRS

REF No.	ITEM	COMMENTS	COMMENTS AT CHECK-OUT	COST
G.1	Ceiling:			
G.2	Walls:			
G.3	Woodwork:			
G.4	Floor:			
G.5	Door to Airing Cupboard:			
	Door frame:			
G.6	Airing cupboard:			

G.7	Banisters:			
G.8	Loft hatch:			
G.9	Smoke alarm:			
G.10	Lighting:			
G.11	Switches and sockets:			

H. BATHROOM

REF No.	ITEM	COMMENTS	COMMENTS AT CHECK-OUT	COST
H.1	Ceiling:			
H.2	Walls:			
H.3	Woodwork:			
	Doorstop:			
H.4	Floor:			
H.5	Door:			
	Door frame:			
H.6	Window:			
	Sill:			
	Hangings:			
H.7	Toilet:			
H.8	Sink:			
H.9	Bath:			
H.10	Extractor fan:			
H.11	Bathroom set:			
H.12	Cabinet:			
H.13	Mirror:			
H.14	Shelves:			
H.15	Heating:			
H.16	Lighting:			

I. BEL

REF No.	ITEM	COMMENTS	COMMENTS AT CHECK-OUT	COST
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I.1	Ceiling:			
I.2	Walls:			
I.3	Woodwork:			
	Doorstop:			
I.4	Floor:			
I.5	Door:			
	Door frame:			
I.6	Window:			
	Sill:			
	Hangings:			
I.7	Built-in wardrobe:			
I.8	Heating:			
I.9	Lighting:			
I.10	Switches and sockets:			

REF No.	ITEM	QUANTITY	UNIT PRICE	TOTALS AT CHECK-OUT	COST
J.1	Ceiling:				
J.2	Walls:				
J.3	Woodwork:				
	Doorstop:				
J.4	Floor:				
J.5	Door:				
	Brass handles				
	Door frame:				
J.6	Window:				
	Sill:				
	Hangings:				
J.7	Wardrobe:				
J.8	Heating:				
J.9	Lighting:				
J.10	Switches and sockets:				

K. BEDROOM THREE

REF No.	ITEM	COMMENTS	COMMENTS AT CHECK-OUT	COST
K.1	Ceiling:			
K.2	Walls:			
K.3	Woodwork:			
K.4	Floor:			
K.5	Door:			
	Door frame:			
K.6	Window:			
	Sill:			
	Hangings:			
K.7	Set of matching furniture:			
K.8	Shelves:			
K.9	Heating:			
K.10	Lighting:			
K.11	Switches and sockets:			

L. BEDROOM FOUR (MASTER)

REF No.	ITEM	COMMENTS	COMMENTS AT CHECK-OUT	COST
L.1	Ceiling:			
L.2	Walls:			
L.3	Woodwork:			
	Doorstop:			
L.4	Floor:			
L.5	Door:			
	Door frame:			
L.6	Windows:			
	Sill:			
	Hangings:			
L.7	Built-in wardrobe (X):			
L.8	Shelves:			
L.9	Heating:			
L.10	Lighting:			

L.11	Switches and sockets:		
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M. EN-SUITE

REF No.	ITEM	COMMENTS	COMMENTS AT CHECK-OUT	COST
M.1	Ceiling:			
M.2	Walls:			
M.3	Woodwork:			
	Doorstop:			
M.4	Floor:			
M.5	Door:			
	Door frame:			
M.6	Window:			
	Sill:			
	Hangings:			
M.7	Toilet:			
M.8	Sink:			
M.9	Shower cubicle:			
	Shower:			
M.10	Extractor fan:			
M.11	Bathroom set:			
M.12	Cabinets:			
M.13	Mirror:			
M.14	Heating:			
M.15	Lighting:			

N. L...

REF No.	ITEM	COMMENTS	COMMENTS AT CHECK-OUT	COST
N.1	Front:			
N.2	Back:			

DECLARATION:

The foregoing inventory report has been checked by the undersigned, and any amendments and additional notes made as necessary in black ink. We understand that any amendments made more than 5 working days after receipt of the inventory report will

SIGNED BY TENANT (1):..... DATE:.....

SIGNED BY TENANT (2):

SIGNED BY TENANT (3):

SIGNED BY TENANT (4):

UTILITY READINGS

Gas Reading			Meter No.
Electricity Reading			o.
Water Reading		Location of meter	Meter No.

KEYS HANDED OVER TO THE

Yale	Mortice	Garage	Other

Alarm code:

INSTRUCTION TO AGENT AT PROPERTY:

Where are the