
Bennetts Services

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INVENTORY REPORT

PROPERTY	XXXX, Chiswick, London, W4 XXX
TYPE	1 Bedroom Furnished Apartment
DATE	18th May 2004
FOR	Client

TERMS AND CONDITIONS

- This inventory report is a fair and accurate report which describes the property's contents, conditions and cleanliness for rental purposes only. This document is no guarantee of, or report on, the adequacy of, or safety of any such equipment of contents, merely a record that such items exist in the property as at the date of the inventory report and check-in and the superficial condition of same.
- The inventory only extends to parts of the property that are readily accessible. All other parts of the premises, for example attics, garages, basements, lofts and cupboards full of items which are not relevant to the inventory, are specifically excluded. The compiler cannot undertake to search in inaccessible places, through overcrowded drawers or cupboards, nor will the compiler undertake to move heavy furniture or bulky items.
- This inventory has been prepared for identification purposes only and in no way constitutes a valuation or statement of authenticity.
- Unless the inventory is carried out in daylight hours, the garden and exterior of the premises have not been inspected.
- This inventory has been prepared on the accepted principle that, in the absence of marginal comments, items are visibly free of defects, soiling, damage or missing parts.
- Electrical appliances, machinery, boilers, gas appliances, radiators, water supply and other similar items are **not** tested. Lighting is solely tested to indicate whether light bulbs are working at time of check-in, however, this is not an indicator that such items are functioning correctly or comply with the relevant safety regulations. Electrical items may be tested for safety by a qualified electrician only.
- Towels, bed linen and other similar items have only been inspected if laundered.
- Burglar alarms and smoke detectors are **not** tested.
- Meter readings may only be taken if these are located and readily accessible and, in any event, these should be checked by the relevant utility company.
- 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 Furniture, Gas, Electrical and similar services are ultimately the responsibility of the Instructing Principal. Where the inventory notes "Fire Safety label seen" this should not be interpreted to mean that the item complies with the "Furniture and 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 to the Furniture and Furnishings" (Fire)(Safety) Regulations as published by Department of Trade and Industry, January 1997, (or subsequent edition), attached at the time the inventory was compiled. It is not a statement that the item can be considered to comply with the Regulations.
- It is the responsibility of the landlord and the tenant, or the respective agent, to agree between themselves the accuracy of this report.

NOTES FOR TENANTS

- The inventory will be fully checked at the end of the tenancy. All personal possessions should be removed prior to the check-out and the property must be ready for the check-out including the return of all keys. In the event that the property has not been prepared for the check-out, the appointment will be cancelled and a charge for re-scheduling the check-out will be incurred.
- Please ensure that all furniture and other items are returned to their original places as listed in the inventory, including any items that have been stored and packed away. This will avoid any charges, either for misplaced property, or for time spent finding and repositioning items.
- The property should be **professionally cleaned** (this is a thorough, in-depth end of tenancy clean) and left tidy at the end of the tenancy. Tenants can be disagreeably surprised to find the check-out report commenting unfavourably on the standard of cleaning with a requirement for further cleaning at considerable extra cost. Most commonly missed areas include:
 - Lime scale build up on taps, shower heads, waste
 - Ceramic tiles in kitchens and bathrooms
 - Kitchen appliances inside and out, including shelving and all rubber seals
 - Burned on grease to ovens, grill pans, wire racks and hob burners
 - Kitchen units, cupboards and drawers – inside and out
 - Soap dispensers and filters of washing machines and dishwashers
 - All paint work, skirting boards, picture rails, architraves
 - Extractor fans and air vents
 - Ceiling/wall light fittings, shades and bulbs
 - Curtains and blinds
 - Carpets and flooring
 - Upholstery
 - Linen
 - Windows
- Bedding and linen should be dry cleaned/laundered, ironed and placed neatly in the appropriate room. Beds should not be made up as all mattresses will be examined.
- During the check-out, the inventory will be checked and any variances and discrepancies to the original will be noted. Following allowances made for “fair wear and tear” the tenant will be liable to pay for repairs, replacement, making good or cleaning (where necessary). Typical discrepancies can include:
 - Carpet soiling: spotting, staining, heavy shading, burn marks
 - Furniture damage: soiling, staining, breaks, ring/scratch marks, water/liquid marks, dents, chips
 - Walls: picture hook holes, blue tack marks, chips, smoke stains
 - Woodwork: chips, scratches, dents
 - Curtains: discoloured due to smoke, torn or not freshly cleaned
 - Fireplace: unauthorised use, chimneys not swept, damage to mantelpiece and hearth
 - Mattresses: soiling
 - Linen: soiling, staining, not freshly cleaned, tears
 - Flooring: heavy usage, scrape/scratch marks, stains, burns
 - Gardens: unswept patios/paths/driveways, weeds, un-maintained borders, bushes etc.

ABBREVIATIONS USED

lhs	Left hand side
rhs	Right hand side

CONTENTS	
SCHEDULE OF CONDITION	5
ENTRANCE HALL	6
BATHROOM	7
KITCHEN	8
RECEPTION ROOM	11
BEDROOM	12
PHOTOGRAPHS	14

SCHEDULE OF CONDITION	
GENERAL CONDITION	Professionally cleaned. Good order.
CARPETS/FLOORS	Professionally cleaned. Some marks as noted.
WALLS/SKIRTING/ WOODWORK	Good condition. Odd marks, as noted.
WINDOWS	Freshly cleaned.
CURTAINS/BLINDS	Professionally cleaned. Working order.
KITCHEN	Appliances, worktop and units professionally cleaned.
BATHROOM	Professionally cleaned. Some marks to bath as noted – requires further wipe down.
ELECTRICITY	Meter located in cupboard outside apartment entrance door. Meter no. xxxxx Reading: xxxxxxxx
KEYS	Returned to xxxxxxxxxxxxxxxx
FOR	XXXXXXXXXX
DATE	18 th May 2004

INVENTORY REPORT

BATHROOM

INVENTORY	DESCRIPTION	CHECK-IN
DOOR	White painted wooden panelled door. Brass plates with brass lever handles and integrated bolt. Grey rubber door wedge. Brass effect threshold strip.	Small black scuffs next to handles. Marks.
CEILING	White textured paint. Greenwood Airvac extractor fan.	
WALLS	Painted cream.	Scuff below towel rail to lower level.
TILING	Mottled white and brown/red ceramic tiles with matching patterned edge tiles.	Some discolouration to grouting; some grouting as new.
LIGHTING	Ceiling mounted rose with pull cord with acorn. Flush mounted frosted glass ceiling light.	Discoloured. Tested for power only.
FLOORING	Cream and grey mottled vinyl flooring.	Brown spot in front of cupboard door. Scuff near bath lhs. Minor usage marks.
SKIRTING & WOODWORK	Painted white.	Numerous small chips.
WINDOWS	Double glazed white wooden mock sash window with top opener. 4 frosted glass panes. 2 white metal stays with integrated locks.	Clean. Minor usage marks.
CURTAINS	White roller blind with 2 cords and 2 plastic acorns.	2 minor spots.
HEATING	Wall mounted Dimplex heater with cord and acorn.	
SOCKETS	Shaver socket in bathroom cabinet. White plate with fuse and on/off switch. White plate with fuse.	Plaster marked.
BATH	White acrylic non-slip bath with 2 cream grab handles. Mixer taps. Chrome chain and plug. Chrome bath shower mixer with chrome shower head and hose.	Long red drip mark + several drip marks. Rust marks on hose.

	<p>Chrome slider rail with soap dish and hose retaining clip. Glass shower screen. Chrome shower rail with white plastic shower curtain. Cream acrylic bath panel.</p>	<p>Rust marks to rhs of rail. Shower curtain: as new. Loose. Minor marks to edges on rhs.</p>
W/C	<p>White close-coupled Roca toilet pan and cistern. White seat and lid. Chrome lever flush.</p>	<p>Minor plaster marks to back. Odd marks to lid and underside of seat.</p>
BASIN	<p>White porcelain Roca pedestal basin. Chrome pillar basin taps. Chrome chain and plug.</p>	<p>1 large + 1 small chip to front lhs. Scale to taps. Minor scale.</p>
ITEMS	<p>Wall mounted bathroom cabinet with 2 mirrored doors. Open shelf below. Chrome towel rail. Chrome towel ring. White plastic toilet brush and holder.</p>	<p>Doors loose. Long scratch to shelf. Well in use.</p>
KITCHEN		
DOOR	<p>White painted wooden panelled door with brass plates and lever handles. Grey rubber wedge. Brass effect threshold strip.</p>	<p>Slight rub marks. 1 chip to bottom edge. Paint marked.</p>
CEILING	<p>White textured paint.</p>	
WALLS TILING	<p>Painted cream. Pale aqua ceramic tiles with odd random pink tiles. Brass double hook. White plastic hook (on tiles).</p>	<p>Minor marks next to end unit.</p>
LIGHTING	<p>White switch-plate with 2 switches. 4 eyeball downlights. 2 under unit strip lights.</p>	<p>Tested for power only. Not working.</p>
FLOORING	<p>Maple floorboard effect vinyl flooring.</p>	<p>Odd minor scuffs and scratches.</p>
SKIRTING & WOODWORK	<p>Painted white. White and brass skirting mounted doorstop.</p>	<p>4 chips. In use.</p>
WINDOWS	<p>Double glazed white wooden mock sash window with top opener. 4 clear glass panes. 2 white metal stays with integrated locks and 1 key.</p>	<p>Freshly cleaned. Minor usage marks to stays. Key seen.</p>

CURTAINS	Venetian blind with grey metal slats, pole and cord with clear plastic acorn.	Paint marks to pole.
HEATING	White double radiator.	1 valve cap missing.
SOCKETS	4 double sockets. 1 single socket. White fused switch-plate and on/off switch. Socket with cooker on/off switch.	
WORK SURFACES	Dappled slate effect worktop.	Minor usage marks.
KITCHEN UNITS	Range of stained blue/grey wood effect laminate wall and base units. Hammered pewter effect knobs.	Freshly cleaned.
KITCHEN UNITS & APPLIANCES		
UNIT1 (from left)	Freestanding Liebherr Comfort fridge freezer. Refrigerator: 4 glass shelves, 2 vegetable boxes. Door: 4 white shelves; 1 with flap. Egg tray. Freezer: 2 white drawers. 2 ice trays; 1 with cover. Instruction Manual.	Dent with scratch to mid level. Professionally cleaned Professionally cleaned.
UNIT2	<p>Drawer:</p> <ul style="list-style-type: none"> Wooden cutlery tray 8 stainless steel knives 9 stainless steel forks 8 stainless steel spoons 7 stainless steel teaspoons 1 Sabatier bread knife 1 black – handled meat cleaver 2 black – handled kitchen knives 1 black – handled Plasplugs junior hacksaw 1 stainless steel skimmer Black plastic salad servers – spoon & fork 1 black plastic pasta spoon White & black handled spatula 1 tea strainer 1 wooden handled ladle 1 garlic crusher 1 white – handled peeler. <p>Cupboard with door and shelf:</p> <ul style="list-style-type: none"> 1 Pyrex measuring jug White plastic and glass lemon squeezer 3 acrylic storage containers with white lids 1 Microban litre food storer 1 Cadbury Flake yellow tin. 	<p>1 marked</p> <p>Some rust marks.</p> <p>In use – heat marks + slightly melted.</p> <p>Handle cracked.</p> <p>1 lid damaged.</p>

<p>UNIT3</p>	<p>1½ bowl white composite sink with white monobloc mixer tap. 2 white basket strainer wastes. Grey plastic draining rack. Grey plastic cutlery holder.</p> <p>Cupboard with door: ½ bowl insert. Brown Addis dustpan and brush.</p>	<p>Professionally cleaned. Strainer wastes in use.</p> <p>4 white adhesive stickers to interior. In use & discoloured. Well in use.</p>
<p>UNIT4</p>	<p>White composite draining board (part of sink unit). Built-in concealed Zanussi Jetsystem Turbody 1200 washer/dryer.</p>	<p>Dirt to inner rubber seal.</p>
<p>UNIT5</p>	<p>Open shelving unit.</p> <p>Cupboard with door and shelf: White Ikea crockery: 4 dinner plates 4 side plates 4 dishes 4 cups and saucers. 6 glass tumblers, 2 wine glasses, 1 stem glass.</p> <p>Cupboard with door and shelf: Glass storage jar with cork stopper.</p> <p>White Samsung Selection microwave.</p> <p>2 cork place mats. White chopping board.</p> <p>Corner cupboard below with bi-fold door and 2 cream carousel shelves: Water filter jug Wooden chopping board White plastic colander White plastic strainer White Ikea mixing bowl 2 s/s graters 1 Pyrex lid with black knob 1 non-stick brown frying pan 1 s/s mixing bowl 1 blue Le Creuset casserole with lid 1 blue Le Creuset cocotte with lid 1 non-stick grey saucepan.</p>	<p>2 crazed.</p> <p>Chip to 1 saucer.</p> <p>Rust marks to inner door + inside front and inside back.</p> <p>In use.</p> <p>Sticker.</p> <p>In use. In use.</p> <p>Well in use. Scratched.</p> <p>Well in use.</p>
<p>UNIT6</p>	<p>Built-in concealed cooker hood. Zanussi 4 burner white electric hob. White Zanussi built-in oven: 2 wire racks 1 baking tray 1 grill pan with metal rack.</p>	<p>Pipe work above appears detached. Clean. Clean. Old burnt on grease. Well in use. Old burnt on grease. Well in use. Old burnt on grease.</p>
<p>UNIT7</p>	<p>Cupboard with door and shelf: Wooden salt and pepper grinders.</p>	<p>Grubby.</p>



Entrance Hall – marks to entrance door



Bathroom – ironing board plate marks



Bathroom – red drip mark



Kitchen – sink professionally cleaned



Reception Room – Heat marks above Dimplex heater.

Bedroom – marks to wall behind headboard

