

Schedule of Condition and Check-in

PROPERTY: address

DATE: October 2004

REPRESENTATIVE: Alison Soule

TENANT PRESENT: tenant name

ON BEHALF OF: letting agent / landlord

UTILITY READINGS:

GAS READING	367.9
No. and location of gas meter:	Beneath kitchen sink
ELECTRICAL READING	8765.912
No. and location of electricity meter:	Cupboard in lounge
WATER READING	NA
Location of water meter	NA
Location of stop cock	Beneath kitchen sink

KEYS HANDED OVER TO TENANT

Yale	Mortice	Chubb	Garage	Other
2	2		1	

Rubbish left in property ? Yes / No

Food left in property ? Yes / No

Telephone connected ? Yes / No

Heating left on ? Yes / No

INSTRUCTION MANUALS PRESENT AT PROPERTY:

Bosch Dishwasher
Philips Microwave
Glow Worm Boiler

GENERAL NOTES FOR ATTENTION OF TENANT AND AGENT / LANDLORD:

- Render cracking above front door
- Possible evidence of damp in bathroom
- Garage lock is loose

CLEANLINESS REPORT AT CHECK-IN:

General

Property not professionally cleaned, skirtings and woodwork requires a light wipe, carpets need vacuuming and rear garden borders require weeding.
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Garden

Front	Good seasonal order
Rear	Poor seasonal order, lawn needs cutting and borders need weeding

Hard Flooring

Wooden Floors	NA
Lino	Grubby marks in bathroom
Tiling	NA

Carpets

Need vacuuming throughout

Windows

Panes	Seasonal dirt to exterior, light finger marks to return
Frames	Mildew in bathroom

Kitchen units

Doors	Clean
Shelving / Drawers	Food remnants and dusty

Work tops	Slightly greasy round hob
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Appliances

Hob	Burnt on grease to burners and fret
Extractor	Grease to filter
Oven	Grease to interior and door return
Grill	Carbon and heavy grease to interior and door
Fridge	Clean
Freezer	Clean
Washing Machine	Water marks to seal and soap residue in soap tray
Dishwasher	Clean
Microwave	Food stains to interior
Tumble Dryer	NA

Sanitary ware

Kitchen sink & drainer	Water marks to outlet
Bathroom bath	Water marks throughout
Bathroom toilet	Clean
Bathroom basin	Scale to base of taps
Bathroom shower	Clean
Cloakroom sink	NA
Cloakroom toilet	NA

NOTES AND GENERAL GUIDELINES

This Schedule of Condition has been prepared by Blue Sky Inventories 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. However, this is not an inventory and is not considered to be a full list of all contents of the property, rather as a guideline to the general condition its principle items. 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 schedule of condition is not an expert on fabrics, woods, materials, antiques etc., nor a qualified surveyor. The schedule of condition should not be used as an accurate description of each and every piece of furniture or equipment, nor as a structural survey report.

Unless otherwise stated, it is accepted that any listed item is in good condition and free from any obviously defect. A significant defect is normally seen as damage, usage or soiled which may constitute a discrepancy assessment upon termination of the tenancy. A list of abbreviations is provided for your guidance.

Upon termination of the tenancy, the schedule of condition is re-checked, and any discrepancies and/or variations will be reported to our Instructing Principal. This format will indicate as to whether, in our opinion, there is any liability to the Tenant, or where such deterioration might be considered as reasonable wear and tear, which is generally assessed on the length of tenancy and type of occupancy. It is understood that certain items, such as kitchen utensils and bedding, will receive heavier usage.

WE ACKNOWLEDGE THAT THE CONTRACTUAL TERMS LISTED IN A TENANCY AGREEMENT MAY OVERRULE THE OPINION OF THE ASSESSOR.

Blue Sky Inventories acts as an independent body and will avoid unnecessary criticism or derogatory comment when compiling a Schedule of Condition. However, if we are requested to be particularly pedantic when checking a tenant into a property, we reserve the right to be equally so when checking them out.

At the termination of the tenancy ALL items MUST be returned to their original positions as indicated in the Schedule of Condition. A charge will be raised against the security deposit if items are NOT correctly positioned, for locating and repositioning of such items.

Blue Sky Inventories would like to remind you that at the end of the tenancy:

1. The property should be left clean and in good order, and the curtains, linen and soft furnishings should be cleaned, and carpets shampooed or steam cleaned.
2. Freezers and refrigerators must be clean, devoid of food and fully defrosted.
3. Household waste should not be left at the property.
4. Should you be responsible for garden maintenance, waste matter must be removed.
5. Any items that have been broken or mislaid should be replaced.

You should arrange with the relevant services (gas, electricity, water and telephone) to take final readings on the check-out day and provide your forwarding address for final accounts. Please DO NOT contact the service boards requesting them to disconnect the services.

NOTES AND GENERAL GUIDELINES continued...

Blue Sky Inventories cannot undertake to move heavy items of furniture or large pots. Plants are considered perishables and may not be detailed. We cannot search inaccessible places to locate items or check lofts.

We will not alter the position of water mains stopcocks, or attempt to re-start central heating boilers.

All electrical items are considered to be complete with plugs, bulbs and flexes etc unless specified otherwise. We will test electrical equipment for power only when practical. This is no guarantee of, or report on, the adequacy of, or safety of, any such equipment. Tenants are advised to test all electrical items as soon as possible and report any faults to the Landlord / Managing Agent.

The Fire and Safety Regulations regarding Furnishing, Gas, Electrical and similar services are ultimately the responsibility of the Instructing Principal. Where the inventory notes "F.F.R. 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 the 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.

Please note that upon receipt of your copy of the schedule of condition and check-in report, you have the right to notify the relevant management agent if you do not agree with any of its contents. You usually have 2 working days to make any written amendments but please check with your agent as to the exact time period.

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 (Fire) (Safety) Regulations label
i.l	integral lock
m.c.a.	marks commensurate with age
m.c.f.	marks commensurate with finish
m.c.u.	marks commensurate with use
n.t.	not tested
n.i.	not inspected
n.w.	not working
o.d.u.	old defects under
s.g.	single glazed window
s.s.	stainless steel
s.o	seasonal order
w.o.	working order

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

FRONT GARDEN			
REF No.	ITEM	COMMENTS	COMMENTS AT CHECK-OUT
1	Drive laid to tarmac		
2	Borders with shrubs	Fair seasonal order	
3	No. 2 hanging baskets	Fair seasonal order	

REAR GARDEN			
REF No.	ITEM	COMMENTS	COMMENTS AT CHECK-OUT
1	Lawn	Poor seasonal order	
2	Patio laid with wooden decking	Fair seasonal order	
3	Terracotta pots with flowers		
4	No. 1 wooden bench with No. 4 matching chairs	Poor / old condition	
5	No. 4 hanging baskets	Fair seasonal order	
6	Borders with flowers and shrubs	Fair seasonal order	

ENTRANCE HALL			
REF No.	ITEM	COMMENTS	COMMENTS AT CHECK-OUT
1	Ceiling with beams	Fair decorative order - small cracks, dusty & cobwebs	
2	Walls	Fair decorative order, numerous nail holes and nails Door wall - finger marks round door frame and light switch Left wall - o.d.u. bottom left corner	

3	Skirtings	Fair decorative order – small chips round door frame	
4	Coving	dusty & cobwebs	
5	Dado rail	Large chip centre of right wall	
6	Tile floor	Dusty, slate tiles needs sweeping	
7	Panel door	Old condition - varnish sun faded and peeling, old cracks and marks – m.c.a.	
	9 obscure glass panes		
	Letter box and door knock	Slightly tarnished – m.c.a.	
	Numerals No. 1	Slightly scratched and top nail stands proud	
	Yale lock	Over paint to edges	
	Lock and cover	Slightly scratched with use	
	Spy hole		
	Letter box	Dusty	
	Metal door bell	Not working	
	Door frame		
	Door step	Chipped with use, m.c.a.	
9	Switches and sockets as seen – white plastic	Dusty to tops	
10	Off-cut carpet as door mat	Fair condition - loosely cut round edges and fraying	
11	Radiator c.w.f.		
12	No.1 ceiling mounted light with bare bulb	Bulbs in w.o. - dusty	

LOUNGE			
REF No.	ITEM	COMMENTS	COMMENTS AT CHECK-OUT
1	Ceiling		
2	Walls	Left wall – No. 2 nails and No.1 old fittment hole Right wall – small chip marks left of fire place and large hanging stain above fire place Door wall – finger marks right side of door	
3	Skirtings	Dusty O.D.U. to centre of wall	
4	Coving		
5	Dado rail	Dusty	
6	Carpet, newly laid	Fraying along facing wall edge Small marks in front of fire place	
	Floor bar upon entry		
7	Panel door	Slightly dusty	
	No. 6 glass panes	Slightly dusty and finger marked	
	No. 2 handles with internal lock	No.1 key present	
	Clear spandrel above	Over paint to edges, small chip to left bottom corner	
	Door frame		
8	Casement d.g. window with 5 panes		
	White UPVC frames and handles	Over paint to edges, no keys present	
	Sill	Dusty	
	Lined curtains and curtain pole with finials	Curtains slightly sun faded. Curtain pole dusty	
9	Fire place with gas fire c.w.f	Gas fire not tested	
	Mantle piece and surround	Dusty and chips to front edge	
	Hearth	Dusty	
10	Sofa and chair	New	

11	Coffee table	New	
12	Nest of tables	Fair condition – water marks to top and legs loose and chipped	
13	Lamp with shade	Bulb in w.o, shade slightly dusty	
14	Radiator c.w.f.	Dusty to top, plastic cap cracked on right side	
15	Switches & sockets as seen white plastic	Door wall double socket cracked	
16	No.2 ceiling mounted light bulbs with shades	Bulbs in w.o	

KITCHEN			
REF No.	ITEM	COMMENTS	COMMENTS AT CHECK-OUT
1	Ceiling		
2	Walls Part painted Part tiled	Door wall - finger marks adjacent to door Left wall - small chips below centre Grout slightly discoloured round sink Tile adjacent to door cracked	
3	Skirtings	Dusty	
4	Coving		
6	Lino	Fair condition – small burn mark to left corner with cooker, food crumbs surrounding fridge and cooker	
7	Panel door	Slightly dusty	
	No. 6 glass panes	Grease marked, slightly dusty and finger marked	
	No. 2 handles with internal lock	No.1 key present	
	Clear spandrel above	Over paint to edges and grease marked	

	Door frame	Fair condition - chip marks to lower right an left sides	
8	Casement d.g. window		
	2 panes	Heavy grease and finger marks	
	White UPVC frames and handles	Over paint to edges and dusty, No.2 keys present	
	Sill	Fair condition – painted sun faded and heavily cracking, dusty	
	Slatted blind c.w.f	Blind in w.o.	
9	Kitchen base and eye level units with pulls comprising;	Fair condition water marks to door fronts, some doors are loosely fitted, 1 pull is missing	
	Laminate carcass'	stains to base carcass below sink	
	Matching plinths	Small chip marks throughout	
10	Worktop	Sealant starting to perish round sink, large chip beneath boiler cupboard	
11	Whirlpool Oven and Grill	New	
12	Whirlpool extractor hood	Fair condition - grease to filter	
13	Whirlpool fridge freezer	New	
14	Phillips washing machine c.w.f.	Fair condition - soap residue in tray and water marks to door seal	
15	Philips microwave	Fair condition - grease and food remnants to door and roof	
16	Morphy Richards 4 slot silver toaster 2.5Y	New	
17	Morphy Richards 2.5l silver cord free kettle	New	
17	Glow worm combi boiler 98UP c.w.f.	Not tested	
18	Radiator c.w.f.		
19	Switches and sockets as seen white plastic	Tops slightly dusty	
20	Strip light fitting	Bulbs in w.o.	

DECLARATION:

The foregoing schedule of condition and check-in report has been checked by the undersigned, with the amendments and additional notes made as necessary in black ink. We understand that any amendments and additions made more than two working days after receipt of the typed, bound copy of the schedule of condition and check-in report will not be admissible.

SIGNED BY TENANT (1): Yes - see sheet attached

SIGNED BY TENANT (2):

SIGNED BY TENANT (3):

SIGNED BY TENANT (4):

SIGNED BY INVENTORY CLERK: Yes - see sheet attached

TIME OF COMMENCEMENT OF CHECK IN:

TIME OF COMPLETION OF CHECK IN:

DATE: