

# Blue Sky Inventories

Independent Inventory Services



**PROPERTY**

House No,  
Street Name,  
Town,  
Post Code

**DATE**

01.10.2004

**BLUE SKY REPRESENTATIVE**

Alison Soule

**ON BEHALF OF**

Letting Agent / Landlord

## NOTES AND GENERAL GUIDELINES

This Inventory Report 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. 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, 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 inventory report 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 an inventory report. 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 7 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.o.	seasonal order
s.s.	stainless steel
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 black metal hanging baskets with flowers hung to No.2 black metal brackets	Fair seasonal order	

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

ENTRANCE HALL / HALLWAY			
REF No.	ITEM	COMMENTS	COMMENTS AT CHECK-OUT
1	Ceiling Artex painted white with wooden beams painted black	Fair decorative order - small cracks, dusty & cobwebs	
2	Walls Painted green, 5 nails and numerous old nail holes	Fair decorative order Door wall - finger marks round door frame and light switch Left wall - o.d.u. bottom left corner	
3	Skirtings Wood painted white	Fair decorative order - small chips round door frame	
4	Coving Painted white	dusty & cobwebs	
5	Dado rail Painted white	Large chip centre of right wall	
6	Floor Grey slate tiles	Dusty, needs sweeping	
7	Door Wooden panel door painted white	Old condition - varnish sun faded and peeling, old cracks and marks - m.c.a.	
	9 obscure glass panes all intact		
	Chrome letter box and door knock	Slightly tarnished - m.c.a.	
	Chrome numerals No. 1	Slightly scratched and top nail stands proud	
	Brass Yale lock	Over paint to edges	
	Chrome lock and cover	Slightly scratched with use	
	Chrome spy hole		
	White plastic letter box	Dusty	
	Metal door bell painted white	Not working	
	Door frame Wood painted white		
	Door step Wood varnished	Chipped with use, m.c.a.	

9	Switches and sockets as seen – white plastic	Dusty to tops	
10	Off-cut brown carpet as door mat	Fair condition - loosely cut round edges and fraying	
11	Single wall mounted radiator painted white 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 Painted white		
2	Walls Painted cream	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 Wood painted white	Dusty O.D.U. to centre of wall	
4	Coving Painted white		
5	Dado rail Wood painted white	Dusty	
6	Floor Light brown carpet, newly laid	Fraying along facing wall edge Small marks in front of fire place	
	Brass floor bar upon entry		
7	Door Wooden panel door painted white	Slightly dusty	
	No. 6 glass panes all intact	Slightly dusty and finger marked	

	No. 2 brass handles with internal lock	No.1 key present
	Clear spandrel above, pane intact	Over paint to edges, small chip to left bottom corner
	Door frame Wood painted white	
8	Window Casement d.g. window	
	5 panes all intact	
	White UPVC frames	Over paint to edges
	No.3 white UPVC handles with internal locks	No keys present
	Sill Wood painted white	Dusty
	No. 2 red lined curtains hung to wooden curtain pole with No. 2 decorative finials	Curtains slightly sun faded. Curtain pole dusty
9	Fire place Cream limestone effect backing with wood effect gas fire c.w.f	Gas fire not tested
	Varnished wooden mantle piece and surround	Dusty and chips to front edge
	Black granite effect hearth	Dusty
10	Black leather sofa and chair	New
11	Glass top coffee table	New
12	Nest of No. 3 wooden tables	Fair condition – water marks to top and legs loose and chipped
13	White ceramic lamp with red fabric light shade	Bulb in w.o, shade slightly dusty
14	Wall mounted double radiator painted white 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 No.2 cream fabric light shades	Bulbs in w.o

KITCHEN			
REF No.	ITEM	COMMENTS	COMMENTS AT CHECK-OUT
1	Ceiling Painted white		
2	Walls Part painted cream  Part tiled with white and blue patterned tiles	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 Wood painted white	Dusty	
4	Coving Painted white		
6	Floor White and black tile effect lino	Fair condition – small burn mark to left corner with cooker, food crumbs surrounding fridge and cooker	
7	Door Wooden panel door painted white	Slightly dusty	
	No. 6 glass panes all intact	Grease marked, slightly dusty and finger marked	
	No. 2 brass handles with internal lock	No.1 key present	
	Clear spandrel above, pane intact	Over paint to edges and grease marked	
	Door frame Wood painted white	Fair condition - chip marks to lower right an left sides	
8	Window Casement d.g. window		
	2 panes all intact	Heavy grease and finger marks	
	White UPVC frames	Over paint to edges and dusty	
	No.2 white UPVC handles with internal locks	No. 2 keys present	
	Sill Wood painted white	Fair condition – painted sun faded and heavily cracking, dusty	

	Silver slatted blind with clear plastic turning rod and white nylon pull cords with white plastic acorn ends	Blind in w.o.
9	Kitchen base and eye level units comprising;	Fair condition
	Wood effect panel doors with chrome pulls	water marks to door fronts, some doors are loosely fitted, 1 pull is missing
	White laminate carcass'	stains to base carcass below sink
	Matching wood effect plinths	Small chip marks throughout
10	Worktops Black granite effect laminate worktop	Sealant starting to perish round sink, large chip beneath boiler cupboard
11	Whirlpool Oven and Grill comprising;	New
	Clear glass door and chrome pull	
	No.2 chrome metal wire shelves	
	Internal grill	
	No.1 roasting tray and wire rack	
12	Whirlpool extractor hood	Fair condition - grease to filter
13	Whirlpool fridge freezer	New
	No.2 internal white plastic wire shelves	
	No. 1 frosted glass shelf	
	No.2 clear plastic salad crispers	
	No.3 clear plastic door compartments 2 with lids	
	No.1 white plastic egg tray	
	No.2 ice cube trays	
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	Wall mounted single radiator painted white c.w.f.		
19	Switches and sockets as seen white plastic	Tops slightly dusty	
20	Chrome strip light fitting with No.4 halogen bulbs	Bulbs in w.o.	

BEDROOM 1			
REF No.	ITEM	COMMENTS	COMMENTS AT CHECK-OUT
1	Ceiling Painted white		
2	Walls Painted light blue	Left wall – No.2 nails Facing Wall – furniture arks below centre Right wall – No. 3 old fittment holes Door wall – finger marks around door frame	
3	Skirtings Wood painted white	Fair condition – chip marks and o.d.u. throughout	
4	Coving Painted white		
6	Floor Laminate wooden flooring	Slightly dusty	
7	Door Wooden panel door painted white	Slightly dusty	
	No. 6 glass panes all intact		

8	No. 2 brass handles with internal lock	No.1 key present	
	Clear spandrel above, pane intact	Over paint to edges	
9	Door frame Wood painted white	Scuff marked – m.c.u.	
10	Pine double wardrobe comprising;		
	No.2 full length doors with No.2 pine pulls	No. 1 pull is loosely fitted	
	No. 4 pine shelves	Dusty	
	No. 1 brass clothing rail	Slightly tarnished	
11	Pine chest of draws comprising;	Fair condition – water stain to top and right side heavily scratched	
	No.6 draws and No.6 pine pulls		
12	Wall mounted double radiator painted white c.w.f.		
13	Switches & sockets as seen white plastic	Double socket on right wall loosely fitted	
14	No. 1 ceiling mounted light bulb with dark blue shade	Bulb in w.o.	

<b>BATHROOM</b>			
<b>REF No.</b>	<b>ITEM</b>	<b>COMMENTS</b>	<b>COMMENTS AT CHECK-OUT</b>
1	Ceiling Painted white	Fair condition – paint starting to peel above shower	
2	Walls Part painted cream  Part tiled with white tiles	Facing wall - sticker remnant Door wall - scuff mark left corner  Grout discoloured round bath	
3	Skirtings Wood painted white	Fair condition - scuff marks round door	
4	Coving Painted white	Dusty and cobwebs	

6	Floor White and black tile effect lino	Slightly dusty, water and grubby marks round toilet and sink base
7	Door	
	Wooden flush door painted white	Fair condition - scuffed and chip marks to base
	No. 2 white plastic pulls with internal lock	No. 1 key present
	Door frame Wood painted white	Ingrained dirt – m.c.u.
9	White plastic bath	Water marked to sides
	No. 2 chrome pulls	Water marked and scale to underside
	Chrome outlet	Heavily water marked
	No. 1 chrome mixer tap	Scale to base of tap
	Black plastic plug and chrome chain	Chain not attached
10	White ceramic cistern with chrome flush	Fair condition
	White ceramic toilet bowl	Bowel is dirty round water level, grubby marks round base of toilet
	White plastic toilet seat and matching lid	Lid is cracked
11	White ceramic pedestal handbasin	Fair condition – water marked to basin
	No. 2 chrome taps and turns with white plastic inserts	Water marked and scale to base of taps
	Chrome outlet	Water marked
	Black plastic pull and chrome chain	Chain attached, chrome water marked
12	Shower	New
	Wall mounted Mira shower c.w.f	
	Chrome hose	
	Chrome shower head	
	Chrome pole and bracket and white plastic soap dish	
	Frosted glass shower door	Water marked and tarnished
13	Wall mounted cabinet with No.2 glass doors and No. 2 internal wood shelves	

14	Chrome towel rail	New	
15	Switches & sockets as seen white plastic inc. razor socket		
16	No.6 halogen spot lights	Bulbs in w.o.	

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**DECLARATION:**

The foregoing inventory 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 inventory and check-in report will not be admissible.

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

SIGNED BY TENANT (2): Yes - see sheet attached

SIGNED BY TENANT (3):

SIGNED BY TENANT (4):

SIGNED BY INVENTORY CLERK: Yes - see sheet attached

TIME OF COMMENCEMENT OF CHECK IN: **10.00**

TIME OF COMPLETION OF CHECK IN: **11.00**

DATE: **1<sup>st</sup> October 2004**