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Inventory and Schedule of Condition

Property Address: Example Report

Property Type: Furnished One Bedroom Flat

Agent:

Inspected by

Inspection Date: 01/04/2022

Reference:



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Notes

This report provides an impartial, fair and accurate inventory and schedule of conditions of the property on a room by room basis. Detailing the property's contents, conditions and cleanliness as observed at the time of the inspection.

Please note that this report has been produced by a professional Inventory Clerk who is not an expert on furnishings, decoration, wools, fabrics, antiques, buildings etc, nor a qualified surveyor or valuer. Where the words 'chrome', 'silver', 'oak', 'walnut' etc are used it is understood that this is solely a description of the item and not the materials used. The report does not necessarily note structural defects and does not advise on repair works.

The report relates only to furniture, furnishing, equipment and contents of the property. It is not a guarantee or report on the safety of, or adequacy of any such equipment or contents. Merely a visual record of items and the superficial conditions of items existing in the property at the time of the inspection.

Smoke and carbon monoxide alarms will be audible beep tested only, when accessible. However, no comment is made as to the alarm being in proper working order, or that the property complies with the Smoke and Carbon Monoxide Alarm (England) Regulations 2015. Fire and safety regulations regarding furnishings, gas and electrical items are the responsibility of the Landlord. Where the report notes that a Fire Resistant Label has been seen it is not to be interpreted to mean that the item complies with relevant safety regulations. It is merely a record that the item had a label as described.

Meter readings will only be taken when readily accessible.

Windows will not be tested for operation or function, unless individually mentioned. Comments are based solely on the superficial appearance of the windows, frames, fittings and sill.

Electrical/Gas devices including appliances, lighting, sockets, boilers, radiators etc may be tested for power only. This is not an indicator that such items are functioning correctly or comply with the relevant safety regulations.

The inspection only extends to areas of the property that are readily accessible. Areas such as lofts and cellars, whether locked or not, as well as inside locked rooms, garages and sheds will not be noted on the report and remain the responsibility of the Landlord. Inaccessible areas such as overcrowded drawers/cupboards and boxes will not be fully inspected, nor will heavy furniture or items be moved. Multiple items of little monetary value will be listed generically.

This report and comments within remain the property of Scribe Property Services and cannot be used or duplicated without their written permission. It is the responsibility of the landlord and the tenant, or the managing agent to agree between themselves the accuracy of this report.

This report must be reviewed within 7 days of receipt. Any future discrepancies or requested amendments will not be admissible after this time period, and the report will be deemed as accepted in full by both the landlord/managing agent and tenant.

Tenants can request any amendments/comments or raise any queries within 7 days of receipt of the report at contact@scribeproperty.com

Glossary of Terms

- New: unused or still in packaging
- As new: showing no signs of use and free from any defects
- Good condition: Used, may show light wear/defects
- Good in use condition: Used, showing light signs of use/wear and defects
- Fair condition: Showing signs of use/wear or defects as noted
- Poor condition: Showing heavy wear/use or defects as noted
- Newly painted: freshly painted for the start of the tenancy
- Newly fitted: newly installed for the start of the tenancy

Check Out Notes

The check out report provides an overview of the condition of the property found at the termination of the tenancy. The Check-Out report uses the original Inventory and Schedule of Condition as a bench mark for comparison. Unless noted the comments and descriptions of the original Inventory remain valid.

At the termination of the tenancy any deductions made from the holding deposit are made at the discretion of the Landlord/Managing Agent.

- **(T)** – changes that may need to be made good at the Tenants expense
- **(M)** – fair wear and tear issues that may require maintenance/repair
- **(FWT)** – changes that are consistent with fair wear and tear

Check Out Guidance Notes

At the termination of the tenancy the inventory and schedule of condition will be checked and any obvious or significant discrepancies will be recorded in the check out report. Following allowances will be made for fair wear and tear (**FWT**) and any maintenance issues (**M**). The tenant will be liable (**T**) to pay for any repairs, making good, cleaning and replacements. If there are any maintenance issues that have caused damage to the property but have not been reported by the tenant to the landlord/managing agent, then the tenant could be found in breach of contract and liable for repairs.

At the time of the check out all tenant's belongings must have been removed from the property, and items listed in the inventory should be made ready and in the same location as recorded. Any items stored during the tenancy should be unpacked and returned to their original place. Items not returned to the original places may be marked as not found and charged for.

It is expected that the property and its contents will be in the same or a better state of cleanliness as noted in the original inventory. If the standard of cleaning is not satisfactory most landlords/managing agents will employ a contract cleaner, the cost of which will be deducted from the tenant's deposit.

All cleaning must have been completed and the property left in a tidy condition. Failure to vacate the property fully at the agreed check out appointment will result in a cancellation fee.

Typical End of Tenancy Discrepancies

- Carpets-soiling, spotting and burn marks
- Wooden/Tiled/Vinyl Flooring-heavy usage, scrape or scratch marks, indentations, rips, chips and cracks
- Walls-picture hooks/nails, Blu-Tack (or similar) marks, furniture marks, chips, heat discolouration and finger marks
- Fireplace-unauthorised use, chimneys not swept, damage to mantle/surround or hearth
- Woodwork-chips, indentations and scratches
- Linen/Bedding-discolouration/soiling, stains, unclean and rips
- Mattress-torn, soiled/discoloured and stains
- Curtains-liquid staining, discoloration, stains and rips
- Furniture-soiled/stained, broken, liquid stains, scratches, and indentations
- Gardens-patios, pathways or driveways not swept, unmaintained borders, weeds and lawn trimming

Schedule of Condition

Overview	The property is in a good condition, showing light wear and tear much in keeping with previous occupancy and defects as noted.
Decorative Order	The decorative order is good overall with rubs/scuffs and other defects as noted.
Floorings	The floorings are in a good in use condition. Scratches and indentations to the wooden floors in keeping with age/use and prominent defects as noted. Light ingrained blemishes and limescale to the Bathroom floor.
Skirting/Woodwork	Found in a good condition with rubs/scuffs etc as noted.
Windows	Found in a good in use condition with light scratches and wear in keeping with use/age.
Curtains/Blinds	Found in a good in use condition.
Appliances	Found in a good in use condition in keeping with previous use. There are some small chips to the front corners of the hob.
Bathroom Fittings	Found in a good in use condition in keeping with previous use.
Furniture	Found in a good in use condition with wear/defects as noted. The sofa is new.
External Areas	N/A

Cleaning Overview

Overview	The property has been professionally cleaned to a good standard for the start of this Tenancy.
Entrance and Hallway	Professionally cleaned to a good standard.
Bedroom	Professionally cleaned to a good standard.
Reception	Professionally cleaned to a good standard.
Kitchen	Professionally cleaned to a good standard.
Bathroom.	Professionally cleaned to a good standard.

Keys



Received by the Tenant.

Communal Door:	2 x Fobs
Front Door:	2 x Top & 2 x Bottom Lock Keys
Windows:	N/A
Balcony/Garden Door:	N/A
Post Box Key:	1 x Key
Others:	N/A

Meters

Electric Meter



Reading: 05330

Meter Number: D16W039762

Location: Communal Hallway Cupboard

Gas Meter



Reading: 09115

Meter Number: G4 A0044845 02 01

Location: External Meter Box

Alarms

Smoke Alarms

Location:	1 x Hallway	Condition:	Made an audible sound when tested
Location:	1 x Kitchen	Condition:	Made an audible sound when tested

Carbon Monoxide Alarms

Location:	N/A	Condition:	
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Entrance and Hallway

	Description	Check In	Check Out
Front Door	Walnut frame and surround with numerals; brushed steel light unit and doorbell; to a walnut door with brushed steel spy hole; Yale lock with pull and E*S lock; with a wooden threshold	Good in use condition; scuffs/scratches in keeping with use; there are some notable scuffs to the door at low level; one low level scratch to the door approx. 4cm long; one mid level scratch to the door approx. 3cm long; the threshold is slightly worn in keeping with use	
Interior Front Door	White painted frame and surround to a walnut door with the return of the fittings	Good in use condition; paint marks to the edges of the frame; incidental scuffs/scratches in keeping with use	
Ceiling	Painted in white emulsion	Good condition; two pin holes left of the table; cable tacked on entry; one light settlement crack forward of the cupboard; one faint cluster of finger marks forward of the blind; slightly shaded above the smoke alarm	
Walls	1 x smoke alarm	Made an audible sound when tested	
	Painted in white emulsion	Good condition; light painted over defects in places; one faint rub mark forward of the entrance; one light scuff below the window; approx. six light scuffs at low level to the wall left of the window; one scuff left of the Reception entrance; two light rub marks to the left of the cupboard; cable tacked around cupboard two	
	1 x white Paxton entryphone	Good condition; not tested	
	1 x white doorbell chime	Good in use condition; working order	

Entrance and Hallway

	Description	Check In	Check Out
Skirting	1 x black/silver framed glass abstract work	Good condition	
	1 x floral canvas print	Good condition	
	Painted in white satin finish	Good condition; incidental rubs/scuffs scattered; minor edge chips in places	
Floor	Walnut engineered floorboards	Good in use condition; scuffs and scratches scattered throughout in keeping with age and use; one line of small chips approx. 35cm long towards the window	
Lights	1 x brushed steel/black rubber doorstep	Good in use condition	
	4 x recessed downlighters	Working order	
	White frame and surround to 1 opening window with a brushed steel closure and a white painted sill	Good in use condition; clean internally; the frame and surround are shaded with light scuffs and scratches; shaded to the edges of the sill; one chip to the sill approx. 1cm wide; scuffs to the sill	
Blind	1 x brown floral patterned roman blind with pull cord	Good in use condition	
Switches/Socket	Brushed steel/white plastic switches and sockets	Good in use condition; not tested	
Cupboard One	White painted frame and surround to a white painted door with brushed steel lever handles	Good condition; the surround has been recently painted; light rubs/scuffs in keeping with use to the exterior of the door; slightly shaded to the interior of the door in places with incidental scuffs	

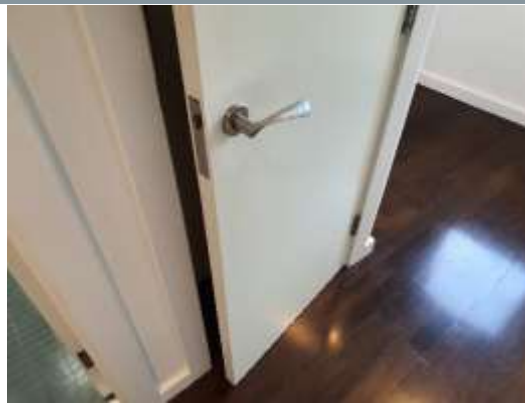
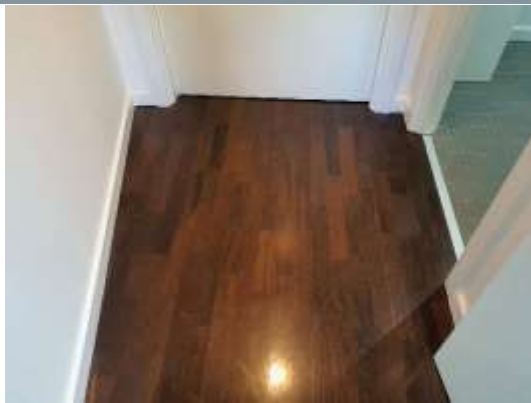
Entrance and Hallway

	Description	Check In	Check Out
Cupboard Two	To a built in cupboard with décor continuing from the Hallway	Good in use condition; light scuffs above the shelf in keeping with use; paint flecks to the edges of the door; the floor is slightly worn with light scratches and indentations in keeping with use	
	1 x white painted shelf	Good in use condition; shaded with scuffs; small chips in places; paint marks to the edges; shaded above the grey plastic casement	
	White plastic fuse switches	Good condition; not tested	
	1 x grey plastic casement	Good in use condition	
	1 x white metal fusebox	Good in use condition; not tested	
	White painted frame and surround to a white door with brushed steel lock	Good condition; paint marks to the edges of the door; light scuffs to the door at low level; locked at the time of the inspection	

Entrance and Hallway Photographs



Chip to the window sill



Bedroom

	Description	Check In	Check Out
Door	White painted frame and surround to a cream door with brushed steel lever handles	Good in use condition; incidental rubs/scuffs to the door; light painted over defects; minor edge chips to the door; one discolouration at low level due to the door stop	
Ceiling	Painted in white emulsion	Good condition; one light settlement crack to the far side of the room; three small spot marks forward of the window; shaded around the vent with rub marks	
	1 x white vent	Good in use condition; one cluster of small spot marks	
Walls	Painted in white emulsion	Good condition; four incidental scuffs to the left wall at mid/low level; light scuffs behind the bedside units; one light rub mark above the light switch; minor painted over defects in places; light scuffs above the mirror; two plugs above the window; light shading around the window; scuffs adjacent to the window closure	
	1 x black glass framed mirror	Good condition; clean	
	1 x white plastic thermostat	Good in use condition; not tested	
Skirting	Painted in white satin finish	Good condition; light scuffs scattered	

Bedroom

	Description	Check In	Check Out
Floor	Walnut engineered floorboards	Good in use condition; scuffs and scratches scattered throughout in keeping with use and age; light indentations in places; two chips forward of the chest of drawers each approx. 5mm wide; one scratch to the foot of the bed approx. 12cm long; paint flecks to the edges in places	
Lights	1 x brushed steel/black rubber doorstep	Good in use condition	
	4 x recessed downlighters	Working order	
	2 x black metal table lamps each with a cream shade	Good condition; working order	
Switches/Socket	Brushed steel/white plastic switches and sockets	Good in use condition; not tested	
Window	White metal frame and surround to 1 opening window with a grey metal closure and white painted sill	Good in use condition; clean internally; the frame and surround are slightly shaded with light scuffs in places; cracking to the sill joins in places; scuffs to the sill	
Blind	1 x grey floral pattered roller blind with pull cord	Good in use condition	
Wardrobe	Cream veneer casement with 2 grey metal framed cream veneer/white glass sliding doors	Good in use condition; light scuffs in keeping with use	

Bedroom

	Description	Check In	Check Out
Furniture	To a grey veneer interior with 2 shelves ; 2 grey metal rails and 1 chrome rail	Good in use condition; light scuffs/scratches in keeping with use; some of the screw caps are loose/missing; two pencil marks and 6 screw holes above the chrome rail	
	1 x walnut veneer chest of 4 black veneer drawers	Good in use condition; light scuffs/scratches in keeping with use; the finish is worn to the edges with small chips; some prominent edge chips to the front right hand corner	
	1 x silver/grey upholstered divan base with a matching wall mounted headboard and cream floral patterned mattress	Good in use condition; one brown stain towards the centre of the mattress approx. 4cm wide	
Miscellaneous	2 x grey metal framed oak veneer bedside units	Good in use condition; the finish is faded and worn to the surfaces; numerous scratches to the surfaces; minor edge chips in places	
	1 x walnut veneer framed freestanding mirror	Good condition; clean; one edge chip at low level approx. 1cm wide	
	1 x white mattress protector	Good condition	

Bedroom Photographs



One stain to the mattress



Scratches to the bedside unit



Screw holes to the interior of the wardrobe



Reception

	Description	Check In	Check Out
Door	White painted frame and surround to a cream door with inset brushed steel pulls and magnetic doorstop	Good in use condition; rubs/scuffs to the door in keeping with use; one cluster of heavy scuffs and scrapes left of the external handle	
Ceiling	Painted in white emulsion	Good condition; light shading around the vent; one settlement crack towards the centre of the room; slightly shaded to the far left corner; the paintwork is slightly patchy above the dining table	
Walls	1 x white vent	Good in use condition	
	5 x white inset speakers	Good in use condition; not tested	
	Painted in white emulsion	Good condition; light painted over defects in places; very faint run type marks to the right of the entrance; rubs/scuffs around the windows; two old fittings above the left window; two cracks to the paintwork above the right sill	
	1 x black digital thermostat	Good in use condition; not tested	
	1 x magnetic doorstop	Good in use condition	
Skirting	1 x black glass framed circular mirror	Good condition; clean; two edge chips to the back	
	Painted in white satin finish	Good condition; incidental rubs/scuffs scattered in places	

Reception

	Description	Check In	Check Out
Floor	Walnut engineered floorboards	Good in use condition; scuffs and scratches scattered throughout in keeping with use and age; light indentations in places; heavy scratches around the sofa and towards the near side wall	
Windows	White frame and surround to 1 opening window with a brushed steel closure and a white painted sill	Good in use condition; clean internally; light rubs/scuffs in keeping with use; the frame and surround are slightly shaded; rubs/scuffs to the sill; cracking to the sill joins; two screws covers are visible to the sill	
	White frames and surrounds to 1 fixed pane and 2 opening windows with brushed steel closures and a white painted sill	Good in use condition; rubs/scuffs in keeping with use; the frames and surrounds are slightly shaded in places; cracking to the sill joins in places; rubs/scuffs to the sill; shaded to the edges of the sill; one cluster of pencil type marks to the left side of the sill	
Curtains/Blinds	3 x brown/blue floral pattered roman blinds with pull cords	Good in use condition	
Lights	3 x recessed downlighters	Working order	
	1 x black metal floor lamp with a cream shade	Working order	
Switches/Sockets	Brushed steel/white plastic switches and sockets	Good in use condition; not tested	

Reception

	Description	Check In	Check Out
Cupboard	White painted frame and surround to a cream door with brushed steel lever handles	Good in use condition; rubs/scuffs to the door in keeping with use; one paint mark to the interior of the door at low level; two prominent black scuffs to the interior of the door each approx. 1cm long	
	To a built in cupboard with décor continuing from the reception	Good in use condition; light painted over defects in places; one or two minor scuffs to the walls; the floor is worn in keeping with age and use; paint marks to the edges of the floor in places	
	1 x Elson water heater with associated pipework etc	Good in use condition; scuffs and areas of shading to the casement; one white paint mark to the top of the casement	
	1 x strip light	Working order	
	White plastic switches and sockets	Good in use condition; not tested	
	1 x Vent Axia casement with associated pipework etc	Good in use condition; not tested	
	1 x Horstmann heater control	Good in use condition; not tested	
Furniture	1 x white metal Systemline casement	Good in use condition	
	1 x grey upholstered L shape sofa with 3 back cushions	New	
	1 x silver framed black veneer coffee table	Good in use condition; light scuffs and scratches in keeping with use; minor edge chips in places	
	1 x walnut veneer television unit with 1 sliding glass door; 1 shelf and 2 drawers	Good in use condition; scratches and edge chips in keeping with age and use	
	1 x grey/cream/black/blue/burgundy upholstered easy chair	Good in use condition; five small threadbare patches to the seat	

Reception

	Description	Check In	Check Out
Miscellaneous	2 x black leather upholstered dining chairs	Good in use condition	
	2 x brown leather upholstered dining chairs	Good in use condition; the trim is torn to the front corners of both seats; the trim is torn in two additional places to the front of one seat; light scratches in keeping with use; three minor residual marks to the backrest of one chair	
	1 x black leather upholstered/brushed steel framed glass dining table	Good in use condition; light scratches in keeping with use	
	1 x Hyperoptic router	Good condition; not tested	

Reception Photographs



Heavy scratches to the floor towards the sofa



Tear to the front of dining chair



Small threadbare patches to the seat of the easy chair



Kitchen

	Description	Check In	Check Out
Ceiling	Painted in white emulsion	Good condition; light scuffs above the units in places; slightly shaded around the vent; one area of wipe type marks towards the vent	
	1 x white vent	Good in use condition	
Walls	1 x heat detector	Made an audible sound when tested	
	Painted in white emulsion	Good condition; light rubs/scuffs at mid to low level to the left wall	
	Silver veneer splashback	Good in use condition; clean; light scratches in keeping with use; one ingrained run mark behind the hob; one white plastic stuck on hook	
	White veneer panel	Good in use condition; clean; light scuffs at low level; two silver stuck on hooks	
Skirting	1 x fire blanket	Good condition	
	Painted in white satin finish	Good condition; cracking to the joins in places; rubs/scuffs scattered; slightly shaded to the left of the fridge/freezer	
Floor	Walnut engineered floorboards	Good in use condition; scuffs and scratches scattered in keeping with use and age; light indentations scattered in places	
Lights	Above unit recessed uplighters	Working order	
	2 x under unit strip lights	Working order	
Switches/Sockets	White plastic/brushed steel switches	Good in use condition; not tested	
	2 x grey inset worktop plug sockets	Good in use condition; not tested	

Kitchen

	Description	Check In	Check Out
Units	A range of white veneer wall and floor units; with white veneer kickboards; to grey veneer interiors with 1 internal drawer and 1 low level drawer	Good in use condition; clean; light scuffs and scratches in keeping with use; the finish to the front of the internal drawer is slightly worn with small chips; one stuck on hook to the exterior	
Sink	Inset brushed steel sink unit with strainer plug; and worktop mounted mixer tap	Good in use condition; clean; light scratches in keeping with use	
Worktop	Cream granite worktops	Good in use condition; clean	
Appliances	Integrated Electrolux dishwasher with 2 wire shelves and 1 cutlery tidy	Good in use condition; clean	
	Integrated cooker hood with glass pull out	Good in use condition; clean; the light is working	
	Inset AEG hob with 4 halogen burners and touch controls	Good in use condition; clean; light scratches in keeping with use; minor edge chips to the front two corners	
	Integrated AEG combination oven with 1 wire shelf and 1 baking tray; with 1 low level drawer	Good in use condition; clean	
	Integrated AEG washer/dryer	Good in use condition; clean	
	Integrated Electrolux fridge/freezer with 4 glass shelves; 2 half glass shelves; 1 plastic crisper; 3 door shelves with 1 lid; 1 egg container; 2 ice cube trays and 4 freezer baskets	Good in use condition; clean;	
Miscellaneous	2 x home owner folders with assorted manuals etc	Good condition	

Kitchen Photographs



Small chips to the corner of the hob



Bathroom

	Description	Check In	Check Out
Door	White painted frame and surround to a cream door with brushed steel lever handles and twist lock; with 1 internal chrome hook	Good in use condition; incidental rubs/scuffs to the door; slightly shaded to the edge of the door in places; one discolouration to the interior of the door due to the doorstep; the handles are slightly loose	
Ceiling	Painted in white emulsion	Good condition; slightly shaded to the edges in places; one chip adjacent to the vent approx. 1cm wide; one settlement crack above the top of the bath	
	1 x white vent	Good in use condition; slightly shaded	
	1 x white sensor	Good condition	
Walls	Painted in white emulsion	Good condition; light painted over defects in places; light low level splash marks to the left wall; minor scuffs above the shelf; the paintwork is bubbling slightly with small chips to the foot of the bath at low level; areas of brown water type discolouration around the heater	
	Grey stone effect wall tiles	Good in use condition; clean; ingrained blemishes in places	
	White wall tiles	Good in use condition; clean; the grouting is discoloured in places; ingrained water marks in places	
	1 x inset mirror panel	Good condition; clean	
	1 x brushed steel shaver socket	Good in use condition; not tested	

Bathroom

	Description	Check In	Check Out
Skirting	1 x walnut veneer shelf	Good in use condition; the finish is slightly worn and faded to the front edge and to the left hand side; two small spot marks above the basin; light scratches in keeping with use	
	1 x chrome toilet roll holder	Good in use condition	
	1 x Vent Axia casement	Good in use condition	
	Painted in white satin finish	Good condition; minor painted over defects	
Floor	Grey stone effect floor tiles	Good in use condition; clean; ingrained limescale below the basin and to the side of the bath; light ingrained blemishes in places; the grouting is shaded in places	
Lights	1 x brushed steel/black rubber doorstep	Good in use condition	
Heating	4 x recessed downlighters	Working order	
	Chrome ladder style towel heater	Good in use condition; clean; not tested; one screw cap is missing	
Bath/Shower	White steel pressed bath with a chrome waste; lever plug; overflow/twist; inset shower head; wall mounted controls and overhanging shower head	Good in use condition; clean; water marks to the fittings; the shower controls are tarnished; limescale to the main shower head; some spray heads to the main shower head are missing	
	Chrome framed 2 part shower screen	Good in use condition; clean; limescale to the low level edges in places; mildew and limescale behind the fixed section that cannot be reached	

Bathroom

	Description	Check In	Check Out
Basin	Walnut veneer side panel	Good in use condition; clean; slightly loose to the left side; the finish is faded and discoloured to the top left side; ingrained run marks in places	
	White ceramic wall hung basin with a chrome waste; twist plug; spout and controls	Good in use condition; clean; water marks to the fittings; the fittings are tarnished to varying degrees	
Toilet	White ceramic toilet with a white plastic seat and lid and chrome wall mounted flush	Good in use condition; clean; the seat and lid are slightly loose	
Furniture	1 x white veneer storage unit with 4 compartments and 3 grey boxes with lids	Good condition	

Bathroom Photographs



Limescale below the basin



One screw cap missing to the heater



Two small spot marks to the shelf



Tenants Comments































Photographs







Photographs













Photographs

















Photographs





































Photographs















Photographs



Photographs



























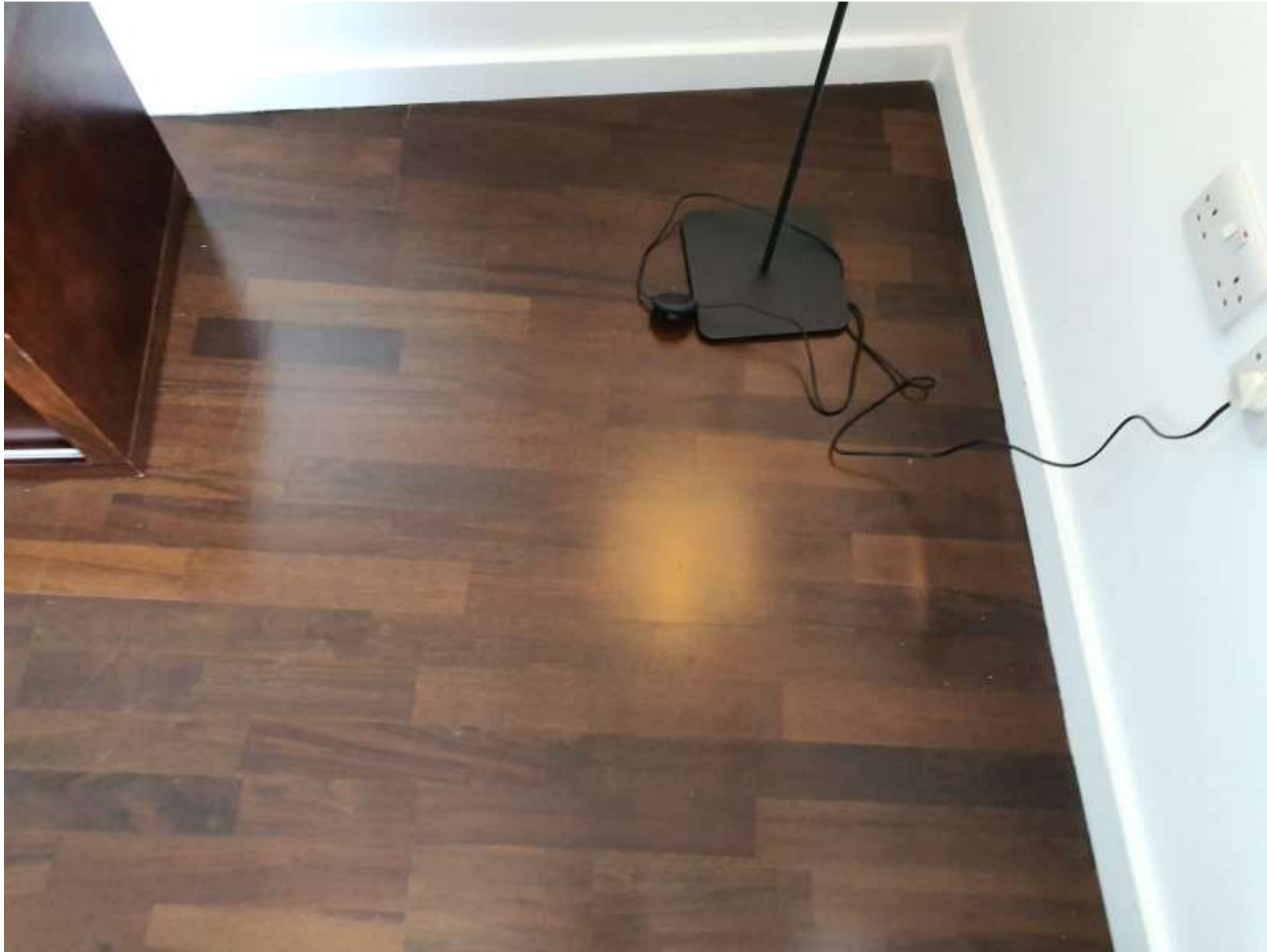






























Photographs

















Photographs









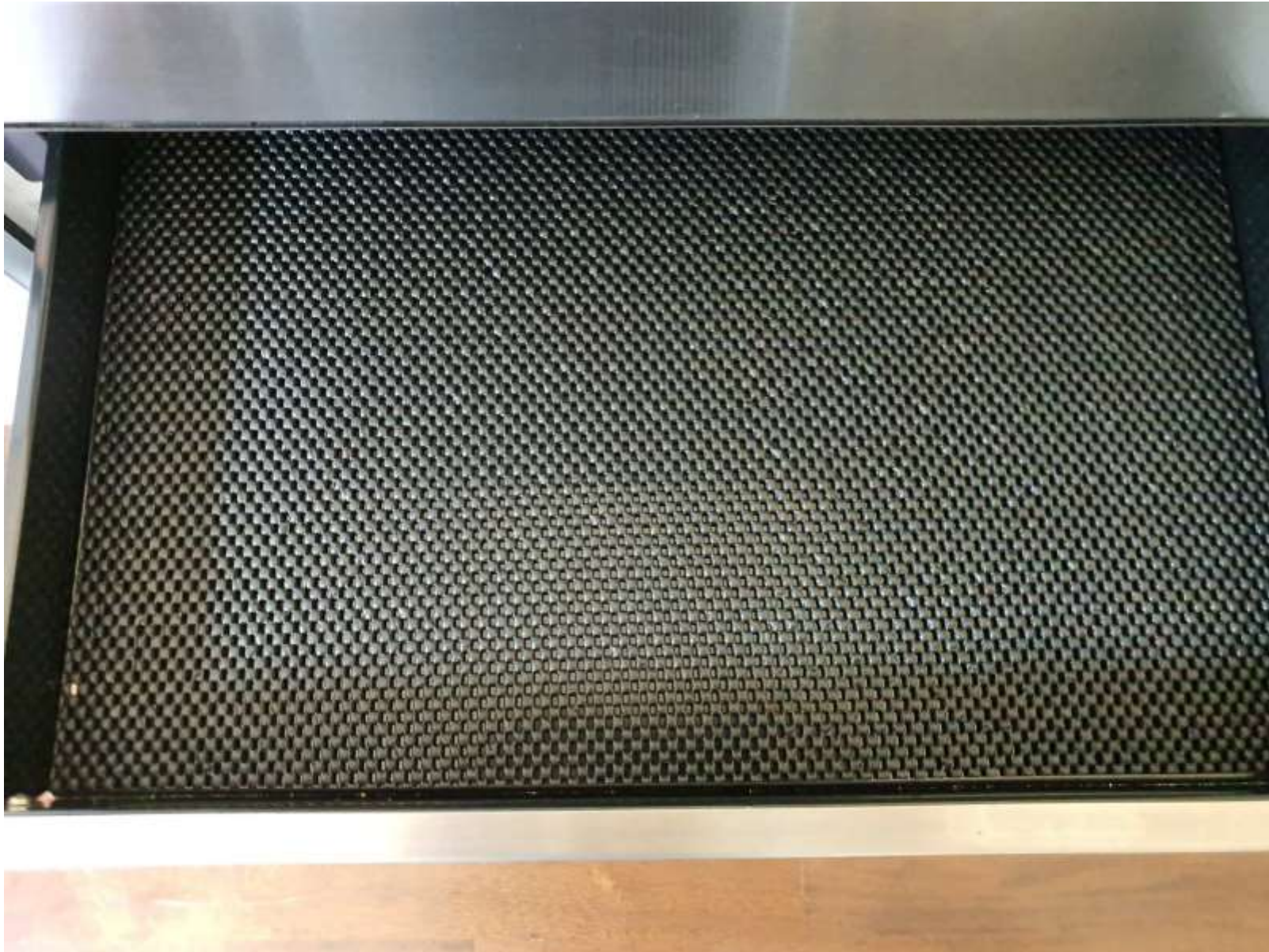
































Photographs



























































