

INVENTORY

For the furnishings, fixtures and fittings

At:

11 Kennet House, Regis Park

Reading

Berkshire

2 Bedroom – Furnished

Prepared by:

Managing Agent: Adams

November 2009

Compiled by: Denise Taylor

ABBREVIATIONS & TERMINOLOGY

Abbreviations		Explanation
L.L.	- Lower Level	<i>‘Old Defects Under’ is used where an item of décor, eg. a wall, has been painted but chips or other minor defects are still visible under the paintwork. This is only used to cover defects/damage accrued through normal wear and tear and does not imply any defects to the buildings general structure.</i>
M.L.	- Mid Level	
U.L.	- Upper Level	
R.H.S.	- Right Hand Side	
L.H.S.	- Left Hand Side	
S.S.	- Stainless Steel	
N.T.	- Not Tested	
O.D.U.	- Old Defects Under	
M.C.A.	- Marks Consistent with Age	<i>‘Marks Consistent with Age’ is used where an item of furniture is of old condition and any marks or defects are those expected with normal, long term, use of the item.</i>

Other Terms:

‘Structural crack’ is used to imply a visible settlement crack or joining crack, it does not imply defects to the buildings structure that would normally be found by a professional surveyor.

‘As new’ will be used only where it is obvious, at the time of inventory, that the item is new.

‘Signs of wear’ & ‘Use marked’ are used to imply that an item is showing marks or minor defects expected through normal use of that item.

‘Well worn’ is used to imply that an item is in old condition with signs of wear consistent with normal use of that item.

‘Good antique condition’ is used to imply that an item of old furniture is in a well-maintained condition.

Notes:

This inventory will be checked at the end of the tenancy and all items should be ready and in the same location listed.

If the inventory clerk has to search for items, it could result in charges being made to the tenant.

DISCLAIMER:

This inventory is undertaken by the inventory clerk and accurate record of the condition and 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 in fabrics, woods, materials, antiques etc, nor a qualified surveyor. The inventory should not be used as an accurate description of each piece of furniture and equipment, or as a structural survey report. Plants and shrubs are not listed. If any additional items are to be listed, this will be at the Landlords request only.

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 Furnishings, gas, electrical and similar services are ultimately the responsibility of the Instructing/principal. Where the inventory notes 'fire label seen', are seen this should not be interpreted to mean that the item complies with the "Furniture and Furnishings (fire) (safety) (Amendments) 1993."

This is a record that the item had a label as described or similar to that detailed in the Guide to the Furniture & Furnishings (Fire) (Safety) Regulations as published by the Department of Trade and Industry, January 1997, (or subsequent edition), attached at the time of the inventory compiled. It is not a statement that the item can be considered to comply with the regulations.

Also, whilst all care and diligence will be undertaken regarding sleeved plugs, heavy appliances and obstructing furniture will not be moved, and therefore full responsibility will remain with either the acting agent or the landlord.

GUIDELINES FOR LANDLORDS AND TENANTS:

Please note that the inventory clerks are not responsible for the following:

1. Testing showers / taps
2. Testing appliances
3. Moving furniture
4. Checking electrical items
5. Opening windows
6. Flushing toilets
7. Checking heating systems / radiators
8. Checking alarms
9. Inspecting loft contents
10. Removing and inspecting boxed items – it is the duty of the landlord / tenant to have all accountable items ready to check
11. Specifying names of plants / shrubs and trees – a general description will be made.

Please ensure that instruction manuals are at the property for the tenants use.

Please ensure that all keys are tagged.

Location of the water meter will also be required at the time of the inventory compilation if it is to be read.

Checking Out Procedures

1. All items should be placed in the rooms described on the inventory,
2. All china, glassware, crockery, kitchen utensils etc should be clean and accessible.
3. Anything packed away for the duration of the tenancy must be unpacked, cleaned and placed in the correct location.
4. It is expected that the property will be in a similar condition of cleanliness as at the check in and when you vacate there must be no trace of the previous occupant – see cleaning below.
5. All keys must be available and clearly labelled.
6. You must be ready to vacate the property and hand over any keys at the appointed time.

The following notes have been written to help facilitate a problem free tenancy. Should the Inventory Clerk have to search for missing items, It may result in charges being made to the tenant. Heavy items of furniture that have been moved should also be returned to their original positions.

The Managing Agent of Landlord must be informed of any items removed or added to the property. Failure to do so may result in charged being made for the replacement of items removed.

Cleaning

To a standard that shows there is no trace of your occupancy for a new tenant. For example, this means that there should be no loose peas left in the freezer, no tissues under a sofa or finger marks around light switches. This is achievable without a professional company being employed but if you do not have the time your agent can recommend professional cleaners to help either before or just after you vacate. In particular:

Sanitary ware, windows, hard floors, woodwork, cooker hoods, ovens, kitchen appliances (including units), shelves, refrigerators, wardrobes, drawer units and bedding.

Carpets

All carpets should be thoroughly vacuumed. Depending on the agreement and / or length of tenancy, they should be professionally cleaned. You will be charged to clean any staining or soiling. Compensation costs will be made towards any further damage such as cigarette / iron burns or stains. If a carpet is badly marked or damaged you may be charged for part or all of the cost of a replacement.

Crockery, China, Utensils

These items will be checked for soiling, chips, burn marks, loose handles to pans or any other damage. If damage has occurred beyond reasonable wear and tear, compensatory costs will be added to the Check Out Report.

Decorations

It is accepted that during day-to-day living a few marks and scuffs will appear on walls and woodwork. However, should the marking be found excessive, charges will be added to the Check Out Report.

For example: hooks and nails driven in to walls without permission, excessive furniture rubbings, pencil or crayon marks, tears to wallpaper, excess damage to woodwork.

Beds

Beds, bases, mattresses and pillows will be examined for staining and damage not previously recorded on the inventory. Charges will be made in the form of cleaning or compensation or a percentage of the replacement cost as appropriate. Any linen should be left washed and pressed.

Polished Furniture

Polished furniture will be checked for scratches, ring marks, soiling and damage to joints, charges will be made as appropriate. Repair costs and re-polishing charges are high. It is in your interest to take steps to protect the furniture with drink mats etc.

Soft Furnishings

It is expected that these will be in a similar condition to the start of the tenancy. Any staining or soiling discolouration will attract cleaning charges.

Keys

Please note that all sets of keys (as noted on the original inventory) must be returned at the time of Check Out. Failure to comply may result in the Check Out appointment being aborted, the cost of which will be chargeable to you as indeed may a new set of locks and keys.

Gardens

If the owner has not employed a gardener at the property, you will be required to maintain the garden. This will include the cutting of lawns, weeding of any beds, and maintaining the garden according to the season. This may include trimming bushes and shrubs, but it is suggested that this is confirmed with the Managing Agent prior to taking any actions as they may need specialist treatment. If the standard of the garden is found untidy, compared to the commencement of the tenancy, most Managing Agents or Landlords will employ a contract gardener and their account will be added to your Check Out Report.

Check Out Appointment

It is important that:-

1. All cleaning has been completed prior to this time.
2. All personal items removed.
3. The property is ready to be handed over and ready to vacate.

If you are not ready to leave it may not be possible to carry out the Check Out. In this case a return visit will be needed and a charge for the aborted visit will be made.

At the termination of the tenancy, the inventory will be checked and any obvious or significant discrepancies will be reported to the Managing Agent / Instructing Principal. This report will indicate whether, in our opinion, the tenant is liable for the deterioration or whether it is considered to be fair wear and tear. Normal fair wear and tear will be assessed on the length of tenancy and the type of occupancy.

Please note that Royal Mail provide information about redirection of post and have a FREE service to notify companies of your new address including banks, gas, electricity, water, DVLA etc so that they do not have to be notified separately. This can be found at –

<http://www.royalmail.com/portal/rm/jump2?catId=400126&mediaId=11200120>

Condensation – Looking After Your Home

There is always some moisture in the air. Warm air holds much more moisture than cold air. When warm air hits a cold surface it cools down and cannot hold onto all the extra moisture produced by everyday activities, so some of this moisture appears as small droplets of water – most noticeable on windows or where there is little movement of air. **If not properly dealt with this extra moisture can lead to mould growth on walls, furniture, window frames and even clothes. Mould growth can cause paint blistering and wallpaper to peel off, it can also rot any fabric.**

Modern improvements like wall insulation, draught proofing and sealed window units minimise draughts and help keep heat in your home. However, they also stop moisture escaping which means that you must make a little extra effort these days to avoid condensation problems.

Excessive mould build up gives off tiny seeds called ‘spores’ – these spores float in the air you breathe and can aggravate conditions such as asthma and other allergies. If your property is prone to condensation build up this can be avoided with daily attention to the problem.

Steps you can take to help reduce condensation:

- ✓ Dry all windows, windowsills, and any other surfaces that have become wet. Ensure you wring out the cloth thoroughly, do not dry on the radiator.
- ✓ If possible, always hang your washing outside. If this is not possible, you could hang it in the bathroom, with the door closed, and window slightly open for ventilation. **Do not dry washing on radiators as this will add to the moisture already in the air.**
- ✓ If you use a tumble dryer, ensure it is well ventilated to the outside, or that it is of the new condensing type.
- ✓ Try to ventilate your kitchen when in use, either by opening a window slightly, or using the extractor fan. Try to ventilate both kitchens and bathrooms for at least twenty minutes after use.

If your property is prone to condensation then daily use of a de-humidifier unit can be very beneficial. These come in all shapes and sizes, cost very little to run and draw out the excess moisture from the air helping to keep the condensation under control.

INDEX

ITEM	PAGE
ABBREVIATIONS	2
DISCLAIMER	3
INDEX	4
METER READINGS	9
OUTSIDE FRONT	9
HALLWAY	9
BATHROOM	11
LOUNGE	12
KITCHEN	14
BEDROOM 1	17
BEDROOM 2	19
EN-SUITE	20

Meter Readings

Gas: 00005.643 Situating: RHS front of building plot 76	Serial No: 827035
Electricity: 00119 Situating: In store cupboard in hallway	Serial No: D08C47702
Water: 00000.59 or 00000.55 or 00000.49 Situating: In outside communal hallway	Serial No: 09T029595 09T029598 09T029596

All items are in good clean undamaged condition unless otherwise listed.

1. **Outside Front:**

2. White gloss frame, white panelled door, ODU to frame UL, V-shaped scrape mark to centre
chrome no.11, chrome spy hole, chrome of threshold
Yale lock to UL with finger pull, further
chrome lock to ML, wooden threshold
3. To reverse: white gloss frame, white Small nick to frame LL RHS, door good and clean
panelled door, self-closing mechanism to condition
UL, reverse of spy hole (no cover), reverse
of Yale lock to UL, reverse of further
turning lock to ML, sliding chain lock
fitting

4.

5. **Hallway:**

6. Ceiling – white Good and clean condition
7. White loft hatch with lock fitting Good and clean condition
8. 2 ceiling mounted light fittings, cream Working
cylinder shades, energy saving bulbs

DESCRIPTION	COMMENTS
9. Smoke alarm	N/T
10. Walls – magnolia emulsion	See below
11. Skirting – white gloss	Good and clean condition
12. Floor – brown carpet with piece of off cut carpet	Carpet join near entrance area, good and clean condition
13. Rear Wall	Good and clean condition
14. 3 light switches	
15. Door answer machine	
16. Single radiator with 2 caps	Good and clean condition
17. LHS Wall	Good and clean condition
18. Double socket, BT socket	
19. Facing Wall	Good and clean condition
20. Honeywell thermostat control	
21. RHS Wall	Good and clean condition
22. <u>Store cupboard:</u>	
23. White gloss frame, white panelled door, 2 chrome handles	Good and clean condition
24. Ceiling – white	Hole for pipework
25. Walls – magnolia emulsion	Good and clean condition
26. Skirting – white gloss	Good and clean condition
27. Floor – brown carpet as hallway with chrome striper	Good and clean condition
28. Cupboard contains: fuse box	
29. Electric meter	

DESCRIPTION	COMMENTS
30. <u>Bathroom:</u>	
31. White gloss frame, white panelled door, 2 chrome handles, turning lock	Good and clean condition
32. Ceiling – white	Good and clean condition
33. Bowl light fitting	Slightly dusty to base of bowl, working
34. Smoke alarm	N/T
35. Walls – part magnolia emulsion, part white ceramic tiles	See below
36. Skirting – white gloss	Good and clean condition
37. Floor – grey mini tile patterned lino	Good and clean condition
38. Rear Wall	Good and clean condition
39. Shaver socket	
40. LHS Wall	Good and clean condition
41. Cream painted ledge to LL	Good and clean condition
42. Wall mounted mirror fronted bathroom cabinet	Unable to open at time of inventory
43. White pedestal basin, 2 chrome taps, chrome chain & black head	Good and clean condition
44. White ceramic bath with side & base end white panel fittings, chrome plug hole, chrome chain attached, black plug, 2 chrome taps	Good and clean condition
45. Facing Wall	Good and clean condition
46. Cream painted shelf to LL	Good and clean condition

DESCRIPTION	COMMENTS
47. White ceramic WC, plastic white lid & seat	Good and clean condition
48. RHS Wall	Old repair to UL
49. White wall mounted radiator unit	Good and clean condition
50.	
51. <u>Lounge:</u>	
52. White gloss frame, white panelled door, 2 chrome handles	Good and clean condition
53. Ceiling – white	Good and clean condition
54. 2 smoke alarms	N/T
55. 2 lights with light cream velour type shades	Working
56. Walls – magnolia emulsion	See below
57. Skirting – white gloss	Good and clean condition
58. Floor – brown fitted carpet with chrome stripper to entrance door edge & to entrance of kitchen	Good and clean condition
59. Rear Wall	Good and clean condition
60. Double radiator with 2 caps	Good and clean condition
61. Double socket	
62. LHS Wall	Good and clean condition
63. Double light switch, double socket	
64. Chrome doorstep with white rubber tip	
65. Facing Wall	Good and clean condition
66. Double aerial socket, Openreach socket, double socket	

DESCRIPTION	COMMENTS
67. Patio window unit having white UPVC frame from LHS to RHS	
68. White UPVC frame, single floor length fixed window	Good and clean condition
69. Further white UPVC frame, full length larger fixed window	Good and clean condition
70. Patio doors: white UPVC frame, 2 patio doors, 2 panes, white handle, 1 lock, 1 key	Good and clean condition
71. Further white UPVC frame to RHS, full length fixed glass pane	Good and clean condition
72. Further white UPVC frame, smaller fixed full length pane	Good and clean condition
73. White sill	Light builder's dust
74. Wrought iron railings to exterior painted black	Some blue plastic to white exterior threshold
75. Chrome curtain track with 2 finials	
76. 1 pair of floor length brown/black/tan circle patterned curtains	Good and clean condition
77. RHS Wall	Good and clean condition
78. Single radiator with 2 caps	Good and clean condition
79. Single light switch	
80. White UPVC frame, full length fixed pane	Sticker mark to top
81. Further white UPVC frame, full length wider fixed pane	Good and clean condition
82. Patio doors: white UPVC frame, 2 panes, 2	Good and clean condition

DESCRIPTION	COMMENTS
doors, 1 white handle, 1 lock, 1 key	
83. White UPVC frame to RHS, full length pane	Sticker marks
84. Further white UPVC frame, large full length pane	Good and clean condition
85. White wood threshold	Good and clean condition
86. Further black wrought iron railings to exterior	Good and clean condition
87. Chrome curtain track with 1 finial	
88. 1 pair of floor length lined circle patterned black/brown/tan curtains	
89. 3 seater brown velour settee on black legs	Good and clean condition
90. Matching 2 seater settee on black legs	Good and clean condition
91. Light wood coffee table with open shelf compartment below	Good and clean condition
92. Light wood dining table on chrome legs	Good and clean condition
93. 4 matching chrome framed chairs with wooden seats	Good and clean condition
94.	
95. <u>Kitchen:</u>	
96. Entrance to kitchen	Good and clean condition
97. Ceiling – white	Good and clean condition
98. Small white plastic hatch fitment	Good and clean condition
99. 2 smoke alarms	N/T

DESCRIPTION	COMMENTS
100. Chrome light fitting with 3 spotlights	
101. Walls – part magnolia emulsion, part white ceramic tiles	See below
102. Skirting – white gloss	Good and clean condition
103. Floor – tile effect stone grey & cream coloured lino with chrome stripper	Good and clean condition
104. Rear Wall	Good and clean condition
105. LHS Wall	Good and clean condition
106. Facing Wall	Good and clean condition
107. 2 double sockets, bank of appliance fuse sockets, 2 further fuse sockets, cooker socket	
108. RHS Wall	Good and clean condition
109. Window: white UPVC frame, 1 handle, 1 key	Good and clean condition
110. Tiled sill	Good and clean condition
111. Light brown roller blind with white beaded pulley control	Good and clean condition, working
112. Kitchen units having light wood door & drawer fronts with chrome handles, grey speckled worktops as follows;	PLEASE DO NOT CUT DIRECTLY ON WORKTOPS - THANK YOU
113. Open compartment with free-standing Zanussi fridge/freezer	Good and clean condition
114. Fridge having door, handle, 3 glass shelves,	

DESCRIPTION	COMMENTS
2 pull out crispers, 1 door rack with white bottle bar, 2 further door racks, egg tray	
115. Freezer having door, handle, 3 pull out drawers white with frosted fronts	
116. Single wall cupboard, door, handle, 1 shelf	Good and clean condition
117. Corner single wall cupboard, door, handle, 1 shelf	Good and clean condition
118. Length of worktop	Good and clean condition
119. Below worktop: 2 open compartments	Good and clean condition
120. Single wall cupboard, door, handle, 1 shelf	Good and clean condition
121. Plain wooden plinth	
122. Single wall cupboard, door, handle, 1 shelf	Good and clean condition
123. Chrome overhead extractor	Working
124. Single wall cupboard, door, handle, 1 shelf	Good and clean condition
125. Single wall cupboard, door, handle, 1 shelf	Good and clean condition
126. Cupboard fronted unit with door & handle housing Ideal Icar boiler	
127. Boxed in area below for pipework	
128. Further length of worktop	Good and clean condition
129. Quantity of appliance information stored	PLEASE KEEP SAFE
130. Zanussi chrome gas hob having 4 controls, 2 pan stands, 4 burners	Good and clean condition, N/T
131. Plain plinth	Good and clean condition
132. Single corner cupboard, door, handle, 1 shelf	Good and clean condition

DESCRIPTION	COMMENTS
133. 4 pull out drawers, 4 chrome handles	
134. Couple of light bulbs stored	
135. Zanussi drop down fronted chrome oven with 2 controls, 3 push buttons, 2 heat indicator, chrome handle, glass front, 2 wire racks, grill pan, rack	Good and clean condition, N/T
136. Plain plinth below	Scratch to LL
137. Single cupboard, door, handle, 1 shelf	Good and clean condition
138. Open compartment with socket	
139. Length of worktop	Good and clean condition
140. Inset SS sink & drainer, 2 taps & mixer head, chain & plug	Good and clean condition
141. Corner single cupboard, door, handle, 1 shelf	Good and clean condition
142. Below sink: single cupboard, door, handle, 1 shelf	Good and clean condition, pieces cut to back for pipe access
143. Indesit washing machine IWD6105 free- standing	Not plumbed in
144.	
145. <u>Bedroom 1:</u>	
146. White gloss frame, white panelled door, 2 chrome handles	Good and clean condition
147. Ceiling – white	Good and clean condition
148. Ceiling mounted light fitting, bulb, shade	Working
149. Walls – magnolia emulsion	See below

DESCRIPTION	COMMENTS
150. Skirting – white gloss	Good and clean condition
151. Floor – brown carpet	Good and clean condition
152. Rear Wall	Good and clean condition
153. Double socket, single light switch	
154. LHS Wall	Good and clean condition
155. Facing Wall	Good and clean condition
156. TV aerial socket, double socket	
157. Window: white UPVC frame, 2 panes, 2 handles, 2 locks, 2 keys	Good and clean condition
158. White sill	Good and clean condition
159. 2 chrome bars infront of window	
160. Chrome curtain rail with 2 finials	
161. 1 pair of velour $\frac{3}{4}$ length lined curtains	Good and clean condition
162. Single radiator with 2 caps	Good and clean condition
163. RHS Wall	Good and clean condition
164. Chrome doorstep with white rubber tip	
165. Double socket, BT socket	
166. Light wood wardrobe having 2 doors, 2 chrome handles, chrome hanging rail	Good and clean condition
167. Matching 4 drawer chest with 4 chrome handles	Good and clean condition
168. Light wood bedside unit having drawer, 1 handle, open compartment below	Good and clean condition
169. Double divan bed base & mattress	Fire label seen, good and clean condition

DESCRIPTION	COMMENTS
170. <u>Bedroom 2:</u>	
171. White gloss frame, white panelled door, 2 chrome handles	Good and clean condition
172. Ceiling – white	Good and clean condition
173. Smoke alarm	N/T
174. Ceiling mounted light fitting, bulb, white shade	Working
175. Walls – magnolia emulsion	See below
176. Skirting – white gloss	Good and clean condition
177. Floor – brown carpet with chrome stripper rod	Good and clean condition
178. Rear Wall	Couple of light discoloured marks to LL LHS & near double socket
179. 2 single light switches, double socket, fuse socket	
180. LHS Wall	Good and clean condition
181. Facing Wall	Good and clean condition
182. 2 double sockets, aerial socket	
183. Double radiator with 2 caps	Good and clean condition
184. Window: white UPVC frame, 2 panes, 2 handles, 2 locks, 2 keys	Good and clean condition
185. White gloss sill	Good and clean condition
186. 2 chrome bar fitments	Good and clean condition
187. Pair of ¾ length lined velour light brown	Good and clean condition

DESCRIPTION	COMMENTS
curtains	
188. Single radiator with 2 caps	Good and clean condition
189. RHS Wall	Good and clean condition
190. Blue divan double bed base & matching mattress	Good and clean condition, fire label seen
191. 2 light wood bedside cabinets each having drawer, chrome handle, open compartment to underside	Good and clean condition
192. Matching 4 drawer chest with 4 chrome handles	Good and clean condition
193. Light wood wardrobe having 2 doors, 2 chrome handles, 1 hanging rail	Good and clean condition
194.	
195. <u>En-Suite:</u>	
196. White gloss frame, white panelled door, 2 chrome handles, self turning lock	Good and clean condition
197. Ceiling – white	Good and clean condition
198. Bowl light fitting	Few bits to base
199. Smoke alarm	N/T
200. Walls – part magnolia emulsion, part white ceramic tiles	See below
201. Skirting – white gloss	Good and clean condition
202. Floor – grey mini tile effect lino with chrome stripper rod	Slightly scuffed near toilet area

DESCRIPTION	COMMENTS
203. Rear Wall	Good and clean condition
204. Double shaver socket	
205. Built in corner shower unit having chrome surround, 2 panes, 2 sliding doors	Good and clean condition
206. White plastic fitment casing below	Good and clean condition
207. White tiles to walls	Good and clean condition
208. White shower tray with chrome drainer	Good and clean condition
209. Aqualisa wall mounted shower unit with chrome hose, white shower head, chrome riser rod	Good and clean condition
210. Small plastic fitment for hose	Good and clean condition
211. Facing Wall	Good and clean condition
212. Tiered 2 step ledge area to LL	Good and clean condition
213. White ceramic WC, plastic seat & lid	Good and clean condition
214. RHS Wall	Good and clean condition
215. Cream painted shelf to LL	Good and clean condition
216. White wall mounted towel radiator	Good and clean condition
217. Chrome bathroom cabinet with 1 shelf, mirrored front	Good and clean condition
218. White pedestals basin, 2 chrome taps, chrome attached chain & plug, chrome drainer, white tiles to back	Good and clean condition
219. Cream painted sill to LL	Good and clean condition
220.	

DECLARATION

Having read this inventory carefully, I/We hereby agree that any discrepancies found have been noted and the agent concerned has been made fully aware.

If at the end of the tenancy agreement the inventory clerks' findings disagree with the inventory and previous comments noted, it will be accepted that the decision is final.

Signed: _____

Date: _____

Signed _____

Date: _____

Signed: _____

Date: _____