# **Inventory & Check In**



Property inspected by Azim Rahmonov

Reference: 4029

## **Address**

Flat 123 Sample street Sample city AB1 CD3



**Carried Out** 

February 28th 2022

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#### **Disclaimers**

This inventory, check-in, mid-term or check-out report, is prepared by inventory clerk, and is compiled as an as seen snapshot at the time of a property inspection, and should be seen as nothing more than a fair record of a property's internal condition and its contents and does not form any part of a valuation or structural report. This report is compiled on the basis that all items listed are in good order and clean at time of inspection, unless stated otherwise. Any defects or soiling are noted where appropriate. The clerk preparing the report is not an expert in antiques, furniture style, fabrics etc. All descriptions within this report are for identification purposes only in order that each item can be compared to its condition at the commencement of the tenancy. It is normal practise not to include detailed description of the following items: a) exact number of cutlery, b) exact number & title of books, c) exact type & number of plants, c) food items, consumable & cleaning items, d) miscellaneous items such as garden tools & items found in sheds, garages & loft conversions unless instructed to do so by the Landlord or Managing Agency. Where inventories are completed with tenants in situ - i.e. tenants already occupying the property and it is deemed difficult for the inventory clerk to differentiate between that belonging to the Landlord or tenant, the report may contain inaccuracies for which the clerk will not be held responsible, especially if areas or conditions prohibit easy viewing. It is the responsibility of the Landlord/Managing Agent/Tenant to check all reports, and Inventory Clerk will not be held liable for any differences, unless notified within a 7 days period from receipt of the report.

SAFETY DISCLAIMER We do not undertake to move heavy items of furniture or access lofts, high-level cupboards or any other inaccessible places. Contents, which have been left in the above-mentioned areas, which have not been inventoried, are the sole responsibility on the Landlord. Any electrical appliances will be tested for power only and only where practicable. Boilers, gas fires, water supply and radiators are not tested. We test all water outlets where possible and practical and it will be noted in our report if there is an issue.

METER READINGS All meter readings will be taken when accessible and the relevant utility companies must check all meter readings, as we cannot be held responsible for any discrepancies. We are not held liable should meters not be located or inaccessible to read. For Health and Safety reasons, we do not expect our clerks to access high-level areas, which involve using ladders/chairs. IMPORTANT: where a meter is either inaccessible or poses a risk of injury to the clerk, then notice will be given as to why, with suggestions made as to how to gain readings.

FURNITURE & FURNISHINGS (FIRE) (SAFETY) REGULATIONS 1988 as amended 1993 The Fire & safety Regulations regarding furnishings, gas, electrical & similar services are ultimately the responsibility of the instructing principle. Where the inventory notes FFR label seen, this should not be interpreted to mean that the item complies with the furniture & 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 regulations as published by the Department of Trade & Industry, January 1997, (or subsequent edition), attached at the time the inventory was complied.

SMOKE AND CO DETECTORS The inventory clerk – only where requested - will push button test relevant detectors or alarms, with the aim of demonstrating proper working order as per the 2015 UK legislation and the manufacturers' instructions at the time of inspection. At no time will the clerk be held responsible for a detector's proper working order, damage or malfunction, and will only report on any response if any from a detector or alarm. Following tenancy start, it is the tenant's responsibility to inspect any smoke or CO detectors fitted in the property at regular intervals, to ensure they are in full working order as per the manufacturers' instructions, although it is the Landlord's responsibility to ensure the correct products are appropriately fitted.

MAINTENANCE ISSUES We recommended should any maintenance issues arise you contact the Landlord/Managing Agent immediately so they can deal with the matter. Should we recommend items require maintenance once a property has been checked out, this is purely stating that an item will require fixing/attention, we are not advising as to whose responsibility this and your tenancy agreement will need to be checked.

CHANGES TO PROPERTY We recommend that if you wish to make any changes to the décor or remove any of the Landlords belongings you contact the Landlord/Managing Agent for permission and have this confirmed in writing to ensure there are no discrepancies at the end of the tenancy.

THE INVENTORY REPORT An inventory report is made following a property inspection, listing and describing each and every component and content of a property in the context of "as seen" at the time of the inspection. As seen, meaning a written and photographed "snapshot", to be used as the basis of how the property's condition and its contents were seen by the inventory clerk. The inventory may have additional notes or observations added by relevant parties to make more accurate the report.

IMPORTANT: unless stated otherwise - in brackets following an item's description - the listed item is assumed to be in good order, although not necessarily new or perfect.

THE CHECK-IN: as the name implies, the inventory clerk, tenant, or tenant's representative uses this report to qualify the accuracy - with any additional notes or information - of the inventory at move-in.

IMPORTANT: a check-in is not a duplication or substitute for an inventory, although it may accompany or support an inventory in distinguishing anything, which needs adding to, or altering within the inventory. The check-in report may vary in style according to Landlord or Letting agents' needs, but typically will include a record of meter readings and keys recorded at time of tenant move-in.

TENANTS INFORMATION FOR CHECK-OUT The property should be left in a clean and tidy condition especially carpets, curtains, windows, upholstery appliances etc. We would suggest that you refer to your tenancy agreement in this matter. If you are not ready to leave it may not be possible to carry out the checkout. In this case a return visit will be necessary resulting in a cancellation charge. All keys to the property must be handed over at the time of checking out to the Inventory clerk or alternatively to the agents prior to the checkout taking place. The Inventory Clerk acts as an independent and reasonable body and will avoid unnecessary criticism or derogatory comments when compiling or checking the Inventory. 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 fair wear & tear. Normal fair wear and tear will be assessed on the lengthy of the tenancy and type occupancy. Important key points at the checkout: All cleaning should be completed prior to the checkout appointment as per the tenancy agreement. All personal items must be removed prior to the check out. All items should be in the same location as per the inventory, any stored items should be unpacked and returned to the same location. If the Inventory clerk has to

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Flat 123, Sample street, Sample city, AB1 CD3 search for items or you still have belongings in the property to be removed this will result in additional charges being made to the tenant. All beds should be left unmade with the linen folded. Bedding & towels should be cleaned & ironed where relevant. All food items should be removed, freezers defrosted & doors left open & electricity turned off. All light bulbs etc. should all be in working order or as at check in.

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1. SCHEDULE OF CONDITION		
Ref	Name	Condition
1.1	Property details	1 bedroom furnished apartment
1.2	Cleaning standard	Professionally cleaned with omissions as noted within report
1.3	Decorative Condition	Good decorative condition
1.4	Flooring	Stains to wooden flooring in kitchen and reception
1.5	Windows	Smear to reception glazing Spot white scale type mark to frame to bedroom windows
1.6	Fixtures/Fittings	Good condition
1.7	Furniture	Good condition; Few spot marks to X2 dining chairs and sofa seat cushion Light debris to sofa seat base
1.8	Curtains/Blinds	Good condition
1.9	Sanitare ware	Water running/working Shower not tested
1.10	Kitchen Appliances	Tested for power, unless otherwise stated
1.11	Electrics	Tested and working X1 table lamp not working
1.12	Linens	None
1.13	Main switches/ fuses	Located in utility cupboard, not tested
1.14	Outside Area	In exterior condition
1.15	Appliances manuals	Seen in kitchen units
1.16	Tenant Present	Yes

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2. ALARMS			
Ref	Name	Description	Condition
2.1	Smoke Alarm	Location: Reception	Test Result: Tested, alarm heard
2.2	Smoke Alarm	Location: Bedroom	Test Result: Tested, alarm heard
2.3	Heat Alarm	Location: Kitchen area	Test Result: Tested, alarm heard





Ref # 2.1



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3. METERS			
Ref	Name	Description	Condition
3.1	Heat Meter 1	Location: Utility cupboard Serial number: 78374363	Reading: 0002298
3.2	Heat Meter 2	Location: Utility cupboard Serial number: 78423817	Reading: 0014847
3.3	Electric Meter	Location: Communal cupboard Serial number: D13W042543	Reading: 12340
3.4	Water Meter	Location: Utility cupboard Serial number: 310602013	Reading: 000123.381





Ref # 3.2





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4. KE	4. KEYS		
Ref	Name	Description	
4.1	Check in keys list	Management set: X1 Yale key for flat door X1 Card for communal doors  Tenant set: X2 Yale keys for flat door X2 letterbox keys X2 fuse box keys X1 plastic card for communal door/lift  Returned to concierge	
4.2	Check out key list		





Ref # 4.1

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Ref	Name	Description	Condition
5.1	Front Door & Surround Exterior	Medium wood flat wooden door Medium wooden door frame with recessed strip light Brushed metal numeral '1202' Brushed metal spyhole Brushed metal and light wooden lever handle Brushed metal Yale lock	Light is working Light angle chip to bottom edge right hand side door Light usage mark to handle
.2	Front Door & Surround Interior	Medium wood flat wooden door Medium wooden door frame Brushed metal reverse of spyhole with matching cover Brushed metal sliding security bolt Brushed metal and light wooden lever handle Brushed metal twist lock	Sliding security bolt is loose
.3	Ceiling	White painted with white painted access panel and X2 white plastic circular fittings	Light scuff LHS wine fridge Lightly shaded around smoke alarm in living roc Odd brown line scuff type above bedroom entrance Noticeable paint chip next to access panel to centre of kitchen ceiling Splash mark to access panel and next to access panel Scuff above fridge freezer unit right hand side
.4	Lighting	X9 white plastic ceiling recessed spotlights  Under unit recessed strip lights	Spotlights - tested and working Strip lights - tested and working
5	Walls	Part stainless steel splashback Part white painted walls	Splashback - smear type spot mark behind and left hand side of hob Light usage marks to surface;  Painted walls - Small scuff and rub marks mid level LHS forward from sofa to RHS wall when facing to windows Light rub marks mid to low level left hand side of entrance Small dent at low level left hand side of entranc Very light few rub marks mid level left hand side of utility cupboard Further light rub marks seen mid to low level righand side utility cupboard between utility cupboard and bedroom Small scuff at mid level right hand side of bedroom Drip mark mid level right hand side of sofa
.6	Skirting Boards	White painted	Light scuff to bottom edge LHS sofa Small rub mark to left hand side balcony door
.7	Flooring	Medium wood laminated effect flooring	Small scratch to LHS of sofa Scattered noticeable stains around worktop in kitchen area and living room area Further small spot stains near kitchen units Further stain type marks RHS sofa and near flo rug Very light scuffs to surface Light black marks forward from bedroom Very light stains around entrance in X2 places

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5. ENTRANCE, RECEPTION & OPEN PLAN KITCHEN (CONT.)				
5.9	Switches / Sockets	Brushed metal and black plastic sensor light switch Brushed metal and white plastic light switch Brushed metal and white plastic sockets	Not tested	
5.10	Windows	Dark grey UPVC framed double glazed windows and sliding door leading to balcony Door with dark grey metal lever handle	Lightly bended to rubber trim to leading edge to inner edge of balcony door Light scratches to frame in places Light cleaning smear to glazing Light scuffs to threshold to balcony door	
5.11	Curtains/Blinds	X2 ceiling mounted white metal curtain rails Each with white floor length nets	Curtains are creased	
5.12	Kitchen Units	Range of high and low level medium wood laminated kitchen units Medium wood laminated doors and drawers Grey laminated kickboard with grey plastic vent White laminated interior and shelves X3 grey plastic integrated bins, X1 with matching lid Light wooden and black cutlery divider	Kitchen wall unit door above extractor hood slightly loose Few debris to top edge and base of drawer below oven Bottom hinges are detached to floor unit doors right hand side of hob and left hand side of hob	
5.13	Worktop	White and light grey detailed granite worktop	Sticky grey mark to front edge above wine fridge	
5.14	Sink	Stainless steel sink Stainless steel waste plug Stainless steel and black plastic pop-up plug Stainless steel overflow Brushed metal mixer tap	Scratches in places Mixer tap slightly loose	
Applia	Appliances			
5.15	Wine Fridge	Integrated Norcool wine fridge Grey metal frame Black and clear glass door Brushed metal D-handle Grey plastic interior Grey plastic shelf X2 light wooden slatted shelves X2 integrated lights	Tested for power Lights are working Slightly shaded to door edges to sealant	
5.16	Extractor Hood	Stainless steel Miele extractor hood X2 spotlights	Tested for power Lights are working Spot marks to surface	
5.17	Hob	Black glass Miele X4 ring induction electric hob Brushed metal edge trim	Tested for power Light cleaning scratches to surface Very light few water marks to surface	
5.18	Oven	Integrated stainless steel Miele oven (model number is H2661-1B) Stainless steel and glass door Stainless steel D-handle Grey enamel interior Grey enamel baking tray Grey enamel slatted baking tray Grey metal oven tray Chrome finished wire shelf Integrated light	Tested for power Light is working Greasy burnt on deposit to baking trays	

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5. ENTR	5. ENTRANCE, RECEPTION & OPEN PLAN KITCHEN (CONT.)			
5.19	Dishwasher	Integrated Siemens dishwasher (model number is FD9711) X2 grey metal wire dish racks X1 grey plastic cutlery rack	Tested for power	
5.20	Microwave	Integrated stainless steel Miele microwave (model number is H6200BM) Stainless steel and glass door Stainless steel D-handle Stainless steel interior Chrome finished wire shelf Clear glass baking tray Integrated light	Tested for power Light is working	
5.21	Fridge / Freezer	Integrated Siemens fridge and freezer X4 plus X2 clear glass, chrome finished and white plastic trimmed shelves Clear and white plastic salad crisper Integrated light X5 clear plastic door shelves X2 small clear plastic flaps to door shelf X3 white and clear plastic drawers to freezer section White plastic ice cube tray X2 white plastic ice cube boxes	Tested for power Light is working Usage marks to plastic door shelves	
Furnitu	Furniture			
5.22	Bar Stools	Grey leather effect plastic pair of bar stools Black metal support legs	Good condition	
5.23	Floor Rug	Grey, blue, brown and off-white detailed rectangular shaped floor rug	Good condition	
5.24	Coffee Table	Clear glass top triangle coffee table with dark wooden legs	Scratches to surface	
5.25	Sofa	Grey upholstered fabric 3-seater sofa X2 matching seat cushions Black wooden legs	Spot marks to right hand side seat cushion Light debris type dust seen to seat base to centre	
5.26	Side Table	Black metal framed circular top with smoked glass top surface side table Black metal legs	Usage marks to top	
5.27	TV Unit	White and black laminated TV unit X2 matching drawers Each drawers with black metal pull handles Black wooden legs	Angle rub mark to right hand side edge of both drawers	
5.28	TV	JVC flat screen TV with matching remote	Good condition	
5.29	Dining Table	Clear glass top circular dining table Black metal support leg	Cleaning scratches in places	
5.30	Dining Chairs	X4 grey dining chairs with black metal legs	Good condition	

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5.31 Utility Cupboard

Built-in utility cupboard with X2 white flat wooden doors

Each doors with integrated pull handles LHS door with grey plastic trim

White wooden door frame

White painted walls, skirting board

Medium wood laminated effect flooring with white wooden threshold

X1 wall mounted white air condition box with associated pipes

Wall mounted white metal box with integrated

fuse box and matching flap Flap with integrated lock (no key seen)

Assorted white plastic sockets and switches X2 wall mounted white plastic/ grey/ dark grey foam covered frame heating box

Associated pipes

X2 heat meters

X1 water meter

X1 wall mounted grey and black plastic control panel

White plastic alarm control unit

White AEG washing machine (model number is

L7WEG841R)

Instruction manuals for washing machine White metal ironing board with white and dark grey detailed cover to top

Grey handled brush

X1 Bosch upper stand vacuum cleaner

Washing machine tested for power only Sticker to double switch saying 'Don't turn off switches'

Light rub marks low level RHS door to exterior Crack/ Dent to the closet.

5.32 Smoke Alarm

Ceiling mounted white plastic smoke alarm

Ceiling mounted white plastic heat alarm

Smoke alarm - tested, alarm heard Heat alarm - tested, alarm heard

#### Miscellaneous Items

5.33

Miscellaneous

Wall mounted white plastic video entry phone/ control panel

Floor mounted black rubber doorstop

in box

Wall mounted white metal access panel

X2 wall mounted black wooden framed pictures

X1 wooden 2-tier shoe rack

Entry phone - power seen Doorstop - white marks seen Pictures - Good condition



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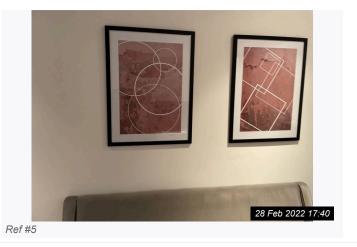
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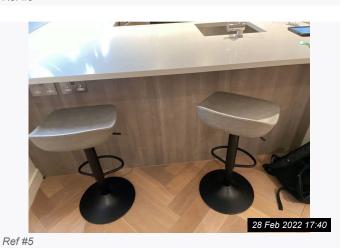




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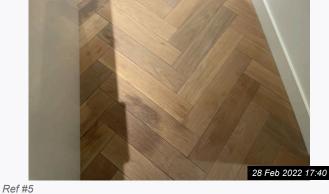






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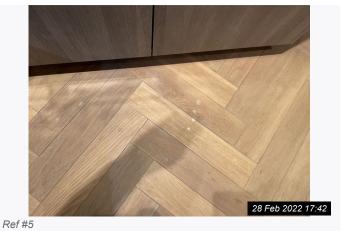
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6. BEDROOM			
Ref	Name	Description	Condition
6.1	Door	Medium wood flat wooden door Brushed metal lever handle and reverse	Light angle wear/small angle chip mid level leading edge to exterior Light mark at knee level below handle to interior door
6.2	Door Frame	Medium wooden door frame	Small scuff mid level RHS exterior
6.3	Ceiling	White painted with white plastic circular fitting	Good condition
6.4	Lighting	X2 white plastic ceiling recessed spotlights	Tested and working
6.5	Walls	White painted	Angle chip low level LHS bathroom Light shaded mark high level and small scuff above headboard LHS Walls are showing minor rub marks mid to low level
6.6	Skirting Boards	White painted	Tiny chip to top edge RHS entrance Light scuff RHS bed Angle chip to left hand side bathroom
6.7	Flooring	Grey fitted carpet flooring with grey metal threshold	Scattered spot marks to floor to main walking areas
6.8	Heating	Wall mounted white metal vent	Not tested Lightly dusty to vent
6.9	Switches / Sockets	X2 brushed metal and black plastic sensor light switches Brushed metal and white plastic socket and switches	Shaded slightly to double socket right hand side of heard board
6.10	Windows	Dark grey UPVC framed double glazed window with electric opening part to high level (controlling by switch RHS of window)	Light white mark at high level Further spot scatter marks to top frame
6.11	Curtains/Blinds	Ceiling mounted white metal curtain rail with grey fabric floor length lined curtain	Black line mark mid level to interior curtain
Furniture			
6.12	Bed & Mattress	Grey upholstered fabric double bed frame Matching headboard Double mattress	Light stain to mattress left hand side
6.13	Bedside Table	X2 dark wood laminated bedside tables Each with X2 matching drawers Each drawers with black pull handles	Slight usage angle wear to pull handles to both units right hand side unit top drawer handle loose

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6. BEDR	6. BEDROOM (CONT.)		
6.14	Built-in Wardrobe 1 (LHS of Bathroom)	X2 white flat wooden doors Each doors with integrated pull handles and frameless mirrored panels to interior White laminated interior X1 white laminated shelf Brushed metal hanger rail Recessed strip light Small white plastic sensor motion Integrated white laminated bedside table with X2 matching drawers X7 white wooden hangers; White double duvet cover with duvet to interior X2 pillows each with white pillowcases	Light is working Heavy dent type chip to right hand side door to exterior
6.15	Built-in Wardrobe 2	X1 white wooden door Interior pull handle Frameless mirrored panel to interior door White laminated interior X1 white laminated shelf Brushed metal hanger rail Interior white laminated X2 drawer unit Recessed strip light Small white plastic sensor motion X2 white wooden hanger rails	Light is working White scattered shaded mark to mirror to reverse of door
6.16	Table Lamps	X2 chrome finished base table lamps Each with white oval shaped shades	X1 bulb not working
6.17	Floor Lamp	Floor lamp with X3 black and white metal shades	Tested and all working
6.18	Smoke Alarm	Ceiling mounted white plastic smoke alarm	Tested alarm heard
Miscellaneous Items			
6.19	Miscellaneous Items	X2 floor mounted black rubber doorstops X1 wall mounted black wooden framed picture	Good condition





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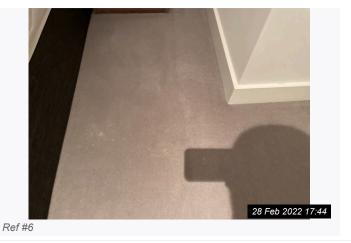
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7. BATH	7. BATHROOM			
Ref	Name	Description	Condition	
7.1	Door	Medium wood flat wooden door Brushed metal lever handle and reverse Brushed metal twist lock and reverse Chrome finished single hook	Wear mark around leading edge to exterior door	
7.2	Door Frame	Medium wooden door frame	Light brown rub marks mid level left hand side interior	
7.3	Ceiling	White painted	Slightly shaded type mark RHS sink	
7.4	Lighting	X4 white plastic ceiling recessed spotlights  Under medicine unit recessed strip light  Under sink unit recessed strip light	Spotlights - tested and working Medicine unit strip light - tested and working Under sink strip light - tested and working	
7.5	Walls	Grey patterned tiled walls	Discolouration to grouting in places Light white cloudy marks to bath area	
7.6	Flooring	Grey tiled flooring	Light white scale type mark to edge of bath panel Light discolouration to grouting White rub marks to right hand side of WC	
7.7	Heating	Wall mounted chrome finished towel heater	Good condition	
Sanita	Sanitary ware			
7.8	Bath	White enamel bath Chrome finished waste and pop-up plug Chrome finished shower dials Chrome finished shower hose Chrome finished showerhead Ceiling mounted chrome finished circular showerhead Clear glass with clear plastic trim and chrome finished bracket shower screen White and grey detailed granite bath surround and bath panel	Scale to plastic trim with discolouration to shower screen Light scale to ceiling mounted showerhead Light water mark to base of bath Light scale to shower hose bracket and bracket slightly loose Plastic trim to shower screen splitting	
7.9	Sink	White ceramic sink Chrome finished waste and pop-up plug Chrome finished mixer tap White and grey detailed granite worktop/ sink surround	Light scale to spout Light cleaning scratches seen	
7.10	Under Sink Unit	Dark wood laminated under sink unit with X1 dark wood laminated front drawer Black laminated top surface Assorted white towels	Light water mark to top surface Water damage to front right hand side edge Small chip to near front Light scuff to base of drawer	
7.11	WC	White pedestal and WC White plastic seat and lid Hidden cistern with chrome finished and brushed metal push flush	Good condition	

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#### 7. BATHROOM (CONT.) Medicine Cabinet Good condition 7.12 Wall mounted white laminated medicine cabinet X3 white laminated and frameless mirrored doors White laminate interior X6 clear glass shelves Brushed metal and white plastic shavers only Miscellaneous Items Miscellaneous Items Ceiling mounted interior white painted vent Vent - dusty; 7.13 Wall mounted chrome finished WC roll holder; Good condition Chrome finished pedal bin Used condition White marble effect brushed metal WC brush and Good used order holder





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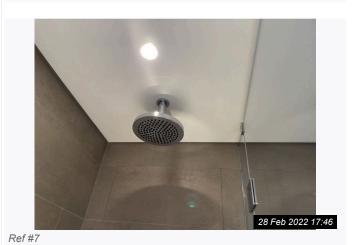




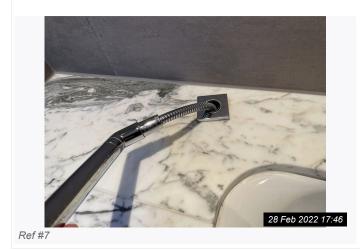
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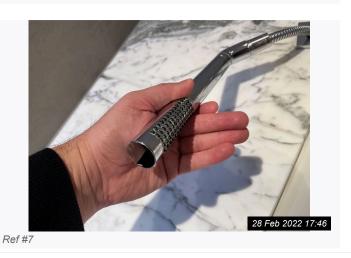










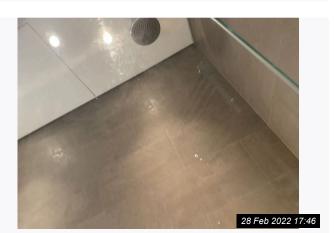


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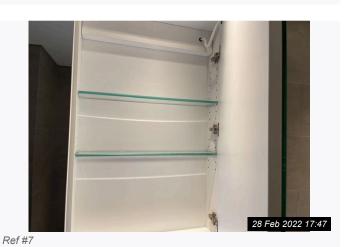


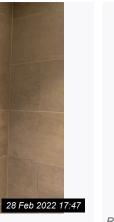
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8. BALCONY			
Ref	Name	Description	Condition
8.1	Flooring	Light wooden decking	Weathered Stains to floor Joins visible to floor
8.2	Walls	Clear glass panel with grey metal frame	Lightly weathered
8.3	Ceiling	White painted texture style ceiling	Good condition





Ref #8



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I/We the undersigned, affirm that if I/we do not comment on the Inventory in writing within seven days of receipt of this Inventory then I/we accept the Inventory as being an accurate record of the contents and condition of the property.

Signed by the			
Signature			
Print Name			
Date	/	/	
Signed by the			
Signature			
Print Name			
Date	/	/	

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