

## Property Inventory Report

**Property Address:**

**Date of Report:**

**Report Reference:**

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Time of Arrival at Property: 10:30

Who was present at Inventory?

Type of Property: House Semi-detached

General Description: A 3 bedroomed unfurnished semi detached property having been recently refurbished throughout and in good clean condition.

Garages, Sheds, Outbuildings:

Occupied/Unoccupied? Unoccupied

Internally: Unfurnished

All rooms accessible? Yes

Is there any evidence of pets having been kept at the property? No

Is there any evidence of smoking having taken place at the property? No

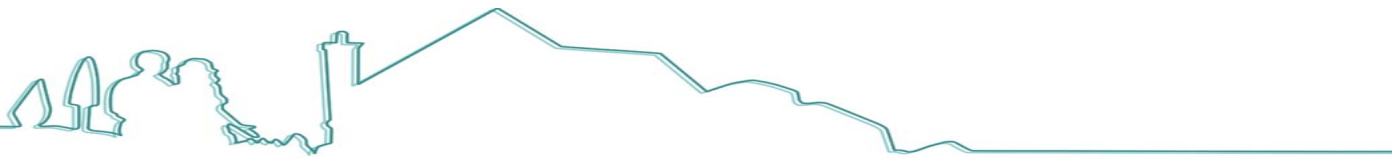


## External Photographs

Front aspect



Rear aspect



## Rooms & Contents

### Lounge



**White Painted Door** - Numerous Marks/Irregularities.

6 Panel wood with white fittings and a plaque to the inside and the outside. The plaque to the inside is cracked the full width towards the top and to the outside towards the bottom

**White Painted Window** - In Good Clean Order.

Wood single glazed with white fittings

**Patterned Artex Finish Ceiling** - In Good Clean Order.

White

**Pendant Light Fitting** - In Good Clean Order.

2 With beige floral shades and working low energy bulbs

**Plaster Finish Emulsion Paint** - Recently Redecorated.

Magnolia



**White Painted Skirting** - In Good Clean Order.

**Wood Flooring** - In Good Clean Order.

**Double Radiator** - In Good Clean Order.

White

**Fireplace with fitted fire** - Numerous Marks/Irregularities.

White wood decorative fire surround with black mottled marble effect back and beige mottled hearth with a black fire. The hearth has a chip to the front approx 2cm round

**Light Switches** - In Good Clean Order.

1 Single in white

**Electrical Sockets** - In Good Clean Order.

2 Double and 1 single in white. Visible

**Telephone Point** - In Good Clean Order.

**Aerial Point** - In Good Clean Order.

**Aerial Lead** - Numerous Marks/Irregularities.

No end



## Dining Room



**White Painted Door** - In Good Clean Order.

Wood with gold effect fittings plus 15 glass panels. The fittings are tarnished

**French Doors** - In Good Clean Order.

White wood with gold effect fittings plus 15 glass panels in each

**Patterned Artex Finish Ceiling** - In Good Clean Order.

White

**Pendant Light Fitting** - In Good Clean Order.

Gold effect 3 arm with floral shades and working bulbs. 1 Is a low energy bulb

**Plaster Finish Emulsion Paint** - Recently Redecorated.

Magnolia

**White Painted Skirting** - In Good Clean Order.

**Wood Flooring** - In Good Clean Order.



**Radiator** - In Good Clean Order.

Single in white

**Light Switches** - In Good Clean Order.

1 Double in white

**Electrical Sockets** - Good Overall but with Spot Marks.

2 Single in white. Visible. Paint marked

**Extractor Fan** - Discoloured.

Silvavent. Yellowing

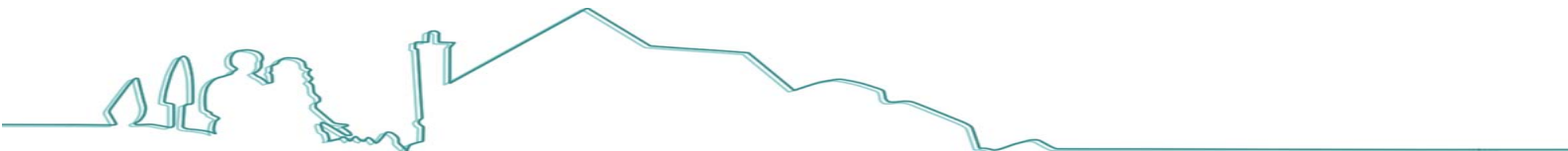
## Kitchen



**White Painted Door** - In Good Clean Order.

6 Panel wood with white fittings plus white plaques

**White Painted Window** - In Good Clean Order.



Wood single glazed with white fittings

**White Ceiling** - In Good Clean Order.

**Light Fittings** - In Good Clean Order.

3 Grey spotlights on a grey bar with working bulbs

**Plaster Finish Emulsion Paint** - Recently Redecorated.

Magnolia. 1 Nail. 1 Hook

Cream mottled tiled to the worktop with brown border and occasional motif design

**White Painted Skirting** - In Good Clean Order.

**Wood Flooring** - In Good Clean Order.

**Radiator** - In Good Clean Order.

Single in white

**Light Switches** - In Good Clean Order.

2 Single in white

**Electrical Sockets** - In Good Clean Order.

2 Double and 2 single in white. Visible

**Floor Units** - In Good Clean Order.

Cream with wood handles

4 Single

1 Double (with water meter)

A 3 Drawer unit with instructions for the fire, gas hob and extractor

**Work Surfaces** - In Good Clean Order.

Wood block effect

**Wall Cabinets** - In Good Clean Order.

Cream with wood handles

4 Single





**Sink** - In as New Condition.

Stainless steel sink and drainer with chrome effect mixer taps

**Hob In Work Surface** - In as New Condition.

Stainless steel Cata gas

**Built In Oven** - In as New Condition.

Stainless steel and black Cata electric plus instructions

**Extraction Hood** - In as New Condition.

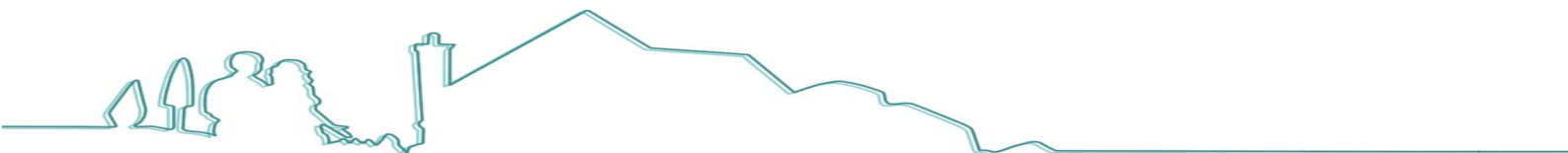
Stainless steel

## Utility Room



**White Painted Door** - Numerous Marks/Irregularities.

Wood with gold effect fittings and a frosted glass panel to the top plus a white hook to the inside. The fittings are tarnished. There is a cat flap to the bottom. The paint is peeling to the bottom of the door to the outside and a panel is cracked to the bottom approx 5-7" long





**White Ceiling** - In Good Clean Order.

**Light Fittings** - In Good Clean Order.

3 Grey spotlights on a grey bar with working bulbs

**Plaster Finish Emulsion Paint** - Recently Redecorated.

Magnolia

Mottled tiled to the worktop with brown border and occasional motif design. Paint marked

**White Painted Skirting** - In Good Clean Order.

**Wood Flooring** - In Good Clean Order.

**Radiator** - In Good Clean Order.

Single in white

**Light Switches** - Good Overall but with Spot Marks.

1 Single in white. Paint marked

**Electrical Sockets** - In Good Clean Order.

2 Double in white. Visible

**Floor Units** - In Good Clean Order.

Cream with brown wood handle. 1 Single

**Work Surfaces** - In Good Clean Order.

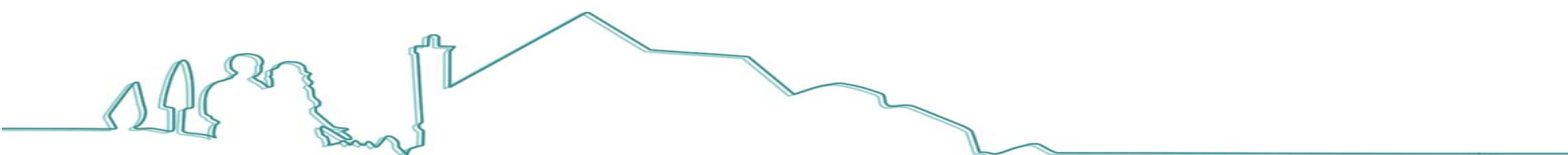
Wood block effect

**Sink** - In Good Clean Order.

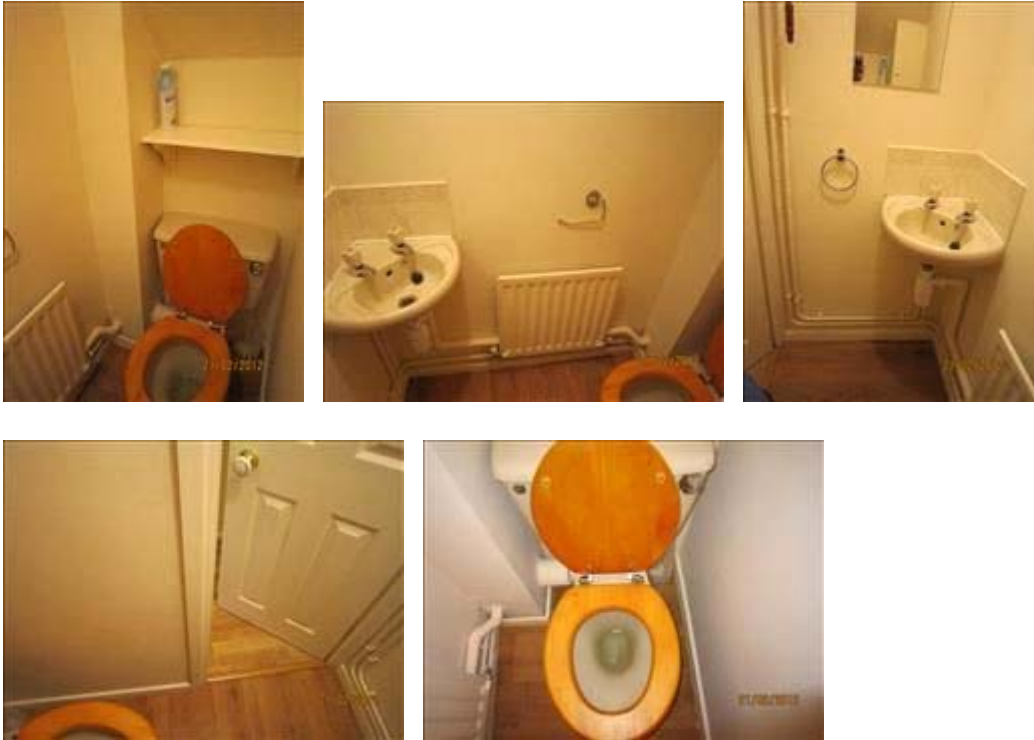
Stainless steel sink and drainer with chrome effect mixer tap

**Hooks** - In Good Clean Order.

5 Black hooks on a white wood mount



## Toilet



**White Painted Door** - In Good Clean Order.

6 Panel wood with white fittings plus a plaque

**Patterned Artex Finish Ceiling** - In Good Clean Order.

Magnolia painted

**Pendant Light Fitting** - In Good Clean Order.

White shade and working bulb

**Plaster Finish Emulsion Paint** - Recently Redecorated.

Magnolia

Cream mottled tiled with floral border to the basin

**White Painted Skirting** - In Good Clean Order.

**Wood Flooring** - In Good Clean Order.



**Radiator** - In Good Clean Order.

Single in white

**Light Switches** - In Good Clean Order.

Pull cord with brown wood handle

**Close coupled W.C.** - In Good Clean Order.

Cream with chrome effect fittings

**Hand Basin** - In Good Clean Order.

Cream with cream and chrome effect fittings

**Mirror** - In Good Clean Order.

**Toilet Roll Holder** - In Good Clean Order.

Chrome effect

**Toilet Brush Holder** - In Good Clean Order.

White plastic with brush

**Towel Ring** - In Good Clean Order.

Chrome effect

**Shelving** - In Good Clean Order.

White wood shelf

**Extractor Fan** - In Good Clean Order.

White Marley



## Hall Stairs & Landing



**Natural Wood Door** - Numerous Marks/Irregularities.

Dark wood with gold effect fittings and a gold effect night latch plus 9 frosted glass panels. Lion design knocker to the outside. Nail to the outside. 4 Nail holes to the inside. Evidence the lock has been removed

**Patterned Artex Finish Ceiling** - In Good Clean Order.

White painted

**Ceiling Access Hatch Cover** - In Good Clean Order.

**Smoke Detector (not tested)** - In Good Clean Order.



2

**Pendant Light Fitting** - In Good Clean Order.

3. 2 With white shades and working low energy bulbs. 1 With cream shade and working low energy bulb

**Plaster Finish Emulsion Paint** - Recently Redecorated.

Magnolia

**White Painted Skirting** - In Good Clean Order.

**Wood Flooring** - In Good Clean Order.

Hall - Wood with brown choir matting to the entrance  
Stairs / Landing - Brown carpet

**Radiator** - In Good Clean Order.

Single in white

**Heating Controls** - In Good Clean Order.

Boss BPS242 room thermostat

**Light Switches** - In Good Clean Order.

3 Single and 1 double in white

**Electrical Sockets** - In Good Clean Order.

2 Single in white. Visible

**Cupboard** - In Good Clean Order.

White Worcester Greenstar 24hi boiler and instructions  
Instructions for Boss thermostat  
Cream shade

**Door Stop** - In Good Clean Order.

**Consumer Unit** - In Good Clean Order.



White

**Handrail, Spindles & Newel Post** - In Good Clean Order.

Dark wood

### Bedroom 1



**White Painted Door** - In Good Clean Order.

2 Panel wood with white fittings plus plaque with a stainless steel effect twin hook to the inside

**White Painted Window** - In Good Clean Order.

Wood single glazed with white fittings

**Patterned Artex Finish Ceiling** - In Good Clean Order.

White painted

**Pendant Light Fitting** - In Good Clean Order.

Cream shade and working bulb



**Plaster Finish Emulsion Paint** - Recently Redecorated.

Magnolia

**White Painted Skirting** - In Good Clean Order.

**Fitted Carpet** - In Good Clean Order.

Brown

**Radiator** - In Good Clean Order.

Single in white

**Light Switches** - In Good Clean Order.

1 Single in white

**Electrical Sockets** - In Good Clean Order.

1 Double in white. Visible

**Telephone Point** - In Good Clean Order.

**Door Stop** - In Good Clean Order.

**Wardrobe** - In Good Clean Order.

Built in 2 door with white fittings

## Bedroom 2







**White Painted Door** - Numerous Marks/Irregularities.

2 Panel wood with white fittings plus a plaque. 3 Nails holes to the outside plus a chrome effect twin hook to the inside. There is small hole to the inside to the right of the handle approx 1cm round

**White Painted Window** - In Good Clean Order.

Wood single glazed with white fittings

**Patterned Artex Finish Ceiling** - In Good Clean Order.

White painted

**Pendant Light Fitting** - In Good Clean Order.

Cream shade with working low energy bulb

**Plaster Finish Emulsion Paint** - Recently Redecorated.

Magnolia

**White Painted Skirting** - In Good Clean Order.

**Fitted Carpet** - Numerous Marks/Irregularities.

Brown. There is a slight stain to the right hand side

**Radiator** - In Good Clean Order.

Single in white

**Light Switches** - In Good Clean Order.

1 Single in white



**Electrical Sockets** - In Good Clean Order.

3 Single in white. Visible

**Door Stop** - In Good Clean Order.

**Wardrobe** - In Good Clean Order.

White 2 door built in



## Bathroom 1



**White Painted Door** - Numerous Marks/Irregularities.

2 Panel wood with white fittings plus a plaque plus a lock and a white plastic hook to the inside. Remnants of sticky

**Patterned Artex Finish Ceiling** - In Good Clean Order.

White painted

**Pendant Light Fitting** - In Good Clean Order.

White shade and working bulb

**Plaster Finish Emulsion Paint** - Recently Redecorated.

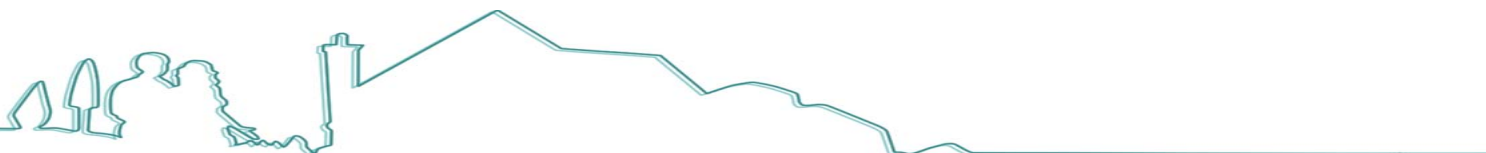
Grey. 1 Bracket

Cream mottled tiled with floral border and occasional motif tile to the bath / shower, basin and toilet areas

**White Painted Skirting** - In Good Clean Order.

**Vinyl Flooring** - In Good Clean Order.

Wood effect



**Light Switches** - In Good Clean Order.

Pull cord

**Close coupled W.C.** - In Good Clean Order.

White with chrome effect fittings

**Bath** - In Good Clean Order.

White with chrome effect fittings

**Shower Screen** - In Good Clean Order.

Glass square design etched

**Hand Basin** - In Good Clean Order.

White with chrome effect fittings

**Wall Mounted Shower** - In Good Clean Order.

White Triton T80 electric

**Extractor Fan** - Not Clean.

White Marley. Dusty

**Toilet Roll Holder** - In Good Clean Order.

Chrome effect

**Heated Towel Rail** - In Good Clean Order.

Chrome effect



### Bedroom 3



**White Painted Door** - In Good Clean Order.

2 Panel wood with white fittings plus a plaque plus a chrome effect twin hook to the inside

**White Painted Window** - Numerous Marks/Irregularities.

Wood single glazed with white fittings. The bottom right hand side panel is cracked the width of the pane

**Patterned Artex Finish Ceiling** - In Good Clean Order.

White painted

**Pendant Light Fitting** - In Good Clean Order.

Cream shade and working low energy

**Plaster Finish Emulsion Paint** - Recently Redecorated.

Magnolia

**White Painted Skirting** - In Good Clean Order.

**Fitted Carpet** - In Good Clean Order.



Brown

**Radiator** - Numerous Marks/Irregularities.

Single in white. One end cap is missing

**Light Switches** - In Good Clean Order.

1 Single in white

**Electrical Sockets** - Good Overall but with Spot Marks.

3 Single in white. Visible. Paint marked

**Telephone Point** - In Good Clean Order.

Plus extension lead

**Aerial Point** - In Good Clean Order.

**Door Stop** - In Good Clean Order.

**Wardrobe** - In Good Clean Order.

2 Door sliding mirror fronted



### En-suite 3



**White Painted Door** - In Good Clean Order.

2 Panel wood with white fittings plus plaque plus a chrome effect twin hook to the inside

**White Painted Window** - In Good Clean Order.

Frosted wood single glazed with white fittings

**Patterned Artex Finish Ceiling** - In Good Clean Order.

White painted

**Ceiling Light Shade** - In Good Clean Order.

Working bulb

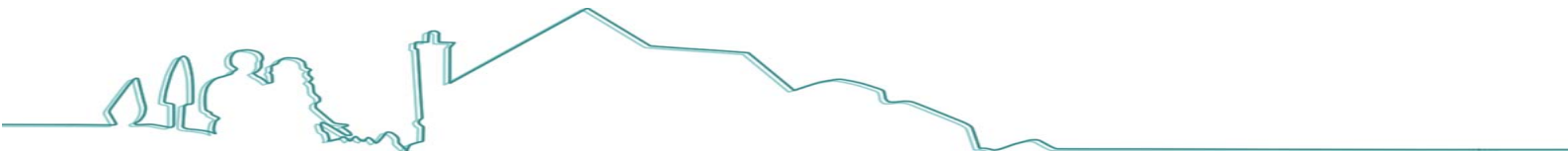
**Plaster Finish Emulsion Paint** - In Good Clean Order.

Grey

White tiled to the basin and shower cubicle areas

**White Painted Skirting** - In Good Clean Order.

**Vinyl Flooring** - In Good Clean Order.





Wood effect

**Light Switches** - In Good Clean Order.

Pull cord with wood end

**Close coupled W.C.** - In Good Clean Order.

White with chrome effect fittings

**Hand Basin** - In Good Clean Order.

White with chrome effect fittings

**Shower Cubicle** - In Good Clean Order.

White with glass door and white tray

**Wall Mounted Shower** - In Good Clean Order.

White Triton T80z electric

**Mirror** - In Good Clean Order.

Glass with 2 strip lights with working bulbs

**Toilet Roll Holder** - In Good Clean Order.

Chrome effect

**Towel Rail** - In Good Clean Order.

Stainless steel effect

**Heated Towel Rail** - In Good Clean Order.

Chrome effect

**Shelving** - In Good Clean Order.

Glass shelf



## Front Garden



Flagged pathway with grassed area - Covered with leaves  
Tree and assorted bushes  
Brown wheelie bin  
Black wheelie bin  
Electric & Gas meter box

## Side Garden



Flagged pathway with wood fence surround  
Grey wheelie bin



## Back Garden



Grassed garden with soiled border with assorted plants, bushes and trees - Covered in parts with leaves

Wood shed - No lock

3 Black metal hanging basket hooks

2 Recycle boxes

Outside tap

Brush

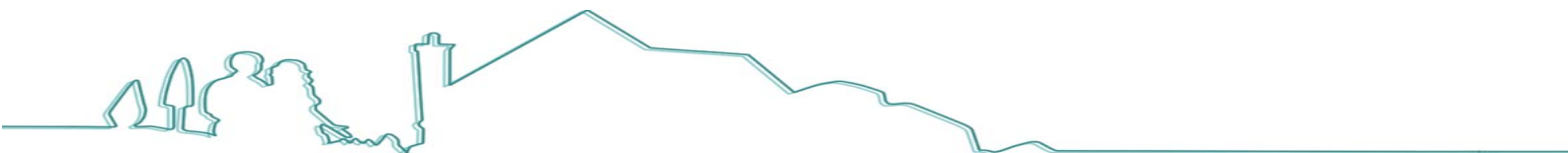
## Meters



Gas meter - in meter box at front of property

Electric meter - in meter box at front of property

Water meter - In kitchen base cupboard





Electric Meter Number	A09N001319
Reading	09340
Electric Meter Number	N/A
Reading	N/A
Gas Meter Number	K1795996
Reading	05425
Gas Safety Certificate at Property	No N/A
Water Meter Reading	00405 (06M363721)
Oil Tank Reading	N/A
Location of Main Switches/Fuses	Hall stairs & landing
Location of Water Meter	Kitchen base cupboard
Location of Main Stop Cock	Under kitchen sink
House Alarm	No
Code	N/A
Keys provided to the property:	
Front Door	1 silver coloured euro
Back Door	1 silver coloured mortice
Other exterior Doors	No N/A
Garage Door	N/A
Other keys	Yes 1 silver coloured padlock key - do not know what for
Location of Garage/Parking Space	Street
Permit?	No



**Please detail any recommended action points, obvious repairs and potential problem areas:**

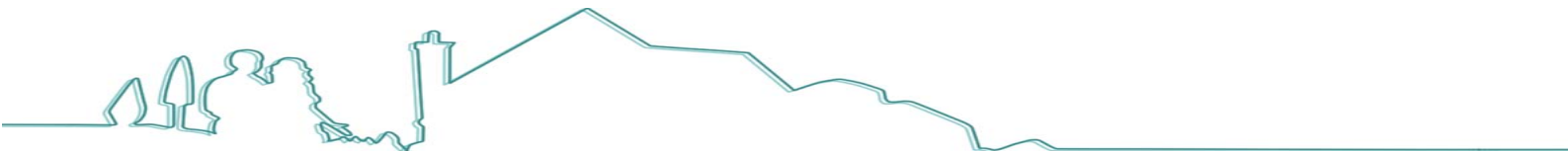
AREA	COMMENT
Urgent Works Required?	No

Keys



Bedroom 3

Crack to the window pane







## Terms and Conditions

### General Information

An Inventory report is produced to provide a fair and accurate record of the general visual condition of the property, in terms of decorative order, cleanliness, condition of contents and/or fixtures and fittings.

An Inventory Remake report is an update to an Inventory report. Inventory Remake reports are provided where the previous Inventory was completed by the Live Organisation Ltd, T/A Live Letting Exchange [LLE] within the previous twelve months, and where no material changes to the property or its contents have been made.

Check-In reports are produced to evidence the Check-In arrangements for the ingoing Tenant(s) of a property. Such reports do not by themselves, comprise an Inventory report. Where an Inventory or an Inventory Remake has been separately compiled, it will be specifically referred to within the Check-In report.

Check-Out reports are produced to provide a general, relative description of the property, in relation to the original Inventory or Inventory Remake report, and Check-In report. A description of any discrepancies will be listed, which will include differences in the condition of items, items which are missing and items which are now present that were not originally listed.

Periodic reports are produced to evidence that the property is generally being looked after by the Tenant and that there are no particular problems with the property. A Periodic report is not compiled against the original Inventory or Inventory Remake report, nor provides a check upon the living habits of the Tenants – such as housekeeping standards, unless this impacts negatively on the property itself.

All reports include digital photographic records; the number of photographs will vary depending upon the nature and size of the property, and type of report produced.

Reports do not comprise a building survey and will not comment upon the basic fabric of the building.

Fair wear and tear judgements are not included within any reports, nor any liability commented upon as to the responsibility of a Tenant or Landlord for noted dilapidations or damages.

All reports will be delivered by e-mail PDF attachment to the Instructing Party [IP]. No part of any report may be reproduced without the express permission of LLE.

### Inventory Clerks

Inventory Clerks are not qualified surveyors or valuers, nor are they experts in fabric, materials, valuables or antiquities.



## Preparation of reports

Reports are prepared in accordance with the instructions provided by the IP, which may be overruled by these Terms and Conditions.

Where certain specific matters are required to be covered within a report, which would not in the ordinary course of business be commented upon, LLE must be notified in writing, in advance, at the point of instruction.

Reports are exclusively prepared for the purpose of residential lettings. No obligation, or duty of care, is owed to any other person, or persons, or for any other purpose.

The inventory of a room is generally carried out left to right from the point of entry.

## Report Descriptions

All descriptions within a report are for identification purposes only, e.g. where the words 'gold', 'silver' or other similar descriptions are used, they refer to the colour of the item and not the metal.

Any reference made to appliances and/or services are for identification purposes only, and should not be regarded as them being in working order, or as complying with safety regulations.

Measurements, where stated, within a report are approximate and are provided for guidance purposes only.

## Meter Readings

Provided the Inventory Clerk is able to locate the gas, electricity and oil meters, the applicable readings are included within a report. It should be noted, that where meters are located above head height, within cellars, beneath overgrowth, under steps, or behind rubbish/stored items, the Inventory Clerk will not attempt to take readings.

Water meter readings, where applicable, will be taken assuming the meter is sited on the property and can easily be read. Where the water meter is located below ground on public land, such as pavements, the Inventory Clerk will not attempt to take a reading.

For all meter readings, it is the IP's responsibility to inform, or make the Inventory Clerk aware of the locations of any such meters. If the Inventory Clerk is unaware of, or is unable to locate the meters, the meters will remain unread. In these instances, LLE will not look to arrange a complimentary revisit to the property, on behalf of the IP.



### Rooms Excluded From reports

- Lofts and attics
- Cellars
- Inaccessible rooms
- Poorly lit rooms
- Rooms housing a dog, or any other potentially dangerous animal (unless the owner is present)
- Outbuildings (unless previously negotiated)

### Items Excluded From reports

- Perishable items, such as houseplants, garden plants and food items
- Garden livestock, such as fish in ponds
- Contents of garden sheds and garages (other than garden tools)
- Trivial household items, such as cleaning materials and light bulbs

### Items listed within reports, but not itemised or counted

- General property contents, such as books, CD's, DVD's
- Extensive amounts of crockery, cutlery or ornaments
- High level items, above head height

### Items listed within reports, but not fully inspected

- Heavy or awkward items of furniture will not be moved to check the condition beneath or behind the item
- Bed linen, towels and other similar items which are heavily soiled
- Windows are not opened to determine whether they open and close correctly
- Curtains or blinds will not be drawn to determine whether they open and close correctly, should the appearance of the curtain, fixing or pole appear fragile

### Furniture & Furnishings (Fire) (Safety) Regulations 1988 as amended

It is not the responsibility of LLE to verify if the furniture and furnishings comply with the Regulations, but a check will be made to see if the various items have a fire safety label attached; this should not, however, be interpreted as confirming that the Regulations have been complied with, or that the furnishing are compliant.



### **The Electrical Equipment (Safety) Regulations 1994 The Plugs & Sockets (Safety) Regulations 1994**

Where the relevant certificates have been noted on the report as seen, this should not be interpreted that the items to which the certificates relate can be considered as compliant – it is merely a documentary note that the certificate existed on the date of the Inventory Clerks visit to the property.

### **The Gas Safety (Installation and Use) Regulations 1994 as amended**

Where the relevant Gas Safety Certificate has been noted on the report as seen, it should not be interpreted that the gas appliances contained within the property are compliant – it is merely confirmation that the certificate existed on the date of the Inventory Clerk's visit to the property.

### **Testing of Appliances and Supplies**

It is not the responsibility of LLE to test electrical, heating, or plumbing appliances. A visual check of all such appliances will be made and any defects relating to the physical appearance noted.

Any fire alarms/equipment and security systems are not tested.

LLE take no responsibility for checking whether the correct number and type of Smoke Alarm(s) or Carbon Monoxide Alarm(s) have been installed in the correct position(s) within the property.

### **Keys**

LLE will not accept responsibility for any lost or unaccounted keys.

### **Amendment to reports**

Any discrepancies regarding the content or descriptions detailed within the report should be brought to the attention of LLE, in writing, within seven days of the report date; otherwise it is accepted that the report is accurate.

### **Limited Financial Liability**

Where the IP alleges that an Inventory report or Inventory Remake report contains omissions or discrepancies, LLE will be limited only to the financial liability of the cost of the report, to the IP, excluding VAT.

Where the IP alleges that a Check-In report contains omission or discrepancies, LLE will be limited only to the financial liability of the cost of the report, to the IP, excluding VAT. It should be noted, that in instances where the IP has not furnished the Inventory Clerk with an up-to-date, legible and clearly set-out Inventory report or Inventory Remake report, to use at the Check-In visit, then no financial liability will exist.



Where the IP alleges that a Check-Out report contains omissions or discrepancies, LLE will be limited only to the financial liability that would have been brought against the Tenant by the Landlord, up to the full value of the deposit held, should the omissions or discrepancies have been listed within the report, ensuring that the Landlord does not enjoy betterment, fair wear and tear has been accounted for and the most appropriate cause of action is being taken. It will be necessary for the IP to prove that a loss has been suffered by their Client and to provide copies of any documentation, and/or information requested.

Where the IP alleges that a Periodic report contains omissions or discrepancies, LLE will be limited only to the financial liability of the cost of the report, to the IP, excluding VAT.

No financial liability will be payable on any report, should the IP have overdue payment terms with LLE.

LLE will have no financial liability for any indirect or consequential loss, suffered by the IP or its Clients, where there has been a delay in the production of any report.

Except in the case of Periodic reports, where a report is completed with a Landlord or Tenant residing in the property, our ability to conduct a full inspection may be restricted. In such instances, LLE accepts no financial liability for any omissions or discrepancies.

## Complaints

Circumstances regarding Inventory, Inventory Remake, Check-In and Periodic reports giving cause for alleged complaint must be notified by the IP to LLE within seven days of the report date.

Circumstances regarding Check-Out reports giving cause for alleged complaint must be notified by the IP to LLE within thirty days of the report date.

Alleged complaints received outside of the timeframes stated above will not be considered, or investigated.

## Court Hearings

In the event that a report is required to be used in evidence in any Court of Law, the report cannot legally be used unless the IP has settled all outstanding applicable charges and confirmation of this must be sought from LLE in writing.

