

# INVENTORY OF FURNITURE, FIXTURES & FITTINGS



**FLAT 1, 16 WHALE AVENUE  
READING  
BERKSHIRE  
RG2 0GY**

2 Bedroom Furnished Property

3rd July 2015

Tenant: Mr & Mrs Naik

Inventory clerk attending: Matthew Murphy

Compiled on behalf of:



<b><u>ABBREVIATIONS &amp; MEANINGS</u></b>			
BOM	Burnt on marks	ODU	Old Defects Under
CWA	Consistent With Age	PM	Paint marked
CWA&U	Consistent With Age & Use	RC	Requires Cleaning
DPP	Double Power Point	RFC	Requires further cleaning
FP	Freshly painted	RHS	Right Hand Side
FPM	Furniture Pressure Marks	SDG	Secondary Double Glazing
FW&T	Fair Wear & Tear	SPP	Single Power Point
IU or UIIW	In Use (In use & In wear)	SS	Stainless Steel
LHS	Left Hand Side	T&W	Tested and Working
LL	Lower Level	T&NW	Tested and Not Working
ML	Mid Level	UL	Upper Level
NT	Not Tested		

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### PROPERTY SUMMARY

A 2 bedroom furnished property located on the ground floor.

The property is presented in fair order throughout. Although colours have been described as accurately as possible the exact colour is not known.

The property required cleaning during the check in however the professional cleaners arrived after the check in took place to clean the property.

The property is to be professionally cleaned for the end of tenancy.

**Please note that if a bathroom/en-suite is not fully tiled from ceiling to floor a shower hose attachment must not be used on the mixer tap as a stand-up shower as this will cause severe damage to the walls for which the tenants may well be liable. Mixer attachments are only designed for low level use.**

**Young children can be strangled by loops in pull cords, chains, tapes & inner cords that operate the product. To avoid strangulation & entanglement keep cords out of reach of young children. Cords may become wrapped around a child's neck. Move beds, cots & furniture away from window covering cords. Do not tie the cords together. Make sure cords do not twist & contain a loop. A hook or cleat should be fitted.**

### PARKING INFORMATION

Allocated space U-24

### INVENTORY OF FIXTURES, FITTINGS & CONTENTS

	<u><b>FRONT ENTRANCE</b></u>	
1.	Coir mat	New
2.	<u><b>Door frame</b></u> : painted white	Light chips ML RHS
3.	<u><b>Door</b></u> : painted white, smooth, chrome plaque "flat 1 16 Whale Avenue", chrome spyhole, chrome ES lock, chrome ES lock below	Black rubs & light chips LL & RHS edge ML to LL
4.	Dark wooden stained threshold	Nibble chips
5.	<u><b>Interior frame</b></u> : painted white, security chain	Light black rub marks LHS ML to LL
6.	<u><b>Interior door</b></u> : painted white, smooth, chrome spyhole, chrome ES lock, chrome twist lock, chrome security chain fitting, items stuck to front	Series of line indents alongside twist lock, light black rub mark LL

**ENTRANCE HALL**



7.	<b><u>Ceiling:</u></b> painted white, smooth	
8.	3 x roses, 1 x energy saving bulb, 1 x beige card shade, 1 x light orange card shade	1 light T&W, no bulbs to other
9.	Smoke detector	T&W
10.	<b><u>Walls:</u></b> painted magnolia	Scuffed & marked
11.	<b><u>Skirting:</u></b> painted white	
12.	<b><u>Flooring:</u></b> light wood laminate with wooden beaded edging Large piece of plastic stuck with brown tape on entry Rubber door stop	Series of heavy scratches on entry particularly in front of bathroom, light surface scratches & indents
13.	<b><u>Back wall:</u></b>	
14.	Brass picture hook	
15.	<b><u>LHS wall:</u></b>	Rubs & marks ML to LL

16.	Chrome doorstop with black rubber cap	
17.	White plinth with 4 x chrome double robe hooks	
18.	Isolator switch	
19.	Single light switch	Heavy black finger marks to wall above
20.	Entrance to bathroom	
21.	Brass picture hook	
22.	Single white radiator, grille to top, both caps present	
23.	<b><u>Facing wall:</u></b>	
24.	Entrance to bedroom 1	
25.	Entrance to bedroom 2	
26.	Brass picture hook	
27.	Single light switch	PM, numerous light black rub marks to wall beneath
28.	<b><u>RHS wall:</u></b>	Numerous black rub marks ML to LL
29.	Double blank point	
30.	White door entry phone	
31.	Honeywell thermostat control	
32.	DPP	PM to edge
33.	Entrance to reception room	
34.	<b><u>Furniture:</u></b>	
35.	Oak framed shelving unit fixed, 3 x shelves Chrome hanging rail Large mirror to front	
36.	Oak shoe rack unit 2 x opening sections, dark brass handles	Unstable
37.	Tea coaster resting	
38.	Soap dish resting	IUIW
39.	Toothbrush beaker resting	IUIW, grubby
40.	SS flip top bin	Heavily IUIW
41.	Grey dust pan & brush	IUIW

**BATHROOM**



42.	<b><u>Door frame</u></b> : painted white	
43.	<b><u>Door</u></b> : painted white, smooth, chrome lever handle, chrome circular lock fitting	
44.	Chrome gripper strip	
45.	<b><u>Interior frame</u></b> : painted white	
46.	<b><u>Interior door</u></b> : painted white, smooth, chrome lever handle, twist lock Chrome double robe hook	Lock T&W
47.	<b><u>Ceiling</u></b> : painted white, smooth	
48.	2 x spot lights with white surrounds	T&W
49.	Light fitting, pull cord & white toggle	Cord discoloured
50.	<b><u>Walls</u></b> : painted magnolia	Generally marked

51.	White tiled splash back, mosaic style border tile in tones of blue	
52.	<b><u>Skirting:</u></b> painted white	Light marks, RC to back wall, facing wall water swollen beneath sink area
53.	<b><u>Flooring:</u></b> white ceramic tiles, black grouting	RFC
54.	<b><u>Back wall:</u></b>	Black wash type marks UL, heavily cobwebbed to far back corner
55.	3 x white cube style cupboards with crazed paint pattern, chrome knob handle to each	Thick dust on top
56.	Run of tiled splash back	
57.	<b><u>LHS wall:</u></b>	
58.	Run of tiled splash back	
59.	Showerhead cradle	
60.	White plastic bath, chrome twist control plug, hot & cold mixer tap, chrome shower hose, chrome showerhead	Plug T&W
61.	White plastic bath panel, 2 x screw caps	RC
62.	<b><u>Facing wall:</u></b>	Black marks UL
63.	Greenwood extractor vent	Dusty, RC
64.	Shavers only point	
65.	Large mirror	
66.	<b><u>Window:</u></b> white UPVC frame, trickle vent, obscure glass, white fitting as fitted, lockable – no key present	Sealant around black spotted
67.	White tiled sill/ledge	
68.	White pedestal wash hand basin, hot & cold chrome mixer tap, push/pull control plug	Plug T&W, sink base RFC
69.	White cistern with lid, double chrome flush, white toilet, white plastic seat & lid, chrome fitments	Grey buffers starting to discolour, underside of seat discoloured, seat RFC
70.	<b><u>RHS wall:</u></b>	Few nail heads showing, finger marks ML centre
71.	White painted double towel rail	
72.	White painted toilet roll holder	



73.	Double white radiator, grille to top, both caps present	
74.	Freestanding chrome toilet roll holder	IU
75.	Chrome toilet brush & holder	IU
76.	Chrome flip top bin	Stained to top, IU

**BEDROOM 1/MASTER**



Walls - black spotting



Marks to mattress



77.	<b><u>Door frame:</u></b> painted white	
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78.	<b><u>Door:</u></b> painted white, smooth, chrome lever handle Rubber doorstop	Long line indent beneath handle
79.	<b><u>Interior frame:</u></b> painted white	
80.	<b><u>Interior door:</u></b> painted white, smooth, chrome lever handle	
81.	<b><u>Ceiling:</u></b> painted white, smooth	
82.	White rose, two tiered cream circular card shade	T&W, metal frame to top shade loose
83.	<b><u>Walls:</u></b> painted magnolia	Not fully inspected behind furniture, generally marked
84.	<b><u>Skirting:</u></b> painted white	
85.	<b><u>Flooring:</u></b> continuation of light wood laminate with wooden beaded edging	Not fully inspected beneath furniture, few marks
86.	<b><u>Back wall:</u></b>	
87.	Isolator switch	
88.	Double light switch	Light finger marks around
89.	Chrome doorstop with black rubber cap	
90.	Entrance to en-suite	
91.	<b><u>LHS wall:</u></b>	Heavy black spotting LL
92.	<b><u>WARDROBE</u></b>	
93.	<b><u>Door frame:</u></b> painted white	
94.	<b><u>Door:</u></b> 2 x painted white, smooth, chrome D shaped handle to each	Line of indents to LHS door
95.	<b><u>Interior frame:</u></b> painted white, 2 x latches	
96.	<b><u>Interior door:</u></b> 2 x painted white, smooth, roller catch UL to each	
97.	<b><u>Ceiling:</u></b> painted white, smooth	
98.	<b><u>Walls:</u></b> painted magnolia	Rub marks UL, heavy black spotted & marked to facing wall
99.	Inspection hatch to LHS wall	
100.	White painted shelf	RC
101.	Chrome hanging rail	

102.	Numerous hangers	
103.	<b><u>Skirting:</u></b> painted white	
104.	<b><u>Flooring:</u></b> continuation of light wooden laminate	Not inspected as full of items
105.	Wicker basket, linen to interior	Not inspected, in bathroom
106.	Black framed storage unit with 3 x plastic pull out drawers	Not inspected
107.	Plastic shower curtain	
108.	White extendable shower curtain pole	
109.	<b><u>Continuation of bedroom1/master:</u></b>	
110.	<b><u>Facing wall:</u></b>	Black spotting to far LHS & RHS LL, numerous cobwebs UL corners, black spotting to top LHS corner
111.	DPP	
112.	Single television point	
113.	Double white radiator, grille to top, both caps present	
114.	<b><u>Window:</u></b> white UPVC frame, 2 x trickle vents, white fitting as fitted, lockable – no key present	Black spotting to reveals especially to corners, exterior glazing RC
115.	White painted window sill	Surface scratch marks, sticky pad mark
116.	Light beige roller blind with floral & butterfly pattern, white beaded pull cord	T&W
117.	<b><u>RHS wall:</u></b>	Black spotting to far RHS LL corner
118.	DPP	
119.	Telephone point	
120.	DPP	
121.	Chrome doorstep	Cap missing
122.	<b><u>Furniture:</u></b>	
123.	Dark wooden bedstead Wooden slatted base	Numerous black spots
124.	4 x dark wooden roller drawers beneath	
125.	Miscellaneous items beneath	Unable to inspect


126.	Cream mattress, striped to underside only	Numerous spot marks to underside, fire label seen, black stains to top
127.	2 x dark wooden bedside tables	
128.	Cream drawer unit with light wooden top, 4 x large drawers, 2 x small drawers, all with wooden knob handles	Black rub marks to second large drawer fascia
<p><b><u>EN-SUITE</u></b></p> 		
129.	<b><u>Door frame</u></b> : painted white	
130.	<b><u>Door</u></b> : painted white, smooth, chrome lever handle, chrome circular lock fitting	
131.	Cream gripper strip	
132.	<b><u>Interior frame</u></b> : painted white	
133.	<b><u>Interior door</u></b> : painted white, smooth, chrome lever handle, twist lock Chrome double robe hook	Lock T&W

134.	<b><u>Ceiling:</u></b> painted white, smooth	
135.	2 x spot lights with white surrounds	1 x T&W
136.	Light fitting, pull cord & toggle	
137.	<b><u>Walls:</u></b> painted magnolia	Minor marks
138.	Beige ceramic tiled splash back	Minor marks
139.	<b><u>Skirting:</u></b> painted white	Water swollen & discoloured to back wall
140.	<b><u>Flooring:</u></b> darker brown ceramic tiles, grey grouting	Grouting discoloured & marked
141.	<b><u>Back wall:</u></b>	Black spot remnants LL
142.	Chrome toilet roll holder	
143.	<b><u>LHS wall:</u></b>	Light rub marks, splash marks
144.	Chrome towel rail	Brackets loose, chips beneath
145.	White radiator, grille to top, both caps present	
146.	Shavers only point	
147.	Beaker chrome fitting	Beaker in entrance hall
148.	Soap dish chrome fitting	Soap dish in entrance hall
149.	<b><u>Facing wall:</u></b>	Cobwebs
150.	Mirror	
151.	Run of tiled splash back with silver edging strip to top	
152.	White ceramic pedestal wash hand basin, chrome hot & cold tap, chrome push/pull release plug	Crazing pattern to basin
153.	Tiled boxed in section behind	
154.	<b><u>RHS wall:</u></b>	Cobwebs, black spot remnants UL
155.	Extractor fan	T&W
156.	Wooden medicine cabinet, mirror door, wooden knob handle Magnet to door, receiver 1 x shelf, base	Handle loose
157.	Chrome framed corner shower cubicle, 2 x fixed panels of glass, 2 x sliding doors with D shaped chrome handles	

158.	White plinth to base	RFC to groove
159.	Fully tiled to interior	
160.	Chrome shower control, smooth silver hose, chrome showerhead, chrome riser bar, chrome fitments, chrome showerhead holder	
161.	Chrome detached soap dish	
162.	White shower tray	Brown discolouration marks, RC, black spot to sealant
163.	<b><u>Continuation of RHS wall:</u></b>	
164.	Tiled boxed in section	
165.	White cistern with lid, double chrome flush, white toilet, white plastic seat & lid, chrome hinges	Buffers starting to perish
166.	Chrome toilet brush holder & brush	IUIW
167.	SS flip top bin	Small indents to lid, IUIW

**BEDROOM 2**



	RHS wall LL – black spotting 		
168.	<b>Door frame:</b> painted white	Heavy line of chips LHS, large chip LHS ML	
169.	<b>Door:</b> painted white, smooth, chrome lever handle		
170.	<b>Interior frame:</b> painted white		
171.	<b>Interior door:</b> painted white, smooth, chrome lever handle	Nibble chip to edge ML	
172.	<b>Ceiling:</b> painted white, smooth		
173.	White rose, cream floral patterned card shade	Shade dusty, T&W	
174.	<b>Walls:</b> painted magnolia	Not fully inspected behind furniture, generally marked	
175.	<b>Skirting:</b> painted white		
176.	<b>Flooring:</b> continuation of light wood laminate with wooden beaded edging	Numerous light scratches & indents towards centre, not fully inspected beneath furniture	
177.	<b>Back wall:</b>	Heavy splash marks ML to LL	
178.	Single light switch		
179.	DPP		
180.	<b>LHS wall:</b>	Numerous splash marks ML to LL, black rub marks, line indent ML centre	
181.	Chrome doorstep with black rubber cap		
182.	<b>Facing wall:</b>	Spotting LL	
183.	Double white radiator, grille to top, both caps present		
184.	<b>Window:</b> white UPVC frame, 2 x trickle vents, white fittings as fitted, lockable – no key present	Black spotting to sealant especially to UL	
185.	White painted window sill	Light chips to front edge	

186.	Light beige roller blind with black & beige floral pattern, white beaded pull cord	T&W
187.	<b><u>RHS wall:</u></b>	Black spot remnants LL
188.	DPP	
189.	BT point	
190.	<b><u>Furniture:</u></b>	
191.	Dark wooden framed bedstead, wooden slatted base	Numerous chips, splash marks to headboard
192.	Red & white striped mattress	
193.	Mattress protector	Heavily IUIW
194.	Duvet	Heavily IUIW
195.	2 x green patterned cushions	Heavily IUIW, black spot marks to one
196.	Mid wood bookcase, 5 x shelves, base 1 x book	Backboard is loose
197.	Mid wood freestanding desk	Chips to top edge, scratch marks to surface
198.	Light wooden stool, padded feet to bottom	Usage marks
199.	<b><u>WARDROBE:</u></b> mid wood	No door
200.	<b><u>First section:</u></b> Wooden shelf Chrome hanging rail Numerous hangers Further wooden shelf 2 x pull out wire baskets beneath 2 x white radiator clothes airer	worn
201.	<b><u>Second section:</u></b> 3 x wood shelves	
202.	4 x pull out drawers beneath, box compartment to one Black storage unit, 3 x plastic pull out drawers	Dusty



**RECEPTION ROOM**



White mark to table



Floor – mark near kitchen



Other view



203.	<b><u>Door frame</u></b> : painted white	
204.	<b><u>Door</u></b> : painted white, smooth, chrome lever handle Rubber doorstep	
205.	<b><u>Interior frame</u></b> : painted white	
206.	<b><u>Interior door</u></b> : painted white, smooth, chrome lever handle	Line of indent chips ML in line with handle
207.	<b><u>Ceiling</u></b> : painted white, smooth	Numerous cobwebs

208.	5 x spot lights with white surrounds	2 x T&W
209.	<b><u>Walls:</u></b> painted magnolia	Generally marked
210.	<b><u>Skirting:</u></b> painted white	
211.	<b><u>Flooring:</u></b> continuation of light wood laminate with wooden beaded edging	Rub marks on entry, light surface wear marks, large black patch beneath radiator, black patch near RHS wall, beaded edging detached on entry, scuffs
212.	<b><u>Back wall:</u></b>	Numerous splash marks ML to LL LHS of radiator
213.	Open entrance to kitchen	
214.	Double white radiator, grille to top, both caps present	
215.	DPP	
216.	<b><u>LHS wall:</u></b>	
217.	<b><u>AIRING CUPBOARD</u></b>	
218.	<b><u>Door frame:</u></b> painted white	
219.	<b><u>Door:</u></b> painted white, smooth, chrome lever handle	
220.	Chrome gripper stripper	
221.	<b><u>Interior frame:</u></b> painted white	
222.	<b><u>Interior door:</u></b> painted white, smooth, chrome lever handle	Splash marks
223.	<b><u>Ceiling:</u></b> painted white, smooth	
224.	<b><u>Walls:</u></b> painted white	
225.	<b><u>Skirting:</u></b> painted white	Grubby, RC
226.	<b><u>Flooring:</u></b> waffle style beige carpet	Unable to inspect
227.	<b><u>LHS wall:</u></b>	
228.	Numerous pipes	
229.	Blank point	
230.	Grey electric box	Use N/K
231.	Consumer box with flap down cover	
232.	<b><u>Facing wall:</u></b>	
233.	Red header tank	

234.	Pipework	
235.	Slatted wooden shelf	
236.	Pink towel covering	IUIW
237.	Wooden rail	
238.	Numerous coat hangers	
239.	Range Tribune water tank	
240.	Associated cables & pipework	
241.	<b><u>RHS wall:</u></b>	
242.	Pipework	
243.	Stop cock	
244.	Immersion heater switch	
245.	Honeywell electrical box	
246.	Electric meter on chipboard	
247.	Red bucket	
248.	Red handled mob	
249.	White ironing board, multi coloured striped cover	Cover heavily IUIW
250.	<b><u>Continuation of reception room:</u></b>	
251.	<b><u>Continuation of LHS wall:</u></b>	
252.	Entrance to patio area	
253.	<b><u>Patio doors:</u></b> white UPVC frame, white handle	Tape to frame UL, glazing RC, black spotting around sealant mainly LL
254.	White curtain track with beige vertical blinds, white beaded cords, white pull cord with weight	
255.	Dark wooden stained threshold	
256.	<b><u>Facing wall:</u></b>	Black rub marks ML & LL, large splash stain mark LL near first window
257.	Double Open Reach BT point	
258.	Multi TV point	
259.	TV point	
260.	DPP	

261.	White double radiator, grille to top, both caps present	
262.	Black fitting	Use N/K
263.	<b>Window:</b> white UPVC frame, 2 x trickle vents, white fitting as fitted, lockable – no key present	Black spotting to corners
264.	White painted window sill	Surface scratch marks
265.	Pale green roman blind with cream floral pattern, pull cord	T&W
266.	<b>Window:</b> white UPVC frame, 2 x trickle vents, white fitting as fitted, lockable – 1 key present	Black spotting to corners
267.	White painted window sill	Heavy surface scratches
268.	Pale green roman blind with cream floral pattern, pull cord	T&W
269.	<b>RHS wall:</b>	Not inspected due to furniture
270.	Boxed in section, 3 x white inspection hatches	Numerous finger marks around each hatch
271.	<b>Furniture:</b>	
272.	Light beige leather two seater sofa, light wooden feet, sock to one foot	LHS foot askew, worn marks, IUIW, no fire label seen
273.	Frosted black circular glass side table with matching base & chrome support	RFC
274.	Dark wooden TV stand, 3 x smoked glass shelves	
275.	Sky controller	
276.	Samsung TV controller	
277.	Phillips DVD controller	
278.	Black Sky Plus HD box	
279.	Phillips DVP 3005 DVD player	
280.	Samsung flat screen TV	Sellotape top RHS corner, dusty to back, RC
281.	Black BT hub	
282.	4 way extension lead	
283.	Associated cables	
284.	Freestanding chrome light, frosted glass shade to top, smaller frosted glass shade	NT, dusty

285.	Square pine side table	Numerous marks & ring marks to surface, IUIW
286.	Dark brown leather three seater sofa, dark wooden feet	IUIW, no fire label seen
287.	Cream Draylon cushion	Heavily black spotted & marked
288.	Dark wooden drop leaf dining table	Surface heavily discoloured, marked, IUIW
289.	4 x older style dark wooden chairs	Heavily chips & marked, IU, CWA
290.	Light wooden display cabinet, 5 x shelves, base	
291.	Dyson handheld vacuum	
292.	4 way extension unit	
293.	Light wooden open book shelf, 5 x shelves, base	
294.	2 x ornate candelabras	
295.	Black & silver carriage clock	
296.	Square silver candle holder	
297.	Glass candle holder	
298.	Light wooden display cabinet 2 x doors with glass panel to each, chrome D shaped handles, 3 x wooden shelves, base 2 x wooden framed glass doors beneath, chrome D shaped handles	
299.	Carbon monoxide alarm	
300.	Pale green wooden framed drawer unit, 8 x wicker baskets	
301.	Grey metal filing tray	



**PATIO AREA**



Other view






302.	Reverse of white UPVC sliding patio doors, white handle	
303.	<b><u>Ceiling</u></b> : wooden decking from flat above	
304.	Black supporting post	
305.	<b><u>Walls</u></b> : textured painted cream	Light marks
306.	<b><u>Flooring</u></b> : paved	Weathered, worn, requires a sweep

307.	3 x ceramic pots – plants	Weeds
308.	Green planter	Weeds
309.	Various other flower pots	
310.	Items of rubbish	
311.	Metal handled broom	IUIW
312.	Wooden slatted planter with black wrought iron surround	
313.	Black painted rails to L shaped perimeters	
314.	Border to front - numerous shrubs	Requires trimming

**KITCHEN**



	Ceiling – water staining 	Hob 	Oven 
315.	<b>Ceiling:</b> painted white, smooth	Water staining above sink area off facing wall	
316.	4 x spot lights with white surrounds	T&W	
317.	<b>Walls:</b> painted magnolia		
318.	Mid wood units, chrome strip handles		
319.	Mottled grey, black & brown Formica work surface with matching upstand	<b><u>PLEASE DO NOT CUT ON THESE SURFACES</u></b>	
320.	Kickboards matching units		
321.	<b>Flooring:</b> dark grey mottled patterned ceramic tile, dark grey grouting	Sticky marks, RFC, grouting discoloured	
322.	SS gripper strip around		
323.	<b>Back wall:</b>		
324.	<b>LHS wall:</b>	Heavy grease spot marks	
325.	Unit housing Ideal boiler		
326.	Lift up unit, base		
327.	Triangular chrome spot light beneath	T&W	
328.	Integrated extractor fan	T&W, inner casing grubby & greasy, grease marks to unit	
329.	Lift up unit, base		
330.	Lift up unit, base		
331.	2 x triangular chrome spot lights beneath	1 x T&W	
332.	Honeywell heating controller		
333.	Fuse switch – central heating		
334.	Cooker on/off point		
335.	Silver/Perspex splash back		



336.	2 x multi appliance switches	
337.	DPP	
338.	Run of work surface with matching upstand	
339.	SS Electrolux hob, 4 x control knobs, ignitor button, 2 x black trivets, 4 x gas burners	Cleaning smear marks, grease drip marks
340.	Continuation of work surface & matching upstanding	Join to work surface slightly water swollen & raised
341.	4 x pull out drawers Parking permit	Light marks to base of top drawer Not seen at check in
342.	Single base unit, 1 x shelf, base	
343.	SS Electrolux oven, 3 x control knobs Glass door with back D shaped handle 2 x wire racks Oven tray with inset rack	Run marks to glazing interior BOM to interior roof
344.	Integrated Electrolux washer/dryer	Discolouration to soap compartment
345.	<b><u>Facing wall:</u></b>	Numerous splash marks
346.	Metal fitting with spice pots	
347.	DPP	
348.	Run of work surface with matching upstand	
349.	SS sink & drainer, hot & cold mixer tap, black rubber plug	
350.	Continuation of work surface	
351.	Double under sink unit, base Rubber fixing of dog to RHS door Pipework	
352.	Single base unit, 1 x shelf, base Numerous elements of non-matching crockery	Not fully inspected
353.	2 yellow patterned ceramic bowls	
354.	<b><u>RHS wall:</u></b>	
355.	Single unit, 2 x shelves, base	
356.	Single unit, 2 x shelves base	
357.	Numerous boxes on units	Not inspected






LIST OF APPLIANCES / MANUALS		
ITEM	MAKE / MODEL (IF VISIBLE)	MANUAL Y/N
Hob	Electrolux, model not visible	N
Oven	Electrolux, E0B5610X	N
Extractor fan	Model not visible	N
Washer/dryer	Electrolux, EWD1409I	N
Fridge/freezer	Electrolux, ERN2821	N
Microwave	LG, model not seen	N

OTHER INSTRUCTION MANUALS / PAPERS - PLEASE DO NOT REMOVE FROM THE PROPERTY	
Gas Safety Certificate: not seen	Electrical Safety Certificate: not seen

SMOKE DETECTORS / CARBON MONOXIDE ALARMS		
<p>Where the inventory notes the presence of smoke alarms and carbon monoxide detectors this should not be interpreted to mean that these items are in full working order even if tested by the inventory clerk where possible, and that the property fully complies with 2015 regulations. It is the responsibility of the tenant to test all smoke alarms at the start of the tenancy to ensure they are all in working order and then test regularly throughout the tenancy for the tenant's own safety. If any smoke detector does not operate after battery replacement this must be reported to the Agent / Landlord immediately.</p>		
Smoke Detectors in property:	Location:	T&W / Not Working / Not Tested:
	Entrance hall	T&W
Carbon Monoxide Alarms in property:	Reception	T&W

## CHECK IN DECLARATION

<b>ADDRESS</b> Flat 1, 16 Whale Avenue, Reading, Berkshire, RG2 0GY				<b>AGENT:</b> Romans Reading	
<b>Adults:</b> 2		<b>Children:</b> 1		<b>Pets:</b> Yes / no	<b>Type:</b>
<b>Tenants present:</b> No / Yes		<b>Refuse collection day if known:</b> Communal			
<b>Parking details:</b> One allocated space U-24		<b>Parking permit / Fob handed over:</b>			
<b>Gas ref:</b> 2006:553824		<b>Electric ref:</b> D06C27249		<b>Water ref:</b>	
<b>Location:</b> Rear of property –meter LHS noted as plot 50		<b>Location:</b> Airing cupboard		<b>Location:</b>	
<b>Reading:</b>	04779	<b>Reading:</b>	16534	<b>Reading:</b>	
<b>Supplier if known:</b>	N/K	<b>Supplier if known:</b>	N/K	<b>Supplier:</b>	<b>Regional</b>
<b>Meter card provided:</b>		<b>Meter card provided:</b>			
					
<b>Keys - Main access:</b>		<b>Keys - Other:</b>		<b>Alarm details / communal door codes:</b>	
2 x Communal Yale 2 x Flat (works both locks) 2 x Sliding patio door Yale 2 x Mailbox 2 x Window					
					
<b>General summary:</b> The property is generally in good order however there seems to be a condensation issue to the walls in some areas.					

### CLEANLINESS SUMMARY

If applicable, minor surface dust can occur after cleaning and is not considered to be a lack of cleanliness. Professional cleaning category is indicated if advised accordingly and cleaning is to a good professional standard with no further cleaning required.

<u>Carpets:</u>						<u>Comment:</u>
✓	Professional	Good	Fair	Full		If carpets have been professionally cleaned at the end of the previous tenancy or for the start of this tenancy, carpets will require professional cleaning at the end of the tenancy. It should be noted that self-cleaning with a carpet cleaning machine does not qualify for professional cleaning.
						N/A

<u>Windows:</u>						<u>Comment:</u>
External				✓		
Internal				✓		
Curtains						
Blinds				✓		

General cleanliness:			✓			<u>Comment:</u>
This refers to the remainder of the property to include appliances, paintwork, fixtures & fittings, hard floor areas etc.						The property required cleaning during the check in however the professional cleaners arrived after the check in took place to clean the property.

Good: No further cleaning or few minor oversights. Fair: Further cleaning required in places. Full: Cleaning required throughout.

### EXTERNAL GARDENS & AREAS SUMMARY

<u>Garden &amp; general external areas:</u> ✓			<u>Garage:</u>			<u>Shed/Out Buildings:</u>		
Good	Seasonally neat & tidy		Good	Good order		Good	Good order	
Fair	Further tidy required	✓	Fair	Further tidy required		Fair	Further tidy required	
Poor	Full tidy required		Full tidy	Items present / disorderly		Full tidy	Items present / disorderly	
<u>Tenant Name (print)</u>  Ankan Naik			<u>Tenant (sign)</u>			<u>Inventory Clerk</u>  Matthew Murphy		
<u>Email</u>						<u>Date</u> 03.07.15		

## TENANT SIGNATURE – PHOTOGRAPHIC IMAGE

This is a photographic image of the signatures obtained at the end of the Check In process and reflects the signed Declaration within the Inventory Draft now being held as the master document by the Agent. This is the Final Inventory, having had the hand written notes made during the property inspection at Check In, incorporated within the printed text and accurately reflects the condition of the property at the time of Check In.

General cleanliness This refers to the remainder of the property to include appliances, furniture, fixtures & fittings. Paint floor areas etc.		Condition: <i>cleaning required where noted.</i>	
Good: No further cleaning or few minor oversights... Fair: Further cleaning required in places... Poor: Cleaning required throughout...			
EXTERNAL GARDENS & AREAS SUMMARY			
Garden & general external areas:		Garden:	
Good	Seasonally neat & tidy	Good	Good order
Fair	Further tidy required	Fair	Further tidy required
Poor	Full tidy required	Full tidy	Items present / disorderly
Tenant Name (print): <i>ANKAN ANJUPAN NAIR</i>		Tenant (sign): <i>Ankan Anjupan Nair</i>	
Email: <i>ankan.nair@gmail.com</i>		Inventory Check: <i>[Signature]</i>	
		Date: <i>03.07.15</i>	

10:44 3/JUL/2015

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Flat 1, 16 Whale Avenue, Reading, Berkshire, RG2 0GY – 02.07.15

## TENANT GUIDANCE – END OF TENANCY CHECK OUT

It is strongly recommended that you read and observe the following information, it will help to facilitate a problem free end of tenancy check-out and deposit release with minimal or preferably no charges/deductions. This inventory will be checked item for item at the end of the tenancy for condition changes i.e. damage or deterioration beyond fair wear and & tear (FW&T). Taking into account the tenancy duration/occupants, inspection and findings will form the basis of the Check Out Report. In readiness for the check-out process, all items must be placed in the same location within the property as at the start of the tenancy, this includes items that may have been packed away for the duration of the tenancy. If relevant, such items must be unpacked, cleaned and if relevant, pressed and re-hung e.g. curtains. The Managing Agent or Landlord must be informed of any items removed or added to the property. Failure to comply with this guidance may result in a charge/deduction.

**Check Out Appointment:** If you are not ready to leave at the appointed time, the inventory clerk cannot complete the check-out process. This will result in an abortive check-out charge/deduction and possibly further rent. Please therefore ensure that prior to the appointed time, all items not belonging to the Landlord have been removed from the property and all cleaning has been completed (not in the process of). All keys must be available to hand back to the inventory clerk.

**Keys:** All keys provided at the start of the tenancy will be checked and accounted for at the end of the tenancy, therefore all keys must be handed back at the appointed time of the check-out. Failure to comply may result in an abortive check out (as above) or a charge/deduction for missing keys and possibly changing of locks.

**Cleaning:** In almost all cases, the property will have been cleaned to a professional standard at the start of a tenancy i.e. to a higher level of cleanliness that is obtained from a general domestic clean. The property is to be left to the same cleanliness standard at the end of the tenancy i.e. there should be no trace of your occupancy e.g. soap drawer to the washing machine should be unsoiled; no food particles to the fridge/freezer; no finger marks to light switches or paintwork; no debris to cupboards/drawers or under sofa cushions etc. This is achievable without a professional company being employed but if you wish, your managing agent will be able to recommend professional cleaners to help you ensure that the property meets an acceptable standard, in particular windows, hard floors, woodwork, sanitary ware and fittings, cooker extractor hoods/fans, appliances, kitchen units/shelves, bathroom extractor fans etc. Failure to fulfil this obligation will result in a charge/deduction without doubt. **N.B. If you employ a professional cleaner, you will be required to provide a copy of the invoice to the inventory clerk at the time of check-out for the cleaning work carried out.**

**Carpets:** In almost all cases, carpets will have been cleaned to a professional standard at the start of the tenancy i.e. to a higher level of cleanliness that is obtained from a hired shampoo appliance. New carpets are deemed to have been professionally cleaned. Carpets are to be left to the same cleanliness standard as at the start of the tenancy i.e. thoroughly vacuumed and professionally cleaned at the end of the tenancy. Failure to fulfil this obligation will result in a charge/deduction without doubt. Damage e.g. cigarette burns, iron burns etc or residual stains after cleaning will result in a charge/deduction. **N.B. If you employ a professional cleaner, you will be required to provide a copy of the invoice to the inventory clerk at the time of check-out for the cleaning work carried out.**

**Decoration (& Wood or Laminate Floors):** It is accepted that during day-to-day living, "usage" marks will occur e.g. minor scuffs/marks to walls; minor chips to door frames etc. Unless excessive, minor scuffs/marks should be considered fair wear and tear however, hooks/nails driven in, excessive furniture rubs/lines, pencil or crayon marks, tears to wallpaper, damage to walls or woodwork etc will result in a charge/deduction. The spirit of this statement also applies to wood or laminate floors.

**Crockery, Cutlery, Pots & Pans, Kitchen utensils:** If applicable, these types of items must be placed in the same location within the property as at the start of the tenancy, visibly accessible and clean. Items will be checked for cleanliness, cracks and chips, burn marks, loose handles to pans etc. It is accepted that during day-to-day living, there will be fair wear and tear. Damage will result in a charge/deduction.

**Beds, Bedding, Household Linen:** If applicable, beds, bases, mattresses, pillows and duvets will be examined for additional staining and damage, staining can be avoided through the use of protectors. All other household linen must be placed in the same location within the property as at the start of the tenancy, visibly accessible, washed and pressed. Unnecessary damage will result in a charge/deduction.

**Furniture, Soft furnishings:** If applicable, polished furniture will be checked for scratches, ring marks, soiling and damage. Repair costs and re-polishing charges are high. It is in your interest to take steps to protect furniture e.g. use coasters/placemats. Soft furnishings are expected to be left in a similar condition to the start of the tenancy. Unnecessary damage, staining, soiling or discolouration will result in a charge/deduction.

**Gardens/External areas:** If applicable, unless a gardening service is provided within the tenancy agreement, you will be required to maintain all external areas e.g. lawns, minor pruning of shrubs/hedges, general weeding and turning over of borders, sweeping pathways/garage floors etc. External areas are expected to be left in a similar condition to the start of the tenancy. Failure to comply will result in a charge/deduction. **N.B. It is recommended that major pruning/trimming of shrubs is not carried out without permission from the Agent or Landlord.**

**Post:** Royal Mail <http://www.royalmail.com/portal/rm/jump2?catId=400126&mediaId=11200120> can provide information about redirection of post, including a free service to notify companies of your new address including Banks, DVLA etc. Alternatively, the following site is also free! <http://www.iammoving.com/>

## LANDLORD GUIDANCE - GENERAL SERVICE INFORMATION

It is the responsibility of the landlord to ensure that a property file is available at the property, which should include user instruction manuals for appliances or any other information required to enable a tenant to successfully operate items within the property. Where possible, all keys should be tagged. This inventory has been produced after carrying out a visual inspection of the property and it should be noted that items above eye-level can only be inspected from a floor standing position due to health and safety risk for the Inventory Clerk. Inspection does not extend to testing of appliances, showers, taps, electrical items, boiler and/or heating systems, radiators, security alarms, flushing of toilets, opening windows, specifying names of plants/shrubs/trees, inspection of loft contents or any boxed items – all accountable items must be visible and readily available for checking.

For un-furnished properties, items within the inventory will be restricted to fixtures & fittings. Properties marketed as un-furnished should be cleared of wall hanging items such as pictures and mirrors, ornaments, bedding, kitchen items etc.

For furnished properties, furniture will not be moved for inspection of walls or flooring. Apart from fixtures and fittings, specific itemisation will be restricted to furniture and wall hangings whereas other miscellaneous low value or expendable items will be listed in general terms e.g. ornaments, kitchen items, bedding etc.

In all cases, items left or stored to external areas, including garages and sheds will not be specifically listed unless considered to be an item of value. Similarly, miscellaneous personal possessions left at the property will not be itemised and are left at the Landlord's risk. It is therefore recommended that such items are removed because the tenant is not responsible for the safe keeping of such items, this includes any boxed items. For the avoidance of doubt and to demonstrate the meaning of this paragraph:-

**Boxed Items:** Boxes will not be opened for inspection. **Items of Value:** Inventory Clerks and Tenants cannot be held responsible for knowing the value of miscellaneous items left at the property. It is therefore recommended that any items of value are removed before the start of a tenancy. Items left will be at the Landlord's own risk. **Beds, Bedding & Linen:** Once used, bedding/linen is considered to have little or no value. Used items will not be itemised but instead listed in general terms e.g. assortment of bedding. Made up beds will not have mattresses checked, stripping and re-making of beds is not included within the inventory service provided. If left at the property, bedding should be folded and stored. In current times, Tenants rarely wish to use items used by previous tenants and will usually bag/box such items up, only to get them out again at the end of the tenancy. This usually means that items are not freshly cleaned and only serves to provide a negative impact on the next Tenant into the property. It is therefore recommended that bedding is not included in furnished properties. **Kitchen Equipment:** Once used, kitchen items are considered to have little or no value. Used items will not be itemised but instead listed in general terms e.g. assortment of cutlery and utensils. In current times, Tenants rarely wish to use items used by previous tenants and will usually bag/box such items up, only to get them out again at the end of the tenancy. This usually means that items are not freshly cleaned and only serves to provide a negative impact on the next new Tenant moving into the property. It is therefore recommended that kitchen equipment is not included in furnished properties. **Personal Items:** Miscellaneous items of a personal nature will not be itemised but instead listed in general terms e.g. Landlord's personal items. The tenant is not responsible for the safe keeping of such items. **Garages & Outside Storage Areas:** Large items of value such as lawn mowers and electrical garden equipment will be itemised however, other miscellaneous items such as paint, decorating items, small tools, toys, etc will not be specifically listed. **Consumables:** Should items such as those described above, specifically bedding, linen, towels, oven gloves etc be left at the property these will be considered as consumable, meaning they have a one tenancy life term. Shower curtains come under this same category. **N.B. Every attempt will be made to complete the inventory process within the standard time allocated for the size of the property however, for heavily furnished properties, if this is not possible there will be a surcharge for additional time spent.**



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#### **DISCLAIMER**

Oakley Jane Independent Inventory Services Ltd undertakes this inventory, and provides a fair 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, or 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.

If any additional items are to be listed, this will be at the Landlords request only. Property left in boxes, 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 that FFR is 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.

Whilst all care and diligence will be undertaken during the compilation of the Inventory, heavy appliances and obstructing furniture will not be moved, therefore flooring beneath and walls behind these items will not be inspected. Responsibility for these areas will remain with either the Acting Agent or Landlord.



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