



## Property Address

123 Sample Street,  
Sample City  
ABI 2CD

## Date

1st July 2023

## Report Type

Inventory & Schedule of Condition

## On Behalf Of

Example Lettings Ltd



arla | propertymark

INVENTORIES

# Contents

Notes .....	2
Disclaimers .....	3
Areas .....	4
Schedule of Cleanliness .....	4
Meter Readings .....	5
Plumbing & Electrics .....	6
Keys .....	7
Smoke & Carbon Monoxide Alarms .....	8
Entrance / Hallway .....	9
Lounge / Bedroom .....	13
Kitchen .....	18
Bathroom .....	23
Declaration .....	27
Appendix .....	27
Comment Summary .....	27
Audit Trail .....	27

## Notes

**Tenant guidance notes:** It is expected that the property and its contents will be in a similar condition of cleanliness as noted in the original inventory. If the standard of cleaning is not satisfactory, most managing agents or Landlords will employ a contract cleaner – the cost of which will be deducted from the tenant's deposit. Where professional cleaners are used, receipts should be retained and produced if required.

All cleaning must be thorough and the property left tidy at the end of the tenancy. The main areas for concern are set out below:

Carpets should be professionally cleaned before the end of a tenancy in accordance with the inventory or tenancy agreement and vinyl/tilled flooring should be left clean and free from cracks or tears.

Curtains should be professionally cleaned before the end of a tenancy in accordance with the inventory or tenancy agreement.

The decor throughout the property should be in the same state and condition as at the start of the tenancy as detailed within the original inventory. Charges may be incurred if picture hooks, nails, screws or screw holes, etc have been added and not removed and the area made good. Charges may also be incurred where excessive wear is noted. Remove fingerprints and excessive marks from the decor. Whilst reasonable wear and tear is expected, your fingerprints on walls and doors will be considered a cleaning issue.

Refrigerators/Freezers should be defrosted and left switched off and open to avoid smelling.

Ovens, Hobs, Extractor Hoods, and Microwaves should be cleaned of burnt-on deposits and grease, and doors/seals cleaned.

Tumbles Dryers, Washing Machines, and Dishwashers should have filters emptied, soap drawers cleaned of deposits, and doors/seals cleaned.

Gardens where applicable should be left in neat and tidy order, the lawns having been cut, borders and planters weeded, hedges trimmed and pathways/patios weeded and swept.

## Disclaimers

**This report:** This report provides an impartial and easy-to-follow schedule of conditions for each of the main features of the property on a room-by-room basis, together with details of its contents if present. It has been prepared on the understanding that where no comment on the condition of an element or item is made by the inventory assessor, the element or item is taken to be in good serviceable condition and without defect(s). This report will specifically comment on, and identify defects or elements in poor condition that have been observed during the inspection and will be described in the narrative of the report / evidenced in the photographs contained in the report.

Where the words silver, chrome, oak, pine, etc. are used, it is understood that this is a description of the colour and type of the item and not the actual fabric. The description of the listed items is for identification purposes only. New items will only be described as such when they are in a new building, still in their wrappings, or with a receipt. Reference to wall numbers, i.e. wall 1, will always be the wall that the door or entranceway is situated in and then round in a clockwise motion from there. Where an inventory report is compiled at an old property, it must be understood that the condition of the fabric and contents are normally age-worn and age marked unless otherwise noted.

**What this report does not tell you:** The person preparing this report is not an expert on fabrics, woods, materials, antiques, etc: nor a qualified surveyor or Valuer. This report will not necessarily mention structural defects and does not give any advice on the cost of any repair work, or the types of repair which should be used. Fixtures and fittings are listed and described; they are not tested and no comment is made as to the working condition.

**What is inspected?** The inventory assessor carries out a visual inspection of the inside of the main building together with any contents and will carry out a general inspection of the remainder of the building including the exterior cosmetic elements and any permanent outbuildings. Inaccessible areas and loft areas will not be inspected.

Belongings left by the landlord in a locked room or outbuildings will not be included and are the sole responsibility of the landlord. Items of little monetary value are listed and described generically; i.e. a bookshelf could be described as containing a number of paperback books. Similar items will include used bedding, used kitchen utensils, tableware, etc.

**Ownership:** This report remains the property of the instructing party and shall not be used or copied without their written permission.



## 1. Schedule Of Cleanliness

Ref	Name	Rating	Comments	Additional Comments
1.1	Overall cleanliness	★★★★★	Cleaned to a professional standard	
1.2	Bathroom	★★★★★	Cleaned to a professional standard	
1.3	Bathroom Fittings	★★★★★	Cleaned to a professional standard	
1.4	Carpets	★★★★★	Cleaned to a professional standard	
1.5	Hard Flooring	★★★★★	Cleaned to a professional standard	
1.6	Kitchen Area	★★★★★	Cleaned to a professional standard	
1.7	Kitchen White Goods	★★★★★	Cleaned to a professional standard	
1.8	Oven / Hob / Cooker	★★★★★	Cleaned to a professional standard	
1.9	Upholstery	★★★★★	Cleaned to a professional standard	
1.10	Windows	★★★☆☆	Cleaned to an acceptable standard	

## 2. Meter Readings



Ref #2

Ref	Name	Description	Reading	Additional Comments
2.1 	Gas Meter	Location: Hallway cupboard Serial Number: G4F80917631800	01427	
2.2 	Electric Meter	Location: Hallway cupboard Serial Number: 19M0028753	04689	






Ref # 2.1



Ref # 2.2

### 3. Plumbing & Electrics

Ref	Name	Description	Condition	Additional Comments
3.1 	Boiler	Make/model: Main Eco Compact Type: combi Location: Kitchen cupboard	Not Tested	
3.2 	Consumer Unit	Location: Hallway cupboard	Not Tested	
3.3 	Stopcock	Location: Hallway cupboard	Not Tested	



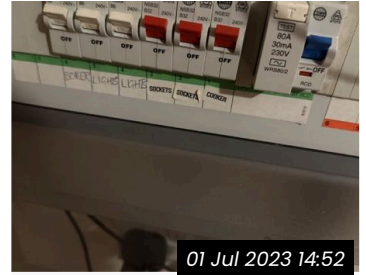
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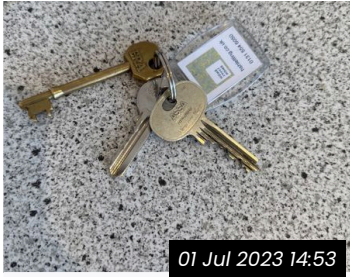


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## 4. Keys

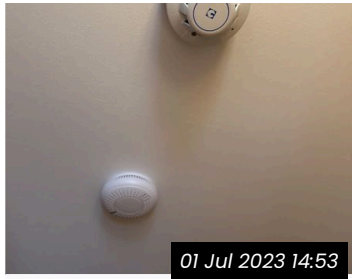


Ref #4

Ref	Name	Description	Additional Comments
4.1	Yale key	Front Door - Working Main Door - Working	
4.2	Household Mortice Key	Front Door - Working	



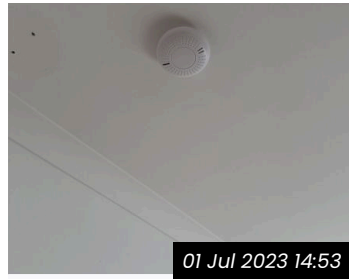
## 5. Smoke & Carbon Monoxide Alarms



Ref #5



Ref #5



Ref #5



Ref #5

Ref	Name	Location Room & Floor	Test Result	Additional Comments
5.1	Smoke Alarm(s)	Hallway x 2 Lounge x 1	Tested for an audible alarm. Audible alarm omitted	
5.2	Heat Alarm	Kitchen x 2	Tested for an audible alarm. Audible alarm omitted	
5.3	Carbon Monoxide Alarm(s)	Kitchen	Tested for an audible alarm. Audible alarm omitted	

## 6. Entrance / Hallway



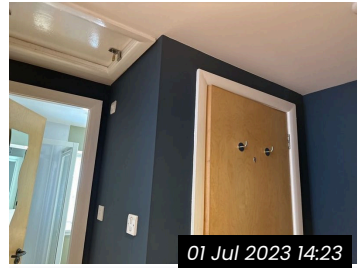
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6. Entrance / Hallway (Cont.)



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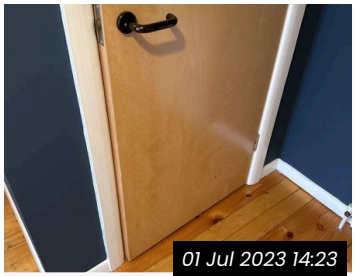
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Ref #6

Ref	Name	Description	Condition	Additional Comments
6.1	Front Door (Exterior)	Wooden flat panelled Black metal lever handle Black metal letterbox Yale lock with cover Mortise lock with cover Numerals '12' Spy glass hole	White paint marked on left hand side seen Small scratch mark near spy glass hole	
6.2	Front Door (Interior)	Wooden flat panelled with black lever metal handle Thumb turn lock Letterbox with cover Mortise lock hole with cover Spy glass hole Door closer		
6.3 	Door Frame	White painted wooden	Screw evident on right hand side panel	

## 6. Entrance / Hallway (Cont.)

6.4 	Flooring	Varnished floorboards	Heel dents indentations throughout Some minor marks Scratch in front of double door leading to kitchen Mark to outside toilet	
6.5	Skirting / Woodwork	White painted wooden		
6.6	Walls	Dark blue painted over plaster finish		
6.7 	Ceiling	White painted over plaster finish with white painted wooden access hatch with 2 x padlocks		
6.8	Lighting	Pendant with energy saving bulb and fabric shade	Working	
6.9	Switches	2 x white plastic single White plastic single for fan 1 x white plastic single fused	Working Not tested Not tested	
6.10	Socket Outlet(s)	1 x white plastic double	Not tested	
6.11 	Heating	Wall mounted double panelled radiator	Enamel chipped to lower left hand corner	
6.12 	Furnishings	Metal 3-tier side table	Some marks on surface	
6.12.1	-	Grey plastic wall mounted door entry phone	Not tested	
6.12.2	-	Circular mirror with black trim		
6.12.3	-	Chest of drawers with 3 pull out drawers wood effect		

6. Entrance / Hallway (Cont.)

<p><b>6.13</b></p>	<p>Storage Cupboard 1</p>	<p>Flat panelled wooden door with external aspect black lever handle</p> <p>External aspect: 2 x single prong coat hooks 1 x coat hook</p> <p>Internal aspect: 3 x single prong coat hooks</p> <p>Walls painted white over plaster finish Ceiling paint white over plaster finish</p>	<p>Coat hook - missing hook</p> <p>Walls - not painted well, patchy</p>	
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Ref # 6.3



Ref # 6.4



Ref # 6.4



Ref # 6.4



Ref # 6.7



Ref # 6.11



Ref # 6.12

## 7. Lounge / Bedroom



01 Jul 2023 14:29

Ref #7



01 Jul 2023 14:29

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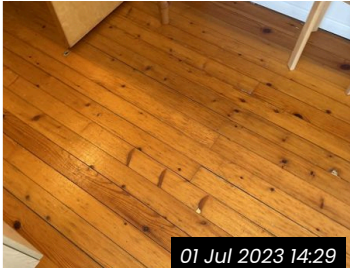
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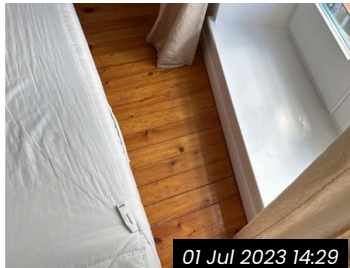
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## 7. Lounge / Bedroom (Cont.)



01 Jul 2023 14:30

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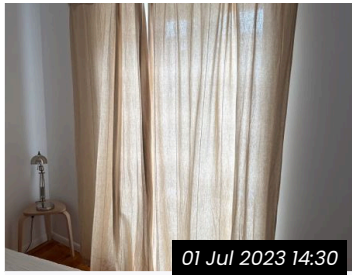
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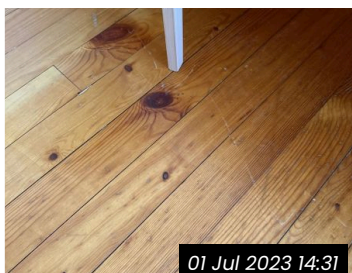
## 7. Lounge / Bedroom (Cont.)

Ref	Name	Description	Condition	Additional Comments
7.1	Door	Flat panelled wooden double door with 2 x circular glazed inserts Black lever handle Dual aspect left hand door		
7.2	Door Frame	White painted wooden		
7.3 	Flooring	Wooden varnished floorboards	Numerous scratches and high heel marks seen throughout, particularly scratched around bed and worn heavily in front of sofa	
7.4	Skirting / Woodwork	White painted wooden		
7.5	Walls	White painted over plaster finish		
7.6 	Ceiling	White painted over plaster finish with white painted coving	2 x fixing holes near smoke detector	
7.7	Lighting	Recessed spotlight with white bezel and energy saving bulb	Working	
7.8	Switch(s)	1 x white plastic double	Working	
7.9	Socket outlet(s)	3 x white plastic double 2 x white plastic 5-amp socket 2 x BT Openreach point	Not tested Not tested Not tested	
7.10 	Heating	Wall mounted double panelled radiator with thermostatic valve x 2	Not tested Radiator nearest kitchen is slightly marked and rusted on front panel Radiator beneath window is marked in places	

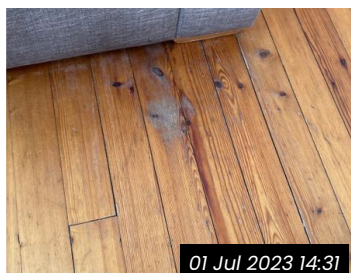


7. Lounge / Bedroom (Cont.)

7.11	Window(s) / Sill	<p>White painted double glazed window with lever handles and locks White painted wooden sill</p> <p>White painted wooden French window Double glazed with metal lever handle with Yale lock White painted wooden sill</p>		
7.12	Curtains/ Blinds	<p>Venetian blinds with wooden white tape tassel and toggles</p> <p>Length to floor beige IKEA style curtains on plastic curtain rail</p>		
7.13 	Furniture	Wooden varnished side table	Marks slightly on surface with some coffee cup marks	
7.13.1	-	Small wooden stool circular		
7.13.2	-	2 x triangle shaped wooden bedside tools		
7.13.3	-	Double wooden bedstead with double mattress and mattress protector		
7.13.4	-	2-seater fabric brown sofa with grey cushions		
7.14	Furnishings	Chrome effect side lamp with plug and switch	Not tested	



Ref # 7.3



Ref # 7.3



Ref # 7.6



Ref # 7.10

## 7. Lounge / Bedroom (Cont.)



01 Jul 2023 14:33

Ref # 7.10



01 Jul 2023 14:33

Ref # 7.10



01 Jul 2023 14:34

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01 Jul 2023 14:34

Ref # 7.13

## 8. Kitchen



01 Jul 2023 14:35

Ref #8



01 Jul 2023 14:35

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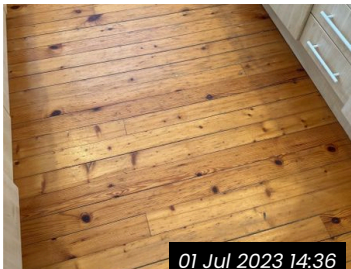
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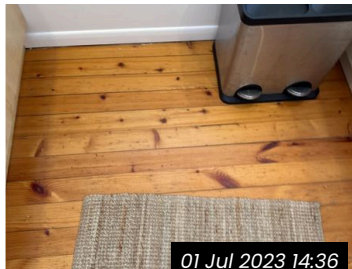
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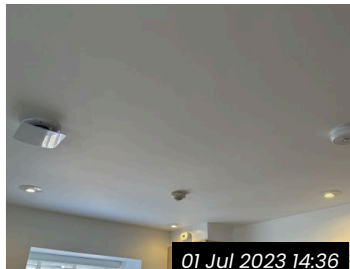
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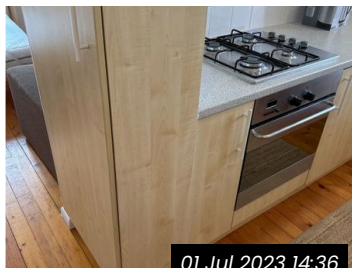
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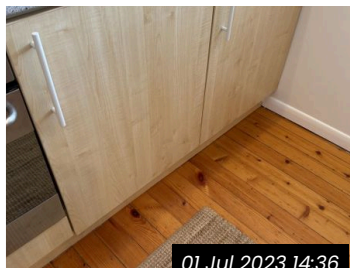
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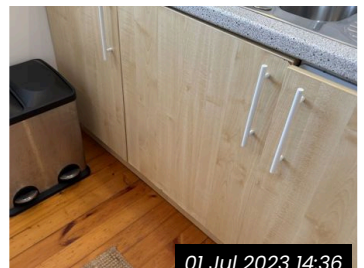
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## 8. Kitchen (Cont.)



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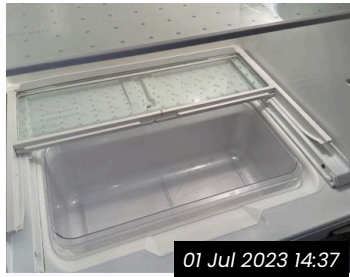
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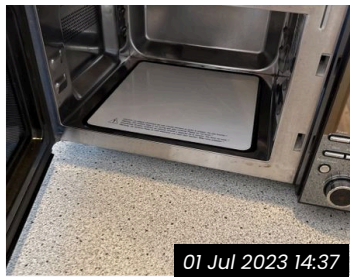
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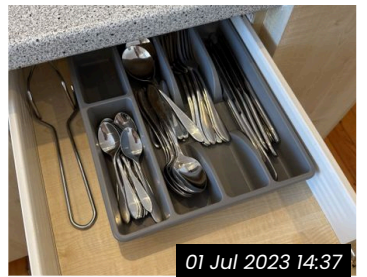
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## 8. Kitchen (Cont.)



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01 Jul 2023 14:37

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01 Jul 2023 14:37

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01 Jul 2023 14:37

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01 Jul 2023 14:38

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01 Jul 2023 14:38


Ref #8

Ref	Name	Description	Condition	Additional Comments
8.1 📷	Flooring	Varnished wooden floorboards	High heel marks seen throughout Some general scuff marks seen in places	
8.2	Skirting / Woodwork	White painted wooden		
8.3	Walls	White painted over plaster finish White painted square ceramic splashback tiles around worktop		
8.4	Ceiling	White painted over plaster finish		
8.5	Lighting	3 x recessed spotlights with white bezel and energy saving bulbs	Working	
8.6	Extractor Fan	White plastic ceiling mounted Xpelair		

## 8. Kitchen (Cont.)

8.7	Switch(s)	3 x white plastic single 4 x white plastic fuse	Working Not tested	
8.8	Socket outlet(s)	3 x white plastic double	Not tested	
8.9	Window(s) / Sill	White painted wooden double glazed with metallic lever handles White painted wooden sill		
8.10	Curtains/ Blinds	White wooden slatted with toggles		
8.11	 Kitchen Base Units	Light wood effect with white 2 x handles	Unit near sink to left hand side is damaged in corner	
8.12	Kitchen Wall Units	1 x wall mounted light wood effect with white handle		
8.13	 Worktop(s)	Grey stone effect laminate with white sealant	Sealant near boiler is not properly secure	
8.14	 Hob	4-point Bush with a gas twist knob turn dials and decals	Not tested	
8.15	Oven	Siemens single electric with knob turn dials Digital display Push buttons and decals	Decals are worn Some carbonised deposits on inside glass door	
8.16	Sink	Stainless steel single bowl half bowl insert with drainer Chrome effect mixer tap and plug		
8.17	Washing Machine	Integrated Indesit front loading with knob turn dials, decals and push buttons Serial number: 011168136		
8.18	Kettle	George Home stainless steel kettle	Inside box	

## 8. Kitchen (Cont.)

8.19	Microwave	Black with digital display Knob turn dial Push buttons and decals	No internal glass plate	
8.20	Kitchen Contents	Assorted cereal bowls, side plates and serving dishes Large wooden chopping board Stainless steel drying rack Assorted stainless steel cutlery 1 wooden chopping board 1 white plastic chopping board Assorted mugs and glasses		
8.21 	Refrigerator	Integrated low level Fridge has: 2 x glass shelves 1 x plastic crisper drawer 3 x door mounted plastic shelves 1 x freezer drawer	Crisper drawer is cracked on base	



01 Jul 2023 14:38

Ref # 8.1



01 Jul 2023 14:40

Ref # 8.11



01 Jul 2023 14:40

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01 Jul 2023 14:40

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01 Jul 2023 14:41

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01 Jul 2023 14:44

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## 9. Bathroom



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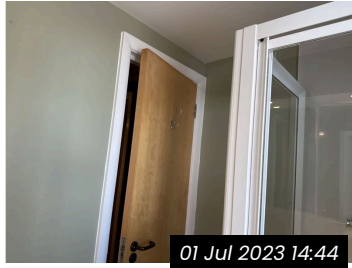
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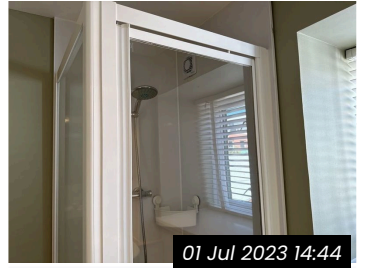
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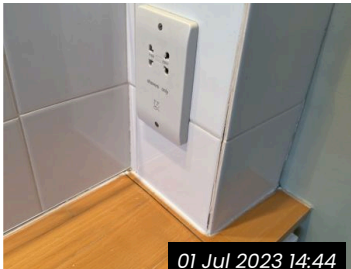
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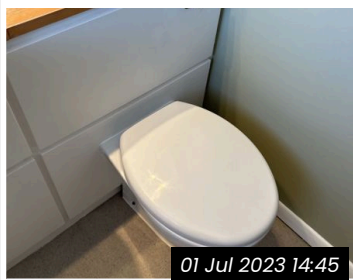


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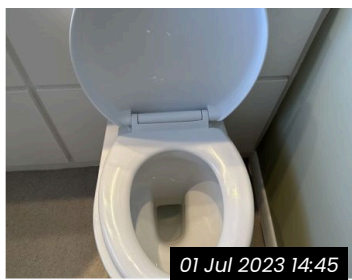
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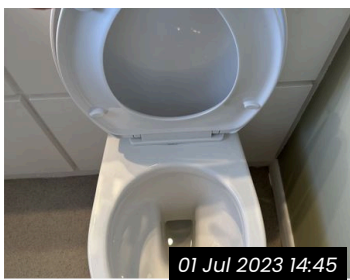
## 9. Bathroom (Cont.)



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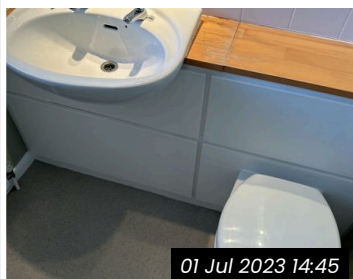
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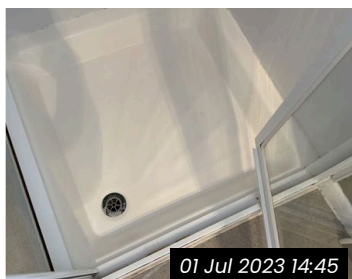
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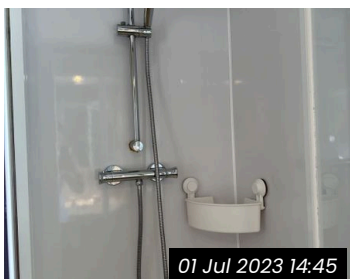
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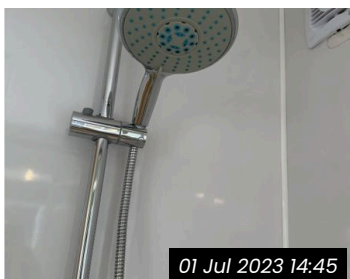
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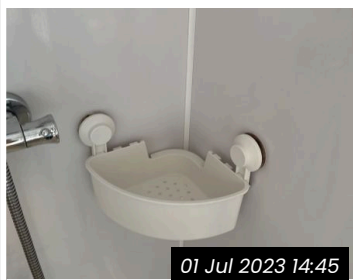
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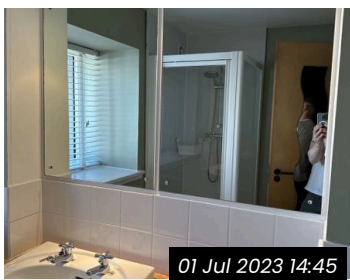
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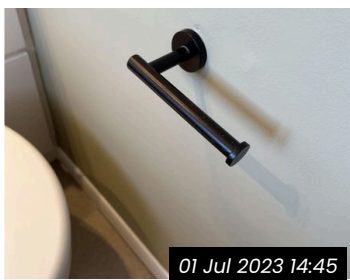
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Ref #9



Ref #9



Ref #9

Ref	Name	Description	Condition	Additional Comments
9.1	Door	Wooden flat panelled varnished with dual aspect black handle lever with internal thumb turn lock 2-prong coat hook  External aspect: Mirror mounted on door		
9.2	Door Frame	White painted wooden		
9.3	Flooring	Grey stone effect linoleum		

## 9. Bathroom (Cont.)

9.4	Skirting / Woodwork	White painted wooden		
9.5 	Walls	Green painted over plaster finish with white painted wallboards inside shower cubicle	Wallboard inside cubicle around extractor fan is damaged with 2 x fixing holes and historic damage around extractor fan	
9.6	Ceiling	White painted over plaster finish		
9.7	Lighting	3 x recessed spotlights with energy saving bulbs and white bezel	1 x bulb not working on central ceiling light	
9.8	Extractor Fan	Plastic white wall mounted Xpelair	Not tested	
9.9	Socket Outlet(s)	White plastic Shaver		
9.10	Window(s) / Sill	White wooden double glazed with metal lever handles		
9.11	Curtains/ Blinds	White wooden slatted blinds with toggles		
9.12 	Heating	White enamel single panel radiator with thermostatic valve	Paint marked on left hand side front panel	
9.13	Toilet	Vanity unit mounted and floor mounted ceramic White plastic seat and lid Chrome effect lever flush		
9.14 	Basin	Vanity unit mounted ceramic Hot and cold mixer tap with black rubber plug	Black rubber plug - not attached	

## 9. Bathroom (Cont.)

<p><b>9.15</b></p>	<p>Shower / Enclosure</p>	<p>Composite white tray with chrome effect waste cover                  Chrome effect thermostatic bar with riser bar, shower head and hose                  Plastic wall mounted shower caddy                  Folding glazed D screen with white fittings and plastic excluder</p>	<p>Waste cover is heavily rusted</p>	
<p><b>9.16</b></p>	<p>Accessories</p>	<p>2 x wall mounted triangular mirrors                  1 x black wall mounted toilet roll holder</p>		



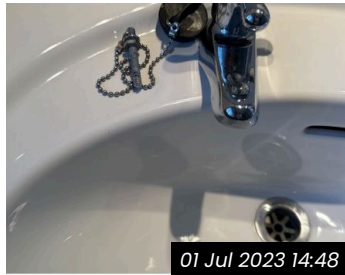
01 Jul 2023 14:46

Ref # 9.5



01 Jul 2023 14:47

Ref # 9.12



01 Jul 2023 14:48

Ref # 9.14

## Declaration

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.

## Appendix

### Comment Summary

Ref	Comments
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### Audit Trail

Date Created	Event
02/07/23 07:50	Email sent for Inspection Completed; Informing Contact
02/07/23 07:50	Kieran Dunn has completed your Inventory & Schedule of Condition (Jul 1st)
02/07/23 07:50	Email sent for Inspection Completed
02/07/23 07:50	Email sent for Inspection Completed; Informing Client
02/07/23 06:47	Your Inventory & Schedule of Condition report (Jul 1st) for 5/12 Quayside Mills, Edinburgh has been processed and submitted for review
01/07/23 15:11	Clerk signed your Inventory & Schedule of Condition (Jul 1st)
01/07/23 15:11	New contact created for Inventory & Schedule of Condition (Jul 1st)
01/07/23 15:11	Kieran Dunn has submitted your Inventory & Schedule of Condition (Jul 1st) for processing to you
01/07/23 15:09	Kieran Dunn has synced your Inventory & Schedule of Condition report for 5/12 Quayside Mills, Edinburgh
01/07/23 15:09	Kieran Dunn started your Inventory & Schedule of Condition (Jul 1st)
01/07/23 13:22	Kieran Dunn has fetched the Inventory & Schedule of Condition (Jul 1st) for 5/12 Quayside Mills, Edinburgh offline
01/07/23 13:22	Kieran Dunn has fetched the Inventory & Schedule of Condition (Jul 1st) for 5/12 Quayside Mills, Edinburgh offline

Audit Trail	
30/06/23 12:34	Email sent for Inspection Updated
30/06/23 12:34	Kieran Dunn updated the conduct date for your Inventory & Schedule of Condition (Jul 1st) from Jul 2nd to Jul 1st at Anytime
27/06/23 11:23	Kieran Dunn added a new Inventory & Schedule of Condition (Jul 1st) . Conduct Date: Sun, Jul 2, 2023. Initialized from template: Inventory & Check-in - Standard Flat - FF
27/06/23 11:23	Email sent for Inspection Created