

Inventory Report & Schedule of Condition

(Example Document)

'Cobblers Cottage'
Minchinghampton
Nr. Stroud,
Gloucestershire,
GL23 - 6HG.

A Period Two Bedroom Un-Furnished Cottage

Report Prepared on:
24th July 2015

Our Reference:
DMR 453/15

On Behalf of:
Mr J. Smith

Disclaimer

This Inventory has been prepared by DMR Inventory Services and includes all the contents as seen at the time of inspection. Unless otherwise noted in the comments, all items are considered to be in a 'good' and un-damaged condition.

The terminology used in describing the items herein, may not be entirely accurate. It is accepted, that the terminology is for identification purposes only, and the Inventory document should not be used as an accurate description of each and every item, or as a structural survey.

Lighting, appliances and machinery will *only* be tested for power where practical and will be noted in the comments if this is so.

For Health & Safety reasons: DMR Inventory Services cannot undertake the searching of areas/places deemed inaccessible *or* due to overcrowding, e.g. Drawers *or* cupboards, *or* to move/inspect heavy furniture/objects, including Mattresses. It is the tenant's responsibility to check the Inventory report after Check-In. Any items/areas stated as being 'un-checked' should be checked for its condition from day 1. Any comments or observations should be advised to DMR Inventory Services/the agent *or* landlord immediately, so that the relevant details can be noted accordingly. Any 'non-reported' comments will not be included in the definitive Inventory schedule document.

The Inventory will be checked by DMR Inventory Services at the end of the tenancy. All items should be clean, and situated in the same location as *originally* listed. An additional time-charge fee *maybe* applied to the tenant, if items require re-locating, photographing or re-siting by DMR Inventory Services, during the Check-Out procedure.

	<u>Check-In</u>	<u>Check-Out</u>
Landlord / Representative Name:
Signature:
Tenant / Representative Name:
Signature:
Date:

(Signed as Checked and Agreed, pages 2 – 12 inclusive)

FRONTAGE. (Note: A Gardener attends all areas - to front & rear of property).

1. The Cottage is located at the end of a Gravel DRIVEWAY from GATED Entrance –
2. Mature SHRUB/EARTH and FLOWER BED to left of Cottage Entrance, with **GAS METER LOCKER** -
- and Large Mature CLIMBING SHRUB to face of WALL.
3. Low decorative Privet Box HEDGING to front BOUNDARY of gravel path –
- leading to Main House PORCH Area.
4. 3 x Outside LIGHTS to WALL in black metal finish, lantern-style, with Sensor above FRONT DOOR.
5. Hanging basket bracket above ENTRANCE DOOR & Period floor-standing black metal BOOT WIPER
- to left hand side of ENTRANCE DOOR.
6. Side walkway to Cottage - leading to rear storage area and ENTRANCE DOOR to small lean-to/ -
- area, at rear of KITCHEN. **(Heavily leafy).**

FRONT DOOR and ENTRANCE HALL Area.

7. **2 x RUBBER MATS** to stone base. **(All heavily aged).**
 8. DOOR FRAME and SURROUND, in pale khaki cream. **(Light scuffs and chips to edges).**
 9. DOOR, painted as FRAME, 2 x leaded-light panels to top face, 2 x inset base panels and -
- black metal furniture. **(Face heavily scuffed/weathered and age marked).**
 10. Back of DOOR FRAME/DOOR, painted white, with brass draught flap and black metal handle -
- with lock back plate. **(Brass draught flap very heavily tarnished, FRAME light scuff marks, -
- Base of DOOR lightly scuffed).**
 11. ELECTRICAL SWITCHES and SOCKETS as fitted, with 3 x INSET CEILING LIGHTS, -
- SECURITY ALARM SENSOR, **SMOKE ALARM** and Cream ROOM STAT.
 12. ELECTRICAL SWITCH BOX to high level with SECURITY ALARM CONTROL BOX to left hand side, -
- **SECURITY ALARM PUSH BUTTON PAD** in white to left on Entrance. **(Code tbc)**
 13. RADIATOR, painted cream. **(Thermo valve missing, face lightly speck marked).**
 14. CEILING, painted white. **(Lightly patchy paint to edges).**
 15. WALLS, painted magnolia. **(Patchy paint and light scuffs to left and right on Entrance, -
- Heavily chipped to edges approach to LOUNGE).**
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16. SKIRTINGS, painted white. **(Heavily scuffed)**.
17. Continuation of stone STEP to base. **(Heavily aged/marked and worn)**.
18. FLOORING, to period red quarry tiles. **(Heavily stain/wear marked and aged throughout, -
- Multiple tiles chipped to edges and 'base STEP of STAIRS)**.

UNDER-STAIRS CUPBOARD.

19. DOOR FRAME & SURROUND/Shaped flush-panelled DOOR, in white finish, with Bakelite pull handle.
(Faces scuffed marked).
20. Inside: General storage area.
21. Decoration: Underside of STAIRS, to plain wood. **(Heavily paint marked)**.
22. WALLS, painted magnolia. **(Heavily flaking/age marked and worn)**.
23. FLOORING, as n ENTRANCE HALL. **(Condition as before)**.

LOUNGE – Left off of ENTRANCE HALL.

24. DOOR FRAME & SURROUND, painted white. **(Lightly cracking to edges, chipped to LH face)**.
25. DOOR, white painted frame and Surround, with opaque glazed panes, black metal lever handle -
- and Chubb *star* lock above. **(Light scuffs to FRAME)**.
26. Back of DOOR FRAME/DOOR, painted cream.
(Base of DOOR lightly scuffed, poor closing action to lock).
27. ELECTRICAL SWITCHES and SOCKETS as fitted, with TV AERIAL SOCKET, DOUBLE TELEPHONE -
- SOCKET, SECURITY ALARM SENSOR and 2 x PENDANT LIGHTS with *no* shades.
28. 2 x RADIATORS, painted white. **(Both thermo valves missing)**.
29. WINDOW 1 – Left on Entrance, Double Opener with 4 x matching fixed panels, leaded-light panes -
- all with pale green painted Frames & matching stays/handles, all to white painted stone mullions.
(Light age marks to FRAMES).
30. ROLLER BLIND, in cream material, with Pull Cord.
(Working, lightly marked, torn to bottom left hand edge).

31. WINDOW 2 – Right on Entrance, cream painted stone mullions, 3 x clear glazed base panes and -
3 x Period leaded-light panels high level and cream painted SILL.
(Outside panes smeary, age marked, 3 x Leaded-light panels lightly 'cracked').
32. ROLLER BLIND, as before. **(Working, lightly marked)**.
33. FIREPLACE: Cotswold stone lintel and natural brick fire back, concrete base, & HEARTH -
- to small rectangular marbled tiles in shades of cream, to wooden surround. **(Fire back & base -
- heavily marked/aged, Tiled HEARTH heavily worn, multiple cracked tiles)**.
34. Wall-mounted DOUBLE DOORED CABINET in cream.
Inside: **ELECTRICAL SWITCH BOX** and **ELECTRIC METER**. **(Face of DOOR scuff marked, -
- Patchy paint to Frame, heavily cobwebbed and dusty inside)**.
35. CEILING, painted white. **(Heavily patchy paint throughout)**.
36. WALLS, painted magnolia.
(Settlement cracks, patchy paint throughout, light scuffs mid & low level 2).
37. SKIRTINGS, painted cream. **(Scuff marked, heavily knott marked, patchy paint)**.
38. FLOORING, plain light stained floorboards.
(Very heavily age marked, heavily worn and stain marked throughout).
- KITCHEN – Off of ENTRANCE HALL.**
39. DOOR FRAME and SURROUND/DOOR, as for LOUNGE.
(Edge of DOOR lightly chipped, light marks to faces).
40. Back of DOOR FRAME/DOOR, painted cream.
(Light marks to edge of DOOR, FRAME chipped and scuff marked to bottom face).
41. ELECTRICAL SWITCHES & SOCKETS as fitted, Security Alarm Sensor & 8 x INSET CEILING LIGHTS.
42. **Wall-mounted Vaillant BOILER** in white. **(Working)**.
43. RADIATOR, as before. **(Thermo valve missing)**.
44. Double Opener WINDOW with matching Fixed Panel, all to cream painted Frame and Surround, -
- with 2 x stays and handles. **(Inside panes smeary, outside panes heavily dusty)**.
45. WINDOW SILL, painted cream.
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46. On SILL: **CARBON MONOXIDE DETECTOR.**
(Face of SILL flaking, ring marked and lightly scuffed).
47. **WASTE BIN** in black plastic. **(Very heavily stain marked and aged).**
48. Double bowl SINK in white enamel, 2 x S/S plunger plugs, with chrome mixer tap and spout.
(Plunger plugs and mixer tap smeary, base of bowls low level wear marked).
49. **EXTRACTOR HOOD and CHIMNEY** in S/S, by Neff.
(Lights and unit working, CHIMNEY and HOOD lightly smeary, grilles lightly greasy).
50. **ELECTRIC HOB**, a Neff model, in dark stained top with touch-button display panel.
(Not tested, edge of hotplates wear marked).
51. **FAN OVEN** in S/S, a Stove's model, with full-width grey metal handle, clear glazed face to door, -
- mirror face to display panel with 3 x control knobs, 2 x in silver & 1 x control knob 'missing'.
(Unit tested for power, S/S and face lightly smeary).
52. Inside: Glass panel to back of door, 2 x chrome side grills, 2 x chrome slider grills, black enamelled
- grill tray with chrome grill and 2 x enamel grill trays.
53. BASE UNITS: Cream composite finish, with S/S pull handles.
54. BASE UNIT 1 – right on Entrance, single door, with 1 x shelf.
55. BASE UNIT 2, 4 x drawer unit.
In Top Drawer: Wooden cutlery tray and black/chrome lifting handle - for grill tray.
In Drawer 2: **Assorted USER GUIDES For APPLIANCES.**
56. BASE UNIT 3 – into SINK, single door. **(Base heavily marked).**
Inside: Pipes & Valves for system, **Assorted CLEANING MATERIALS.**
57. BASE UNIT 4, dummy-faced door, contains: A **REFRIGERATOR.**
Inside: 2 x White coated slider shelves and 2 x section plastic shelf to base, -
2 x plastic chiller boxes below.
58. In Door: Plastic flip-top rack to jar rack, 2 x open jar racks & bottle rack with retainer bar.
(Newly fitted, not tested, edge of door dusty & lightly marked, base grille marked).
59. SPLASH BACK TILES, in shades of cream glaze. **(Grouting marked behind SINK/HOB).**
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60. WORKTOPS, medium polished blockwood-style. (**Very heavily ring marked/stain marked/-
- paint specked/fade marked and worn throughout**).
61. CEILING, painted white.
(Light scuffs around LIGHTS, water marked around light at front of EXIT DOOR).
62. Painted WALLS, in magnolia finish. (**Chipped area above RADIATOR, 2 x picture hooks, -
1 x screw, 4 x Large Rawlplug holes, light scuffs and marks to mid and low level, -
- Small section of plaster 'missing' to edge of FRAME low level right on Entrance**).
63. Cream painted BOX PANEL - below BOILER, on WORKTOP. (**Heavily finger marked**).
64. SKIRTINGS, painted cream. (**Patchy paint, scuff marked**).
65. FLOORING, Quarry tiles, as for ENTRANCE HALL. (**Screw holes and chipped on Entrance, -
- Very heavily wear marked/stain marked & aged throughout,**).
66. **EXIT DOOR to SMALL LEAN-TO/STORAGE Area**: White painted Frame and Surround, with -
3 x opaque glazed panels to RH side and plain Base Panel, matching DOOR, 8 x opaque panes, -
- black metal lever handle/lock plate, **1 x KEY** in lock. (**Edge of FRAMES scuff marked, -
- Panes paint marked, bottom pane 'cracked' to left hand edge - right of DOOR FRAME**).

SMALL CHEF'S PANTRY In KITCHEN.

67. DOOR FRAME and SURROUND, painted white.
68. DOOR, modern lap & panelled style, in white painted finish, with black stay and catch.
(Face heavily knott marked, light scuffs to edge).
69. Back of DOOR FRAME/DOOR, as before. (**Face of DOOR heavily knott marked, marked to edge**).
70. Inside: PENDANT LIGHT with *no* shade, 3 x cream painted shelves and Small flush-faced DOOR to -
- low level opposite Entrance housing: A **WATER STOP COCK VALVE**.
71. Decoration: CEILING and WALLS, painted cream. (**WALLS scuff marked**).
72. SKIRTINGS, as before. (**Patchy paint**).
73. FLOORING, to period dark stained floorboards. (**Very heavily worn/marked/aged**).
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LEAN-TO Area. Off of KITCHEN.

74. Back of DOOR FRAME/DOOR and FIXED PANEL, as before. **(Face of DOOR lightly scuffed)**.
75. ELECTRICAL SWITCHES and SOCKETS as fitted & 2 x S/S framed square WALL LIGHTS -
- with opaque shades.
76. Perspex panels to ROOF & white UPVC support struts, white painted wooden strut to top back face.
(Perspex panels heavily marked outside, creeper strewn to edges).
77. WALLS, to white painted finish over-breeze block and plaster. **(4 x Rawlplug holes)**
78. **2 x EXIT DOORS to REAR Area**: DOOR FRAMES and SURROUNDS painted white, with -
- Lap & panelled-style *cross strut* DOORS in matching finish, black metal lock boxes and -
- plastic door knobs, brass **5 x Lever KEY** to lower lock. **(Faces heavily marked)**.
79. FLOORING, to rough-style glazed tiles in grey. **(Heavily worn/marked and aged)**.

STAIRS.

80. HANDRAILS/BALUSTRADES/SIDE PANELS and NEWEL POSTS in white painted finish, with -
- matching HANDRAIL and Brackets to WALL.
(HANDRAILS heavily wear marked, patchy paint, old damage painted over).
81. STAIR TREADS in white painted finish. **(Heavily chipped/scuffed and worn)**.
82. INSET CEILING LIGHT and opaque glazed pane to top centre face, in cream frame.
(Panels smeary, INSET CEILING LIGHT not working).
83. CEILING, painted white. **(Water marked and scuffed/lightly flaking to face and edges)**.
84. WALLS, painted magnolia. **(Old damage painted-over, light scuffs to mid and low level)**.
85. BALUSTRADES and NEWEL POSTS to LANDING, as before. **(Light pin holes)**.

LANDING.

86. ELECTRICAL SWITCHES and SOCKETS, as fitted, with INSET CEILING LIGHT and **SMOKE ALARM**.
 87. RADIATOR, as before. **(Thermo valve missing)**.
 88. CEILING and WALLS, as for STAIRS. **(Settlement cracks, seams showing)**.
 89. SKIRTINGS, painted white.
 90. FLOORING, light polished floorboards – as in LOUNGE. **(Heavily wear marked and aged)**.
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BATHROOM – Opposite STAIRS off of LANDING.

91. DOOR FRAME and SURROUND, painted cream. **(Edge of FRAME lightly chipped).**
 92. Period DOOR, Lap and panelled-style top section, with 2 x inset base panels, cream painted finish, -
- with period brass door knob and back plate. **(Old chip damage over-painted, top panel flaking,
- Light scuff marks and patchy paint to face and edge).**
 93. Back of DOOR FRAME/DOOR, as before.
 94. 4 x INSET CEILING LIGHTS, Vent Axia Wall-mounted EXTRACTOR FAN and SHAVER LIGHT -
- with Diffuser and Pull Cord with *no* fob. **(1 x INSET CEILING LIGHT not working).**
 95. Double Opener WINDOW, in cream painted Frame and Surround, matching fixed panel high level,
2 x black metal stays and handle. **(Outside panes dusty, inside panes smeary).**
 96. WINDOW SILL, painted cream. **(Light scuffs).**
 97. SLATTED BLIND, in light polished wood finish, with PULL CORD and twist-rod.
(Working, stain marked and aged).
 98. RADIATOR/DRYER RAIL, in chrome/cream.
 99. **WALL MIRROR**, rectangular-style, with chrome screw caps. **(Lightly smeary/age marked).**
 100. Pedestal BASIN in white glaze, with chrome drainer/chain with plug and 2 x matching taps.
(Mastic marked to back edge, small black scuff to front edge, limescaled to base).
 101. Modern Victorian-style BATH, in white/cream composite, with chrome drainer/overflow/-
- attached chain with plug and modern mixer tap, flexible pipe and showerhead/cradle.
(Chrome and flexible pipe heavily smeary/limescaled).
 102. CLOSE COUPLE WC and CISTERN in white glaze, cream composite seat/lid, chrome flush-handle -
- with white ceramic centre. **(Flush-handle loose).**
 103. CEILING, painted white with inset cream CEILING HATCH. **(CEILING HATCH heavily marked).**
 104. WALLS, painted white. **(Patchy paint, heavily dark stained area to left of EXTRACTOR FAN).**
 105. Wooden panelling to back of BASIN/BATH, in cream finish.
 106. SKIRTINGS, painted cream. **(Lightly marked).**
 107. FLOORING, to light polished wood Floorboards – as for LANDING. **(heavily worn/aged).**
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SMALL INNER LANDING Area – Approach to BEDROOMS.

108. FRAME and SURROUND on Entrance, painted cream.

109. Second FRAME on Entrance, as before.

110. Single ELECTRICAL SWITCH, Double ELECTRICAL SOCKET and INSET CEILING LIGHT.

(LIGHT not working).

111. CEILING and WALLS, painted as MAIN LANDING.

(CEILING lightly cracking above 2nd Entrance FRAME, lightly cracking to edges -

- opposite BEDROOM 2, WALLS: 3 x pins, 1 x picture hook & 1 x pin hole, light scuffs/-

- finger marks to mid-level).

112. SKIRTINGS and FLOORING, as for main LANDING.

(SKIRTING patchy paint, FLOORING heavily worn and aged, as before)

BEDROOM 1 – Left on ENTRANCE.

113. DOOR FRAME and SURROUND, painted cream.

(Marked to edges, old damage filled and painted over).

114. Period DOOR, inset Lap & panelled section to top, 2 x inset base panels, Period brass door knob -

- with back plate, all to cream painted finish.

(Panels lightly cracking, light chips to edges, light scuffs).

115. Back of DOOR FRAME/DOOR, as before.

116. ELECTRICAL SWITCHES and SOCKETS as fitted, with PENDANT LIGHT and *no* shade.

117. RADIATOR, as before. **(No thermo valve fitted).**

118. WINDOW 1 – above RADIATOR, Double Opener-style, with matching fixed panel, all to -

- cream painted Frame and Surround, decorative black metal handle and 2 x matching stays, -

- cream painted SILL. **(Inside panes smeary, outside panes dusty,).**

119. Fixed Pane WINDOW 2, cream painted stone mullion and white painted SILL.

(Inside panes smeary, outside panes dusty, stone mullion very heavily flaking/aged).

120. CEILING, painted white. **(Settlement crack to centre and to beams above WINDOW 1).**

121. WALLS, painted magnolia. (**Settlement cracks, patchy paint, light chips to edges, -
1 x picture hook, light scuffs mid and low level**).

122. SKIRTINGS & FLOORING, as before.

(**Condition of FLOORING: As before, SKIRTING light scuffs**).

BEDROOM 2.

123. DOOR FRAME and SURROUND/DOOR, as for BEDROOM 1.

(**Patchy paint to FRAME, DOOR panels lightly cracking**).

124. Back of DOOR FRAME/DOOR, as before.

125. ELECTRICAL SWITCHES and SOCKETS as fitted, with TV/TELEPHONE SOCKETS & PENDANT LIGHT -
- with *no* shade.

126. RADIATOR, as before. (**Thermo valve missing**).

127. CURTAIN POLE - above WINDOW, in light wood finish, with matching brackets/rings and ends.

128. Single Opener Double Glazed WINDOW and matching Fixed Panel, to cream painted stone mullions, -
Period leaded light panes to both, with pale green painted metal Frame and Surround -
- matching decorative handle/stay. (**Outside panes dusty, inside panes lightly smeary, -
- Stone mullions heavily flaking and aged**).

129. CEILING, painted white, with inset CEILING HATCH and SURROUND.

(**Settlement cracks to edges, CEILING HATCH finger marked**).

130. WALLS, painted magnolia.

(**3 x Picture hooks, settlement cracks to corners, old damage filled and painted over, -
- Seams lifting and patchy paint areas above/'surround of RADIATOR**).

131. SKIRTINGS, painted cream. (**Scuff marked, light chips**).

132. FLOORING, Period Floorboards, as for BEDROOM 1, with rectangular dark stone section -
- to right hand edge. (**Condition as before**).

Meter Readings & Record of Keys Issued:

Services	Inventory Readings	Check-In Readings	Check-Out Readings	Location	Serial No
Gas:	06674.000			Locker Left of Front Door	A4097789
Electricity:	<u>Normal:</u>	<u>Normal:</u>	<u>Normal:</u>	Lounge Cupboard	K67G 07634
	12174.00				
Water:	02048.000			Manhole Left of Entrance - In Road	TBC

Electricity Supplier:	To be advised	<u>Keys Issued</u>	<u>Location</u>
Gas Supplier:	To be advised	2 x 5 Lever	Front Door
Telephone Connected:	No		
<u>Tenant's Forwarding Address:</u>			
-			