

Inventory Report & Schedule of Condition

(Example Document)

**‘Blacksmith Cottage,’
Atherton Way,
Cheltenham,
Gloucestershire,
GL23 - 6HG.**

A Period Two Bedroom Un-Furnished Cottage

**Report Prepared on:
25th May 2018**

**Our Reference:
DMR 453/18**

**On Behalf of:
Mr J. Smith**

Disclaimer

This Inventory-Schedule document has been prepared by DMR Inventory Services and includes all the contents, both internally and in the external garden areas, as seen at the time of inspection. Unless otherwise noted in the comments, all items are considered to be in a clean, un-damaged and serviceable 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 either an accurate description of each and every item, or as a structural survey.

Lighting, Appliances, **Smoke Alarms, Carbon Monoxide Detectors** and Machinery will be tested for power, where practical, and will be noted in the Inventory report comments, if this is so.
If no Smoke Alarm or Carbon Monoxide Detector units are fitted, the Inventory report will state, accordingly.

For Health & Safety reasons: DMR Inventory Services cannot undertake the searching of areas/places deemed inaccessible or due to over-crowding, e.g. Drawers/Cupboards, or to move/inspect heavy furniture/objects, *including* Mattresses. It is the tenant's responsibility to check the Inventory report after 'Checking-In' to the property. Any items/areas stated as being 'un-checked' should be checked for their 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.

Tenants please note:

The Inventory-Schedule will be checked by DMR Inventory Services at the end of the tenancy period. All items should be clean and situated in the *same* location as *originally* listed in the Inventory document.
At the Check-Out procedure: If the property is deemed to have suffered an unreasonable level of damage/be in a generally poor condition or, if items require locating, re-siting or photographing by DMR Inventory Services during the Check-Out - procedure, and *additional* time is therefore taken-up in preparation of said report, an *additional* time-charge fee will be applied to the Tenant or Tenants, over and above the 'standard' level of fees charged.

	<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. **(Library photo's refer)**

(Note: A Gardener attends the Garden area).

1. The Cottage is located via a GATED Entrance, at the end of a Gravel DRIVEWAY.
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. Front BOUNDARY, a Low Privet Box HEDGING and Gravel Path, leading to the Main House PORCH.
4. 3 x Outside WALL LIGHTS - above FRONT DOOR in black metal finish, lantern-style, with Sensor's.
5. Hanging Basket Bracket above ENTRANCE DOOR & Period 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 DOOR 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.
(SMOKE ALARM: Tested for power, 'Beeping' when tested).
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: To be advised)**
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**).
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: Under-Side 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 and Pull Cord Retainer Bracket fitted.
(**Working, lightly marked, torn to bottom LH edge**).
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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, with Pull Cord Retainer Bracket fitted. **(Working, lightly marked)**.
33. FIREPLACE: Cotswold stone lintel and natural brick fire back, concrete base and HEARTH -
- in Small Rectangular Marbled Tiles in shades of cream, to wooden surround.
(Fire back & base stain 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. (* = Library photo's refer)**
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, -
- and **CARBON MONOXIDE DETECTOR**.
(CARBON MONOXIDE DETECTOR: Tested for power, 'Beeping' when tested)
42. **Wall-mounted Vaillant BOILER** in white. **(Working)**.
43. RADIATOR, as before. **(Thermo valve missing)**.
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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. **(Face of SILL flaking, ring marked and lightly scuffed).**
46. **WASTE BIN** in black plastic. **(Very heavily stain marked and aged).**
47. 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).
48. * **EXTRACTOR HOOD and CHIMNEY** in S/S, by Neff.
(Lights and unit working, CHIMNEY and HOOD lightly smeary, grilles lightly greasy).
49. * **ELECTRIC HOB**, a Neff model, in dark stained top with touch-button display panel.
(Not tested, edge of hotplates wear marked).
50. * **FAN OVEN** in S/S, a Stove's model, full-width grey metal handle, clear glazed face to door, -
- mirror faced display panel with 3 x control knobs, 2 x in silver & 1 x control knob 'cracked'.
(Unit tested for power, S/S and face lightly smeary).
51. Inside: Glass panel to back of Door, 2 x chrome side grills, 2 x chrome slider grills, grill tray -
- with chrome grill and 2 x enamel grill trays.
52. BASE UNITS: Cream composite finish, with S/S pull handles.
53. BASE UNIT 1 – Right on Entrance, single door, with 1 x shelf.
54. 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.**
55. BASE UNIT 3 – into SINK, single door. **(Base heavily marked).**
Inside: Pipes & Valves for system, **Assorted CLEANING MATERIALS.**
56. 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.
57. 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).
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58. SPLASH BACK TILES, in shades of cream glaze. (**Grouting marked behind SINK/HOB**).
59. WORKTOPS, medium polished blockwood-style. (**Very heavily ring marked/stain marked/-
- paint specked/fade marked and worn throughout**).
60. CEILING, painted white.
(Light scuffs around 'LIGHTS, water marked around 'LIGHT at front of EXIT DOOR).
61. 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**).
62. Cream painted BOX PANEL - below BOILER, on WORKTOP. (**Heavily finger marked**).
63. SKIRTINGS, painted cream. (**Patchy paint, scuff marked**).
64. FLOORING, Quarry tiles, as for ENTRANCE HALL. (**Screw holes and chipped on Entrance, -
- Very heavily wear marked/stain marked & aged throughout,**).
65. **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.

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

73. Back of DOOR FRAME/DOOR and FIXED PANEL, as before. **(Face of DOOR lightly scuffed)**.
74. ELECTRICAL SWITCHES and SOCKETS as fitted & 2 x S/S WALL LIGHTS with opaque shades.
75. 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).
76. WALLS, to white painted finish over-breeze block and plaster. **(4 x Rawlplug holes)**
77. **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** in lower lock. **(Faces heavily marked)**.
78. FLOORING, to rough-style glazed tiles in grey. **(Heavily worn/marked and aged)**.

STAIRS.

79. 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).
80. STAIR TREADS in white painted finish. **(Heavily chipped/scuffed and worn)**.
81. INSET CEILING LIGHT and opaque glazed pane, to top centre face, in cream frame.
(Panes smeary, INSET CEILING LIGHT not working).
82. CEILING, painted white. **(Water marked and scuffed/lightly flaking to face and edges)**.
83. WALLS, painted magnolia. **(Old damage painted-over, light scuffs to mid and low level)**.
84. BALUSTRADES and NEWEL POSTS to LANDING, as before. **(Light pin holes)**.

LANDING.

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

90. DOOR FRAME and SURROUND, painted cream. **(Edge of FRAME lightly chipped).**
91. Period DOOR, Lap and panelled-style top section, with 2 x inset base panels, cream painted finish, -
- with Period brass door knob & back plate. **(Old chip damage over-painted, top panel flaking, -
- Light scuff marks and patchy paint to face and edge).**
92. Back of DOOR FRAME/DOOR, as before.
93. 4 x INSET CEILING LIGHTS, Vent Axia Wall-mounted EXTRACTOR FAN and SHAVER LIGHT -
- with Diffuser and Pull Cord with chrome Fob.
(EXTRACTOR FAN working, 1 x INSET CEILING LIGHT not working).
94. 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).**
95. **SLATTED BLIND**, light polished wood, with Pull Cord/Twist-rod & Pull Cord Retainer Bracket fitted.
(Working, stain marked and aged).
96. RADIATOR/DRYER RAIL, in chrome/cream.
97. **WALL MIRROR**, rectangular-style, with chrome screw caps. **(Lightly smeary/age marked).**
98. Pedestal BASIN in white ceramic, 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).
99. Modern Victorian-style BATH, in white/cream composite, with chrome drainer/overflow/, plug -
- attached chain, modern mixer tap, flexible pipe and shower head/cradle.
(Chrome and flexible pipe heavily smeary/limescaled).
100. CLOSE COUPLE WC and CISTERN in white glaze, cream composite seat/lid, chrome flush-handle -
- with white ceramic centre. **(Flush-handle loose).**
101. CEILING, painted white with inset cream CEILING HATCH. **(CEILING HATCH heavily marked).**
102. WALLS, painted white. **(Patchy paint, heavily dark stained area - Left of EXTRACTOR FAN).**
103. Wooden panelling - to back of BASIN/BATH, in cream finish.
104. SKIRTINGS, painted cream. **(Lightly marked).**
105. FLOORING, to light polished wood Floorboards – as for LANDING. **(heavily worn/aged).**
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SMALL INNER-LANDING Area – Approach to BEDROOM'S.

106. FRAME and SURROUND on Entrance, painted cream.

107. 2nd FRAME on Entrance, as before.

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

(LIGHT not working).

109. 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).

110. SKIRTINGS and FLOORING, as for main LANDING.

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

BEDROOM 1 – Left on ENTRANCE.

111. DOOR FRAME and SURROUND, painted cream.

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

112. 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).

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

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

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

116. 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,).**

117. Fixed Pane WINDOW 2, cream painted Stone Mullion and white painted SILL.

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

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

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

120. SKIRTINGS & FLOORING, as before.

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

BEDROOM 2.

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

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

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

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

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

125. 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).**

126. CURTAIN POLE, in light wood finish, with matching brackets/rings and ends.

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

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

128. 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).

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

130. 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 In Front Lawn	98F 118609

* = **Library photo's refer.**

Electricity Supplier:	British Gas	<u>Keys Issued</u>	<u>Location</u>
Gas Supplier:	British Gas	2 x 5 Lever	Front Door
Water Supplier:	Severn Trent		

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