

***INVENTORY AND SCHEDULE OF CONDITION FOR :***  
***THE PENTHOUSE, QUAYSIDE TOWERS***



***INSTRUCTED BY: MADISON PROPERTIES***

***DATE COMPILED : MONDAY 1<sup>ST</sup> FEBRUARY 2010***

***INVENTORY      TENANT CHECK IN      MID-TERM      EPC      TENANT CHECK OUT***

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<b><u>PLEASE NOTE :</u></b>	

***Where no comment on condition is made regarding an item in the inventory,  
That item will be deemed clean, fit for purpose and ready for use.***

***Where a comment on the condition of an item is made  
it will be self explanatory and relate only to that item.***

***No abbreviations are used in this report.***

***Please be aware that changes may have been made to the property since the report  
was compiled without our knowledge.***



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## **CLEANLINESS DEFINITIONS AND ADVISORY NOTES FOR TENANTS**

### **Levels of cleanliness**

#### **Full professional clean / partial professional clean**

**Full professional clean denotes that the property has been deep cleaned to an industry recognized standard of cleanliness. The property will be ready for the new tenant to move in without having to clean any areas and there will have been a charge made by a cleaning company to complete the work with a receipt available to prove as such. Some properties may have been domestically cleaned by the previous tenants or the landlord and also had some professional cleaning carried out on certain areas. This type will be listed as domestically clean with some professional cleaning as per cleaning invoice.**

#### **Domestically clean property**

**This denotes that the property has been cleaned to the standard of the average house spring clean. There may be areas of the property that could be cleaned better and some tenants may wish to clean those areas before moving their items in. No professional company will have been instructed, but the property is clean enough in general to move into. Domestic cleaning will be graded as follows. Poor, average, good and high.**

#### **Dirty property / further cleaning required**

**This denotes that the property has not had any cleaning or has been cleaned but to an unsatisfactory level, based on an expected known basic standard of cleaning for rental properties. If a large percentage of the property is requiring further cleaning and the tenant can not move in with it in this state it will be deemed dirty and listed as such on the declaration page.**

#### **Cleanliness of furniture, fixtures and fittings.**

**As for the property definitions of cleanliness, an item can also be deemed professionally clean, domestically clean or dirty. For example : a bathroom sink with soap scum and hairs is dirty. The same sink with no soap scum and no hairs, but smeared and watermarked is domestically clean. If the same sink was professionally clean the taps and waste would be shiny with no watermarks and the bowl would be smear free. (subject to age and wear, but cleaning attempts would be visible).**

**A dirty rating for an item could be due to : dust, smearing, grease, hair, tarnishing, discolouration, soap, chemical stains, food stains, watermarks and any other condition not allowing the item to be at its possible best.**

#### **MOULD PREVENTION**

**Please be aware that it is the tenant's responsibility to operate the property in such a way as to avoid excessive condensation leading to mould growth and patches or spots appearing. Bathrooms should be vented adequately during and immediately after use, and tumble dryers should be vented externally.**

**Where this is not possible a condensing kit must be purchased and fitted to the dryer prior to use.**

**Window frames and sills must be wiped regularly to avoid discolouration where condensation is especially concentrated.**

#### **BLU TAK, PICTURE HOOKS AND SELOTAPE**

**Please note it is strictly forbidden to stick blu or white tak, selotape and stickers to the walls. The removal of these products will cause damage to the paintwork and will therefore incur a charge to the person/s responsible to make good any damage.**

#### **PETS AND SMOKING**

**Please be advised that in most cases pets and smoking will not be allowed in rental properties unless specifically agreed and written into your tenancy agreement. If there is no written agreement you must assume that no pets and smoking are allowed inside the property boundary. Any pet and / or smoke damages found at check out will be charged to the tenant even if there is an agreement in place as the existence of such a document does not agree to damage being caused by animals or nicotine.**



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## **Tenants Guidance Notes**

### **TENANT GUIDELINES FOR CHECK IN AND CHECK OUT OF YOUR RENTAL PROPERTY**

#### **AT CHECK IN :**

**Ensure you are happy with all the statements made in the inventory before you sign the declaration. If there are any issues you must inform the check in clerk at the time, it will then be recorded on the report. The condition of items at check in are deemed to be clean, undamaged and fit for purpose unless otherwise stated in the inventory.**

**You will receive a full copy of the inventory to keep. You must refer to the inventory at check out time, so keep it in a safe place.**

#### **AT MID TERM :**

**If a mid term inspection has been booked, you will be informed of the date in writing and will be expected to allow a clerk to enter the property to carry out the inspection. At this point you must inform the clerk of any damage or maintenance issues with the property so they can be dealt with.**

#### **AT CHECK OUT :**

**It will be expected for the property and it's contents to be returned to the condition and location at check in. for example, if the tenant moves a chest of drawers and a bedside cabinet from one room to another, they will be expected to return them to their original location for the check out to take place. This can be easily achieved by using the inventory as a guide.**

**Any items missing from location may be deemed lost / broken and charged for. There may also be an extra charge to the tenant if the check out clerk has to locate various items around the property, thus increasing reporting times.**

**THE AGENT / LANDLORD MUST BE INFORMED OF ANY ITEMS THAT ARE DAMAGED, REMOVED OR ADDED TO THE PROPERTY.**

**Standards of cleanliness must be of the same standard at check in. paying particular attention to the following items. Skirting boards, bathroom suites, kitchen units, wooden flooring, windows, appliances, ovens, cooker hoods, fridges, drawers, cobwebs, light switches, etc, etc.**

**If the cleaning is not of a state where the property can be let, the landlord / agent will employ a professional cleaner and that cost will be passed to the tenant.**

**Carpets should be as clean as at the start of the tenancy. Any staining that needs removing will be charged to the tenant, as will a proportion of any damage found to carpets, based upon age, quality and type and location of damages and staining.**

**Items of crockery and cooking utensils will be checked for damage that is not covered in fair wear and tear. Any damage or missing items may be charged for.**

**It is expected in the normal daily use of a property that marks will appear on walls and woodwork, and that there will be some wear marks to furnishings and fabrics. Should the damage exceed what would be classed as fair wear and tear, a charge may be levied directly proportional to the damaged area / item.**



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***Beds, mattresses, headboards, divans and linen will all be checked for staining. Any found will have to be cleaned at the tenants cost if they were clean at the check in. any irreparable damage to beds or related items will be chargeable. Certain types of staining to items such as blood or urine stains to mattresses may lead to the mattress requiring replacement at the tenants cost.***

***Damages to items through misuse will be charged. You must ensure you are using furniture / appliances as per common sense and /or user guidelines and manuals. If you are unsure of how to care for any items left in the property you must inform the agent or landlord immediately before you use it to prevent damage occurring.***

***All keys must be returned at the start of check out. Any broken or missing keys may be charged for.***

***Tenants will be expected to maintain any garden areas. cutting of lawns, weeding of beds and general duty of care to prevent gardens from becoming overgrown is the responsibility of the tenant. It will be expected to be found in a condition relevant to season. If gardening services are required the charge may be passed to the tenant.***

## **THE BASIC GUIDLINES IN PREPARING THE PROPERTY FOR YOUR CHECK OUT**

- ***The property should be cleaned to the same state as at the start of your tenancy. Where a property was professionally cleaned at the start it must be professionally cleaned at the end. ( a receipt is good way of proving you have had the work done)***
- ***All carpets should be vacuumed and if professionally cleaned at the start, professionally cleaned at the end.***
- ***All furnishings, fabrics and linen should be as they were at the start of the tenancy***
- ***The rooms should be void of tenants possessions***
- ***All boxes should be out of the property***
- ***All keys handed over and tenant ready to vacate***
- ***The tenant should be present for the check out***
- ***If the property is not ready to be inspected at the agreed time, the tenant may be charged for an aborted visit, as per terms and conditions. The inventory clerk has ultimate rights to abort any visit, this decision is final, and a charge will be levied.***



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## Inventory Summary and Declaration

**PROPERTY TYPE :**

**2 Bedroom Unfurnished Flat, En-suite Bathroom, 2 Balconies**

**GENERAL LEVEL OF CLEANLINESS :**

**Professionally Cleaned with Invoice**

**GENERAL STANDARD OF DECORATION :**

**Excellent Decorative Order**

**HAVE THE WINDOWS BEEN PROFESSIONALLY CLEANED :**

**No**

**GENERAL CONDITION AND CLEANLINESS OF THE CARPETS :**

**Good Clean Condition, One Cigarette Burn Mark Noted In Living Room**

**ARE THERE ANY CERTIFICATES RELATING TO THE PROPERTY :**

**None Seen**

**LISTED KEYS SUPPLIED TO TENANTS BY THE AGENCY :**

**1 Yale Flat Front Door Key Per Tenant**

**ELECTRIC AND GAS ISOLATOR AND WATER STOP COCK LOCATION :**

**Electric: Entrance Hallway, Cold Water Stop Tap in Entrance Hallway**

**ARE THERE ANY MAINTENANCE ISSUES :**

**No Obvious Issues**

**LIST OF AVAILABLE APPLIANCE MANUALS :**


**Kitchen For Microwave, Kitchen Extract, Dishwasher, Washer / Dryer, Oven and Fridge / Freezer**

**IS THERE ANY EVIDENCE OF PETS AND OR SMOKING :**

**Cigarette Burn Mark Noted In Living Room However No Tobacco Odour Detected**

**DECLARATION :**

I have inspected the entire property on my own / with the inventory clerk ( *Delete as appropriate* ). I agree with all the conclusions and the statements made in the attached inventory along with the stated meter readings. I have received a copy of the inventory report and the tenant guidelines. I have been given keys to the property, and I understand that by signing I am agreeing that this report is a true and accurate reflection of the condition and content of the property at the start of my tenancy.

	<b>SIGNATURE</b>	<b>PRINT</b>	<b>DATE OF SIGNING</b>
<b>INVENTORY CLERK / AGENT REPRESENTATIVE</b>		<b>Rosie Clowser</b>	<b>01.01.10</b>
<b>TENANT # 1</b>			
<b>TENANT # 2</b>			
<b>TENANT # 3</b>			

**IT IS THE TENANTS RESPONSIBILITY TO APPEAR FOR THE CHECK IN AS BOOKED WITH THE AGENT / LANDLORD. SHOULD A TENANT FAIL TO BE PRESENT THOSE AVAILABLE WILL BE SIGNING ON BEHALF OF ALL.**






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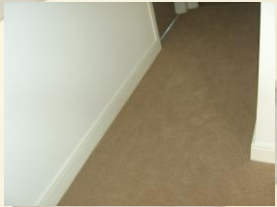


## METERS PAGE

<u>UTILITY</u>	<u>READING</u>	<u>SERIAL NUMBER</u>	<u>METER LOCATION</u>	<u>KEY METER</u>
<p><b><u>GAS</u></b></p> 	00435	G4K00073259	Car Park	<b><u>No</u></b>
<p><b><u>ELECTRICITY</u></b></p> 	00354	Z003457216	Main Riser in Communal Hallway	<b><u>No</u></b>
<b><u>LOW / R1</u></b>	00432			
<b><u>NORMAL / R2</u></b>	00786			
<b><u>TOTAL</u></b>				
<p><b><u>WATER</u></b></p> 	00156	0M34390016	Main Riser in Communal Hallway	<b><u>N/A</u></b>
<b><u>OTHER</u></b>	N/A	N/A	N/A	<b><u>N/A</u></b>



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AREA OF PROPERTY	NO.	DESCRIPTION OF ITEM	CONDITION COMMENTS	PICTURE SECTION
<p><b><u>FRONT ENTRANCE AND HALLWAY</u></b></p>    	1	5 panel oak effect door, chrome number 21, chrome spy hole, chrome door pull, chrome night latch, chrome pull handle, chrome snib lock, chrome door closer	Some light chips to edges above handle	<p><b><u>ROOM PICTURED LEFT TO RIGHT</u></b></p>    
	2	Ceiling is emulsion white painted		
	3	5 inset white down lighters	One bulb out	
	4	Satin white painted loft hatch		
	5	2 smoke detectors in white		
	6	Walls are emulsion white painted	Some light usage scuffs to lower left entrance wall	
	7	Woodwork is satin white painted		
	8	Carpet is to a flat cord pile in pale brown	Some light compression to centre walkway	
	9	2 chrome and black rubber door stops		
	10	White and black video entry phone by Bellissimo		
	11	White and black plastic door bell		
	12	BT socket		
	13	MK double sockets		
	14	Under floor heating controls		
	15	MK fused isolator switch		
	16	MK fan isolator switch		



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<b><u>FRONT ENTRANCE AND HALLWAY CONTINUED...</u></b>	17	<i>Built in airing cupboard with a 5 panel oak effect door, chrome lever handles, housing duck board shelving sections, hot water system by Ariston, cold water stop tap</i>		<b><u>ROOM PICTURED LEFT TO RIGHT</u></b>
	18	<i>Further built in cupboards to the hallway, 3 full height brushed steel framed sliding doors, 1 door is mirrored, 2 are to cream laminate with frosted glass panels, give above head storage and a chrome clothes rail, housing mains electric isolator switch and fuse distribution box</i>	<i>Mirrored door has light splash marks</i>	






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AREA OF PROPERTY	NO.	DESCRIPTION OF ITEM	CONDITION COMMENTS	PICTURE SECTION
<b><u>FAMILY BATHROOM</u></b>	19	5 panel oak effect door, chrome lever handles, integral chrome snob lock		<b><u>ROOM PICTURED LEFT TO RIGHT</u></b>
	20	Ceiling is emulsion white painted		
	21	3 inset white down lighters		
	22	Extract vent in white		
	23	Walls are part emulsion white painted, part to beige marble effect ceramic wall tiles, inset beige mosaic border tile, white grouting		
	24	Woodwork is satin white painted to door frame		
	25	Flooring is to beige marble effect mosaic floor tiles with beige grouting	Light debris only	
	26	Oak effect bathroom cabinet, 3 glazed shelving sections, flush fit door	Good clean condition	
	27	Toilet in white, white plastic seat and contemporary chrome twin button flush	Good clean condition	
	28	Surface mount sink in white, chrome push button waste, chrome overflow, contemporary chrome lever mixer tap	Good clean condition	
	29	Sink sitting on an oak effect vanity unit with pull out drawer, chrome pull handle	Unmarked	
	30	Flush fit frosted rectangular framed wall mirror, integral chrome twin spot light, 2 small frosted glass shades and a chrome light pull cord	One bulb out	



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AREA OF PROPERTY	NO.	DESCRIPTION OF ITEM	CONDITION COMMENTS	PICTURE SECTION
<p><b><u>FAMILY BATHROOM</u></b> <b><u>CONTINUED...</u></b></p> 	31	<p><i>Bath in white plastic with an oak effect side panel, chrome push button waste, chrome overflow, contemporary chrome bath thermostatic mixer, chrome hose, chrome adjustable riser rail, chrome soap dish, chrome head</i></p>		<p><b><u>ROOM PICTURED</u></b> <b><u>LEFT TO RIGHT</u></b></p>



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AREA OF PROPERTY	NO.	DESCRIPTION OF ITEM	CONDITION COMMENTS	PICTURE SECTION
<p><b><u>LIVING ROOM AND KITCHEN</u></b></p>    	32	2x 5 panel oak effect doors, chrome lever handles		<p><b><u>ROOM PICTURED LEFT TO RIGHT</u></b></p>    
	33	Ceiling is emulsion white painted		
	34	2 pendant light fittings	No shades	
	35	6 inset white down lighters		
	36	2 extract vents in white		
	37	Heat detector in white		
	38	Walls are emulsion white painted and part to a black tempered glass back splash	Some black finger marks above back splash behind the sink in kitchen section	
	39	Woodwork is satin white painted		
	40	Carpet is to a flat cord pile in pale brown	Clean condition, one join and one cigarette burn mark visible	
	41	Brushed steel joining strip leading to cream marble effect ceramic floor tiles with cream grouting into kitchen section		
	42	Grey steel double glazed windows, silver steel lever handles	No keys present	
	43	1 set of grey steel double glazed patio doors, 2 matching full height side panels, 1 set of silver steel lever handles		
	44	MK triple light switch		
45	White plastic under floor heating control			
46	MK isolator switch			



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AREA OF PROPERTY	NO.	DESCRIPTION OF ITEM	CONDITION COMMENTS	PICTURE SECTION	
<p><b><u>LIVING ROOM AND KITCHEN CONTINUED...</u></b></p>    	47	<i>MK double sockets</i>	<i>Good clean condition</i>	<p><b><u>ROOM PICTURED LEFT TO RIGHT</u></b></p>    	
	48	<i>MK double light switch</i>			
	49	<i>Single European style socket</i>			
	50	<i>Multi function aerial socket</i>			
	51	<i>BT socket</i>			
	52	<i>MK fused isolator switch</i>			
	53	<i>Kitchen section:</i>			
	54	<i>Kitchen comprises of various wall and floor units in cream and black tinted glass modern style units, part to grey wood effect modern style units, brushed steel base pull handles, white carcasses, brushed steel plinth</i>			
	55	<i>Worktops are to grey marble chequered effect laminate sections, brushed steel edging strip</i>			<i>Some light scratches visible to the left of sink</i>
	56	<i>Inset 1.5 bowl stainless steel sink, small left and right hand steel drainer, steel wastes, 2 steel food traps, contemporary chrome lever mixer tap</i>			
	57	<i>Inset 4 ring electric hob in black ceramic by AEG</i>			
58	<i>Kitchen from left to right:</i>	<i>Professionally cleaned</i>			
59	<i>Tall oven housing, 2 colour matched doors, housing microwave oven in brushed steel and black by AEG, glass rotisserie plate</i>				



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AREA OF PROPERTY	NO.	DESCRIPTION OF ITEM	CONDITION COMMENTS	PICTURE SECTION
<p><b><u>LIVING ROOM AND KITCHEN CONTINUED...</u></b></p>     	60	<b>Built in oven in brushed steel by AEG, 2 steel wire shelves, oven tray with inset wire rack</b>	<b>Professionally cleaned</b>	<p><b><u>ROOM PICTURED LEFT TO RIGHT</u></b></p> 
	61	<b>Built in kitchen extract in brushed steel and tempered glass by AEG, 2 inset chrome down lighters</b>	<b>Professionally cleaned</b>	
	62	<b>Wall units:</b>		
	63	<b>500mm, single glazed shelf, single door</b>		
	64	<b>1000mm, single glazed shelf, twin doors</b>		
	65	<b>500mm, single glazed shelf, single door</b>		
	66	<b>600mm, twin shelf, single brushed steel roller shutter door, brushed steel triple socket within</b>		
	67	<b>Base units:</b>		
	68	<b>Large twin pan drawer</b>		
	69	<b>Built in washer dryer in white and silver by Electrolux with colour matched door</b>	<b>Good Clean Condition</b>	
	70	<b>Twin curved brushed steel drawer unit</b>		
	71	<b>Dishwasher by Electrolux, colour matched door, 2 grey wire baskets, 1 plastic cutlery tray, grey plastic salt funnel</b>	<b>Good Clean Condition</b>	
72	<b>1000mm, twin shelves, single door</b>			



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<b>AREA OF PROPERTY</b>	<b>NO.</b>	<b>DESCRIPTION OF ITEM</b>	<b>CONDITION COMMENTS</b>	<b>PICTURE SECTION</b>
<b><u>LIVING ROOM AND KITCHEN CONTINUED...</u></b>	73	<b><i>Built in fridge in white by Electrolux with colour matched door, 5 glass shelves, 2 inset plastic salad trays, clear plastic egg carrier, 2 door trays, dairy compartment with clear plastic lid</i></b>	<b><i>Professionally Cleaned</i></b>	<b><u>ROOM PICTURED LEFT TO RIGHT</u></b>
	74	<b><i>Under counter freezer in white with colour matched door, 1 small ice bank, 1 white plastic ice cube tray, 3 plastic freezer drawers</i></b>	<b><i>Professionally Cleaned</i></b>	
	75	<b><i>2 tempered glass and brushed steel wall mounted shelves</i></b>		
	76	<b><i>2 brushed steel triangular under unit light fittings</i></b>		



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AREA OF PROPERTY	NO.	DESCRIPTION OF ITEM	CONDITION COMMENTS	PICTURE SECTION
<p><b><u>BALCONY</u></b></p>    	<p>77</p> <p>78</p> <p>79</p> <p>80</p> <p>81</p>	<p><i>Dark wood stained balcony base</i></p> <p><i>Walls are emulsion white painted</i></p> <p><i>Ceiling is to oak effect wooden panelling</i></p> <p><i>Flush fit black and frosted glass circular light fitting</i></p> <p><i>Railings are to brushed tubular steel, 6 tempered glass balcony in fills</i></p>	<p><i>Some water damage to leading edges</i></p>	<p><b><u>ROOM PICTURED LEFT TO RIGHT</u></b></p>    



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AREA OF PROPERTY	NO.	DESCRIPTION OF ITEM	CONDITION COMMENTS	PICTURE SECTION
<b><u>BEDROOM 1</u></b>	<b>82</b>	<b>5 panel oak effect door, chrome lever handles</b>		<b><u>ROOM PICTURED LEFT TO RIGHT</u></b>
<b><u>END OF HALLWAY</u></b>	<b>83</b>	<b>Ceiling is emulsion white painted</b>		
	<b>84</b>	<b>Pendant light fitting</b>	<b>No shade</b>	
	<b>85</b>	<b>Extract vent in white</b>		
	<b>86</b>	<b>Walls are emulsion white painted</b>	<b>Two brass picture hooks</b>	
	<b>87</b>	<b>Woodwork is satin white painted</b>		
	<b>88</b>	<b>Carpet is to a flat cord pile in pale brown</b>	<b>Good clean condition, light compression to walkway</b>	
	<b>89</b>	<b>1 chrome and black rubber door stop</b>		
	<b>90</b>	<b>Grey steel double glazed window, silver steel lever handle</b>		
	<b>91</b>	<b>1 white plastic extendable curtain pole</b>		
	<b>92</b>	<b>Pair of below sill length unlined cream stitch pattern curtains</b>		
	<b>93</b>	<b>MK single light switch</b>		
	<b>94</b>	<b>White plastic under floor heating control</b>		
	<b>95</b>	<b>MK fused isolator switch</b>		
	<b>96</b>	<b>MK double sockets</b>		
	<b>97</b>	<b>BT socket</b>		
	<b>98</b>	<b>MK aerial socket</b>		



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AREA OF PROPERTY	NO.	DESCRIPTION OF ITEM	CONDITION COMMENTS	PICTURE SECTION
<p><b>BEDROOM 2</b></p> <p><b>END LEFT OF HALLWAY</b></p>    	99	5 panel flush fit oak effect door, chrome lever handles		<p><b>ROOM PICTURED LEFT TO RIGHT</b></p>    
	100	Ceiling is emulsion white painted		
	101	Pendant light fitting	No shade	
	102	Extract vent in white		
	103	Walls are emulsion white painted	Two rawl plug holes above balcony doors	
	104	Woodwork is satin white painted		
	105	Carpet is to a flat cord pile in pale brown	Good clean condition	
	106	Grey steel double glazed sliding balcony doors, silver steel pull handle		
	107	White extendable curtain pole		
	108	Pair of cream and beige stitch pattern curtains, unlined	Do not quite meet the floor	
	109	MK single light switches		
	110	2 under floor heating controls in white plastic		
	111	MK fused isolator switch		
	112	MK double sockets		
	113	MK aerial socket		
114	BT socket			
115	Built in wardrobes in cream laminate and frosted glass, brushed steel framed doors, full height mirror, giving above head storage and chrome clothes rails	Good clean condition		



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AREA OF PROPERTY	NO.	DESCRIPTION OF ITEM	CONDITION COMMENTS	PICTURE SECTION
<b>EN-SUITE BATHROOM</b>    	116	5 panel oak effect flush fit door, chrome lever handles, integral chrome snib lock		<b>ROOM PICTURED LEFT TO RIGHT</b>    
	117	Ceiling is emulsion white painted		
	118	6 inset white down lighters		
	119	Extract vent in white		
	120	Chrome shower ceiling pipe work		
	121	Walls are part emulsion white painted, part to brown marble effect ceramic wall tiles, inset beige mosaic effect border tiles, beige grouting	Grout missing to tiles to right of door frame	
	122	Woodwork is satin white painted to door frame		
	123	Flooring is to beige marble effect mosaic floor tiles, beige grouting	Light debris	
	124	Chrome shavers socket		
	125	Flush fit oak effect bathroom cabinet, 3 glazed shelving sections and flush fit door	Good clean condition	
	126	Toilet in white, white plastic seat and contemporary chrome twin push button flush		
	127	Surface mount sink in white, chrome push button waste, chrome overflow, contemporary chrome lever mixer tap		
	128	Sink sitting on an oak effect vanity unit, pull out drawer and chrome pull handle		



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# PROACTIVE INVENTORIES

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AREA OF PROPERTY	NO.	DESCRIPTION OF ITEM	CONDITION COMMENTS	PICTURE SECTION
<p><b>EN-SUITE BATHROOM CONTINUED...</b></p>    	129	Flush fit frosted framed rectangular wall mirror, integral chrome twin spot light, 2 frosted glass shades, chrome pull handle		<p><b>ROOM PICTURED LEFT TO RIGHT</b></p> 
	130	Bath in white plastic, chrome push button waste, chrome overflow, contemporary chrome thermostatic mixer bar, chrome hose, chrome wall mount, small chrome pencil style head	Shower is for sit down use only	
	131	Walk in shower, white steel grate to the floor		
	132	Contemporary chrome thermostatic shower mixer controls, chrome hose, chrome adjustable riser rail, chrome soap dish, chrome head		
	133	Half brushed steel framed shower screen, support pole, clear glass panel, clear plastic base seal	Good clean condition	



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<b><u>AREA OF PROPERTY</u></b>	<b><u>NO.</u></b>	<b><u>DESCRIPTION OF ITEM</u></b>	<b><u>CONDITION COMMENTS</u></b>	<b><u>PICTURE SECTION</u></b>
<b><u>BALCONY FROM BEDROOM 2</u></b>	134	<b><i>Dark wood stained balcony base</i></b>		<b><u>ROOM PICTURED LEFT TO RIGHT</u></b>
	135	<b><i>Walls are emulsion white painted</i></b>		
	136	<b><i>Ceiling is to oak effect wooden panelling</i></b>	<b><i>Water staining</i></b>	
	137	<b><i>Flush fit black and frosted glass circular light fitting</i></b>		
	138	<b><i>Balcony railings are to brushed tubular steel, 4 tempered glass balcony in fills</i></b>		



## **FURNITURE AND FURNISHINGS REGULATIONS 1998** **AND DUTY OF CARE**

*The regulations concerning furniture in rented property apply to all accommodation available in the residential lettings market, as from 1st January 1997 Landlords letting residential property must ensure that all of their furniture is “fire resistant” to comply with the regulations, otherwise they will be committing a criminal offence. The penalty for this offence is a fine of up to £5,000 and/or six months imprisonment.*

### **WHAT DOES FIRE RESISTANT MEAN?**

*“Fire Resistant” means that the furniture must pass the ‘ignitability test’ as well as the ‘cigarette test’ and the ‘match test’. This means that all suitable furniture must have...*

- *Covers which cannot be set alight by applying a lighted match to them.*
- *Covers which do not ignite if a smouldering cigarette is applied.*
- *Filling material which pass an ignitability test.*
- *Permanent labelling proving that the item complies with the regulations.*

*The filling must comply to the regulations as well as the covers because it is the toxic fumes from the burning filling which are the cause of death.*

*Any furniture manufactured prior the 1<sup>st</sup> of January 1950 need not comply with the regulations as the toxic substances were not used in manufacture prior to that date. Period or antique furniture is therefore exempt.*

### **WHAT FURNITURE MUST COMPLY?**

*All upholstered furniture, beds (including bases), headboards of beds and mattresses, sofa beds, futons and other convertibles. Nursery and children’s furniture, any garden furniture that is suitable for use inside a dwelling, scatter cushions, seat pads, pillows or any period or antique furniture manufactured prior 1950.*

### **THE REGULATIONS DO NOT APPLY TO ITEMS SUCH AS...**

*Antique Furniture or any furniture made before 1950. Bed clothes including duvets. Loose covers for mattresses, pillow cases, carpets, curtains and sleeping bags.*

### **CAN THE REGULATIONS BE AVOIDED?**

#### **NO! IT IS AN OFFENCE TO...**

- *Give an item of unregulated furniture to the tenant.*
- *Sell the furniture to the tenant.*
- *Obtain an indemnity from the tenant stating that they do not mind that the furniture does not comply.*
- *To store the furniture so that the tenant can put it back onto the premises.*
- *To leave items off the inventory inferring that they do not exist.*

### **PERMANENT LABELS AND POSITIONING OF LABELS.**

*All new furniture (accept bed bases and mattresses\*) and loose stretch covers for furniture must carry a permanent label. It is primarily the responsibility of the first supplier (i.e. the manufacturer or importer) to ensure that the label gives the necessary information, but the retailers are under a duty to ensure that the permanent label is on the goods when they supply them to the consumer.*

*All furniture manufactured after 1989 should all have the attached labels. The labels required are very specific and must be permanently attached. Swing and cardboard labels / tags attached by the manufacturer are for the purchaser’s information only, They do not satisfy the requirements for labels seen on items in a rented property and the item should have a permanently fixed label. Refer to illustrations of the required labels. The label must be attached securely to the furniture (i.e. cannot be removed without causing damage to the label or the product.) It may appear on any external surface on the article. In the case of seating furniture, the platform underneath any removable cushions may be regarded an external surface for this purpose. Furniture sold as a collection of items, such as three piece suites, must carry a label on each individual item. In the case of loose or stretch covers for furniture, the label may appear on the underside of the fabric.*



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**SOME COMPLIANCE LABEL EXAMPLES.**

**( OTHERS ALSO AVAILABLE )**



**CHOICE OF PERMANENT LABEL.**

**Suppliers can choose between two versions of the permanent label. They can use a label that gives the full information about the furniture or they can use a shorter label giving only the minimum information about the furniture. Where the supplier decides to use the shorter label, any person who supplies that furniture must make available to the enforcement agency, on request, certain information about the furniture.**

**All words and numbers on the permanent label must be in medium letters of at least 10 point (approx 2.5mm high) in upper or lower case. The letters must be legible, in durable print, and appear on a label of sufficient colour contrast to enable them to be seen clearly.**

**OTHER INFORMATION CAN BE OBTAINED FROM...**

- **The trading standards department of the local authority.**
- **The text of the 'regulations' can be obtained from The Stationary office. Telephone 020 78739090**
- **The electrical equipment safety regulations 1994**
- **Landlord and Tenant Act 1985, s11, 12.**
- **The General Product Safety Regulations 1998**
- **Gas Safety (installation and use) Regulations 1994.**
- **Furniture and Furnishings (Fire) (Safety) Regulations 1989 / 1993.**
- **Housing (Management of Houses in Multiple Occupation) regulations 1990**
- **The Gas Appliance (Safety) regulations 1995**
- **Plugs and Sockets ect. (Safety) Regulations 1994**

**This guide is intended to provide information. It is not an alternative interpretation of the regularities, which is a matter for the courts. Information supplied by Dutton Gregory Solicitors.**



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## **DISCLAIMER AND TERMS OF BUSINESS.**

Proactive Inventories carry out independent reporting based on their professional opinion of what they see.

All comparisons are based on information supplied in the inventory and the Proactive Inventories clerk will assume he / she has been given the latest and up to date inventory master copy pertaining to the property being inspected. Any updates, addendum sheets or remakes are the responsibility of the agent / landlord to file correctly so as to effect correct reporting at time of the appointment.

In any case of a report being carried out with the wrong inventory, a recharge will be made to redo the report. Proactive Inventories are not liable for any costs in connection with lost or illegible reports. Any visits being carried out using another company's inventory / reports will only be as accurate as the information they contain, as they are what we will base our opinions of change on.

Proactive Inventories are not experts on wood, fabrics, antiques etc, nor are they surveyors or valuers, and as such will give a guide to value only, based on what they see and their experience.

Proactive Inventories will not enter lofts, roof space or inaccessible areas unless negotiated prior to the visit.

Heavy items or items that require extra people to move them will not be moved, any discrepancies on the report due to such are not the responsibility of Proactive Inventories due to health and safety issues with lifting and movement of large objects.

Where extra furniture is noted on a visit that is not in the inventory, a note will be made in the report. If during a check in there is tenant furniture present, it will not be recorded.

Any noted discrepancies on the recorded report must be reported to Proactive Inventories within seven *working* days of receipt of the finished report. Any visits to rework a report after the seven days will be charged ad-hoc.

An inventory is a capture of state and content at a particular time. It is completed using the clerk's professional opinion, and industry established fair wear and tear guidelines.

Proactive Inventories are not required to state whether an item is antique or reproduction.

Where Proactive Inventories make settlement or compensation suggestions the actual price verification is ultimately the responsibility of the instructing party, and where an agreed deduction form is completed at a site visit it is deemed by us not to be agreed as a final figure for claim by the landlord until he or she has agreed in writing.

Any suggestions or recommendations made by a Proactive Inventories clerk are made on a purely advisory basis, and the opinions of an individual clerk may not necessarily reflect those of the company.

We may not record items that are not on the original inventory we are using, dependant on report type.

Proactive Inventories reserve the absolute right to abort a visit. The charge may be the full cost of the visit, but not less than 50% of the visit charge. Where the visit cost is less than £25, the full fee will be payable. In any case, if the visit is not rebooked at the time Proactive Inventories reserve the right to charge full visit cost due to lost diary time and revenue.

Waiting on site at the instructing party request will be charged at £15 per half hour. Wrong keys, paperwork incorrect location, any delay in entering the property to carry out the visit not down to the Proactive Inventories clerk will be charged.

In the event of a Proactive Inventories clerk having to wait onsite for emergency repairs to be carried out on the property, a charge will be levied of £15 per half hour.



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# PROACTIVE INVENTORIES

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Bookings can be made by phone, email, website, text, writing and any other form of communication available now or in the future. Any form of booking will be deemed as a contract to carry out a visit or report, and as such reserves the required diary space that is sufficient to carry out said reports. The company and or the instructing person in that company has effectively “purchased” the diary slot and accepts that there is a value to this. Failure to fill the slot will result in a charge being made. Proactive Inventories reserve the absolute right to cancel bookings should they feel that the agency are not going to fulfil their contractual commitments.

Open plan areas will be charged as per separate usage of space, and under no circumstances count as one room unit. This includes studio type apartments.

Safety labels and certificates will be required at visits, and if missing will be noted as such. Proactive Inventories are not responsible for the authenticity of labels, certificates, manuals or any other regulatory notices. We merely report on the presence of such items.

Proactive Inventories will not check the operation of appliances. We will comment if we have seen appliances working.

At check out the tenant will be expected to have the property and its contents laid out in exactly the same fashion as at check in. The Proactive Inventories clerk will not search for items not in their correct place and will deem them missing unless they appear in another area of the property.

Proactive Inventories can accept appointments by phone, e-mail, post or via our website. No appointment is confirmed until contacted by us, however once confirmed it is deemed that the timeslot has been acquired by the client and is then subject to all clauses of the agreement.

Compilation of an accurate professional inventory relies on the property being in a state of readiness to let. All repairs completed and all non-compliant furnishings and appliances removed. If the clerk attends to carry out the report and the property is not ready, we reserve the absolute right to abort the visit and a revisit will need to be booked and an aborted call charge will need to be settled prior to the report being carried out.

## **PRICING, PAYMENTS AND BUSINESS HOURS**

Normal hours of work are 9am to 5.30pm, Monday to Friday, Saturday 9am to 1pm. A negotiated charge for reporting outside of these hours is available. Evening appointments are available on request at night rate.

Proactive Inventories will assume the property and or its level of content is as per quotation and not oversized and over furnished. Proactive Inventories reserve the right to deviate from a quoted price or web price upon finding as such.

It will be assumed that the location of the keys is not more than 5 miles from the property to be inspected. A charge of 75 pence per mile over this allowance will be submitted to any final invoice.

Private landlords will need to make payment prior to any visit taking place. We will confirm cleared funds by either cash, cheque, or bank transfer along with your appointment criteria. If cleared funds are not received the visit will be aborted without further notice.

The term “Furnished” indicates that the property has a basic level of furniture and accessories. For example in a standard bedroom we would expect to find a bare bed, a bedside cabinet and wardrobe. Bedside lamp and one or two extra pieces would be acceptable, however should there be extra items such as multiple cushions, large amounts of bed linen, or a large number of trinkets this would be levied with a charge for being overfurnished. The charge will be directly proportionate to the level of items and the time it takes to count and record everything.



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# PROACTIVE INVENTORIES

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## **HEALTH AND SAFETY**

In order for the property to be inspected it must be deemed fit for inspection and safe to enter. The landlord / agent must inform the Proactive Inventories clerk of any tenant issues, violent history, health and safety concerns, structural issues and any pertinent information prior to the clerk entering the property.

All Proactive Inventories clerks have public liability insurance, legal cover and professional indemnity insurance in place. Copies of these may be viewed on request.

## **RULES AND ACQUISITIONS OF PREPARED REPORTS**

All reports will be delivered electronically by email unless we are carrying out an accompanied check in with the tenant. Where recorded delivery, the postal charge will be at the standard postal rate for this service. Proactive Inventories cannot be held responsible for delays in the postal system as this is out of their control.

Remakes / retypes of Proactive Inventories reports by any other company, without our permission is strictly forbidden as it carries our copyright.

## **NON COMPETITION**

Any client of Proactive Inventories must not approach any Proactive Inventories clerk or persons sub-contracted by us with the aim of procuring our services from them independently of us for a period of 12 months from the last instruction, or indefinitely whilst the clerk is employed by Proactive Inventories .

## **CONFIDENTIALITY**

As per the Data Protection Act, we are entrusted with our client's confidential information and promise to use and secure all information in an ethical fashion. All data, including video capture is held on offline hard drives, all personal data which is no longer required is disposed of responsibly, and all correspondence is treated as strictly confidential.

Under no circumstances will customer information be passed to any other organisation without express permission from the client in question.

## **LATE PAYMENT CHARGES**

Please note any accounts that remain unpaid more than 7 days after the date of either invoice or statement will be liable to a late payment charge of £25 to cover the administration involved in follow up letters and calls. Should the account remain unpaid 21 days after receipt date there will be a further charge of £25 plus interest will be charged on a monthly basis at 5% on all outstanding monies including the late payment charges. These are non negotiable.

## **PACKAGE DEALS**

All package deals are valid for one year only. Any reports that are not used during that period will automatically convert into mid term inspections and be carried out within three months of the year end. Strictly no refunds will be given. Credit may be given against further reports carried out at the discretion of the managing director.

## **CREDIT LIMITS**

Proactive Inventories have absolute right to set credit limits for clients and will stop carrying out works for any client that falls behind with settling of credits already issued, or exceeds the agreed credit limit and or terms and conditions of said credit. Standard payment terms are 7 days from invoice date for agencies without accounts set up. 7 days from the first of the month for standard monthly accounts, and private landlords will need to settle invoices prior to any visits taking place.



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