

Inventory & Condition Report

for

Flat */*, ** White Street, Glasgow

taken

Wednesday, 31st March 2010

by

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Notes for the guidance of tenants

It may be helpful for the tenant to note the following “Check-out” procedures:

- All items should be placed in the rooms described on the inventory.
- All china, glassware, kitchen utensils, etc., should be clean and accessible. Any packed away during the duration of the tenancy must be unpacked, cleaned and returned to the correct position.
- It is expected that the property will be in a similar condition of cleanliness as at Check-in.
- Beds should not be made up as they need to be examined.
- Bedding & linen should be clean and placed neatly in the airing cupboard or appropriate room.
- All keys must be available and labelled clearly.
- You must be ready to vacate the property and hand over the keys at the appointed time.

The following notes have been written to help facilitate a problem free move at the end of your tenancy:

It is the tenant’s responsibility to return all items to their original position at the end of the tenancy.

Should the inventory clerk have to search for items it may result in charges being made to the tenant.

Heavy items of furniture that have been moved should also be returned to their correct positions.

The managing agent or landlord must be informed of any items removed from, or added to the property. Failure to do so may result in charges being made for replacement of items removed.

All items on the inventory are assumed to be in good, clean, undamaged order unless qualified by a marginal note.

Cleaning

All cleaning must be thorough. The main areas of concern are sanitary ware, windows, hard floors, woodwork, kitchen appliances, including kitchen units, shelves, ovens, cooker hoods, and refrigerators, wardrobes and drawer units, linen and bedding.

If the standard of cleaning is not satisfactory, we will employ a contract cleaner the account will be added to any charges shown on the check-out report.

Carpets

All carpets should be thoroughly vacuumed. Depending on the length of tenancy they should be professionally cleaned. You will be charged to clean any staining or soiling. Compensatory costs will be made towards any further damage such as stains or cigarette burns. If a carpet is badly marked or damaged, you may be charged for part or all of the cost of replacement.

Crockery, China and Utensils

These items will be checked for soiling, chips, burn marks, loose handles to pans, and such like. If damage has occurred beyond fair wear and tear, compensatory or replacement costs will be added to the check-out report.

Decorations

It is accepted that during the course of normal day to day living a few marks and scuffs will appear on walls and woodwork. However, should the marking be found to be excessive, charges will be

added to the check-out report. For example, hooks and nails driven into walls, excessive furniture rubbings, pencil or crayon marks, tears to wallpaper, excessive damage to woodwork.

Beds

Beds, bases, mattress, and pillows will be examined for staining and damage not previously recorded on the inventory. Charges will be made in the form of cleaning charges, or compensation, or a percentage of the replacement cost as appropriate. Linen and bedding, if any, should be left clean and pressed.

Polished Furniture

Polished furniture will be checked for scratches, ring marks, burns, soiling and damage to joints, and charges made as appropriate. Repair costs and re-polishing costs are high. It is in your interest to take steps to protect the furniture with mats etc.

Soft Furnishings

It is expected that these will be in a similar condition to the start of the tenancy. Any staining, soiling or excessive discolouration will attract cleaning charges.

Keys

All keys listed on the inventory should be kept safely and handed back at the end of the tenancy. Should any keys be lost, you may be charged replacement costs for the locks. If you have extra keys cut, these should also be returned.

Gardens

If the owner has not employed a gardener at the property, you will be required to maintain the garden.

This includes the cutting of lawns, weeding of beds, and maintaining the garden according to the season. This may include trimming bushes and shrubs, but it is suggested this is confirmed with the Managing agent prior to taking action as they may need specialist treatment.

If the standard of the garden is found to be untidy, compared with the commencement of tenancy, most Managing Agents or Landlords will employ a contract gardener and their account will be added to the Check-out report.

Check-out appointment

It is most important:

- 1) That all cleaning has been completed prior to this time.
- 2) That all personal items have been removed.
- 3) The property is ready to be handed over and the Tenant ready to vacate.

If you are not ready to leave, it may not be possible to carry out the Check-out. In this case a return visit will be necessary, and a charge will be added to the Check-out report; additional rent may also be due.

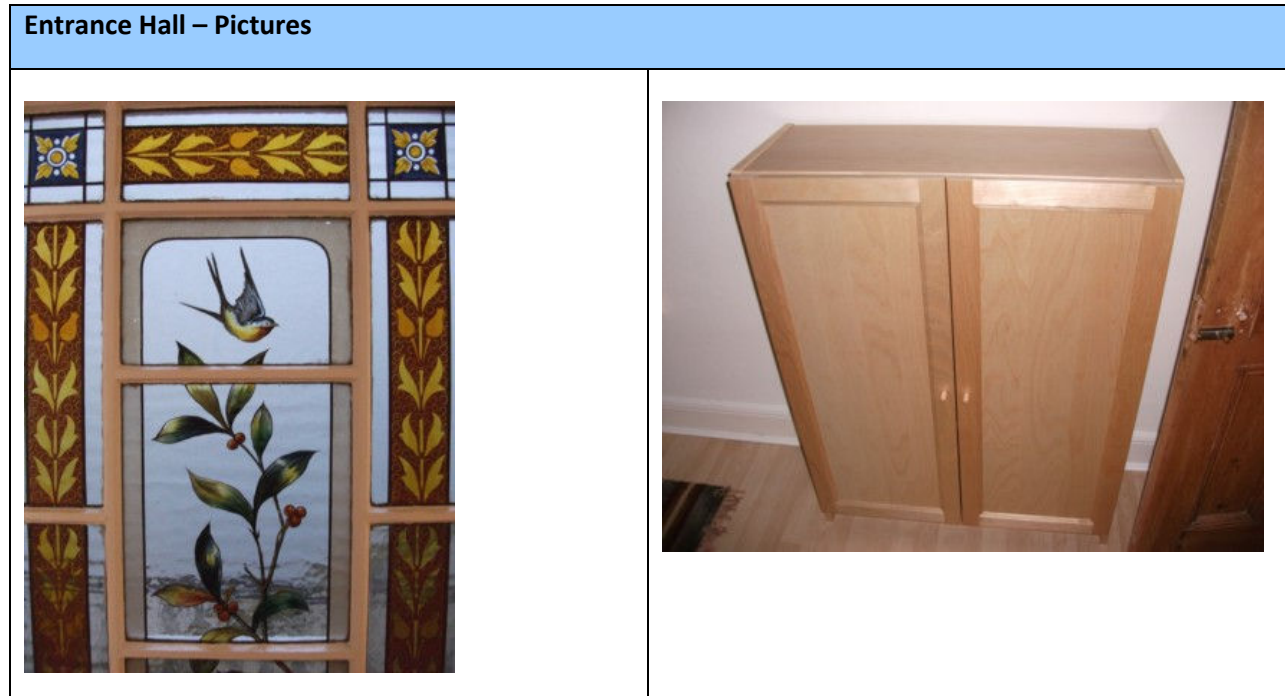
At the termination of the tenancy the inventory will be checked and any obvious or significant discrepancies will be reported to the landlord. This report will indicate whether, in our opinion the tenant is liable for the deterioration or whether it is considered fair wear and tear. Normal fair wear and tear will be assessed on the length of the tenancy and type of occupancy.

Utility Readings			
Meter	Meter serial	Reading	Location
Gas		2603	Hallway
Electricity		57436	Hallway
Water	N/A		

Instruction Manuals
None

Property Exterior	
	

Note: where rooms or cupboards are numbered, this is clockwise from the perspective of the entrance to the property. Unless otherwise stated, the condition of items listed is taken to be unmarked/undamaged/functional.

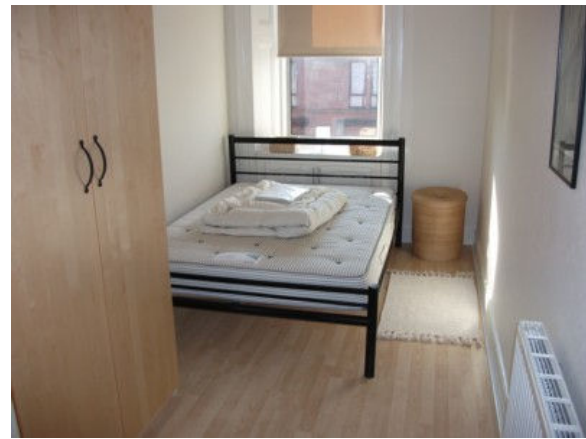


Entrance Hall – Text		
Item	Condition	Checkout Comments
Walls – Magnolia		
Light Switch		
Secure Entry Phone		
Full Length Wall Mirror – Wooden		
Phone Sockets		
Cabinet – Wooden – Floor Standing		
Front Door – Stained Glass		
Wall Radiator - white		
Flooring – Laminate		

Rug – Small – Patterned		
Pendant Light Shade – Star Shaped		

Hall Cupboard – Text		
Item	Condition	Checkout Comments
Mop		
Ladder – Wooden		
Ironing Board		
Iron – Tefal		

Bedroom 1 – Pictures

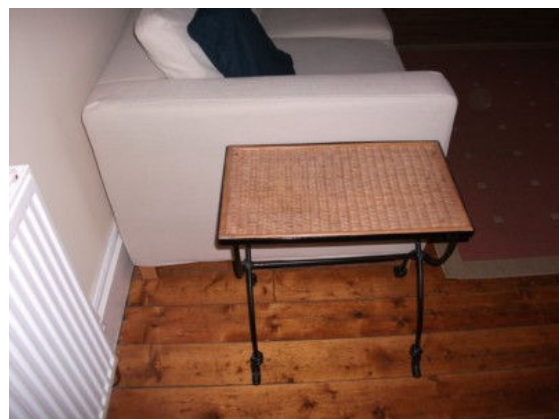


Bedroom 1 – Text

Item	Condition	Checkout Comments
Walls – Magnolia		
Door – White	No handle	
Glass above Door	Crack right hand pane top	
Light Switch		
Power Sockets		
Wall Radiator – White		
Flooring – Laminate		

Rug – Small – Cream		
Charles Rennie McIntosh Poster – Black Frame		
Pendant Light	No shade	
Ceiling and Cornicing – White		
Window – Roller Blind – Beige		
Bedside Lamp – Square – Glass		
Bowls – Wicker – Square – 2		
Laundry Basket with Lid – Wicker		
Bed – Black Frame	Some scuffing to frame	
Mattress		
Duvet and Duvet Cover – White/Blue check		
Wardrobes – Wooden – 2		
Storage Boxes – 2 – With Selection of Towels and Linen		
Hanging Storage in Cupboard		

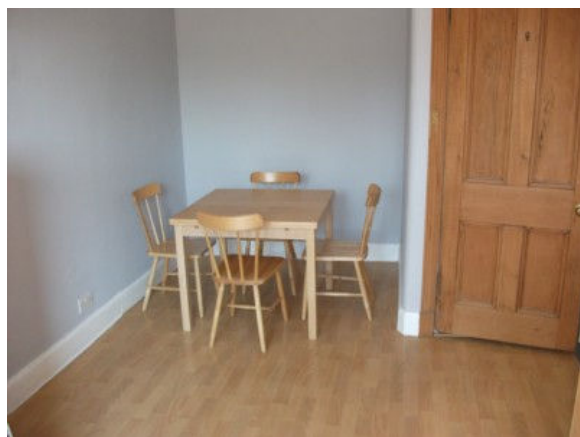
Living Room – Pictures



Living Room – Text		
Item	Condition	Checkout Comments
Floor – Wooden	Some wear – general	
Rug – Red and Cream		
Walls – Light Yellow		
Woodwork – White		
Door – White	No handle	
Wall Radiator – White		
Occasional Table – Black Metal and Wicker		
Light Switches		
Power Points		
Floor Lamp – Black Metal – Cream Shade		
Ceiling and Cornicing – White		
Wall Lamps – White		
Fireplace – White		
Gas Fire		
Chair – Wicker		
Cushion – Brown		
Square Candles and Metal Holders		
Ceiling Pendant Lamp with Paper Shade		
Sofa – Two Seater – Cream		
Cushions – 2 – Blue		
Small Stool – Wooden		
Shelves – Free Standing – Wooden		

Windows – Window Blinds – Wooden		
Triangular Piece of Wood on Windowsill		
Hearth – Tiled	Tile cracked front right, missing back right and missing back left	

Kitchen – Pictures



Kitchen – Text		
Item	Condition	Checkout Comments
Walls – Light Blue		
Woodwork – White		
Light Switch		
Power Sockets		
Pendant Light Shade – Aluminium		
Door – Brass Door Furniture		
Wall Radiator – White		
Flooring – Wood Effect Vinyl	Scrape mark opposite radiator – 3” long	
Dining Table – Wooden – Light Wood		
Dining Chairs – 4 – Light Wood		
Clothes Airer – White		
Caffetierre		
Fridge Freezer – White – Kevinator Cube		
Washing Machine – Whirlpool – White		
Kitchen Units and Worktop		
Sink – Stainless Steel		
Tiled Splashbacks		
Knife Block and 5 Knives		
Toaster – Kenwood – Silver		
Kettle – Morphy Richards – Black		
Gas Hob and Oven – Tiba		
Oven Hood – Stainless Steel		

Combi-boiler – Ideal		
Windows – Window Blinds – Wooden		
Kitchen Cupboards – Contents		
4 Mugs – Yellow		
4 Glasses – Hi Ball		
6 Wine Glasses		
6 Glass Tumblers		
6 Shot Glasses		
4 Small Bowls		
6 Large Bowls		
4 Plates		
3 Side Plates		
Cheese Grater		
Sink Plunger		
Dust Pan and Brush – Green Plastic		
Bucket – Plastic – Black		
Bucket – Mop Bucket – Plastic – Silver		
Drawer Contents		
Oven Glove		
Grill Pan Handle		
Recycling Bag		
Selection of Tea Towels		
Gas Hob Lighter		
3 Pots with Lids		
Frying Pan		

Selection of Cutlery – Silver		
Can Opener		
Garlic Press		
Selection of Utensils		
Ceiling Light		
Spotlights – White		

Bathroom – Pictures



Bathroom – Text

Item	Condition	Checkout Comments
Walls – White		
Woodwork – Blue		
Bath		
Taps – Stainless Steel		
Electric Shower – Galaxy G9000		
Shower Rail		
Shower Curtain – Blue	Damaged at top	
Pendant Light	No shade	
Wall Mirror – Small		
Sink		
Taps		
Flooring – Laminate		
Bath Mat – Blue		
WC – White – Wooden Seat		

Toilet Brush and Holder – Stainless Steel		
Pedal Bin – Stainless Steel		
Bathroom Scales – White		
Wall Shelves – Glass – Metal Brackets – 2		
Toilet Roll Holder – Stainless Steel		
Glass buoy – 2 – Hanging from Ceiling		
Window – Small		
Door – Wooden	No handle	
Lock		
Towel Rail – Stainless Steel		

Declaration

This document is no guarantee of, or report on, the adequacy of, or safety of any such equipment or contents, merely a record that such items exist in the property as at the date of the Declaration and the superficial condition of same.

This inventory provides a fair and accurate record of the contents and condition of the contents of the property and the property's internal condition. It is the responsibility of the landlord and the tenant to agree between themselves the accuracy of this report. The person preparing the inventory is not an expert in fabrics, woods, materials, antiques etc, nor a qualified surveyor. The inventory should not be used as an accurate description of each and every piece of furniture and equipment, nor as a structural survey report. Property left in lofts, cellars and locked rooms, which have not been inventoried, are the sole responsibility of the Landlord.

The Fire & Safety Regulations regarding Furnishings, Gas Electrical and similar services are ultimately the responsibility of the Landlord. Where the inventory notes "F.F.R label seen" this should not be interpreted to mean that the item complies with the "Furniture and Furnishings (Fire) (Safety) (Amendments) 1993". It is a record that the item had a label as described or similar to that detailed in the "Guide" published by the Department of Trade and Industry March 1996 (or subsequent date), attached at the time the inventory was compiled. It is not a statement that the item can be considered to comply with the Regulations. RentSure Letting cannot be held liable for the correct status of the heating.

The items listed in the inventory have been inspected and found to be in good order, except where qualified in the description.

Taking possession

Signed for the tenant

Name

Date

Signed for the owner

Name

Date

Check Out

Utility Readings	
Meter	Reading
Gas	
Electricity	
Water	

Forwarding Address

Keys Handed Back	Yes / No
Telephone Connected	Yes / No / NT
Water/Heating	On / Off

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The items listed in the inventory have been inspected and found to be in good order, except where qualified in the description.

Relinquishing possession

Signed for the tenant

Name

Date

Signed for the owner

Name

Date