

13 January 2009

Inventory of  
the Fixtures,  
Fittings &  
Furnishings

Flat Number,  
Property Address,  
City  
Postcode

All items free from comment are deemed to be in good order with no noticeable damage or soiling. Electrical goods (including kitchen appliances) have not been tested for working order [info@greenandmortar.com](mailto:info@greenandmortar.com)

**Inventory Clerk:**

Jonathan Blake, [jonathan@greenandmortar.com](mailto:jonathan@greenandmortar.com)

**Compiled at the request of the Letting Agent:**

Agent Name, Address, City, Postcode



**Members of the Association of Independent Inventory Clerks (AIIC)**

**Members of the Association of Professional Inventory Providers (APIP)**

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ENTRANCE

13 January 2009

Ref	Item	Description	Comment	Check Out
1.	Front Door	UPVC, white, glass inset panes, double glazed, letterbox with cover, pair chrome handles, bolt with key, turn lock	Exterior dusty. Rust to bolt. Metalwork tarnished.	
2.	Doorframe	White UPVC		
3.	Ceiling	Painted white	1 piece of coving.	
4.	Lighting	1 Ceiling fixture paper shade		
5.	Walls	Painted magnolia	Painted over defects throughout. 2" dent to LHS leading edge. Chips low level to LHS leading edge.	
6.	Windows	None		
7.	Heating	None		
8.	Skirting Boards	Painted white	Painted over defects	
9.	Switches & Sockets	White plastic, 2 telephone ports		
10.	Flooring	Beige carpet, coarse brown inset mat	Mat soiled and worn.	

**Furnishings:**

11.	Storage Cupboard	Door, painted white panelled walls, painted magnolia Shelf, pine slatted, 4 hooks, chrome lock	Painted over defects to walls, low level wear. Key for lock not seen.	
12.	Vacuum Cleaner	Grey Henry style with head attachment, spare bag	Used	
13.	Ironing Board	Floral cover, short board	Cover worn.	

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ENTRANCE

13 January 2009

Ref	Item	Description	Comment	Check Out
14.	Iron	Onn multi flex		
15.	Clothes Horse	White frame		
16.	Lamp	1ft chrome base, black shade		
17.	Broom	Plastic handle	Used	
18.	Smoke Alarm	Wall mounted		
19.	Doorframe	Inner door frame, painted white	No door	
20.	Desk	Green glass, four level, four grey metal frame, two grey stand legs	Light dust	
21.	Prints	3 8" Light green prints		
22.	Cabinet	Painted magnolia, metal door, chrome knob handle Fuse box Electricity meter	Dusty inside	
23.	Mirror	4ft x 1ft pine frame wall mounted		
24.	Mat	3ft brown, dark brown trim	Lightly soiled	

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RECEPTION

13 January 2009

Ref	Item	Description	Comment	Check Out
25.	Door	Wooden panelled, white , pair chrome handles, deadlock with escutcheon		
26.	Doorframe	Painted white		
27.	Ceiling	Painted white, with coving	No coving above door.	
28.	Lighting	1 Ceiling fixture paper shade		
29.	Walls	Painted magnolia	7ft thin crack to RHS. Light wear low level around left of door.	
30.	Windows	Double glazed white UPVC frame white handle	Mould to seal, exteriors dusty.	
31.	Heating	1 White wall mounted radiator 1 Robinson Willey Firegem 20E	Paint marked, aged.	
32.	Skirting Boards	Painted white	Painted over defects	
33.	Switches & Sockets	White plastic telephone port		
34.	Flooring	Beige carpet	Small rubber head by fire.	

<b>Furnishings:</b>				
35.	Curtains	2 Cream writing pattern, full length, black metal pole 1 White veil		
36.	Sofa	Three seater 6ft brown leather effect		
37.	Picture	Tui's Delight Jane Puckey print, glass cover, dark wood laminate frame		

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RECEPTION

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Ref	Item	Description	Comment	Check Out
38.	Chairs	4 Brown leather effect, chrome legs		
39.	Side Tables	1 Pine 2ft two level 1 Black metal frame, 2ft , glass top	Worn, paint marked throughout. Light wear to glass	
40.	Dining Table	Glass circular 4ft top, two level, chrome four legs		
41.	Coasters	6 Red plastic circular, with matching holder	Usage wear	
42.	Lamp	1ft chrome base, black shade		
43.	Television & DVD Player	Digilogic 14" screen with aerial		
44.	Bowl	White ceramic 1ft with dried flowers		
45.	Extension Plug	White two plug		

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KITCHEN

13 January 2009

Ref	Item	Description	Comment	Check Out
46.	Door	None		
47.	Doorframe	Painted white	Chip low level RHS	
48.	Ceiling	Painted white	Painted over defects to RHS.	
49.	Lighting	1 Fluorescent tube light	Not clean.	
50.	Walls	Painted white, grey marble effect tiles	Light wear to grouting.	
51.	Windows	Double glazed, white UPVC frame white handle	Mould to seal, exteriors dusty.	
52.	Heating	None		
53.	Skirting Boards	Painted white		
54.	Switches & Sockets	White plastic		
55.	Flooring	Wood laminate linoleum		

<i>Furnishings:</i>				
56.	Units	White laminate, white knob handles, wall units and base units	Some food items inside. Door under sink not straight. Bottom drawer stiff. Worn and stained under sink.	
57.	Worktop	Grey marble effect laminate	2 chips left of oven.	
58.	Sink	White plastic white mixer tap draining section	Worn, scuffs and marks. Light limescale throughout.	
59.	Oven	White metal Leisure Alta, digital display, grill section, oven section Four ring electric hob		

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KITCHEN

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Ref	Item	Description	Comment	Check Out
60.	Refrigerator	Three shelves, two side units two salad drawers AEG  Freezer, one drawer, two trays	Rust to bottom of fridge door. Crack to top side unit. Crack to one salad drawer. Some food items inside. No drawer to top freezer space. Wear to top edge of freezer. Not clean on top.	
61.	Washing Machine	Indesit WIXL123	Sticker mark to drawer.	
62.	Extractor Hood	Grey metal integrated		
63.	Microwave	Sanyo grey		
64.	Boiler	Biasi		
65.	Kettle	Morphy Richards	Used	
66.	Toaster	Two slice white Igenix	Used	
67.	Bucket	Grey plastic	Used	
68.	Dustpan & Brush	Grey plastic	Used	
69.	Paint	Spare pots		
70.	Plunger	Rubber head	Used	
71.	Torch	Small plastic		
72.	Cleaning Products	Various under sink		
73.	Chopping Board	Glass	Used	
74.	Spare Bulbs	5 Spare mixed		
75.	Salt & Pepper Shakers	2 Chrome	Soiled, worn.	

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KITCHEN

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Ref	Item	Description	Comment	Check Out
76.	Jar	Glass with lid		
77.	Smoke Alarm	In wrapper with battery		
78.	Cutlery	20 Mixed items	Used	
79.	Utensils	20 Mixed items	Used	
80.	Manuals	1 Iron 1 Oven 1 Microwave		
81.	Crockery	4 Dining plates, white 2 Dining plates, white 4 Side plates, white 2 Soup bowls, white square 4 Bowls, white 4 Mugs, white 2 Mugs, mixed		
82.	Soap Dispenser	Plastic		
83.	Glasses	5 Tall 1 Wine, tall 6 Wine, short 7 Tumblers 1 Tumbler 3 Tall, (shorter)		
84.	Pots & Pans	3 Pots, metal handles with 3 lids 1 Pot large with lid 2 Frying pans, black	Usage wear to all pots and pans	
85.	Oven Dishes	1 White ceramic 1ft 1 White ceramic 6" 1 Glass with lid 10"		
86.	Bowls	1 Glass mixing 1 White ceramic 1ft		
87.	Jug	Plastic	Worn	
88.	Curtains	2 Cream writing pattern, mid length, black metal pole 1 White veil		
89.	Blind	Wooden Venetian		

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**BEDROOM 1 (2<sup>nd</sup> Right)**

13 January 2009

Ref	Item	Description	Comment	Check Out
90.	Door	Wooden panelled, white , pair chrome handles, deadlock with escutcheon, 2 hooks	Door not matching reception door.	
91.	Doorframe	Painted white, glass transom	Chips around lock	
92.	Ceiling	Painted white		
93.	Lighting	1 Ceiling fixture paper shade	Dusty	
94.	Walls	Painted magnolia	7ft thin crack to LHS. 2ft peeled area under radiator.	
95.	Windows	Double glazed white UPVC frame white handle	Mould to seal, exteriors dusty.	
96.	Heating	1 White wall mounted radiator	Light brown splash mark to front.	
97.	Skirting Boards	Painted white	Painted over defects	
98.	Switches & Sockets	White plastic		
99.	Flooring	Beige carpet		

<b>Furnishings:</b>				
100.	Bed	Double black metal frame with headboard and footboard		
101.	Mattress	Double Savoy Fiji, cream		
102.	Curtains	2 Cream writing pattern, full length, black metal pole 1 White veil		

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**BEDROOM 1**

13 January 2009

Ref	Item	Description	Comment	Check Out
103.	Side Tables	2 Black metal frame, 2ft , glass top	Light wear to glass	
104.	Lamps	2 6" beige base, white shades		
105.	Bedding	2 Pillows 1 Double duvet	Used Used	
106.	Linen	1 Mattress protector double 2 Pillow protectors		
107.	Built-In Wardrobe	Two door, white wooden, pair small chrome knob handles, two bolts Two overhead doors, white wooden, pair small chrome knob handles White shelf Clothes rail Four hooks to wall	2" dent to back wall. Overhead doors stiff. Painted over defect to LHS door mid level.	
108.	Bedside Drawers	Three drawer wood laminate		
109.	Chair	Wooden slatted, black fold out metal frame, small chair		

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**BEDROOM 2 (1<sup>st</sup> RHS)**

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Ref	Item	Description	Comment	Check Out
110.	Door	Wooden panelled, white , pair chrome handles, deadlock with escutcheon, 1 hook	Door not matching reception door.	
111.	Doorframe	Painted white		
112.	Ceiling	Painted white		
113.	Lighting	1 Ceiling fixture paper shade	Dusty	
114.	Walls	Painted magnolia	Painted over defects.	
115.	Windows	Double glazed white UPVC frame white handle	Mould to seal, exteriors dusty.	
116.	Heating	1 White wall mounted radiator		
117.	Skirting Boards	Painted white	Painted over defects	
118.	Switches & Sockets	White plastic, telephone port		
119.	Flooring	Beige carpet		

***Furnishings:***

120.	Bed	Double black metal frame with headboard and footboard		
121.	Mattress	Double Savoy Fiji, cream		
122.	Curtains	2 Cream writing pattern, full length, black metal pole 1 White veil		
123.	Sofa	Two seater 4ft brown leather effect		

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**BEDROOM 2**

13 January 2009

Ref	Item	Description	Comment	Check Out
124.	Side Table	1 Black metal frame, 2ft , glass top	Light wear to glass	
125.	Lamps	1 6" beige base, white shades		
126.	Bedding	2 Pillows 1 Double duvet	Used Used	
127.	Linen	1 Mattress protector double 2 Pillow protectors		
128.	Built-In Wardrobe	Two door, white wooden, pair small chrome knob handles, two bolts Two overhead doors, white wooden, pair small chrome knob handles 2 Clothes rails Four hooks to wall	Painted over defects low level. Paint marks to rails. Handles not matching bedroom 1.	
129.	Bedside Drawers	Three drawer wood laminate		
130.	Chair	Wooden slatted, black fold out metal frame, small chair		
131.	Picture	2ft brown abstract print		
132.	Cupboard	Two overhead doors, white wooden, pair small chrome knob handles	Cobwebs inside. Handles not matching bedroom 1.	

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**BATHROOM**

13 January 2009

Ref	Item	Description	Comment	Check Out
133.	Door	Wooden panelled, white , pair chrome handles, brass bolt, 1 hook	Door not matching reception door.	
134.	Doorframe	Painted white		
135.	Ceiling	Painted white	Painted over defects	
136.	Lighting	1 Ceiling fixture, frosted glass shade, chrome trim	Dusty	
137.	Walls	Painted white, white tiles	Painted over defects	
138.	Windows	Double glazed obscure glass white UPVC frame white handle	Mould to seal, exteriors dusty.	
139.	Heating	White wall mounted radiator		
140.	Skirting Boards	Painted white		
141.	Switches & Sockets	White plastic		
142.	Flooring	Wood laminate linoleum		

<i>Furnishings:</i>				
143.	Sink	White ceramic, pair chrome taps Armitage Shanks, rubber plug	No chain to plug. Light splash marks. Plughole tarnished.	
144.	Bath	White, chrome mixer tap, hose to wall mounted showerhead, rubber plug	Wear and scuffs to base. Plughole tarnished. Light limescale to tap, showerhead and hose. No chain to plug	
145.	Shower Curtain	White fabric (not plastic), white metal pole		

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## BATHROOM

13 January 2009

Ref	Item	Description	Comment	Check Out
146.	Towel Rail	Chrome mounted		
147.	Mirror	3ft x 1ft wall mounted 1 Shaver mirror, chrome stand 1ft	Light wear to bottom edge. Tarnished.	
148.	Toothbrush Holder	Chrome fixture, glass mug	Tarnished, not clean.	
149.	Bath Mat	Wooden pine slatted	Used	

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CLOAKROOM

13 January 2009

Ref	Item	Description	Comment	Check Out
150.	Door	Wooden panelled, white , pair chrome handles, chrome bolt, 1 hook	Door not matching reception door. Old bolt fixture below handle. 2 Chips low level to edge.	
151.	Doorframe	Painted white		
152.	Ceiling	Painted white		
153.	Lighting	1 Ceiling fixture, square glass shade		
154.	Walls	Painted magnolia	Painted over defects	
155.	Windows	Double glazed obscure glass white UPVC frame white handle	Mould to seal, exteriors dusty.	
156.	Heating	None		
157.	Skirting Boards	Painted white	Painted over defects. Peeled area throughout to far wall and RHS wall.	
158.	Switches & Sockets	White plastic		
159.	Flooring	Wood laminate linoleum		

<b>Furnishings:</b>				
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160.	Toilet	White ceramic, white plastic cistern, wood laminate seat , chrome flush	Wear to bottom edge of bowl.	
161.	Toilet Roll Holder	Chrome mounted	Tarnished	
162.	Bowl	1ft wooden with dried flowers		
163.	Toilet Brush	White plastic	Used	

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**General Statement of Condition,  
 Flat Number, Property Address, City, Postcode**

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<b>Cleaning</b>	The kitchen is part clean, there are some food items in the cupboard and water in the sink. The appliances are clean throughout. The bathroom has some light limescale as noted. The property is otherwise clean throughout as noted.		
<b>Decorative Order</b>	The walls are in good order throughout. There are painted over defects in most rooms.		
<b>Flooring</b>	The carpets appear free from noticeable damage throughout. The wood laminate linoleum appears in good order.		
<b>Lighting</b>	All lights are working. The light fixtures are dusty.		
<b>Bedding</b>	The mattresses are in good order. The bedding is used. The linen is used, but appears clean.		
<b>Furnishings</b>	The furnishings appear in good order throughout.		
<b>Windows</b>	The exteriors are dusty. The interiors are clean. The frames have some mould to the sealant throughout.		
<b>Curtains &amp; Blinds</b>	The curtains and blinds appear in good order throughout. Not noted if curtains were cleaned.		
<b>Garden / Balcony</b>	None		
<b>Comments</b>	The property is presented in a tidy state.		
<b>Electricity Meter</b>	41420 (Low) 56009 (Norm)	<b>Serial Number</b>	S87A653212
<b>Gas Meter</b>	3083	<b>Serial Number</b>	G4 00987111 40

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## Declaration

Photographs taken on the day when the inventory was compiled are available for viewing via the Green and Mortar website: <http://www.greenandmortar.com/userlogin.aspx>

These photographs may be referred to at the end of the tenancy to compare the state of cleanliness and/or condition, or help with identifying items of furniture. Please contact either: Green and Mortar Limited ([info@greenandmortar.com](mailto:info@greenandmortar.com)), your landlord, or your managing agent in order to view these photographs.

Electrical goods and appliances have not been tested. Please contact the managing agent or landlord if a fault with any item is noticed.

**I, the undersigned, have examined the General Statement of Condition and have found it and the Inventory, with all additional written amendments, to be correct.**

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Signature of Tenants (Above)	Print Name	Date

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Signature of Landlord (Above)	Print Name	Date

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Signature of Inventory Clerk (Above)	Print Name	Date

Number of Keys released to tenants .....

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