

INVENTORY AND HOME CONDITION REPORT

* Please ensure you take a clipboard with you *

Landlord / Agent Details
Name <i>Mr. B. Simpson</i>
Address <i>742 Evergreen Terrace, Springfield</i>
Contact details <i>01234 567890</i>

Tenant Details
Name/s <i>Chris Griffin</i>
Address <i>31 Spooner St, Quahog</i>
Contact details <i>02345 678910</i>

Move in inspection
Date of inventory inspection <i>10/1/2006</i>
Inspected by <i>Nelson Muntz</i>
Move in date <i>11/1/2012</i>

Move out inspection
Date of inventory inspection <i>11/1/2007</i>
Inspected by <i>Jimbo Jones</i>
Move out date <i>11/1/2013</i>

Photographic/video evidence
Photographic evidence taken <input checked="" type="radio"/> Y <input type="radio"/> N
Date copy given to tenant <i>13/1/2012</i>
Video evidence taken <input type="radio"/> Y <input checked="" type="radio"/> N
Date copy given to tenant

Property to be let. (Address, postcode) *740 Evergreen Terrace, Springfield SP1 2NF*

Move in declaration	
Property has been inspected on <i>11/1/2012</i> and this document is a true representation of the condition of the property on this date. This has been agreed by both Landlord/Agent and Tenant/s.	
Any discrepancies must be reported in writing within 7 days of receiving this inventory.	
Landlord/Agent name <i>Mr. B. Simpson</i>	Landlord/Agent signature <i>B. Simpson</i>
Tenant name <i>Chris Griffin</i>	Tenant signature <i>Chris Griffin</i>
Tenant name	Tenant signature
Tenant name	Tenant signature
<i>Please use additional pages if necessary</i>	

Move out declaration
Property has been inspected on <i>11/1/2013</i> , and this document is a true representation of the condition of the property on this date.
Landlord/Agent name <i>B. Simpson</i>
Landlord/Agent signature <i>B. Simpson</i>
<i>If tenant or tenant representative available</i>
Tenant name <i>Chris Griffin</i>
Tenant signature <i>Chris Griffin</i>

Keys									
	Move in	Move Out		Move in	Move Out		Move in	Move Out	
Number of Front Door keys	<i>2</i>	<i>2</i>	Number of Garage Keys	<i>2</i>	<i>2</i>	Number of Window Keys	<i>4</i>	<i>4</i>	
Number of Rear Door Keys	<i>2</i>	<i>2</i>	Number of Shed Keys	<i>1</i>	<i>1</i>				

Instruction manuals provided

Make/model	Move In		Move Out	
	Y	N	Y	N
Central Heating Boiler	Y	N	Y	N
AlarmCode.....	Y	N	Y	N
Cooker	Y	N	Y	N
Microwave	Y	N	Y	N
Fridge	Y	N	Y	N
Freezer	Y	N	Y	N
Dishwasher	Y	N	Y	N
Other	Y	N	Y	N

Certification

Gas Certificate Expiry date*: 26/9/2012

Date copies supplied to tenant: 11/1/2012

Electrical Certificate Expiry date: 12/4/2015

Date copies supplied to tenant: 11/1/2012

* Legal requirement

Meter information

Serial Number Location

Meter readings

Move in Move Out

Gas	HS123456	Exterior front	8134	8454
Electric	MS13275	Exterior front	2312	2765
Water	N/A			

Stop Tap Location *Internal garage wall, by door*

Fire precautions

Date

Smoke Alarms Tested	10/1/2012
Smoke Alarm Batteries replaced	10/1/2012
Emergency Lighting tested	10/1/2012
Fire equipment checked/serviced	10/1/2012
Furniture checked for legal compliance	10/1/2012

Abbreviations to be used while completing this document

Locations

GFF – Ground Floor Front FFF – First Floor Front
 GFM – Ground Floor Middle FFM – First Floor Middle
 GFR – Ground Floor Rear

Defects

CC – Complete Clean SD – Surface Damage
 PC – Part Clean RP – Repair RPL - Replace
 RD – Redecorate BRR – Beyond Reasonable Repair
 PR – Part Redecorate ✓ - Satisfactory condition

Property Inventory ** All items are assumed to be clean and in good condition unless otherwise stated*

Exterior Front*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Wall / fence	✓	✓	<i>Brick wall to front, good repair</i>	
Gate	✓	✓	<i>Wooden gate</i>	
Path	✓	✓	<i>Even and clear of weeds and debris</i>	
Roof – soffits, tiles, flashing	✓	✓		
Guttering	✓	✓		
Front door	<i>SD</i>	✓	<i>UPVC, small chip to door under window</i>	
Letterbox	✓	✓		
Door bell	✓	✓	<i>Not fitted</i>	
Windows & Frames	✓	✓	<i>UPVC, clean</i>	
Security lights	✓	✓	<i>2x front lights, functional</i>	
Refuse bin	✓	✓	<i>One black bin, one green bin, one box for recyclables</i>	
Garden	✓	✓	<i>Lawn and borders, well maintained</i>	

Porch*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling	✓	✓	<i>Painted white</i>	
Walls	✓	✓	<i>Painted white</i>	
Floor/floor covering	<i>SD</i>	<i>SD</i>	<i>Tiled floor, crack to one tile by door</i>	
Door/s	✓	✓		
Window/s	✓	✓		
Curtains/ blinds	✓	✓		
Light fitting/s	✓	✓	<i>Pendant</i>	
Light bulb/s	✓	✓	<i>Fitted/operational</i>	
Switches/ sockets			<i>n/a</i>	
Radiator			<i>n/a</i>	

Hall, Stairs & Landing*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling	✓	✓	<i>Painted white</i>	
Walls	✓	PR	<i>Painted magnolia</i>	£70
Floor	✓	✓	<i>Loose floorboard under window</i>	
Carpet/floor Covering	✓	✓	<i>Beige carpet, small stain on fourth stair</i>	
Doors/ Windows	✓	✓	<i>Panelled doors, painted white</i>	
Curtains/ Blinds	✓	✓	<i>Cream curtains, newly fitted</i>	
Light Fittings	✓	✓	<i>Pendant fitting</i>	
Light Bulbs	✓	✓	<i>Fitted/operational</i>	
Switches/ Sockets	✓	✓	<i>2x double sockets, 2x light switches</i>	
Stair Treads	✓	✓		
Handrail/ Bannister	✓	✓		
Radiator	✓	✓		
Loft Hatch	✓	✓		
Cellar/Basement			<i>n/a</i>	

Dining Room*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling	✓	CC	<i>Painted white</i>	£80
Walls	✓	✓	<i>Painted magnolia</i>	
Floor	✓	✓		
Carpet/Floor Covering	✓	✓	<i>Beige Carpet</i>	
Doors/Windows	✓	✓	<i>Panelled doors, painted white, UPVC double glazed window to rear</i>	
Curtains/Blinds	✓	✓	<i>Cream curtains, newly fitted</i>	
Light Fittings	✓	✓	<i>Pendant</i>	
Light Bulbs	✓	✓	<i>Fitted/operational</i>	
Switches/Sockets	✓	✓	<i>2x double sockets, 1x light switch</i>	
Radiator	✓	✓	<i>Painted white, operational</i>	
Fireplace			<i>n/a</i>	
Fire			<i>n/a</i>	

Lounge*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling	✓	✓	<i>Painted white</i>	
Walls	<i>PR</i>	<i>PR</i>	<i>Painted magnolia, scuff mark to rear wall</i>	
Floor	✓	✓		
Carpet/Floor Covering	✓	✓	<i>Beige carpet, minor discolouration below window</i>	
Doors/Windows	✓	✓	<i>Panelled door, painted white, split by top hinge, UPVC double glazed window</i>	
Curtains/Blinds	✓	✓	<i>Cream curtains, newly fitted</i>	
Light Fittings	✓	✓	<i>Pendant</i>	
Light Bulbs	✓	✓	<i>Fitted/operational</i>	
Switches/sockets	✓	✓	<i>3x double sockets, 1x single socket</i>	
Radiator	✓	✓	<i>2x radiators, painted white, operational</i>	
Fireplace			<i>n/a</i>	✓
Fire			<i>n/a</i>	
Sofa/s			<i>n/a</i>	
Chair/s			<i>n/a</i>	

Kitchen*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling	✓	✓	<i>Painted white</i>	
Walls	✓	<i>RD</i>	<i>Painted magnolia</i>	£80
Floor	✓	✓		
Carpet/Floor Covering	✓	✓	<i>Vinyl floor tiles, newly fitted</i>	
Doors/ Windows	✓	✓	<i>Panelled white door, UPVC door to rear garden, UPVC double glazed window</i>	
Curtains/ Blinds			<i>n/a</i>	
Light Fittings	✓	✓	<i>Pendant</i>	
Light Bulbs	✓	✓	<i>Fitted/operational</i>	
Switches/ Sockets	✓	✓	<i>3x double sockets, 1x light switch</i>	
Radiator/s	✓	✓	<i>1x radiator, painted white, operational</i>	
Sink/Taps/ Draining board	<i>SD</i>	<i>SD</i>	<i>Stainless steel sink/drainers/taps, scratch to drainer</i>	
Worksurfaces	<i>SD</i>	<i>SD</i>	<i>Faux granite, burn mark to left of cooker</i>	
Extractor Fan			<i>n/a</i>	
Base Units	✓	✓	<i>5 base units, all clean</i>	
Wall Units	✓	✓	<i>4 wall units, all clean</i>	

Kitchen Accessories*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Cooker / Oven	✓	✓		
Exterior Surfaces	✓	✓		
Hotplates/ Burners	✓	✓		
Controls/ Timer	✓	✓		
Light	✓	✓		
Oven Interior	✓	✓		
Baking Trays/ Racks	✓	✓		
Grill/ Grill Handle	✓	<i>RPL</i>		<i>£10</i>
Refrigerator				
Exterior Surfaces	<i>SD</i>	<i>SD</i>	<i>Scratch to door</i>	
Interior Surfaces	✓	✓		
Controls	✓	✓		
Light	✓	✓		
Plug	✓	✓		
Freezer			<i>n/a</i>	
Exterior Surfaces				
Interior Surfaces				
Controls				
Light				
Plug				
Dishwasher			<i>n/a</i>	
Exterior Surfaces				
Interior Surfaces				
Controls				
Light				
Plug				
Microwave			<i>n/a</i>	
Exterior Surfaces				
Interior Surfaces				
Controls				
Light				
Plug				

Utility Room*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling			<i>n/a</i>	
Walls				
Floor				
Carpet/Floor Covering				
Doors/ Windows				
Curtains/ Blinds				
Light Fittings				
Light Bulbs				
Switches/ Sockets				
Radiator/s				
Sink/Taps/ Draining Board				
Work surfaces				
Base Units				
Wall Units				

Bedroom 1*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling	✓	✓	<i>Painted White</i>	
Walls	<i>PR</i>	✓	<i>Painted magnolia, several scuff marks</i>	
Floor	✓	✓		
Carpet/Floor Covering	✓	✓	<i>Beige carpet, newly fitted</i>	
Doors/ Windows	✓	✓	<i>Panelled door, painted white, UPVC double glazed window</i>	
Curtains/ Blinds	✓	✓	<i>Cream curtains, newly fitted</i>	
Light Fittings	✓	✓	<i>Pendant</i>	
Light Bulbs	✓	✓	<i>Fitted/operational</i>	
Switches/ Sockets	✓	✓	<i>2x double sockets</i>	
Radiator/s	✓	✓	<i>1x radiator, painted white, operational</i>	
Wardrobe/s Exterior			<i>n/a</i>	
Wardrobe/s Interior			<i>n/a</i>	
Bed			<i>n/a</i>	

Bedroom 2*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling	✓	✓	<i>Painted white</i>	
Walls	✓	✓	<i>Painted magnolia, newly decorated</i>	
Floor	✓	✓		
Carpet/Floor Covering	✓	✓	<i>Beige carpet, newly fitted</i>	
Doors/ Windows	✓	✓	<i>Panelled door, painted white, UPVC double glazed window</i>	
Curtains/ Blinds	✓	✓	<i>Cream curtains, newly fitted</i>	
Light Fittings	✓	✓	<i>Pendant</i>	
Light Bulbs	✓	✓	<i>Fitted/operational</i>	
Switches/ Sockets	✓	✓	<i>2x double sockets</i>	
Radiator/s	✓	✓	<i>1x radiator, painted white, operational</i>	
Wardrobe/s Exterior			<i>n/a</i>	
Wardrobe/s Interior			<i>n/a</i>	
Bed			<i>n/a</i>	

Bedroom 3*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling	✓	✓	<i>Painted white</i>	
Walls	✓	✓	<i>Painted magnolia</i>	
Floor	✓	✓		
Carpet/Floor Covering	<i>SD</i>	<i>SD</i>	<i>Beige carpet, burn mark by door</i>	
Doors/ Windows	✓	✓	<i>Panelled door, painted white, UPVC double glazed window</i>	
Curtains/ Blinds	✓	<i>RPL</i>	<i>Cream curtains, newly fitted</i>	<i>£55</i>
Light Fittings	✓	✓	<i>Pendant</i>	
Light Bulbs	✓	✓	<i>Fitted/operational</i>	
Switches/ Sockets	✓	✓	<i>1x double socket</i>	
Radiator/s	✓	✓	<i>1x radiator, painted white, operational</i>	
Wardrobe/s Exterior			<i>n/a</i>	
Wardrobe/s Interior			<i>n/a</i>	
Bed			<i>n/a</i>	

Bedroom 4*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling			<i>n/a</i>	
Walls				
Floor				
Carpet/Floor Covering				
Doors/ Windows				
Curtains/ Blinds				
Light Fittings				
Light Bulbs				
Switches/ Sockets				
Radiator/s				
Wardrobe/s Exterior				
Wardrobe/s Interior				
Bed				

Conservatory*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling			<i>n/a</i>	
Walls				
Floor				
Carpet/Floor Covering				
Doors/Windows				
Curtains/Blinds				
Light Fittings				
Light Bulbs				
Switches/ Sockets				
Radiator/s				

