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INVENTORY REPORT

PROPERTY	XXX, Covent Garden, London, WC2
TYPE	2 Bedroom Furnished Apartment
DATE	29th May 2004
FOR	Client

TERMS AND CONDITIONS

- This inventory report is a fair and accurate report which describes the property's contents, conditions and cleanliness for rental purposes only. This document is no guarantee of, or report on, the adequacy of, or safety of any such equipment of contents, merely a record that such items exist in the property as at the date of the inventory report.
- The inventory only extends to parts of the property that are readily accessible. All other parts of the premises, for example attics, garages, basements, lofts and cupboards full of items which are not relevant to the inventory, are specifically excluded. The compiler cannot undertake to search in inaccessible places, through overcrowded drawers or cupboards, nor will the compiler undertake to move heavy furniture or bulky items.
- This inventory has been prepared for identification purposes only and in no way constitutes a valuation or statement of authenticity.
- Unless the inventory is carried out in daylight hours, the garden and exterior of the premises have not been inspected.
- Towels, bed linen and other similar items have only been inspected if laundered.
- Meter readings may only be taken if these are located and readily accessible and, in any event, these should be checked by the relevant utility company.
- Property left in lofts, cellars and locked rooms, which have not been inventoried are the sole responsibility of the Landlord.
- The Fire and Safety Regulations regarding Furniture, Gas, Electrical and similar services are ultimately the responsibility of the Instructing Principal. Where the inventory notes "Fire Safety 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 to the Furniture and Furnishings" (Fire)(Safety) Regulations as published by Department of Trade and Industry, January 1997, (or subsequent edition), attached at the time the inventory was compiled. It is not a statement that the item can be considered to comply with the Regulations.
- It is the responsibility of the landlord and the tenant, or the respective agent, to agree between themselves the accuracy of this report.

NOTES FOR TENANTS

- The inventory will be fully checked at the end of the tenancy. All personal possessions should be removed prior to the check-out and the property must be ready for the check-out including the return of all keys. In the event that the property has not been prepared for the check-out, the appointment will be cancelled and a charge for re-scheduling the check-out will be incurred.
- Please ensure that all furniture and other items are returned to their original places as listed in the inventory, including any items that have been stored and packed away. This will avoid any charges, either for misplaced property, or for time spent finding and repositioning items.
- The property should be **professionally cleaned** (this is a thorough, in-depth end of tenancy clean) and left tidy at the end of the tenancy. Tenants can be disagreeably surprised to find the check-out report commenting unfavourably on the standard of cleaning with a requirement for further cleaning at considerable extra cost. Most commonly missed areas include:
 - Lime scale build up on taps, shower heads, waste
 - Ceramic tiles in kitchens and bathrooms
 - Kitchen appliances inside and out, including shelving and all rubber seals
 - Burned on grease to ovens, grill pans, wire racks and hob burners
 - Kitchen units, cupboards and drawers – inside and out
 - Soap dispensers and filters of washing machines and dishwashers
 - All paint work, skirting boards, picture rails, architraves
 - Extractor fans and air vents
 - Ceiling/wall light fittings, shades and bulbs
 - Curtains and blinds
 - Carpets and flooring
 - Upholstery
 - Linen
 - Windows
- Bedding and linen should be dry cleaned/laundered, ironed and placed neatly in the appropriate room. Beds should not be made up as all mattresses will be examined.
- During the check-out, the inventory will be checked and any variances and discrepancies to the original will be noted. Following allowances made for “fair wear and tear” the tenant will be liable to pay for repairs, replacement, making good or cleaning (where necessary). Typical discrepancies can include:
 - Carpet soiling: spotting, staining, heavy shading, burn marks
 - Furniture damage: soiling, staining, breaks, ring/scratch marks, water/liquid marks, dents, chips
 - Walls: picture hook holes, blue tack marks, chips, smoke stains
 - Woodwork: chips, scratches, dents
 - Curtains: discoloured due to smoke, torn or not freshly cleaned
 - Fireplace: unauthorised use, chimneys not swept, damage to mantelpiece and hearth
 - Mattresses: soiling
 - Linen: soiling, staining, not freshly cleaned, tears
 - Flooring: heavy usage, scrape/scratch marks, stains, burns
 - Gardens: unswept patios/paths/driveways, weeds, un-maintained borders, bushes etc.

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INVENTORY REPORT

ENTRANCE HALL

INVENTORY	DESCRIPTION
ENTRANCE DOOR	Wooden panelled Entrance Door with spy hole: Metal numbers 19 Chubb mortice lock Ingersoll lock with finger-plate. Interior Door: Return of lock Chubb cover plate. Wooden threshold strip. Black door bell.
CEILING	Painted white. White coving. Smoke detector.
WALLS	Painted yellow. Panic alarm. Honeywell thermostat.
LIGHTING	2 switch-plates. 3 ceiling downlights.
FLOORING	Narrow maple effect floorboards. Floor mounted black rubber door stop.
SKIRTING & WOODWORK	Painted white.
HEATING	White flat panel radiator with thermostatic valve.
SOCKETS	White power point socket.
CUPBOARD	White panelled door with 4 vents. Brushed steel lever handles. Rack bolt.

	<p>1 switch-plate. 4 fused switch-plates with on/off switches Myson Apollo boiler. Honeywell ST 7100 central heating control. Water tank. Addis grey squeegee mop. Addis beige broom.</p>
FURNITURE	<p>Antique gilt framed ornate mirror. Coastal scene painting. Oil style painting: rural scene signed A Pentini. Water colour style landscape painting M. Oakes 92. Entry video phone bpt. Antique mahogany style folding table with pivot leg. Glazed South African bowl. Antique mahogany style bookcase with 2 adjustable shelves. Earthenware pot with: Bouquet of silk flowers: yellow roses and leaves.</p>
CUPBOARD	<p>Double white panelled doors: 1 door with brushed steel lever handles and concealed closer; 1 door with 2 internal bolts. Open shelving unit with 3 shelves. Shelf. Metal hanging rail. 4 wooden hangers. Blue toolbox. White 2 socket extension lead. 3 assorted glass vases. Earthenware pot. Hitachi Power House CV590 grey vacuum cleaner with 3 attachments. 6 black round coasters with floral pattern. 2 square coasters with flower bouquet image. 2 black board place mats. 1 wicker basket with handle. 1 white Phillips Comfort steam iron.</p>
LINEN	<p>2 The Pier striped woven cotton table mats. 2 light green woven cotton table mats. 6 white cotton napkins. 5 assorted drying up cloths. Lilac hand towel.</p>

BEDROOM 2	
DOOR	White panelled wooden door with brushed steel lever handles. Chrome double hook. Metal threshold strip.
CEILING	Painted white. White coving.
WALLS	Painted pale yellow.
LIGHTING	White switch-plate with 2 switches. 2 Chinese blue and white vase style table lamps with cream shades – 1 with ruched fabric.
FLOORING	Blue wool fitted carpet.
SKIRTING & WOODWORK	Painted white.
WINDOWS	Double-glazed white framed window with 2 panels; 1 opener. Grey metal handle.
CURTAINS	Cream curtain track. Pair of floor length fully lined yellow curtains with vine pattern. Matching tie-backs. 4 brass hooks.
HEATING	White flat panel radiator with thermostatic valve.
SOCKETS	3 white double power point sockets. 4 5amp light sockets.
CUPBOARD	Fitted cupboard with white panelled wooden bi-fold double doors. Chrome door knobs. Continuation of yellow walls. Wooden shelf.

	<p>Metal hanging rail. Wire and wood shoe rack. 12 wooden hangers. White canvas shoe tidy. Beldray ironing board with check pattern cover. White clothes horse.</p>
FURNITURE	<p>Antique mahogany style stand/table with shelf. Antique mahogany 18th Century style chest of drawers with brushing slide. Antique mahogany Regency style chair with blue velvet padded seat. Glass vase containing glass nuggets with: Bouquet of silk flowers: white lilies and blue tulips. Gilt framed mirror with bevelled edges. 3 water colour style landscape paintings with gilt frames. Oil style painting with ornate gilt frame of river scene. Marine picture by Harry Fry Marine picture by Mattheuman 1924 Oil style marine painting by C W Chiaz. Water colour style rural scene painting by S Virnon. 1 Storabed with Unilink springing by Relyon mattress and beech guest convertible bed. Yellow with vine pattern padded bed-frame. Matching bed cover. Matching valance. 2 matching bolsters. 3 matching scatter cushions. 1 king size duvet. 3 blue scatter cushions.</p>
LINEN	<p>1 Yves Saint Laurent orange cotton bath sheet. 1 Yves Saint Laurent orange hand towel. White cotton duvet cover. 2 white pillow cases. White quilted mattress cover. Blue and white check duvet cover. 2 blue and white check pillow cases. 2 white fitted sheets.</p>
BATHROOM 1	
DOOR	<p>White panelled wooden door with brushed steel lever handles. Integrated brushed steel bolt. Wooden threshold strip.</p>



Bedroom 2

Bedroom 2 – chest of drawers





Entrance Hall – mirror



Entrance Hall – bookcase



Reception Room – revolving bookcase



Reception Room – display cabinet



Master Bedroom

Reception Room

