

Sample

Ref:

## SMART Inventory: In-going Report

Property Address	Sample
Inventory Date	27/01/2011
Report Reference	Ref:
Prepared By	Samantha Ramsey



### Surveyor Company Details

**EHEA Property Services Limited**  
PO Box 9152  
BISHOP'S STORTFORD  
Hertfordshire  
CM23 9DT  
Tel: 01279 651515  
Email: [inventory@ehea.co.uk](mailto:inventory@ehea.co.uk)

## Important Information

### What is a SMART Inventory Report?

This **SMART Inventory In-going Report** provides a fair, objective and impartial record of the general condition of the contents of the Property as well as its internal condition at the outset of the lease of the Property.

### What are the benefits of using this Report?

The importance of a professional inventory and statement of condition cannot be underestimated. Government advice indicates that Inventories and statements of condition are “strongly recommended” as a means to reduce dispute about the deposit at the end of a tenancy. It is in the Tenant’s interests to carefully check this **SMART Inventory In-going Report** and to highlight any discrepancies as soon as possible and in any event no later than one week after this **SMART Inventory In-going Report** is completed. Any outstanding discrepancies found at the end of the tenancy will be highlighted in a **SMART Inventory Out-going Report** and may affect the retention or release of the tenancy deposit.

### Is the Report aimed at the Landlord or the Tenant?

Because the **SMART Inventory In-going Report** is objective and carried out by an independent Inventory Provider, it may be relied upon and used by the Landlord, the Tenant and Letting Agent.

### What does this Report tell you?

This **SMART Inventory In-going Report** provides a clear and easy to follow statement of condition for each of the main elements of the property on a room by room basis, together with its contents if appropriate. This report comments on and highlights defects or aspects of poor condition that have been identified by the Inventory Provider. Defects in condition will either be described in the narrative of the report or evidenced in the photographs included in the report. **Please Note: where no comment on the condition of an element or item of contents is made by the Inventory Provider, the element or item is taken to be in good condition and without defect.**

### What does this report not tell you?

Whilst every effort is made to ensure objectivity and accuracy, this **SMART Inventory In-going Report** provides no guarantee of the adequacy, compliance with standards or safety of any contents or equipment. This report will provide a record that such items exist in the property as at the date of the **SMART Inventory In-going Report** and the superficial condition of same. This report is not a building survey, a structural survey or a valuation, will not necessarily mention structural defects and does not give any advice on the cost of any repair work, or the types of repair which should be used.

### What is inspected and not inspected?

The Inventory Provider carries out a visual inspection of the inside of the main building together with any contents and will carry out a general inspection of the remainder of the building including the exterior cosmetic elements and any permanent outbuildings. For properties let on an unfurnished basis, the inspection will include floor coverings, curtains, curtain tracks, blinds and kitchen appliances if appropriate, but will exclude other contents. Gardens and their contents will be inspected and reported upon. The inspection is ‘non-invasive’. This means that the Inventory Provider does not take up carpets, floor coverings or floor boards, move large items of furniture, test services, remove secured panels or undo electrical fittings. Especially valuable contents such as antiques, personal items or items of jewellery are excluded from this report. Kitchenware will be inspected but individual items will not be condition rated. Common parts in relation to flats, exterior structural elements of the main building and the structure of any outbuildings will not be inspected. Roof spaces and cellars are not inspected. Areas which are locked or where full access is not possible, for example, attics or excessively full cupboards or outbuildings are not inspected.

## 1. Inventory Summary

Property occupied	No
Property furnished	No
Property type	House
Detachment type	Mid-terrace

## 2. Meter Readings

Electricity Reading	Reading: 92600 Location: in the lounge cupboard
Gas Reading	Reading: 6343 Location: in the lounge cupboard
Water Reading	Meter location not found Stopcock location: in the kitchen



Electricity meter



Gas meter

## 3. State of Cleanliness

Carpets	professionally cleaned, with the exceptions identified in the body of the inventory
Curtains	to a good standard
Soft furnishings	Not applicable
Bathroom and bathroom fittings	professionally cleaned
Kitchen appliances and fittings	professionally cleaned
Windows internally	to a good standard
Other notes	

4. Building Photos



Front of building



Rear of building



Sides of building

## 5.0 Living Room

<b>5.1</b>	<b>All Doors in Room</b>	Door type	Panelled
		Door finish	Wooden (Painted) <span style="color: red;">Door finish - marked</span> <span style="color: red;">Door finish - chipped</span> <span style="color: red;">Door finish - cracked (at bottom)</span>
		Door frame	Wooden (Painted) <span style="color: red;">Door frame - marked (in several places)</span> <span style="color: red;">Door frame - chipped</span>
		Additional door features	Cylinder Lock Dead Lock Hinge Letter Box Cover Number Letter Box  <span style="color: red;">Letter Box Cover - broken</span>
<b>5.2</b>	<b>All Walls in Room</b>	Wall finish	Plaster (magnolia painted) <span style="color: red;">Wall finish - 2 screws in chimney breast</span>
		Skirting type and finish	Wooden - White Painted
<b>5.3</b>	<b>Floors &amp; Ceilings</b>	Flooring Type	Fitted Carpet <span style="color: red;">Flooring - marked</span> <span style="color: red;">Flooring - furniture marked</span>
		Ceiling Finish	Plaster (white painted)
<b>5.4</b>	<b>All Windows in Room</b>	Window type	Sash
		Window frame	Wooden - White Painted
		Window sill	None <span style="color: red;">Window frame/sill - chipped</span>
		Window glass type	Secondary
		Window glass finish	Clear
		Window dressings or features	Curtain Rail Lined Curtains (below sill)



All Doors in Room



All Doors in Room  
Door finish - marked



All Doors in Room  
Door frame - marked (in several places)



All Doors in Room  
Door frame - chipped



**All Doors in Room**  
Letter Box Cover - broken



**All Doors in Room**  
Door finish - cracked (at bottom)



Flooring - marked



**All Windows in Room**  
Curtain Rail, Lined Curtains  
(below sill)



**All Windows in Room**  
Window frame/sill - chipped

**5.5 Contents, Fixtures & Fittings**

Light Switch (double)	Colour: white.
Radiator with cap	Colour: white.
Electricity Socket (double)(x2)	Colour: white.
Phone Socket	Colour: white.
Picture Hook(x5)	
Aerial socket	Colour: white.
Electric Fire	Colour: black.
Aerial lead	Colour: black.
Cupboard - fitted	Colour: white.
Light fitting	Colour: magnolia.
Coving	Colour: white.
Mat(x2)	Colour: black.

Sample

Ref:



Electric Fire, Aerial lead



Mat



Light fitting

## 6.0 Dining Room

### 6.1 All Doors in Room

Door type	Panelled
Door finish	Wooden (Painted) Door finish - chipped
Door frame	Wooden (Painted) Door frame - chipped
Additional door features	Hinge Handle Latch

### 6.2 Back Door

Door type	Fully glazed
Door finish	Wooden (Painted) Door finish - dirty
Door frame	Wooden (Painted)
Door glass type	Fully Glazed
Door glass finish	Clear
Additional door features	Handle Hinge Lock Side Bolt

### 6.3 Door to stairs

Door type	Panelled
Door finish	Wooden (Painted) Door finish - chipped
Door frame	Wooden (Painted) Door frame - chipped
Additional door features	Hinge Handle Latch Side Bolt Handle - worn (from normal use)

### 6.4 All Walls in Room

Wall finish	Plaster (magnolia painted)
Skirting type and finish	Wooden - White Painted

### 6.5 Floors & Ceilings

Flooring Type	Fitted Carpet Flooring - furniture marked
Ceiling Finish	Plaster (white painted)

### 6.6 All Windows in Room

Window type	Fixed Pane
Window frame	Wooden - White Painted
Window sill	None
Window glass type	Secondary Single Glazed
Window glass finish	Clear





**Door to stairs**

Door finish - chipped, Handle - worn (from normal use)

**6.7 Contents, Fixtures & Fittings**

Electricity Socket (double)(x3)	Colour: white.
Radiator with no TRV or cap	Colour: white.
	<b>Radiator with no TRV or cap - marked</b>
Ladder	
Picture Hook(x10)	
Mat	Colour: black.
Curtain rail	Colour: Chrome effect.
Net curtain	Colour: white.
Light Switch (double)	Colour: white.
Room Thermostat	Colour: white. Manufacturer: Honeywell.
Aerial socket	Colour: white.
Light Switch	Colour: white.
Pendant Light without shade	
Smoke alarm	Colour: white.



Curtain rail, Net curtain



Radiator with no TRV or cap - marked

**7.0 Kitchen**

<b>7.1</b>	<b>All Doors in Room</b>	Door type	Panelled
		Door finish	Wooden (Painted) <i>Door finish - chipped</i>
		Door frame	Wooden (Painted) <i>Door frame - marked</i>
		Additional door features	Latch Hinge <i>Latch - over painted (from normal use)</i> <i>Hinge - chipped</i>
<b>7.2</b>	<b>All Walls in Room</b>	Wall finish	Papered and painted Tiled <i>Wall finish - hole (nail) (in places)</i>
		Skirting type and finish	Wooden - White Painted
<b>7.3</b>	<b>Floors &amp; Ceilings</b>	Flooring Type	Tiles <i>Flooring - marked</i>
		Ceiling Finish	Textured Finish
<b>7.4</b>	<b>All Windows in Room</b>	Window type	Casement
		Window frame	Metal (painted white) <i>Window frame/sill - dirty</i> <i>Window frame/sill - chipped</i> <i>Window frame/sill - cracked (4 tiles)</i>
		Window sill	Ceramic Tiles
		Window glass type	Single Glazed
		Window glass finish	Clear
		Window dressings or features	Blind



**All Doors in Room**  
Door finish - chipped



**All Doors in Room**  
Door frame - marked



**All Walls in Room**  
Wall finish



Flooring - marked



**All Windows in Room**

Window frame/sill, Window glass, Blind



**All Windows in Room**

Window frame/sill - chipped

**7.5**

**Contents, Fixtures & Fittings**

Kitchen unit - eye level(x5)	Colour: Light wood effect. <i>Kitchen unit - eye level - scratched</i> <i>Kitchen unit - eye level - melted (from misuse)</i>
Kitchen unit - floor level(x6)	Colour: Light wood effect.
Electricity Socket (double)(x2)	Colour: white.
Work surface - fitted	Colour: green.
Drawers(x5)	Colour: Light wood effect.
Sink	Colour: white.
Sink strainer	
Taps - sink	
Boiler	Colour: white. Manufacturer: Vaillant.
Boiler Programmer	
Electricity Socket (single) appliance dedicated	Colour: white.
Washing machine	Colour: white. Manufacturer: Bosch. <i>Washing machine - dirty (in places)</i>
Electricity Socket (single)	Colour: white.
Fridge/Freezer	Colour: white. Manufacturer: Proline. <i>Fridge/Freezer - worn (shelf edge in)</i>
Cooker	Colour: white. Manufacturer: Indesit.
Cooker switch	Colour: white.
Coving	Colour: white.
Light ceiling bar	Colour: white.
Flooring bar	Colour: Brass effect. <i>Flooring bar - paint marked</i>
Picture Hook(x2)	



Washing machine



Fridge/Freezer



Fridge/Freezer



Cooker



Cooker



Light ceiling bar



Work surface - fitted



Kitchen unit - eye level - scratched, Kitchen unit - eye level - melted (from misuse)



Washing machine - dirty (in places)



Washing machine - dirty (in places)



Fridge/Freezer - worn (shelf edge in)

**8.0 Bathroom**

<b>8.1 All Doors in Room</b>	Door type	Panelled
	Door finish	Wooden (Painted)
	Door frame	Wooden (Painted)

Additional door features	Hinge Handle Slide Bolt (brass effect)
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Handle - over painted

<b>8.2 All Walls in Room</b>	Wall finish	Papered (magnolia painted) Tiled
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Wall finish - dirty

Wall finish - black spot mould

Skirting type and finish	None
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<b>8.3 Floors &amp; Ceilings</b>	Flooring Type	Tiles
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Ceiling Finish	Textured Finish
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<b>8.4 All Windows in Room</b>	Window type	Casement
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Window frame	Metal (painted white)
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Window sill	Ceramic Tiles
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Window frame/sill - chipped

Window glass type	Single Glazed
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Window glass finish	Frosted
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Window dressings or features	Blind
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Blind - black spot mould



**All Walls in Room**  
Wall finish - dirty



**All Walls in Room**  
Wall finish - black spot mould



Flooring



**All Windows in Room**  
Blind - black spot mould



**All Windows in Room**  
Window frame/sill - chipped

**8.5 Contents, Fixtures & Fittings**

Light pull cord	
Bath	Colour: white.
Bath panel	Colour: white.
Shower handshower attachment	
Shower riser	
Soap dish	Colour: white.
Plug	
Toilet seat and lid	Colour: white.
Toilet	Colour: white.
Towel Rail	Colour: brown.
Radiator with cap	Colour: white.
Toilet roll holder - wall mounted	Colour: white.
Sink	Colour: white.
Sink plug	
Taps - sink	
Shelf	Colour: brown.
Mirror - wall	Colour: brown.
Coving	Colour: white.
Taps - mixer	



Toilet seat and lid, Toilet, Towel Rail, Radiator with cap, Sink, Sink plug, Taps - sink, Shelf, Mirror - wall



Shower handshower attachment, Shower riser, Taps - mixer

## 9.0 Stairs and Landing

<b>9.1</b>	<b>All Walls in Room</b>	Wall finish	Plaster (magnolia painted) <span style="color: red;">Wall finish - over painted repair</span>
		Skirting type and finish	Wooden - White Painted
<b>9.2</b>	<b>Floors &amp; Ceilings</b>	Flooring Type	Fitted Carpet
		Ceiling Finish	Plaster (white painted)
		Stair fittings	Handrail



**All Walls in Room**  
Wall finish - over painted repair

<b>9.3</b>	<b>Contents, Fixtures &amp; Fittings</b>	Light Switch(x2)	Colour: white.
		Coat Hook	Colour: Wood, Brass effect. <span style="color: red;">Coat Hook - loose</span>
		Pendant Light without shade	
		Smoke alarm	Colour: white.



Coat Hook



Coat Hook - loose



**10.0 Bedroom 1**

<b>10.1</b>	<b>All Doors in Room</b>	Door type	Panelled
		Door finish	Wooden (Painted)
		Door frame	Wooden (Painted)
		Additional door features	Hinge Handle Lock

<b>10.2</b>	<b>All Walls in Room</b>	Wall finish	Plaster (magnolia painted)
		Skirting type and finish	Wooden - White Painted

<b>10.3</b>	<b>Floors &amp; Ceilings</b>	Flooring Type	Fitted Carpet <i>Flooring - furniture marked</i> <i>Flooring - fraying</i>
		Ceiling Finish	Plaster (white painted)

<b>10.4</b>	<b>All Windows in Room</b>	Window type	Sash
		Window frame	Wooden - White Painted
		Window sill	None <i>Window frame/sill - chipped</i>
		Window glass type	Secondary
		Window glass finish	Clear
		Window dressings or features	Curtain Rail



Flooring - fraying



**All Windows in Room**  
Window frame/sill, Window glass,  
Curtain Rail

<b>10.5</b>	<b>Contents, Fixtures &amp; Fittings</b>	Light pull cord	
		Radiator with cap	Colour: white.
		Phone Socket	Colour: white.
		Electricity Socket (double)(x2)	Colour: white.
		Coving	Colour: white.
		Pendant Light	Colour: magnolia.

Sample

Ref:

Flooring bar

Colour: Brass effect.



Pendant Light

**11.0 Bedroom 2**

<b>11.1 All Doors in Room</b>	Door type	Panelled
	Door finish	Wooden (Painted) <i>Door finish - chipped</i>
	Door frame	Wooden (Painted) <i>Door frame - chipped</i>
	Additional door features	Hinge Handle Latch  <i>Hinge - chipped</i> <i>Latch - over painted</i>

<b>11.2 All Walls in Room</b>	Wall finish	Plaster (magnolia painted)
	Skirting type and finish	Wooden - White Painted

<b>11.3 Floors &amp; Ceilings</b>	Flooring Type	Fitted Carpet <i>Flooring - furniture marked</i>
	Ceiling Finish	Plaster (white painted)

<b>11.4 All Windows in Room</b>	Window type	Sash
	Window frame	Wooden - White Painted <i>Window frame/sill - chipped</i>
	Window sill	None
	Window glass type	Secondary
	Window glass finish	Clear
	Window dressings or features	Curtain Rail Lined Curtains (below sill)



**All Doors in Room**  
Door frame - chipped



**All Doors in Room**  
Door finish - chipped



**All Windows in Room**  
All Windows in Room, Window frame/sill, Curtain Rail, Lined Curtains (below sill)

<b>11.5 Contents, Fixtures &amp; Fittings</b>	Light pull cord	
	Aerial socket	Colour: white.
	Electricity Socket (double)(x3)	Colour: white.

Fireplace	Colour: black.
Picture Hook(x2)	
Radiator with cap	Colour: white.
Coving	Colour: white.
Pendant Light	Colour: magnolia.
Flooring bar	Colour: Brass effect.
Tie back hook(x2)	



Fireplace



Pendant Light

**12.0 Rear Garden**

<b>12.1</b>	<b>Grass</b>	External surface floor type	Grassed Area
<b>12.2</b>	<b>Paved area</b>	External surface floor type	Stone Paving
<b>12.3</b>	<b>Fencing</b>	Boundary/Partition type	Wooden Panelled Fencing <i>Boundary/Partition - damaged</i>
<b>12.4</b>	<b>Contents</b>	Shed	Colour: green.
		Lawn mower	
		Strimmer	



Grass



**Fencing**  
Fencing, Boundary/Partition



**Fencing**  
Boundary/Partition - damaged



Lawn mower, Strimmer



Shed

**13. Declaration**

Whilst every care has been taken to ensure the accuracy of this schedule, accuracy cannot be guaranteed by the preparer.

The Landlord and the Tenant(s) are reminded that it is their responsibility to check the accuracy of this schedule and are advised to sign it in confirmation.

This inventory relates only to the furniture, furnishings and all Landlord's equipment and contents in the property. It 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 at the date of the inventory and the superficial content of same.

This is to certify that we the undersigned have carefully checked the foregoing inventory and subject to the marginal notes, consider this to be a fair and correct schedule of condition of the contents therein.

The tenant/landlord has 7 days from receipt of this inventory to notify the agent/landlord/inventory company of any discrepancies.

**Signed on behalf of the Landlord**

.....  
Signature

.....  
Print Name

.....  
Date

**Signed by the Tenant(s)**

.....  
Signature

.....  
Print Name

.....  
Date

**Signed by the Tenant(s)**

.....  
Signature

.....  
Print Name

.....  
Date