



Inventory and Condition Report

Subject Property

5/9 North Werber Place
Edinburgh
EH4 1TF

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Guidance Notes for Tenants

An 'Inventory and Condition Report' is a written document that records the observed state of the property, its contents, furniture, fixtures and fittings.

An Inventory should be carried out for both furnished and unfurnished properties.

It is important that tenants take care acknowledging the recorded information, as it will be used as a basis for any claim of damage or change in condition at the end of the tenancy.

What is the need for an Inventory?

An Inventory is an essential document that is used to define the true condition, cleanliness and the contents of the property at the start of the tenancy and is used at 'Check Out' to verify any issue relating to cleanliness, damage, missing items or a change in condition at the end of the tenancy.

The Tenancy Deposit Scheme (Scotland) Regulations became law on 7 March 2011 with the aim to 'protect' the tenant's deposit. This will ensure good practice in deposit handling and will assist in the case of a dispute.

Edinburgh Inventory Services act as an independent, unbiased, 'Inventory Management Company', who serve the interests of both the landlord and the tenant(s). Our professionally produced inventories effectively preserve the landlord's property as well as protect the tenant's deposit.

Inspections and Protecting your Deposit

Pets and smoking are generally prohibited in rented accommodation. The inventory clerk will inspect the property for signs of pet or smoke related stains, odours or discolouration. Written permission must be obtained from the landlord or letting agency prior to smoking or allowing pets into the property.

We strongly advise that you get written permission from the landlord / agent before putting up shelves or pictures or installing satellite / cable services, as charges will result from any repairs to holes, nails or screws in walls and / or tears to wallpaper.

Abbreviations

RHS	Right Hand Side
LHS	Left Hand Side
RH	Right Hand
LH	Left Hand
WM	Wall Mounted
DM	Door Mounted
CM	Ceiling Mounted
GM	Garden Mounted
QTY	Quantity
PCS	Piece / Pieces
SS	Stainless Steel

Glossary

These are precise terms relating to aspects of a property that provide an accurate description of a feature without the need for long explanations. This list is not intended to be exhaustive.

Broken	No longer functioning
Burns	Evidence of fire or heat damage
Chipped	A small abrasion to the surface
Detached	Separated from fitting
Dirty	In need of cleaning from 'grubby' using cleaning materials
Dusty	Covering of dust removable with a vacuum or duster
Filthy	In need of professional cleaning, in a state that may not be restorable to an acceptable standard
Gouge	Deep abrasion to the surface, may require repair
Greasy	Greasy to touch
Grubby	In need of cleaning from 'dusty' using cleaning materials
Holed	Holes caused by fixings, nails, pins etc.
Impressions	Imprints, dents
Limescale	White deposits of water
Loose	Slack, unfastened
Marks	Blemish
Mildew	Mould or fungi
Scuffed	Evidence of rubbing
Scratched	Evidence of scraping
Soiled	Badly stained and marked
Stained	Discolouration
Soiled	Tarnished, unclean
Torn	Rips in fabric
Worn	Excessive wear and tear

Check In

Welcome to your new home!

Please find enclosed the Inventory & Condition Report for the 'Subject Property' completed by Edinburgh Inventory Services.

The 'Inventory and Condition Report' is a PERCEPTION report detailing the contents, condition and cleanliness of the property at 'Check In'. It is supported by photographic evidence when appropriate.

You have 7 days to review the 'Inventory and Condition Report' from the date you receive the email. If you wish to make any amendments or comments regarding the 'Inventory and Condition Report' they should be detailed in writing and supported with photographic evidence where appropriate, to info@edinburgh-inventories.com . These comments shall appear on the final amended copy. If applicable, an 'Inventory Clerk' will visit the property to verify any amendments.

Following the 7-day review period the final amended copy of the Inventory will stand as a legally binding document and is considered as a true and accurate statement of the condition, contents and cleanliness of the subject property.

Please note the electrical items listed, including portable appliances, may not be checked or tested by the inventory clerk. The Inventory simply details the respected type, brand and perceived condition of such items. Safety and functionality of the appliance / equipment cannot be guaranteed by Edinburgh Inventory Services, this is a responsibility of the landlord / letting agent.

Each item listed within the inventory is inspected and given a rating of 1 – 5. Please refer to the condition calculator detailed below.

1. Good	Few to no imperfections
2. Fair Wear and Tear	Effects of use or aging
3. Worn / Scratched	Evidence of chips, dents, scuffs, tears, marks or scratches
4. Damaged	Evidence of breakage
5. Replace / Repair	Broken or missing and in need of restoration or exchange

Information gathered by Edinburgh Inventory Services will be presented to the Landlord / Letting Agent for their records. Any works deemed necessary following the 'Check In' inspection are the responsibility of the Landlord or Letting Agent

From everyone at Edinburgh Inventory Services,

We hope you enjoy your new home!

Disclaimers:

Accuracy

Whilst Edinburgh Inventory Services takes every care to ensure the accuracy of the Inventory, however it gives no warranty to the accuracy of the content. It remains the Tenants' responsibility to confirm the accuracy of the Inventory and to make any amendments / comments where deemed necessary. Amendments / comments must be brought to the attention of Edinburgh Inventory Services, in writing, within 7 days of 'Check In'.

Working order and condition

This Inventory and Condition Report relates only to decoration, furnishings, equipment and contents within the property. It is no guarantee of, or reports on, the adequacy of, or safety of, any such equipment or contents and is merely a record that such items exist within the property at the date of completion and a superficial condition of the same. It is understood that the condition of the fabric and contents are normally age worn and age marked unless otherwise noted - those items will be referred to within the Inventory and Condition report as condition '2'.

Structural

This Inventory and Condition Report does not constitute a structural survey. Fixtures and fittings are listed, described but does not report to the working order.

Comments

Where the descriptive words 'gold', 'silver', 'chrome', 'brass', 'SS', oak', 'pine' etc. are used, it is understood that this is a description of the colour and type but does not guarantee the actual fabric unless documentary evidence is available. The description of the listed item is for identification purposes only as we do not attempt to determine whether the item is genuine or reproduction.

Maintenance

Any maintenance problems found at the commencement or during the term of the tenancy should be reported to the landlord / letting agent, not the inventory clerk.

Furnishings

It is understood that items within the property and listed on the Inventory & Condition Report comply with the Furniture (Fire) (Safety) Regulations 1999 – amended 1993. It is the responsibility of the landlord / letting agent to ensure compliance of such items.

Fire Safety Equipment

It is the tenant's responsibility to ensure that any smoke detectors / carbon monoxide detectors present within the property maintain working order. Any faults should be reported immediately to landlord / letting agent.

General

This Inventory & Condition Report has been prepared on the accepted principle that all items are free from obvious blemishes, faults or damage except where stated. An item that appears 'as new' will be referred to within this report as condition '1'. The 'OIM Condition Calculator' is used as a guideline for descriptive purposes.

Gardens, Locked Rooms, Lofts, Cellars

This Inventory and Condition Report does not cover gardens, locked rooms, lofts or cellars. Contents in such areas will therefore not be listed. If accessible the Inventory Clerk will take photographs at the time of completion and include these within the report. These photographs will be referred to at Check Out for comparison.

Windows and doors

Windows are considered to be free of any damages unless otherwise stated. Doors are checked where keys are provided. Any faults should be reported as a maintenance problem to the landlord / letting agent.

Heavy Items

Items such as kitchen appliances, wardrobes, beds and sofas will not be moved if deemed too heavy. The Inventory Clerk will not be responsible for the condition of any areas surrounding such items that cannot be seen.

Ownership

This Inventory & Condition Report remains the property of Edinburgh Inventory Services and shall not be used or copied without written permission.



Subject Property

5/9 North Werber Place
Edinburgh
EH4 1TF

Residential Property Inventory and Condition Report



Landlord / Agency Details

Name: Southside Property Management
Address: 20 Nicolson Street
Edinburgh
EH8 9DH
Contact Tel: 0131 510 0051

Check In

Date of Inventory	21/06/2019
Check In Date	21/06/2019
Inventory Clerk	EC

Terms and Conditions

The 'Inventory and Condition Report' is a PERCEPTION report detailing the contents and condition of the property at 'Check In'. It is supported by photographic evidence when appropriate. The property has been noted as professionally cleaned from start of tenancy. If you do not agree with this then please email back with photographic evidence, this will be added into the inventory report.

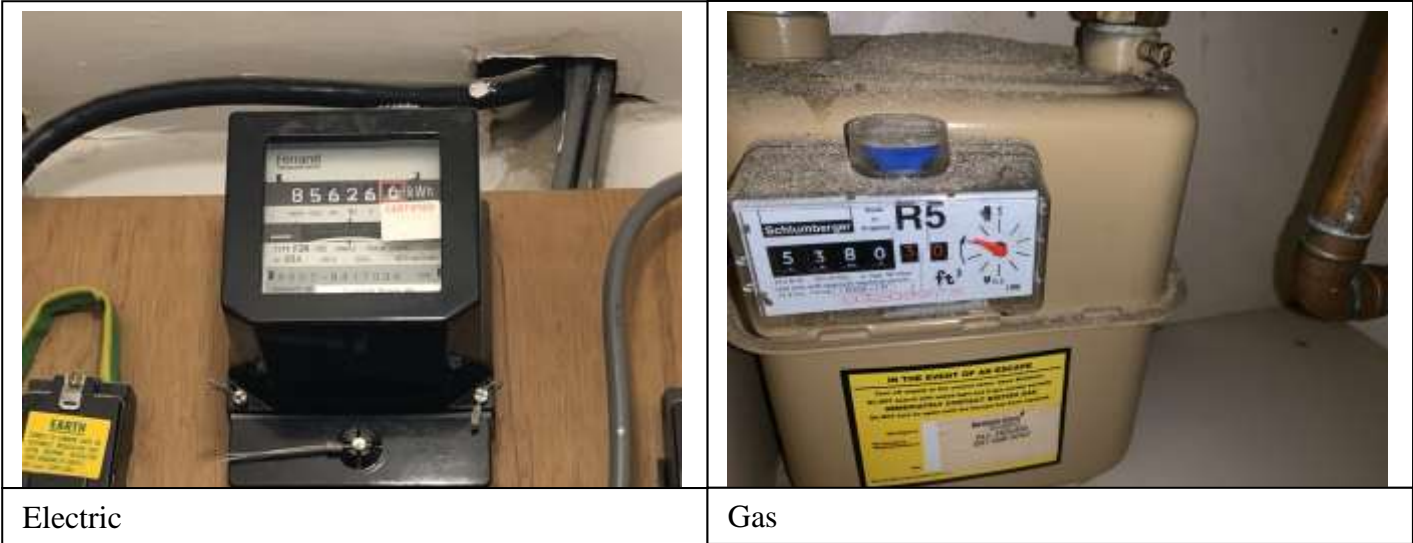
You have 7 days to review the 'Inventory and Condition Report' from the date you receive it. If you wish to make any amendments or comments regarding the 'Inventory and Condition Report' they should be detailed in writing and supported with photographic evidence where appropriate, to info@edinburgh-inventories.com. These comments shall appear on the final amended copy. If applicable, an 'Inventory Clerk' will revisit the property to verify any amendments.

An amended copy of the 'Inventory and Condition Report' will be sent to you and will be held on record as a true statement of the contents, condition and cleanliness of the property at Check In. This final report will be used to complete an End of tenancy Inspection at Check Out. **If no comments are made and/or no discrepancies are noted within 7 days of receiving the Inventory and Condition report, the original will act as a true representation of the property at Check In.**

Any problems or issues with the property should be discussed directly with the Landlord / Letting Agent. We have no authority or responsibility to deal with the management of the property or tenancy agreement.

Meter	Meter Serial	Meter Reading	Location
Electric	P507-8417034	85626	Hallway Cupboard
Gas	0320997 S	5380	Kitchen Unit

Meters



Electric

Gas

Disclaimer: It is the responsibility of the landlord / agent to input any missing information on this page. It is the tenants' responsibility to inform the landlord / agent of any significant updates.





condition calculator

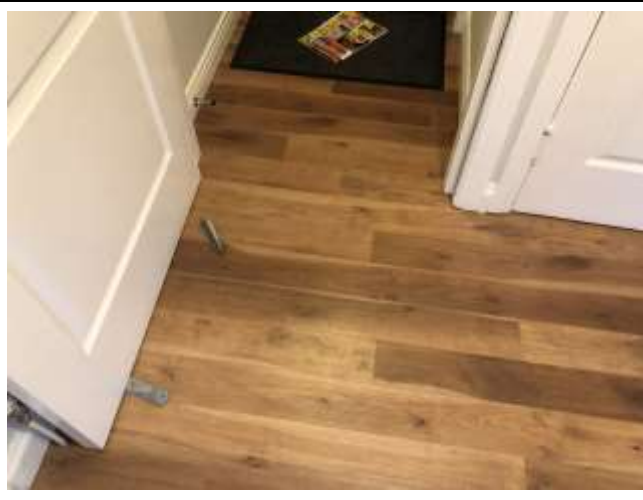
1. Good 2. Fair Wear & Tear 3. Worn / Scratched 4. Damaged 5. Replace / Repair

Hallway

Item	Qty	Condition Check In	Condition Check Out	Comments at Check In	Comments at Check Out
Decoration		2		Magnolia emulsion; marked and scuffed	
Woodwork		1		White gloss	
Flooring		2		Wood laminate	
Entry Door	2	1		Wood and white gloss	
Lighting	2	1		1x fitted dome shade; 1x ceiling pendant with wicker shade	
Thermostat	1	1		White plastic; WM	
Entry Phone	1	1		White plastic; WM	
Cupboard	3	1		Fitted; with white gloss door	
Cupboard light	2	1		WM; with no shade	
Mop Bucket	1	1		Grey; plastic	
Mop	1	1		Plastic	
Vacuum	1	1		Red and black plastic; Numatics; Henry	
Clothes horse	1	1		Metal	
Circuit breaker	1	2		WM	
Coat hook	2	3		WM; metal; worn	
Door mat	1	2		Grey fabric	

Edinburgh Inventory Services Observations

Tenant Comments





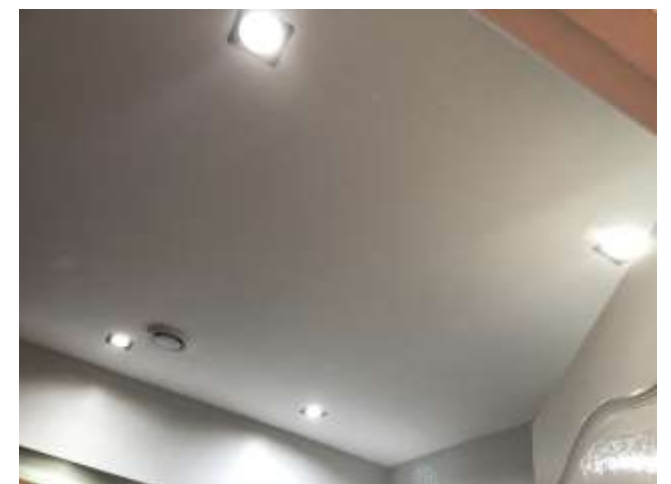


Bathroom

Item	Qty	Condition Check In	Condition Check Out	Comments at Check In	Comments at Check Out
Decoration		2		White emulsion; with grey splashback; scuffed by light switch	
Woodwork		1		White gloss	
Flooring		1		Beige slate effect linoleum	
Entry Door	1	1		White gloss	
Lighting	4	1		CM recessed spotlights	
Heating	1	1		Chrome towel heater	
Medicine Cabinet	1	1		Mirror door	
Wash Hand Basin	1	1		White ceramic; chrome mixer tap	
Toilet	1	1		White; white plastic seat	
Shower	1	1		WM; chrome; thermostatic	
Shower Screen	1	1		Tempered glass on chrome sliders	
Toilet Roll Holder	1	1		WM; chrome	
Squeegee	1	2		Plastic	
Cabinet	1	2		Fitted; with white gloss doors; marked below sink	
Coat hook	1	2		DM; metal	
Extractor fan	1	1		CM; white plastic	
Toilet brush	1	2		White plastic	

Edinburgh Inventory Services Observations

Tenant Comments







Bedroom

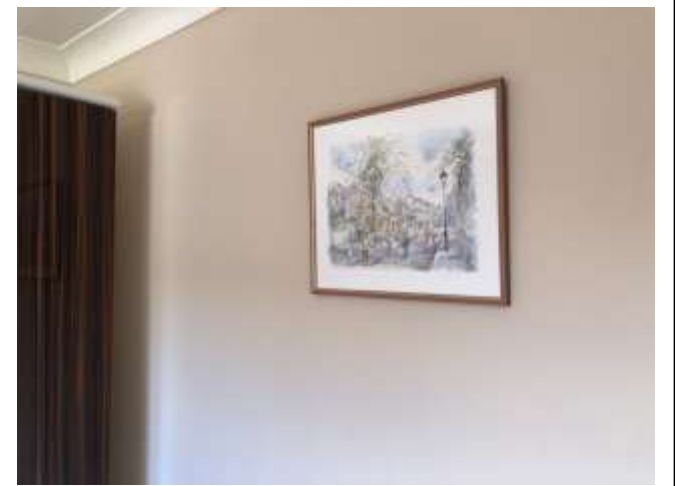
Item	Qty	Condition Check In	Condition Check Out	Comments at Check In	Comments at Check Out
Decoration		1		Magnolia emulsion	
Woodwork		1		White gloss	
Flooring		1		Cream carpet	
Entry Door	1	1		White gloss; with aluminium fittings	
Windows and Frames	1	1		Varnished wood frame	
Lighting	1	1		CM; flat glass fitting	
Bed Frame	1	1		Light wooden effect; double	
Mattress	1	2		White; patterned; double; Cumfilux	
Mattress protector	1	1		White; double	
Wardrobe	1	1		Dark wood effect door; chrome handle	
Cupboard	1	2		Fitted; double white doors; 1x shelf and 1x rail; décor marked and stained within	
Curtain rail	1	1		WM; metal	
Curtains	1 set	1		Cream pattern fabric	
Curtain tie back	2	2		WM; metal	
Bedside Cabinet	2	1		Light wood effect; with 3x drawers	
Picture	3	1		WM; in wooden frame	
Coat hook	1	2		DM; metal	

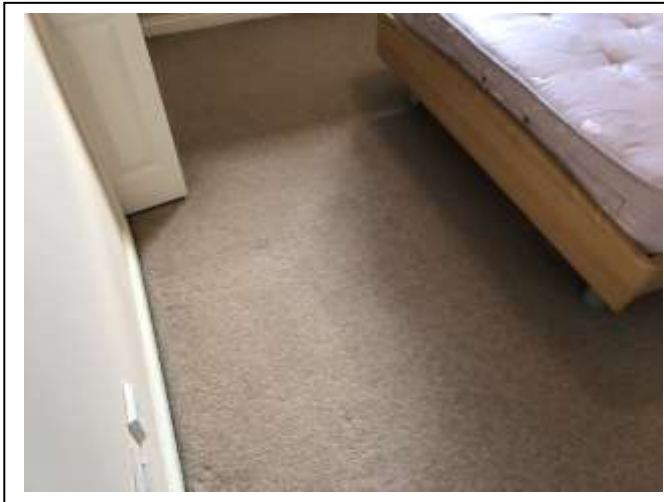
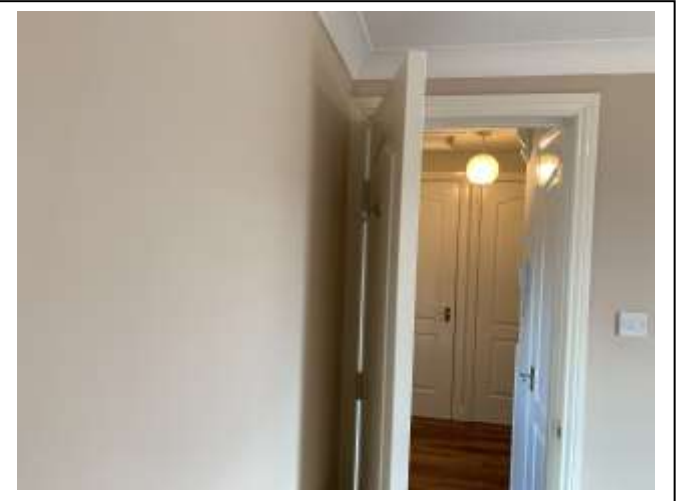
Edinburgh Inventory Services Observations

Please use mattress protectors as if there are any stains or markings you can become liable for these at the end of the tenancy if not noted on inventory

Tenant Comments







Lounge

Item	Qty	Condition Check In	Condition Check Out	Comments at Check In	Comments at Check Out
Decoration		1		Magnolia emulsion; cream pattern wallpaper	
Woodwork		1		White gloss	
Flooring		1		Beige carpet	
Entry Door	1	1		White	
Windows and Frames	2	1		Wooden sills and frames	
Lighting	1	1		CM; chrome fitting with 4x frosted glass shade	
Heating	1	1		White; WM; central heating	
Fireplace	1	1		Wooden mantle; with cream marble hearth	
Extension cable	1	1		White plastic	
Coffee Table	1	1		Wood with black glass surface	
Sofa	2	1		1x 2-seater; 1x 3-seater; brown faux leather	
Picture	2	1		WM; 2x dark wood frame	
Curtain rail	1	1		WM; metal	
Curtain	1 set	1		Cream; floor length	
Clock	1	1		WM	
Canvas	1	1		Love hearts; WM	

Edinburgh Inventory Services Observations

Tenant Comments





Kitchen

Item	Qty	Condition At Check In	Condition At Check Out	Comments	Comments
Decoration		1		Magnolia emulsion; cream tile splashback	
Woodwork		1		Wood and white gloss	
Flooring		1		Wooden effect linoleum	
Entry Door	1	1		White gloss; with aluminium fittings	
Windows and Frames	1	1		Wooden sill and frame	
Lighting	2	1		CM; aluminium fitting; with 4x bulbs and glass shades	
Worktop		3		Cream; chipped by sink	
Units		2		Wooden with aluminium fittings; handles slightly chipped; worn below sink	
Sink	1	2		White plastic; with mixer tap; slightly marked; chipped and worn	
Appliances					
Hob	1	2		Fitted; white; Credaplan; with 4x gas burners	
Oven	1	2		White; fitted; Calton	
Extractor fan	1	2		Fitted; white metal	
Fridge freezer	1	3		Fitted; white; Tecnik; broken shelf	
Washing machine	1	2		White; Hoover	
Boiler	1	1		WM; white; Worcester	
Extractor fan	1	2		CM; white plastic; Greenwood	
Kettle	1	1		White plastic; Sainsbury's	
Toaster	1	1		White plastic; Igenix	
Toaster	1	3		SS; Philips	
Blender	1	1		White; Saisbury's Home	
Other					
Knife block	1	2		Wooden; with 7x slots; worn; no knives	
Fruit bowl	1	2		Glass	
Colander	1	1		SS	
Cutlery tray	1	1		White plastic	
Draining spoon	1	1		SS	
Tea spoons	8	1		SS	
Forks	9	2		SS	
Knives	10	2		SS	
Spoons	10	2		SS	
Tea strainer	1	2		SS	
Can opener	1	1		SS	
Whisk	1	1		SS	
Peeler	1	1		SS	

Ladle	1	1		SS	
Jug	1	1		Glass	
Wine glass	12	1		Assorted	
Nosing glass	1	1			
Measuring cup	1	2			
Teacup	8	2		Assorted	
Pilsner glass	5	1			
Snack bowl	1	1		Glass	
Milk jug	2	1		Floral patterned	
Gravy boat	1	1		Floral patterned	
Toast rack	1	1		Floral patterned	
Egg cup	5	1		Floral patterned	
Sugar bowl	1	1		Floral patterned	
Place mats	4	1		Floral patterned	
Coasters	4	1		Floral patterned	
Sauce pans	5	1		Metal; with lids	
Frying pan	1	1		Metal	
Frying basket	2	1		SS	
Casserole dish	4	1		Floral patterned	
Dinner plates	5	1		Floral patterned	
Plates	10	1		Floral patterned	
Bowls	10	1		Floral patterned; 6x white	
Tea pot	1	1		Floral patterned	
Ramekins	4	1		Floral patterned	
Butter dish	1	1		Floral patterned	
Saucer	7	2		Assorted	
Tray	1	1		Floral patterned	
Picture	1	1		WM; with wooden frame; assorted seeds	
Clock	1	1		WM; metal	
Bar stools	2	1		Metal frame; with white seat	
Bin	1	1		Grey plastic	

Edinburgh Inventory Services Observations

Tenant Comments











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