



## **Inventory and Condition Report**

### **Subject Property**

26 (2F2) Comely Bank Street  
Edinburgh  
EH4 1BB

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Check Out – For Your Information

## **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](mailto: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

26 (2F2) Comely Bank Street  
Edinburgh  
EH4 1BB

### 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	14/06/19
Check In Date	14/06/19
Inventory Clerk	LH

### 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](mailto: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
Gas	G4 k0036378 00 01	14289,145	Hallway cupboard
Electric	P457A0032126	51422.1	Hallway cupboard

**Meters**



Gas



Electric

**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.





**Smoke Detectors**



Location - Hallway



Location - Kitchen



Location - Lounge



# condition calculator

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

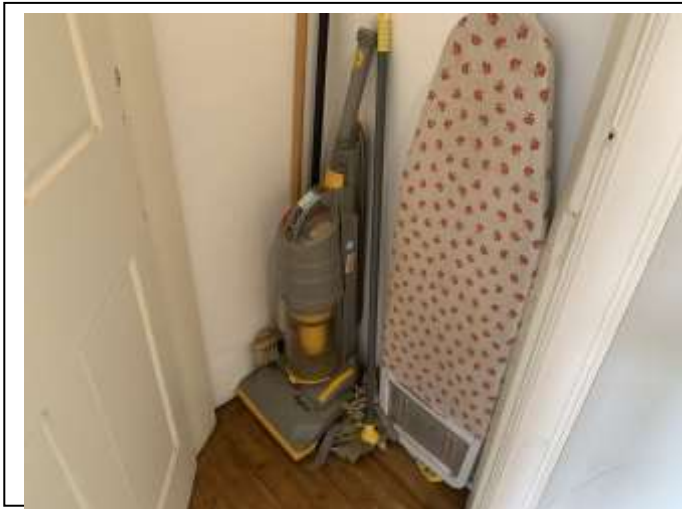
## Hallway

Item	Qty	Condition Check In	Condition Check Out	Comments at Check In	Comments at Check Out
Decoration		2		Light grey emulsion; few chips; <b>slightly marked</b>	
Woodwork		2		White gloss;	
Flooring		2		Wooden floorboards; <b>few scratches</b>	
Entry Door		2		White gloss; <b>few chips</b>	
Windows and Frames	4	2		Frosted glass;	
Lighting	1	2		Cream shade;	
Heating	1	2		WM;	
Entry phone	1	2		WM;	
Electric box	1	2		Wooden; brass hinges;	
Heat dial	1	2		WM; ACL;	
Cupboard 1	1	2		White gloss; 1 x shelf; 4 x hooks WM	
Entry door	1	2		White gloss; wooden handle	
Vacuum	1	2		Dyson;	
Ironing Board	1	2		Poppy design	
Broom	2	2		Wooden;	
Mop	1	2		Grey; plastic;	
Cupboard 2	1	2		White emulsion; 3 x shelves	
Entry door	1	2		White gloss; wooden handle	
Mop bucket	1	2		Red plastic;	

## Edinburgh Inventory Services Observations

## Tenant Comments





<b>Kitchen</b>
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Item	Qty	Condition At Check In	Condition At Check Out	Comments	Comments
Decoration		2		Light grey emulsion; clear plastic splashback; <b>few scrapes and marks on walls</b>	
Woodwork		2		White gloss;	
Flooring		2		Wooden floorboards; <b>slightly scratched</b>	
Entry Door		2		White gloss;	
Windows and Frames	2	2		Sash and case; white	
Lighting		2		SS fitting 4 x bulbs; 6 x spotlights	
Heating	1	2		WM; White; <b>few chips</b>	
Worktop		2		Wooden;	
Units		2		White doors; SS handles; <b>kickboard broken under sink; inside drawers slightly stained</b>	
Sink		2		SS;	
Shelving unit	1	2		Wooden; 5 x shelves;	
<b>Appliances</b>					
Extractor hood	1	1		SS;	
Hob		2		Gas hob; SS:	
Oven	1	2		SS; Fitted; Diplomat;	
Fridge freezer		1		Fitted in unit;	
Washing machine	1	1		Lamona; fitted	
Dishwasher	1	1		Lamona; fitted;	
Kettle	2	2		1 x Yellow Tefal; 1 x silver Hitachi;	
Toaster	1	1		Carlton; white;	
Boiler	1	2		Glow-worn; fitted in cupboard	
<b>Glassware</b>					
Wine	1	1			
Tumbler	1	1			
<b>Crockery</b>					
Dinner Plates	16	1			
Side Plates	4	1			
Bowls	Good supply	1			
Mugs	1	1			
<b>Other</b>					
Bin	1	2		White; plastic; <b>scratched</b>	

Mortal and pestle	1	1		Stone effect;	
Snack bowl	2	1		1 x Blue effect; 1 x cream;	
Mixing bowl	4	1		Glass;	
Teapot	1	1		Brown ceramic;	
Plant pot	3	1		1 x Blue; 1 x brown; 1 x white	
Display plate	1	1		Gold; leaf design;	
Tin opener	1	2		SS	
Chopping knife	1	2		Black handle;	
Pot stand	5	1		Wicker	
Cake cover	1	1		White; Plastic;	
Chopping board	1	2		Blue; Plastic;	
Pot	2	2		SS:	
Frying pan	3	2		Assorted	
Oven tray	2	3		Assorted; <b>slightly worn</b>	
Dustpan and brush	1	2		White; plastic	
Iron	1	2		Purple; Carlton;	
Cutlery holder	2	2		Grey; plastic; fitted	

<b>Edinburgh Inventory Services Observations</b>
<b>Tenant Comments</b>







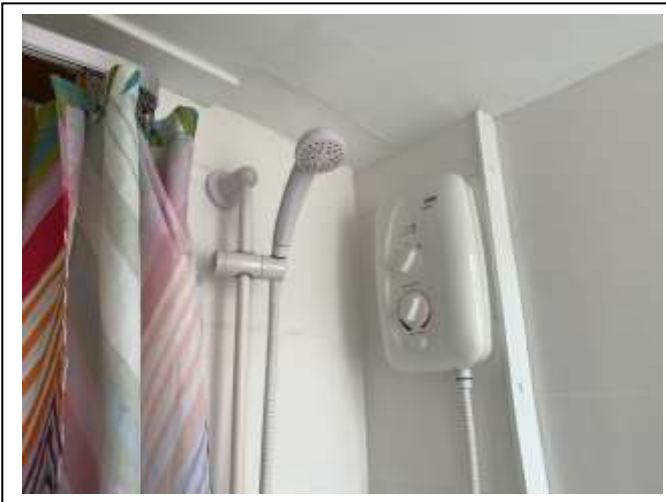




**Lounge**

Item	Qty	Condition Check In	Condition Check Out	Comments at Check In	Comments at Check Out
Decoration		2		White emulsion; white tiles; <b>tiles slightly stained</b>	
Woodwork		2		Wooden;	
Flooring		3		Cream vinyl; <b>peeling slightly at entrance</b>	
Entry Door		2		White gloss;	
Windows and Frames	1	2		Frosted glass;	
Heating	1	2		SS;	
Bath		2		White; ceramic; SS handle; wooden bath panel; <b>scratched on the bottom; silicon stained;</b>	
Wash Hand Basin		2		White; ceramic; SS taps;	
Toilet		2		White; ceramic;	
Toilet brush	1	2		SS; Teal;	
Waste paper basket	1	3		SS; Teal; <b>slightly stained and marked</b>	
Shower curtain pole	1	2		SS:	
Mirror	1	2		WM; Wooden frame;	
Shower	1	2		Electric; Mira; WM; <b>shower head slightly stained</b>	
Plunger	1	2		Wooden;	

<b>Edinburgh Inventory Services Observations</b>
<b>Tenant Comments</b>





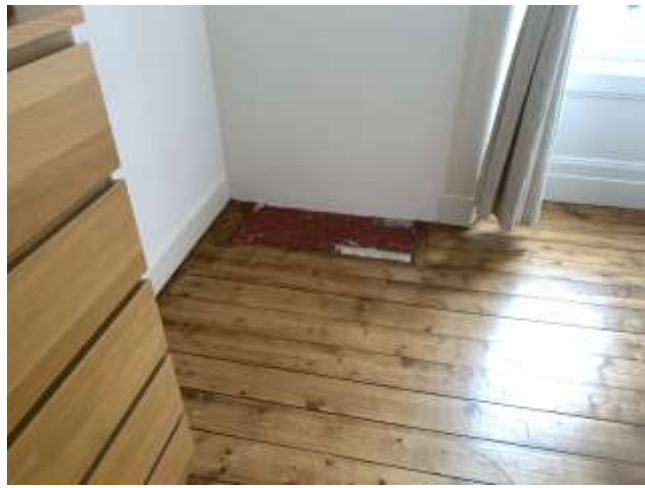
**Bedroom 1**

Item	Qty	Condition Check In	Condition Check Out	Comments at Check In	Comments at Check Out
Decoration		2		White emulsion; <b>slightly scratched</b>	
Woodwork		2		White gloss;	
Flooring		2		Wooden floorboards;	
Entry Door		2		White gloss	
Windows and Frames		2		Sash and case	
Lighting		1		CM; Cream shade;	
Heating	1	1		WM; White;	
Chest of drawers	1	1		5 x drawers;	
Table	1	2		Wooden; folding;	
Mirror	1	2		Circular; not fitted;	
Curtains	1	2		Cream; full length	
Wardrobe	1	2		Wooden; doors off; <b>1 bent pole</b>	
Waste paper basket	1	2		Wicker;	

**Edinburgh Inventory Services Observations**

**Tenant Comments**

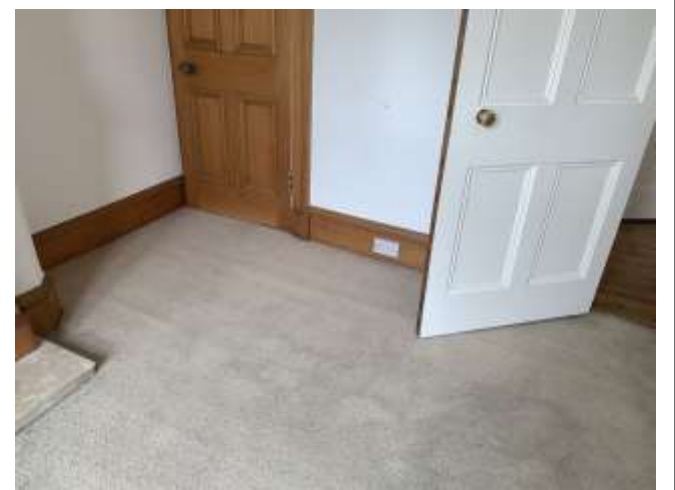
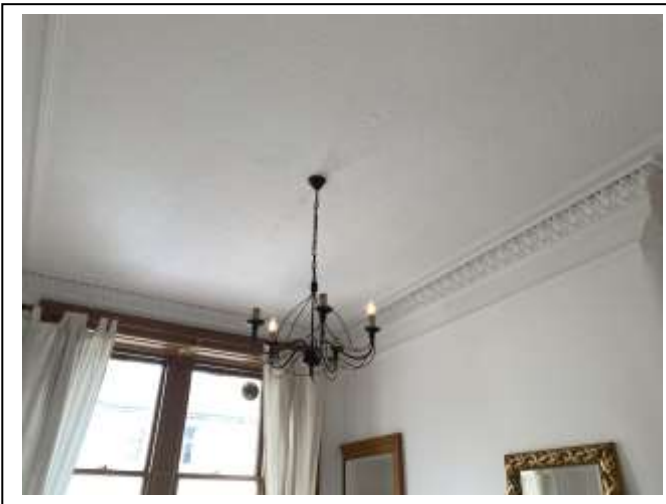




**Lounge**

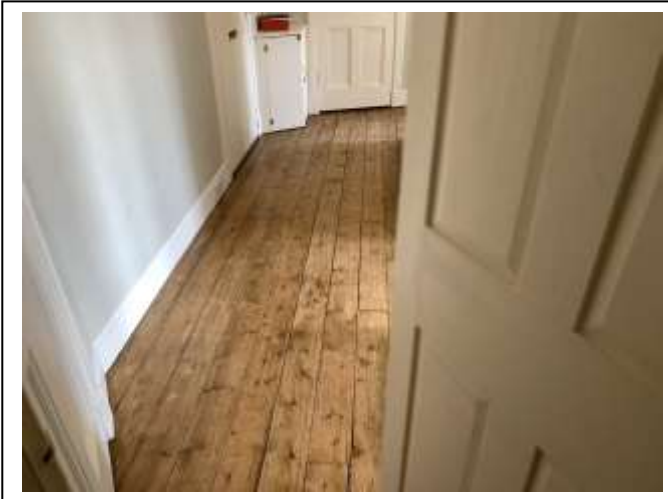
Item	Qty	Condition Check In	Condition Check Out	Comments at Check In	Comments at Check Out
Decoration		2		White emulsion;	
Woodwork		2		White gloss; brass handle	
Flooring		3		Cream carpet; <b>stained throughout</b>	
Entry Door		2		White gloss;	
Windows and Frames	2	2		2 x sash and case;	
Lighting	1	2		Chandelier; <b>3 x bulbs out;</b>	
Heating	1	2		WM; white;	
Ottoman	1	2		Wooden; <b>marked on top;</b>	
Bedside unit	1	2		Beech wood; 2 x drawers;	
Side table	1	2		Tv unit; wooden;	
Curtains	1	2		Cream curtains;	
Edinburg press	1	2		4 x shelves;	
Table	1	2		Wicker top; black metal legs	
Fireplace	1	2		Wooden and marble surround; <b>firebox boarded up</b>	
Mirror	1	2		Golden frame; not fitted;	
Cupboard					
Decoration	1	2		White emulsion; 4 x hooks;	
Entry door	2	2		2 x Wooden door; 1 x hook DM	
Window	2	1		2 x Above door;	
Flooring	1	2		Green carpet; <b>slightly worn</b>	
Lighting	1	1		CM; pendant	
Rug	1	1		Brown; large	
Ladders	1	3		<b>SS; paint splattered</b>	
Chair	1	2		Folding; plastic; white	
Wardrobe	2	2		Wooden; brass handles;	
Shade	1	2		Wicker; not fitted;	

<b>Edinburgh Inventory Services Observations</b>
<b>Tenant Comments</b>









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