Capture



Midterm Inventory

3rd May 2024

ADDRESS

DESCRIPTION

Three bedroom property

CLIENT

CLERK

PropertyLoop

02071835182
contact@captureinventory.co.uk

aiic
Association of Independent Inventory Clerks

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Notes

Condition
1. Brand new, unused condition - Still in wrapper or with new tags/labels attached.
2. Good condition - Signs of slight wear, generally lightly worn.
3. Fair condition - Signs of age, frayed, small light stains and marks, discolouration.
4. Poor Condition - Extensive signs of wear and tear, extensive stains/marks/tears/chips. Still functional.
5. Very Poor Condition - Extensively damaged/faulty items, large stains, upholstery torn and/or dirty, pet

Other Terms
'Structural crack' is used to imply a visible settlement crack or joining crack, it does not imply defects to the buildings structure that would normally be found by a professional surveyor.
'As new' will be used only where it is obvious, at the time of inventory, that the item is new.
'Signs of wear' & 'Use marked' are used to imply that an item is showing marks or minor defects expected through normal use of that item.
'Well worn' is used to imply that an item is in old condition with signs of wear consistent with normal use of that item.
'Good antique condition' is used to imply that an item of old furniture is in a well-maintained condition.

Notes:
This inventory will be checked at the end of the tenancy and all items should be ready and in the same location listed.
If the inventory clerk has to search for items, it could result in charges being made to the tenant.

GUIDELINES FOR LANDLORDS AND TENANTS:
Please note that the inventory clerks are not responsible for the following:
1. Testing showers / taps
2. Testing appliances
3. Moving furniture
4. Checking electrical items, new electrical/ electronic items installed/fitted and relevant wiring. New installed items not reported or discretely fitted without consent of landlord or managing agent
5. Opening windows
6. Flushing toilets
7. Checking heating systems / radiators/ putting heating/ heater or heating system on or off.
8. Checking water or fluid leakage from pipes/taps or other items
9. Checking alarms
10. Inspecting loft contents
11. Removing and inspecting boxed items – it is the duty of the landlord / tenant to have all accountable items ready to check
12. Specifying names of plants / shrubs and trees – a general description will be made.
13. Incomplete count of instruction manuals.
14. Stain reoccurring after drying of upholstery, fabric item, carpet which were damp/wet as a result of fresh or simultaneous cleaning during inspection.
15. Not responsible to remove or inspect items covered or inspect places/items that pose health and safety risk at inspection if any renovation work is being carried out.
16. Not responsible to inspect items covered or wet or to inspect places/items that pose health and safety risk in case cleaning is being carried out during inspection.

Please ensure that instruction manuals are at the property for the tenant's use.

Please ensure that all keys are tagged.

Location of the water, electric and gas meter will also be required at the time of the inventory compilation if it is to be read.

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Disclaimers

Checking Out Procedures
1. All items should be placed in the rooms described on the inventory,
2. All china, glassware, crockery, kitchen utensils etc. should be clean and accessible.
3. Anything packed away for the duration of the tenancy must be unpacked, cleaned and placed in the correct location.
4. It is expected that the property will be in a similar condition of cleanliness as at the check in and when you vacate there must be no trace of the previous occupant – see cleaning below.
5. All keys must be available and clearly labelled.
6. You must be ready to vacate the property and hand over any keys at the appointed time.

The following notes have been written to help facilitate a problem free tenancy. Should the Inventory Clerk have to search for missing items, it may result in charges being made to the tenant. Heavy items of furniture that have been moved should also be returned to their original positions.

The Managing Agent of Landlord must be informed of any items removed or added to the property. Failure to do so may result in charged being made for the replacement of items removed.

Cleaning
To a standard that shows there is no trace of your occupancy for a new tenant. For example, this means that there should be no loose peas left in the freezer, no tissues under a sofa or finger marks around light switches. This is achievable without a professional company being employed but if you do not have the time your agent can recommend professional cleaners to help either before or just after you vacate. In particular:
Sanitary ware, windows, hard floors, woodwork, cooker hoods, ovens, kitchen appliances (including units), shelves, refrigerators, wardrobes, drawer units and bedding.

Carpets
All carpets should be thoroughly vacuumed. Depending on the agreement and / or length of tenancy, they should be professionally cleaned. You will be charged to clean any staining or soiling. Compensation costs will be made towards any further damage such as cigarette / iron burns or stains. If a carpet is badly marked or damaged, you may be charged for part or all of the cost of a replacement.

Crockery, China, Utensils
These items will be checked for soiling, chips, burn marks, loose handles to pans or any other damage. If damage has occurred beyond reasonable wear and tear, compensatory costs will be added to the Check Out Report.

Decorations
It is accepted that during day-to-day living a few marks and scuffs will appear on walls and woodwork. However, should the marking be found excessive, charges will be added to the Check Out Report. For example: hooks and nails driven in to walls without permission, excessive furniture rubbings, pencil or crayon marks, tears to wallpaper, excess damage to woodwork.

Beds
Beds, bases, mattresses and pillows will be examined for staining and damage not previously recorded on the inventory. Charges will be made in the form of cleaning or compensation or a percentage of the replacement cost as appropriate. Any linen should be left washed and pressed. We are not responsible for reporting condition of mattress if bed is done and covered with beddings, bed sheet, duvets etc.

Polished Furniture
Polished furniture will be checked for scratches, ring marks, soiling and damage to joints, charges will be made as appropriate. Repair costs and re-polishing charges are high. It is in your interest to take steps to protect the furniture with drink mats etc.

Soft Furnishings
It is expected that these will be in a similar condition to the start of the tenancy. Any staining or soiling discolouration will attract cleaning charges.

Keys
Please note that all sets of keys (as noted on the original inventory) must be returned at the time of Check Out. Failure to comply may result in the Check Out appointment being aborted, the cost of which will be chargeable to you as indeed may a new set of locks and keys.

Gardens
If the owner has not employed a gardener at the property, you will be required to maintain the garden. This will include the cutting of lawns, weeding of any beds, and maintaining the garden according to the season. This may include trimming bushes and shrubs, but it is suggested that this is confirmed with the Managing Agent prior to taking any actions as they may need specialist treatment. If the standard of the garden is found untidy,
compared to the commencement of the tenancy, most Managing Agents or Landlords will employ a contract gardener and their account will be added to your Check Out Report.

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Check Out Appointment

It is important that: -
1. All cleaning has been completed prior to this time.
2. All personal items removed.
3. The property is ready to be handed over and ready to vacate.
4. If a property has been informed to be professionally/domestically cleaned, proof of cleaning will be required. No claims without receipt will be accepted and any cleaning issues are required to be addressed
to bring the property to similar standard as offered during check out.
5. We will not take account for listed item/s not seen during inspection even if brought back to the property post inspection.
6. Appointments are deemed to be in absence of landlord/tenant if not contacted within working hours to inform presence. Any changes or specific information should be notified by landlord/s or tenant/s in working hours and reasonable time. The appointment will be carried out at any time within the day without restriction to set time if no contact is made by landlord or tenant during working hours and in reasonable time. We are not responsible for keys returned by tenants. We will not wait if tenants/landlord have not informed late attendance in reasonable time.

If you are not ready to leave it may not be possible to carry out the Check Out. In this case a return visit will be needed and a charge for the aborted visit will be made.
At the termination of the tenancy, the inventory will be checked, and any obvious or significant discrepancies will be reported to the Managing Agent / Instructing Principal. This report will indicate whether, in our opinion, the tenant is liable for the deterioration or whether it is considered to be fair wear and tear. Normal fair wear and tear will be assessed on the length of tenancy and the type of occupancy.

Please note that Royal Mail provide information about redirection of post and have a FREE service to notify companies of your new address including banks, gas, electricity, water, DVLA etc. so that they do not have to be notified separately. This can be found at – http://www.royalmail.com/portal/rm/jump2?catId=400126&mediaId=11200120

Condensation – Looking After Your Home
There is always some moisture in the air. Warm air holds much more moisture than cold air. When warm air hits a cold surface, it cools down and cannot hold onto all the extra moisture produced by everyday activities, so some of this moisture appears as small droplets of water – most noticeable on windows or where there is little movement of air. If not properly dealt with this extra moisture can lead to mould growth on walls, furniture, window frames and even clothes. Mould growth can cause paint blistering and wallpaper to
peel off, it can also rot any fabric.

Modern improvements like wall insulation, draught proofing and sealed window units minimise draughts and help keep heat in your home. However, they also stop moisture escaping which means that you must make a little extra effort these days to avoid condensation problems.

Steps you can take to help reduce condensation:
* Dry all windows, windowsills, and any other surfaces that have become wet. Ensure you wring out the cloth thoroughly, do not dry on the radiator.
* If possible, always hang your washing outside. If this is not possible, you could hang it in the bathroom, with the door closed, and window slightly open for ventilation. Do not dry washing on radiators as this will add to the moisture already in the air.
* If you use a tumble dryer, ensure it is well ventilated to the outside, or that it is of the new condensing type.
* Try to ventilate your kitchen when in use, either by opening a window slightly, or using the extractor fan. Try to ventilate both kitchens and bathrooms for at least twenty minutes after use.

If your property is prone to condensation, then daily use of a de-humidifier unit can be very beneficial. These come in all shapes and sizes, cost very little to run and draw out the excess moisture from the air helping to keep the condensation under control.

Inventory/ Check Out/ Check In Report Notes
Any discrepancies regarding the accuracy of the report must be brought to the attention of Capture Inventory within 7 days of receipt of report by your agent; otherwise it is accepted the report is accurate.

This inventory presents a precise record of the contents and condition of the property in question on the date the inventory was taken. It is the responsibility of the tenant, landlord and respective agent to agree on the accuracy of this report and it is advised that both parties sign it in confirmation.

These images used in this report have been included for the sole purpose of assisting the reader in clarification of the condition and damage found and stated in the report, however due to lighting conditions they may not be an accurate reflection.

Please note; it is strongly advised that you inform the clerk of any notes you want included in final the inventory report prior to signing. Capture Inventory cannot be held responsible for any errors or omissions. Any discrepancies regarding the accuracy of this report need to be agreed directly between the landlord and the tenant. Capture Inventory will not get involved with amendments unless an update of the report is arranged.

The inventory has been prepared on the principle that if the ‘condition’ column is left blank then the item is free from obvious defects,

damage or soiling.
Capture Inventory does not undertake to remark on any structural defects. Capture Inventory cannot attribute as to the value of any objects at the property. Only this inventory can be used for comparative purposes at the end of the tenancy. This report cannot be used in the event of a dispute unless payment for the works carried out has been settled.

Capture Inventory will not move any large or heavy items nor describe the contents and condition of any unattainable areas such as basements and lofts. Capture Inventories will not undertake to lift mattresses and inspect the undersides of them and therefore cannot take responsibility for any damage missed. We cannot inspect items put away in such a manner that they cannot be taken out easily to be examined. Any items left in locked rooms or cupboards are the sole responsibility of the Landlord and will not be included in this inventory. We are not responsible for any stain visible after drying, to carpet or upholstery of any kind that has been freshly cleaned and left damp during visit.

All descriptions within this inventory are for identification purposes only. At the time of Check Out a comparison will be made between the original inventory and the state of the property and contents at the commencement of the tenancy.

Any electrical appliances tested will be for power only and this will only be carried out where practical. Boilers, gas fires, water supply, fire alarms and radiators are not tested. With electrical appliances tested, an account will not be given as to the efficiency or safety of the items. We merely state that such an item exists at the property and its current condition.

Other areas such as garden, garages, lofts, basements and garden sheds, will only be checked upon instruction and an extra charge will be incurred.

Capture Inventory does not undertake to comment on the exact specification of items and is not a furniture specialist. No attempt will be made to identify items by its original manufacturer or the period in which it was produced – the inventory clerk will only describe an item as it is seen and will not state if it is antique, designer, modern, etc. If items are brand new and are to be stated as being ‘brand new’, Capture Inventory must be informed prior to Check in/handing back the inventory.

The appropriate utility companies must be assigned to check any meter readings. Capture Inventories Inventories cannot be held accountable for any discrepancies. Should meters not be located or accessible to read then no readings will be taken and we cannot be held responsible for this.

The Fire and Safety regulations regarding furnishings, gas and electrical items alike are the responsibility of the Landlord. Where the inventory notes that an FFR label is seen this should not be interpreted as the item complies with the furniture and furnishings (Fire) (Safety) (Amendments) 1993. It is merely a record that the item had a label as described or similar to that detailed in the guide to the regulations as published by the Department of Trade and Industry, January 1997 (or subsequent edition), attached at the time the inventory was compiled.

At the end of the tenancy all personal items must be removed, and cleaning must be concluded prior to the Check Out date. The property must be restored to the condition it was found on the date the tenancy commenced.

The managing agent or landlord must be informed of any items removed from or added to the property. Failure to do so may result in charges being made for the replacement of items removed. It is the tenant’s responsibility to return all items to their original position at the end of the tenancy. Should items not be in their original position at Check Out and as a result the clerk lists items as ‘not seen’, Capture Inventory cannot be held responsible. Heavy items of furniture that have been moved should also be returned to their correct positions.

The comments and opinion expressed in Responsibility column are purely suggestive in nature. We strongly recommend the relevant parties concerned in this report to refer to the terms and conditions of the Tenancy Contract and take expert advices to decide any bearing of cost for any for example repair or replacement of items by the relevant parities.

1. Property Information

Ref	Name	Description
1.1	Instructing Authority	Property Loop
1.2	Time of Visit	2.30 PM
1.3	Access to Property	Gained via tenant
1.4	Tenant(s) Present	Yes

2. Summary Of Report

Ref	Name	Description
2.1	General Comments	In a well kept condition. No major damage noted.
2.2	Areas to Note	Bedroom 2 underfloor heating always on. Appears thermostat not operational. Light mould to shower base sealant

3. Health & Safety | Smoke & Carbon Monoxide Alarms

Ref	Name	Location Room & Floor	Test Result
3.1	Heat Sensor Alarm(s)	Kitchen	Alarm tested for power only. Audible alarm noted
3.2	Smoke Alarm(s)	Lounge Entrance Hallway Landing Bedroom 1 Bedroom 2 Bedroom 3	Alarm tested for power only. Audible alarm noted



Ref # 3.1



Ref # 3.2



Ref # 3.2



Ref # 3.2

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Ref # 3.2



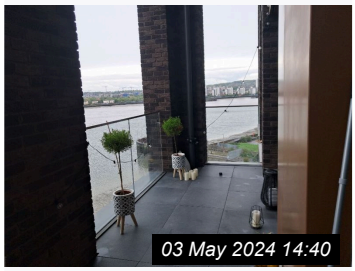
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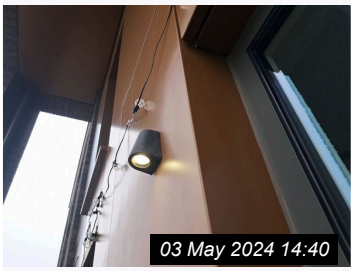
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4. Garden Areas | Property Boundaries

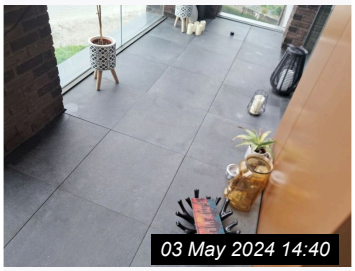
Ref	Name	Condition	Comments
4.1	Does the grass, shrubs and or hedges require maintenance?	No	
4.2	Are any fences / gates / permitter walls in need of attention?	No	
4.3	Are there any issues or potential risks to safety to surrounding areas of the property?	No	
4.4	Are they any maintenance issues to be addressed?	No	



Ref #4



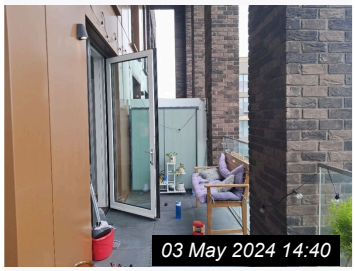
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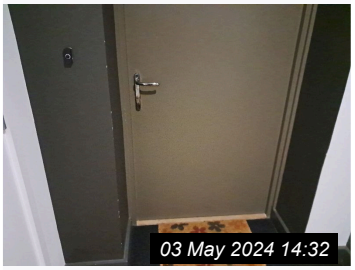
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5. Exterior Of Property | Windows | Doors

Ref	Name	Condition	Comments
5.1	Are any windows broken or cracked / in need of re-decoration?	N/A	
5.2	Are any doors damaged or broken / in need of re-decoration?	No	
5.3	Are they any maintenance issues to be addressed?	No	



Ref #5



Ref #5

6. Entrance / Hallway

Ref	Name	Condition	Comments
6.1	Are there any obvious water leaks?	No	
6.2	Are there any signs of damage or mould?	No	
6.3	Would the area(s) benefit from being redecorated?	No	
6.4	Would the flooring benefit from being cleaned and or replaced?	No	
6.5	Is the standard of house-keeping acceptable?	Yes	Condition consistent with use
6.6	Any signs of fair wear and tear?	No	
6.7	Are there any indications of pet / smoking / cooking / odours?	Yes	Neutral smell - no indications

6. ENTRANCE / HALLWAY (CONT.)



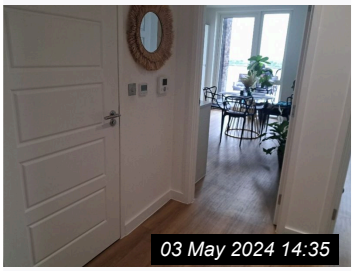
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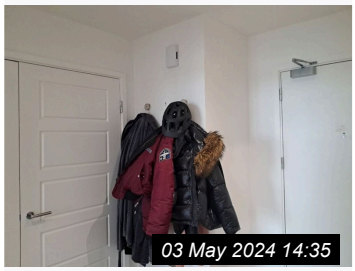
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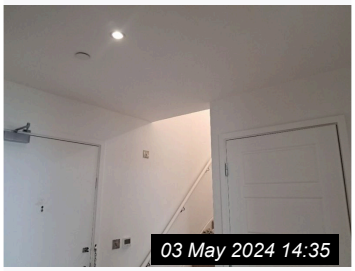
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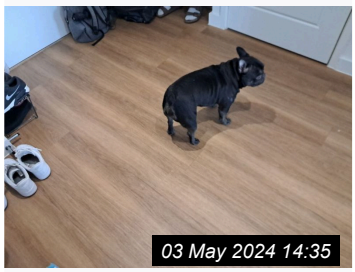
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Ref #6



Ref #6



Ref # 6.7

7. Lounge

Ref	Name	Condition	Comments
7.1	Are there any obvious water leaks?	No	
7.2	Are there any signs of damage or mould?	No	
7.3	Would the room benefit from being redecorated?	No	
7.4	Would the flooring benefit from being cleaned and or replaced?	No	
7.5	Is the standard of house-keeping acceptable?	Yes	Condition consistent with use
7.6	Any signs of fair wear and tear?	No	

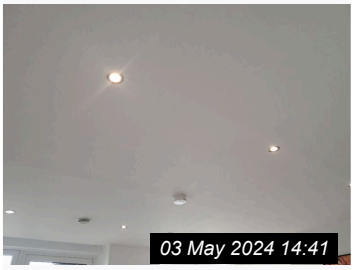
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7. LOUNGE (CONT.)

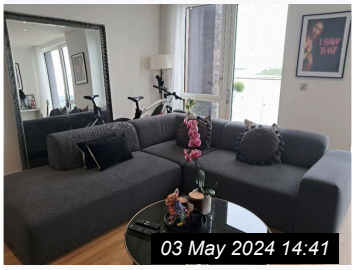
Ref	Name	Condition	Comments
7.7	Are there any indications of pet / smoking / cooking / odours?	No	Neutral smell - no indications



Ref #7



Ref #7



Ref #7



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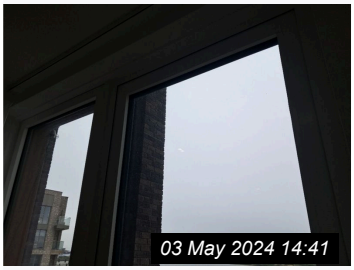
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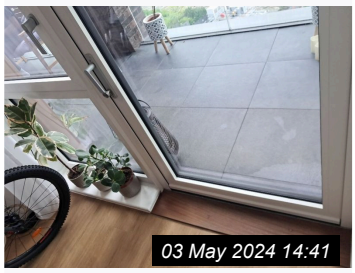
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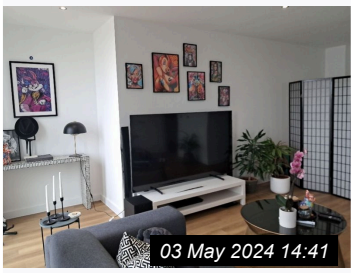
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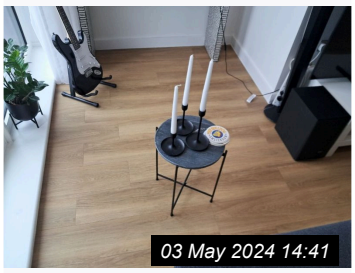
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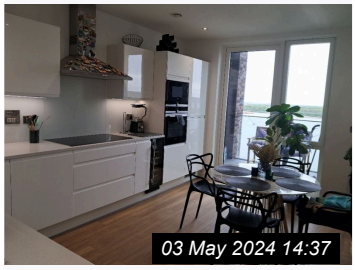
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8. Kitchen

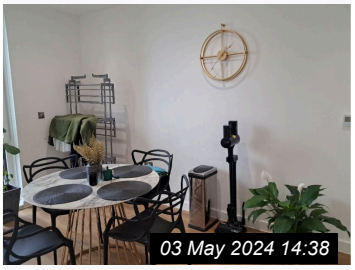
Ref	Name	Condition	Comments
8.1	Are there any obvious water leaks?	No	

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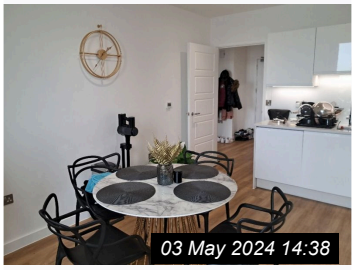
8. KITCHEN (CONT.)			
8.2	Are there any signs of damage or mould?	No	
8.3	Would the room benefit from being redecorated?	No	
8.4	Would the flooring benefit from being cleaned and or replaced?	No	
8.5	Is the standard of house-keeping acceptable?	Yes	Condition consistent with use
8.6	Any signs of fair wear and tear	No	
8.7	Are there any indications of pet / smoking / cooking / odours?	No	Neutral smell - no indications



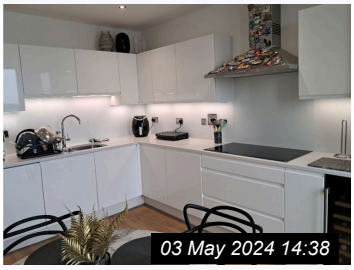
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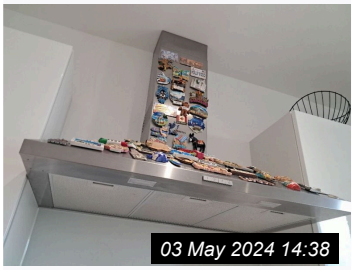
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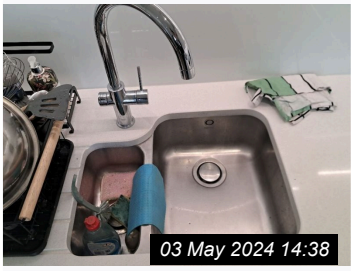
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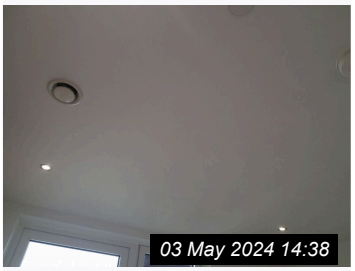
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8. KITCHEN (CONT.)



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Ref #8

9. Toilet

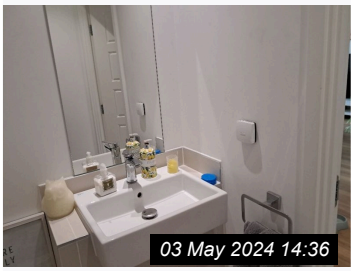
Ref	Name	Condition	Comments
9.1	Are there any obvious water leaks?	No	
9.2	Are there any signs of damage or mould?	No	
9.3	Would the room benefit from being redecorated?	No	
9.4	Would the flooring benefit from being cleaned and or replaced?	No	
9.5	Is the standard of house-keeping acceptable?	Yes	Condition consistent with use
9.6	Any signs of fair wear and tear?	No	
9.7	Are there any indications of pet / smoking / odours?	No	Neutral smell - no indications

Capture

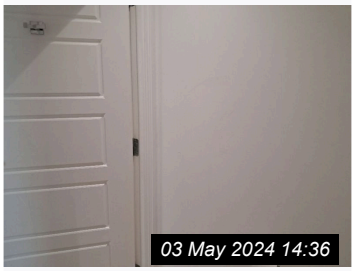
9. TOILET (CONT.)



Ref #9



Ref #9



Ref #9



Ref #9



Ref #9



Ref #9



Ref #9



Ref #9



Ref #9

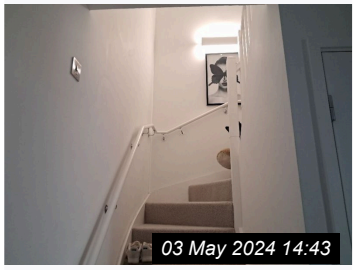
10. Stairs / Landing

Ref	Name	Condition	Comments
10.1	Are there any obvious water leaks?	No	
10.2	Are there any signs of damage or mould?	No	
10.3	Would the area(s) benefit from being redecorated?	No	
10.4	Would the flooring benefit from being cleaned and or replaced?	No	
10.5	Is the standard of house-keeping acceptable?	Yes	Condition consistent with use
10.6	Any signs of fair wear and tear?	No	

Capture

10. STAIRS / LANDING (CONT.)

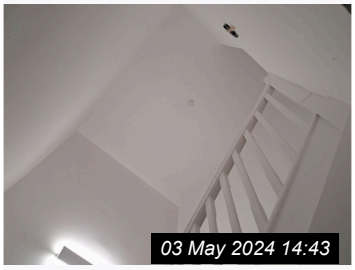
Ref	Name	Condition	Comments
10.7	Are there any indications of pet / smoking / cooking / odours?	No	Neutral smell - no indications



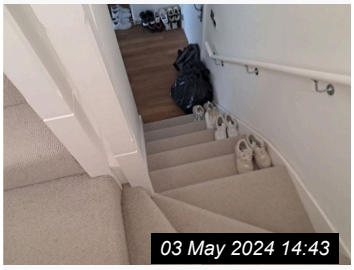
Ref #10



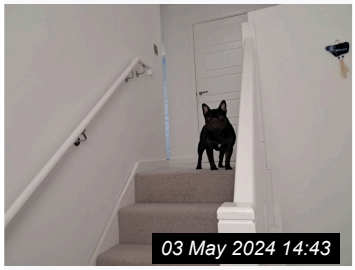
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Ref #10



Ref #10



Ref #10



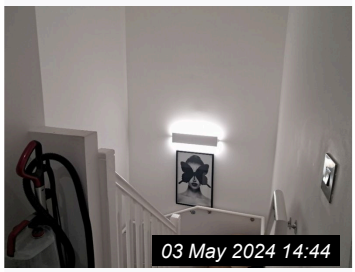
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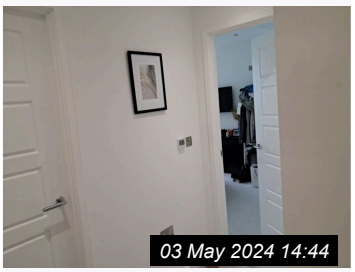
Ref #10



Ref #10



Ref #10



Ref #10

11. Bedroom 1

Ref	Name	Condition	Comments
11.1	Are there any obvious water leaks?	No	
11.2	Are there any signs of damage or mould?	No	
11.3	Would the room benefit from being redecorated?	No	
11.4	Would the flooring benefit from being cleaned and or replaced?	No	
11.5	Is the standard of house-keeping acceptable?	Yes	Condition consistent with use

11. BEDROOM 1 (CONT.)

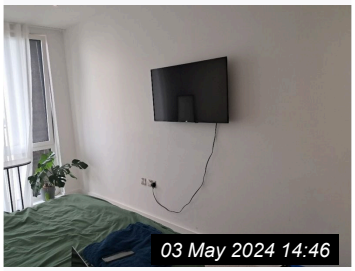
11.6	Any signs of fair wear and tear?	No	
11.7	Are there any indications of pet / smoking / cooking / odours?	No	Neutral smell - no indications



Ref #11



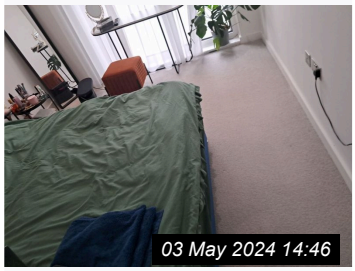
Ref #11



Ref #11



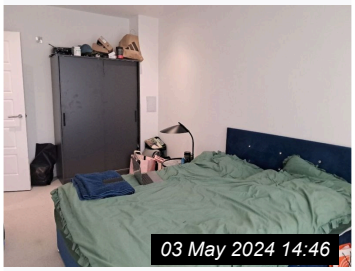
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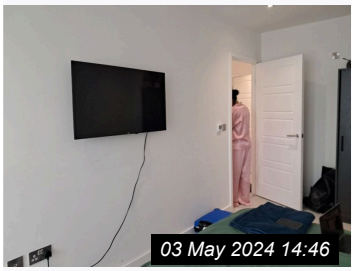
Ref #11



Ref #11



Ref #11



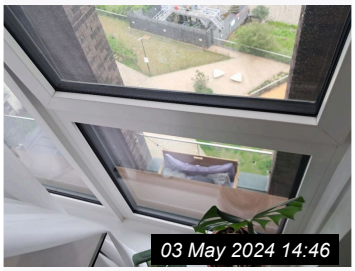
Ref #11



Ref #11



Ref #11



Ref #11



Ref #11

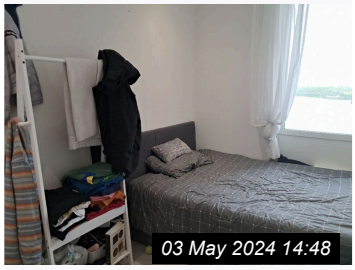


Ref #11

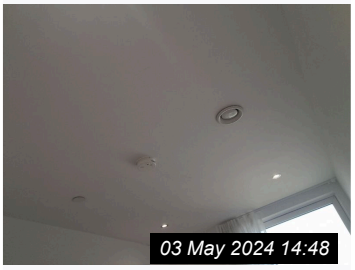
Capture

12. Bedroom 2

Ref	Name	Condition	Comments
12.1	Are there any obvious water leaks?	No	
12.2	Are there any signs of damage or mould?	Yes	Tenant advised heating always on. Appears thermostat not operational
12.3	Would the room benefit from being redecorated?	No	
12.4	Would the flooring benefit from being cleaned and or replaced?	No	
12.5	Is the standard of house-keeping acceptable?	Yes	Condition consistent with use
12.6	Any signs of fair wear and tear?	No	
12.7	Are there any indications of pet / smoking / cooking / odours?	No	Neutral smell - no indications



Ref #12



Ref #12



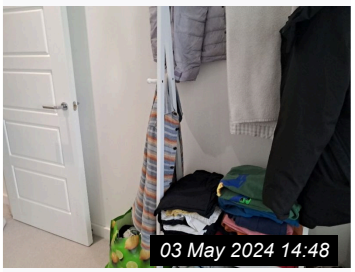
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Ref #12



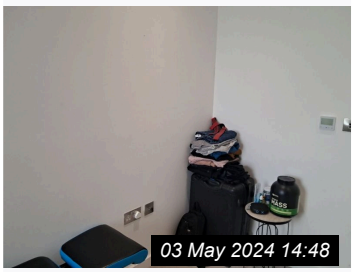
Ref #12



Ref #12



Ref #12



Ref #12

Capture

12. BEDROOM 2 (CONT.)



Ref #12



Ref #12



Ref # 12.2

13. Bedroom 3

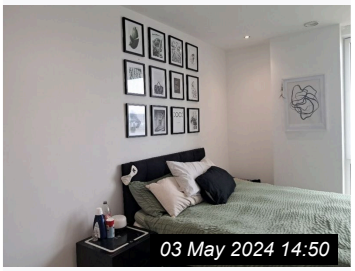
Ref	Name	Condition	Comments
13.1	Are there any obvious water leaks?	No	
13.2	Are there any signs of damage or mould?	No	
13.3	Would the room benefit from being redecorated?	No	
13.4	Would the flooring benefit from being cleaned and or replaced?	No	
13.5	Is the standard of house-keeping acceptable?	Yes	Condition consistent with use
13.6	Any signs of fair wear and tear?	No	
13.7	Are there any indications of pet / smoking / cooking / odours?	No	Neutral smell - no indications

Capture

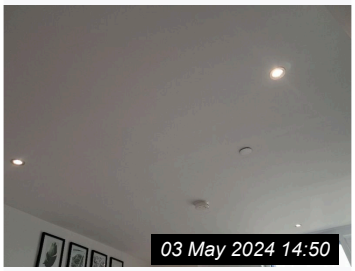
13. BEDROOM 3 (CONT.)



Ref #13



Ref #13



Ref #13



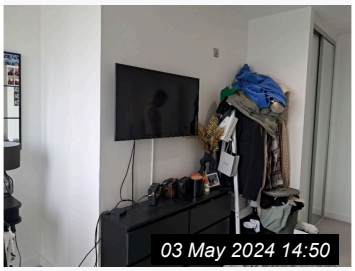
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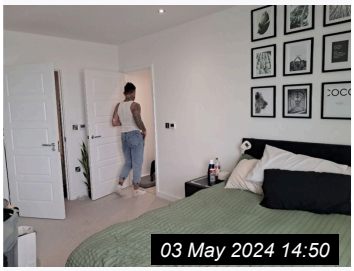
Ref #13



Ref #13



Ref #13



Ref #13



Ref #13

14. En Suite

Ref	Name	Condition	Comments
14.1	Are there any obvious water leaks?	No	
14.2	Are there any signs of damage or mould?	Yes	Light mould to shower base sealant
14.3	Would the room benefit from being redecorated?	No	
14.4	Would the flooring benefit from being cleaned and or replaced?	No	
14.5	Is the standard of house-keeping acceptable?	Yes	Condition consistent with use
14.6	Any signs of fair wear and tear?	No	

Capture

14. EN SUITE (CONT.)

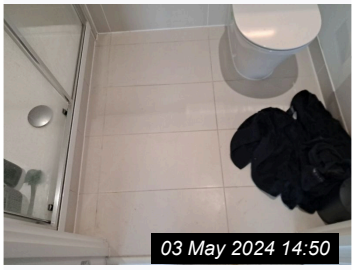
Ref	Name	Condition	Comments
14.7	Are there any indications of pet / smoking / odours?	No	Neutral smell - no indications



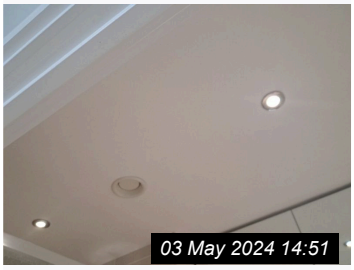
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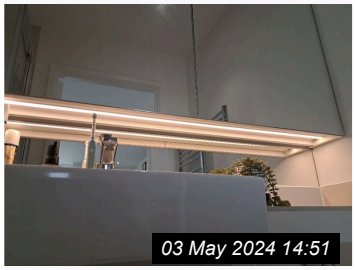
Ref #14



Ref #14



Ref #14



Ref #14



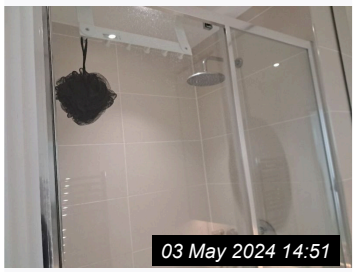
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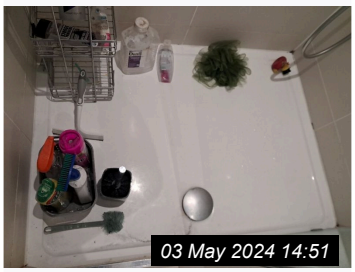
Ref #14



Ref #14



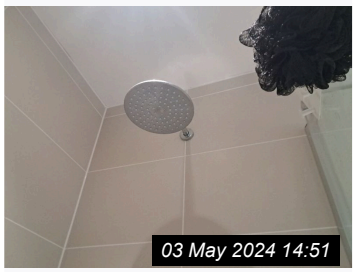
Ref #14



Ref #14



Ref #14



Ref #14



Ref #14

15. Bathroom

Ref	Name	Condition	Comments
15.1	Are there any obvious water leaks	No	

Capture

15. BATHROOM (CONT.)

15.2	Are there any signs of damage or mould?	No	
15.3	Would the room benefit from being redecorated?	No	
15.4	Would the flooring benefit from being cleaned and or replaced?	No	
15.5	Is the standard of house-keeping acceptable?	Yes	Condition consistent with use
15.6	Any signs of fair wear and tear?	No	
15.7	Are there any indications of pet / smoking / odours?	No	Neutral smell - no indications



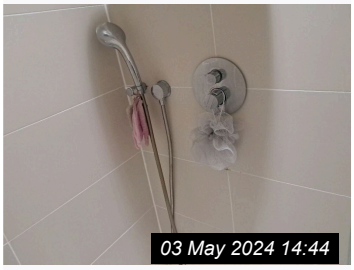
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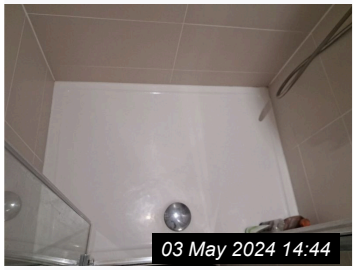
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Ref #15



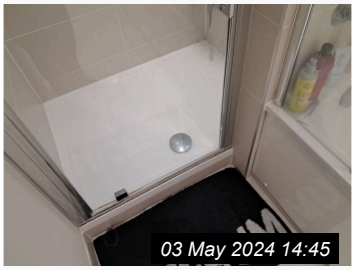
Ref #15



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Ref #15

Capture

15. BATHROOM (CONT.)



Ref #15



Ref #15



Ref #15



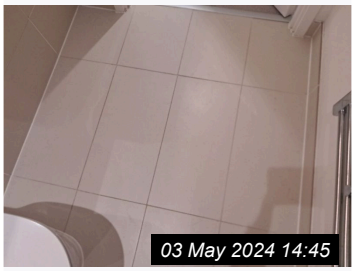
Ref #15



Ref #15



Ref #15



Ref #15

16. Pets

Ref	Name	Condition	Comments
16.1	Is there any evidence of pets at the property or within property boundaries?	Yes	
16.2	Are there any indications of pet odours?	Yes	Neutral smell - no indications

Declaration

I/We the undersigned, affirm that if I/we do not comment on the Inventory in writing within seven days of receipt of this Inventory then I/we accept the Inventory as being an accurate record of the contents and condition of the property.

Signed by the

Signatures

Print Name

Date / /

Signed by the

Signatures

Print Name

Date / /

Capture

Capture