

Inventory of Furniture, Fixtures and Fittings

IMO Reporting Specialists

1st Floor Suite
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In association with:




Address	Apartment x Alameda, 48 Olympic Way, Wembley, Greater London, HA9 0QN		
Size / Type	Two-bedroom, two bathroom furnished apartment		
Inspection	Date: 15-11-2019	Check out:	Date: Time:
Instructed by			

Table of Contents

Property details and report type

Table of Contents

General Guidance Notes

General Guidance Notes for Tenant at Check-out

The role of an Inventory clerk

List of Abbreviations / Cleaning Definitions / Check out Responsibility Key

INVENTORY MAKE AND CHECK IN REPORT:

Schedule of condition

Photos

General Guidance Notes

IMO has prepared this Inventory and the following is intended as an informative guide to help both the Landlord and the Tenant.

Please note that if this inventory was not available for inspection at the time of check in, then all concerned parties have 10 working days from receipt of the inventory (other than in exceptional circumstances pre-advised to IMO) to revert with any comments and/or their agreement. Non-receipt of any comments will be taken as full agreement and therefore this may affect any disputes at the time of check out which IMO cannot be held responsible for.

1. Any item on this Inventory which does not have a marginal note against it can be considered to be in good clean condition for its age. All light bulbs are in working order unless stated but electrical appliances and machinery have only been tested, where practicable, for power. Unless specifically agreed, books, records, videos, compact discs and plants have not been counted or individually itemized.
2. This Inventory only extends to readily accessible places: overcrowded drawers or cupboards and property left in cellars, attics and locked rooms / cupboards will not be included, nor will heavy furniture be moved. Large amounts of miscellaneous crockery and cutlery will not be listed individually, unless prior arrangements have been agreed. Standard practice is to list complete dinner services only.
3. Unless otherwise stated in writing, items in boxes, plastic sacks and other containers are assumed to be awaiting removal and are specifically excluded from the inventory.
4. The IMO representative is not aware of recently bought items. New is only stated if the item is still within packaging. This inventory has been compiled on the basis that, unless otherwise stated, an item is free from visible soiling, defects or damage.
5. Unless the Inventory is carried out in daylight hours, the exterior and belongings will not have been inspected.
6. If a garden needs inspecting IMO will endeavour to mention plants and shrubs however IMO considers plants to be perishable.
7. Contractual terms listed in the Tenancy Agreement overrule the opinion of the Inventory Clerk.
8. Lighting, electrical appliances, machinery and other similar items will be tested where practical, and in any event for power supply only. Burglar alarms and panic alarms are not tested.
9. Carpets, rugs and other floor coverings have been inspected to the extent that they are sufficiently clean so that stains and markings, including burns and other damage can be readily identified.
10. Any Inventories compiled with the tenants in situ may contain inaccuracies for which we cannot be held responsible.
11. Safety Disclaimer: 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 as at the date of the Inventory and the superficial condition of same.
12. The fire and Safety Regulations regarding Furnishings, Gas, Electrical and similar services, the provision of safety certificates and tested smoke alarms are ultimately the responsibility of the Instructing Principal.
13. Where the Inventory notes "FFR label seen", this should not be interpreted to mean that the item complies with the Furniture & Fittings (Fire) (Safety) Amendments 1993. It is a record that, at the time the Inventory was compiled, the item has a label attached as described or similar to that detailed in the "Guide to the Furniture & Furnishings (Fire) (Safety) Regulations" as published by the Department of Trade & Industry, January 1997 (or subsequent editions). It is not a statement that the item can be considered to comply with the Regulations.
14. This Inventory provides a fair and accurate record of the contents and condition of the contents of the property as well as the property's internal condition. The person preparing the Inventory is not an expert in fabrics, woods, materials, antiques etc, nor a qualified surveyor. The Inventory should not be used as an accurate description of each and every piece of furniture and equipment, nor as a structural survey report.
15. Liability: No liability will be accepted or admitted for alleged damage arising from the removal of materials, liquids or others, stored in containers – original or otherwise – from their location.
16. Meter readings can only be taken if meters are accessible and clearly marked. Otherwise the reading must be taken by the relevant boards.

General Guidance Notes for TENANT at CHECK-OUT

1. At the Check-Out a representative from IMO will attend. It is expected that the property will have been restored to its original condition with any professional cleaning and repairs completed.
2. All items must be returned to the position indicated on the Inventory. Any items packed away for the duration of the tenancy must be unpacked, cleaned and returned to their original position. All china, glass and kitchen utensils should be clean and accessible. Beds should not be made up as the mattresses need to be examined. Bedding and linen should be cleaned and placed neatly in the appropriate room. Failure to comply with the above may well incur a charge for repositioning or reconnecting items or equipment. The check out appointment is not an opportunity for repairs or additional cleaning
3. The Inventory will be checked and any variances and discrepancies in the general condition of the property and its contents will be noted. After making due allowance for what can be considered as fair wear and tear, the tenant will be liable to pay for repairs, replacement, making good or cleaning of the various items (as necessary) by way of an agreed deduction from the Security Deposit.
4. Normal "fair wear and tear" is assessed generally on the length of the tenancy and the type of occupancy i.e. couple, family etc. It is understood that certain items, such as kitchen utensils and bedding, will receive considerable heavier usage than others.
5. Discrepancies:
These generally fall into the categories listed below. These are the most common areas and it would be in the best interests of the tenant to pay particular attention to these: **Carpet soiling**: Spotting, staining, heavy shading, burn marks / **Furniture damage**: Soiling, staining, breakage, ring and scratch marks, water/liquid marks, dents and chip marks / **Curtains**: Discoloured due to smoke, torn or not freshly cleaned / **Fireplace**: Unauthorised use, chimneys not swept, damage to mantel / **Mattresses**: Staining / **Linen**: Soiling, staining, not freshly cleaned, tears / **Flooring**: Heavy usage, scrape / scratch marks, stains, burns.
6. Cleaning: Apart from the day-to-day cleaning, listed below are the most common areas missed which will be noted in the check-out report:
 - All paintwork, skirting boards, picture rails
 - Ceramic tiles in kitchens and bathrooms
 - Lime scaling to taps, showerheads and dishwasher element
 - Carpets and flooring
 - Kitchen units, cupboards and drawers – inside and out
 - All kitchen appliances inside and out, including shelving and all rubber seals
 - Defrosting freezer and freezer compartment
 - Soap dispensers and filters of washing machine and dishwasher
 - Extractor fans
 - Ceiling / wall light fittings, shades and bulbs
7. All personal items must have been removed and the tenant should be ready to leave the property as soon as the check-out procedures have been completed.
8. The schedule of condition will be completed and signed by both the Inventory clerk and the tenant, the meters will be read and a forwarding address will be required.

The Role Of An Inventory Clerk:

An Inventory clerk's role at check in:

- Inspect and examine the contents and condition of a property
- Accurately and impartially record the contents and condition of the property in the form of an Inventory
- Take meter readings (where possible – though final responsibility remains with the tenant)
- Document keys that have been handled and given to tenants/agents
- Take photos of the property (to include areas of concern)

An Inventory clerk's role at check out:

- Inspect and examine the contents and condition of a property in comparison to the stated condition at check in
- Accurately and impartially record the changes or damages that have occurred during the tenancy
- Take meter readings
- Document keys that have been handled and given back to landlords/agents
- Take supporting photos to the check out report (where possible)

Areas that are not part of an Inventory clerk's role:

- Preparing the property or fixing problems prior to check in (or at any time)
- To have the knowledge of or demonstrate how appliances are used
- To assist in repairs or point out areas that need repairing or cleaning at check out
- To help move belongings or furniture

Note: This is not an exhaustive list but does cover the most common scenarios.

Abbreviations and Definitions

ABBREVIATIONS

CM	Ceiling mounted	CWF	Complete with fittings
CWO	Clean working order	CO	Clean order
DC	Domestically clean	HMD	Hand/finger marked
IU	In use	L/RHS	Left/right hand side
LUMs/HUMs /VUMs	Light/heavy/various usage marks	MCA / U	Marks consistent with age/use
NI	Not inspected / examined closely	NT	Not tested
NWO	Non-working order	PC	Professionally clean
PO	Power on	POD	Painted over defects
RFC / RFW / RC	Requires further cleaning / requires final wipe / requires cleaning	WIU	Well in use
WO	Working order	w/	With
WT	Wear and tear	W/M	Wall mounted

CLEANING DEFINITIONS

1	Professionally Clean	Highest expected standard, carried out by professional cleaning company with all necessary products and normally including steam clean of carpets and window cleaning inside/out.
2	High level Domestic clean	Cleaned to a very good standard – but not by a professional company. Unlikely to need follow up but less likely to include any steam cleaning of carpets or window cleaning.
3	Domestically clean – standard	Cleaned to a generally good standard – most areas could probably be improved and very unlikely to include steam cleaning of carpets or window cleaning.
4	Domestically clean – poor	Has had a very basic or superficial clean – most areas require follow up.
5	Dirty – unreasonable condition	Poor condition throughout and requires full clean prior to tenancy commencing.

(R) Responsibility key (FOR CHECK OUT ONLY):

T = Tenant responsible L = Landlord responsible WT = Wear and Tear TNC = Tenant – No Charge PT = Part Tenant ACI = As check in U = Unallocated N/A or Blank = Unchanged



	Lounge / inner hallway	Description	Comments	Condition at check out	(R)
1.	Front Door Exterior	Dark grey painted wooden door with brushed metal lever handle and integrated Salto lock, integrated peephole, illuminated numerals above the entry door.	IU, clean.		
2.	Front Door Interior	Mint green painted with back parts to handle and peephole.	IU, clean.		
3.	Ceiling	White painted.	Clean.		
4.	Walls	Part off white painted.	Clean.		
5.	Woodwork	Remainder mint green painted Part off white painted.	Clean.		
6.	Flooring	Remainder dark grey painted Fitted medium grained wood style.	IU, clean		
7.	Windows	Set of double glazed full height balcony doors set into dark grey metal frames, static to centre and LHS, sliding to RHS with tall dark grey metal lever handle and integral lock, high level trickle vent.	Glazing intact, clean to interior, fairly clean to exterior with some minor dust. Frames IU. Contractors appear to be replacing the seals at time of inspection		
8.	Window Coverings	2 x C/M white metal track. 1 x full length light beige fabric lined curtain.	IU. IU.		
		1 x full length privacy fabric curtain.	IU.		
9.	Heating	1 x W/M white double radiator.	CWF		



	Lounge / inner hallway	Description	Comments	Condition at check out	(R)
10.	Lighting	Recessed spotlights in white casements. 1 x C/M pendant with large white glass globe type shade.	WO. WO.		
11.	Switches / Plugs	Switches and plugs as fitted with brushed metal face plates.	Intact.		
12.	Cupboard 1	1 x flat white painted door with brushed metal lever handle and integral lock, giving access to: Storage with: Walls – white painted. Woodwork – white painted. Ceiling – white painted. Flooring – continuation of lounge. 2 x W/M enclosed light fittings. 1 x floor standing Samsung digital inverter washing machine. 1 x W/M metal consumer unit with hinged flap. 1 x W/M white metal cabinet with what appears to be telecoms behind. W/M white metal shelving fittings with white metal shelves. Passive air vent	Clean WO. Clean, PO		



	Lounge / inner hallway	Description	Comments	Condition at check out	(R)
		C/M smoke alarm	PO		
		Sprinkler plate			
		Access point	NI		
13.	Furniture	Pair of black metal framed bar stools with varnished wood seats	Good condition, appear new.		
14.		Shades of green fabric covered two seater sofa with light wooden feet with 2 x seat cushions, 2 x back cushions.	Good condition, appears new.		
15.		Mustard velour fabric covered armchair with dark wooden feet.	Good condition, appears new.		
16.		Circular marble effect side table on bronze coloured stand.	Good condition, appears new.		
17.		Medium grained wood style entertainment unit with glazed internal shelves and sliding wooden doors.	Good condition, appears new.		
		Matching coffee table	Good condition, appears new.		
18.		Matching open shelving unit	Good condition, appears new.		
19.		Matching rectangular light grained wood dining table.	Good condition, appears new.		
20.		4 x light green moulded plastic dining chairs on black metal stands with flecked grey fabric covered seat pads.	Good condition, appear new.		



	Lounge / inner hallway	Description	Comments	Condition at check out	(R)
21.		Grey / white weaved pouffe.	Good condition, appears new.		
22.	Miscellaneous	4 x square scatter cushions, 2 x shades of white/grey/yellow, 2 x shades of black/silver	Good condition, appear new.		
23.		1 x rectangular shades of beige, brown and green rug.	Good condition, appears new.		
24.		2 x W/M black framed prints – multi colours	Good condition, appear new.		
25.		1 x C/M smoke alarm.	Green power light seen.		
26.		2 x W/M sprinkler heads.			
27.		1 x W/M video entry phone system.			
28.		1 x W/M black Honeywell digital heating control.			
29.	Notes	Sliding doors lead on to a private balcony with grey composite decked flooring and glazed panels	Good general order subject to localised construction.		



	Kitchen	Description	Comments	Condition at check out	(R)
1.	Door	N/A – open plan.			
2.	Ceiling	White painted.	Clean.		
3.	Walls	Tiled in off-white ceramic with light grey grout.	Clean and intact.		
4.	Woodwork	Mint green painted.	Clean.		
5.	Flooring	Continuation of lounge wood style.	IU.		
6.	Windows	None.			
7.	Window Coverings	None.			
8.	Heating	None visible			
9.	Lighting	Recessed LED spotlights in white casements.	In WO.		
		Under unit mounted LED strip lights.	In WO.		
10.	Switches / Plugs	Switches and plugs part as fitted with brushed metal face plates.	Intact.		
		White plastic appliance control switch panel in unit above extractor hood.			



	Kitchen	Description	Comments	Condition at check out	(R)
11.	Units	Range of eye and base level units with mint green painted door fronts and light grey melamine carcasses and interiors, 2 x drawers having glazed inlays.	Good condition.		
12.	Worktop	Marble style composite with draining grooves cut to side of the sink.	Clean and intact.		
13.	Sink	Recessed S/S sink with 1 x sink filter and surface mounted chrome swan necked mixer tap.	Clean.		
14.	Fridge Freezer	<p>Integrated white Samsung all around cooling fridge freezer.</p> <p>Fridge: Internal light. 2 x safety glass shelves 1 x glass crisper shelf 1 x pull out plastic crisper drawer 2 x full width plastic door trays 2 x half width plastic door trays</p> <p>Freezer: 1 x pull out easy slide drawer 2 x pull out standard plastic drawers.</p>	Internal light WO, all in good condition and clean.		
15.	Extractor Hood	Integrated pull out Samsung extractor hood with fan and 2 x lights.	Clean and intact, lights WO.		
16.	Hob	Samsung black glass induction hob.	Clean and intact.		



	Kitchen	Description	Comments	Condition at check out	(R)
17.	Oven	Samsung black glass single electric oven, 1 x metal shelf and 1 x grill tray.	Clean and intact, internal light WO.		
18.	Dishwasher	Integrated Samsung dishwasher.	Good condition, clean.		
19.	Washing Machine	In cupboard			
20.	Miscellaneous	1 x integrated grey plastic three part pull out bin section beneath sink.			
21.		1 x C/M white passive air vent.			
22.		1 x built in cutlery drawer insert.			
23.		Mint green painted shelving mounted between eye and base level units.			
24.	Notes				



	Bedroom 1 (Furthest from lounge)	Description	Comments	Condition at check out	(R)
1.	Door	White painted wooden door with brushed metal lever handle.	Clean.		
2.	Ceiling	White painted.	Clean.		
3.	Walls	Off white painted.	Clean.		
4.	Woodwork	White painted.	Clean.		
5.	Flooring	Continuation of lounge medium grained wood style.	Clean.		
6.	Windows	Double glazed set into dark grey metal frames, static to lower section, opening to upper section with dark grey brushed metal lever handle and integral lock, integrated high level trickle vent.	Glass – intact, clean Frames – IU.		
7.	Window Coverings	2 x C/M white metal track. 1 x full length light beige fabric lined curtain. 1 x full length privacy fabric curtain.	IU. IU. IU.		
8.	Heating	1 x W/M white single radiator.	CWF.		
9.	Lighting	Recessed spotlights in white casements.	In WO.		
10.	Switches / Plugs	Switches and plugs as fitted with brushed metal face plates.	Intact.		



	Bedroom 1 (Furthest from lounge)	Description	Comments	Condition at check out	(R)
11.	Electrical	N/A.			
12.	Cupboard	Integrated wardrobe with mint green painted doors and dark wood circular pulls, flooring to match the bedroom, 1 x full width shelf and 1 x chrome hanging rail, 1 x automated LED light fitting.	Good condition, clean.		
13.	Furniture	Medium grained wooden bed frame with slatted wooden base and John Lewis beige fabric covered mattress.	Good condition, appear new.		
14.		2 x medium grained wood bedside units with open shelf and drawer Matching 5 drawer chest	Good condition, appear new.		
15.	Miscellaneous	2 x C/M sprinkler plates.			
16.		1 x C/M smoke alarm.	Green power light seen.		
17.		1 x wall hung rectangular dressing mirror set into medium varnished wood frame.	Clean and intact.		
18.		1 x floor mounted brushed metal and black rubber doorstop.			
19.		1 x quilted mattress protector.	New		
20.		1 x w/m black framed print – multi colours			
21.	Notes				

	En-suite	Description	Comments	Condition at check out	(R)
1.	Door	Flat white painted wooden door with brushed metal lever handle and brushed metal twist lock, door closing arm at high level. 2 chrome pegs	Paintwork clean.		
2.	Ceiling	White painted.	Clean over minor defects.		
3.	Walls	Shades of beige ceramic tiles.	Clean and intact.		
4.	Woodwork	Marble style splashback and counter White painted.	Clean and intact. Clean.		
5.	Flooring	Shades of dark grey ceramic tiles.	Clean and intact.		
6.	Windows	None.			
7.	Window Coverings	None.			
8.	Heating	1 x W/M chrome towel ladder radiator.	CWF, NT.		
9.	Lighting	Recessed spotlights in white casements.	WO.		
		LED lighting around the medicine cabinet.	WO.		
10.	Switches / Plugs	1 x white plastic shavers only socket within medicine cabinet.	Intact.		



	En-suite	Description	Comments	Condition at check out	(R)
11.	Suite	White ceramic Duravit WC with white seat and lid and W/M chrome Grohe dual flush.	Clean.		
12.		White ceramic Laufen surface mounted sink with chrome pop up waste and chrome mixer tap.	Clean.		
13.		Built in shower area, W/M shower flex with chrome shower head, chrome riser rail with clear plastic soap dish and W/M chrome dual control set, side panel tiled to match walls.	Clean.		
14.	Cupboard	1 x built in medicine cabinet opening to both side with mirrored doors and 2 x static mirrored sections LHS and RHS giving access to white laminated interior.	Clean and intact.		
15.	Miscellaneous	1 x C/M white passive air vent.	Appears to be in WO.		
16.		1 x W/M chrome toilet roll holder.			
17.		Clear glass shower screen with aluminium bracket.	Clean and intact.		
18.	Notes				

	Bedroom 2	Description	Comments	Condition at check out	(R)
22.	Door	White painted wooden door with brushed metal lever handle.	Clean.		
23.	Ceiling	White painted.	Clean.		
24.	Walls	Off white painted.	Clean.		
25.	Woodwork	White painted.	Clean.		
26.	Flooring	Continuation of lounge medium grained wood style.	Clean.		
27.	Windows	Double glazed set into dark grey metal frames, static to lower section, opening to upper section with dark grey brushed metal lever handle and integral lock, integrated high level trickle vent.	Glass – intact, clean Frames – IU.		
28.	Window Coverings	2 x C/M white metal track. 1 x full length light beige fabric lined curtain. 1 x full length privacy fabric curtain.	IU. IU. IU.		
29.	Heating	1 x W/M white single radiator.	CWF.		
30.	Lighting	Recessed spotlights in white casements.	In WO.		
31.	Switches / Plugs	Switches and plugs as fitted with brushed metal face plates.	Intact.		

	Bedroom 2	Description	Comments	Condition at check out	(R)
32.	Electrical	N/A.			
33.	Cupboard	Integrated wardrobe with sage green painted doors and dark wood circular pulls, flooring to match the bedroom, 1 x full width shelf and 1 x chrome hanging rail, 1 x automated LED light fitting.	Good condition, clean.		
34.	Furniture	Medium grained wooden bed frame with slatted wooden base and John Lewis beige fabric covered mattress.	Good condition, appear new.		
35.		2 x medium grained wood bedside units with open shelf and drawer	Good condition, appear new.		
		Matching 5 drawer chest			
36.	Miscellaneous	2 x C/M sprinkler plates.			
37.		1 x C/M smoke alarm.	Green power light seen.		
38.		1 x w/m dressing mirror in varnished wooden frame	Clean, intact		
39.		1 x floor mounted brushed metal and black rubber doorstop.			
40.		1 x quilted mattress protector.	New		
41.		1 x w/m black framed print – multi colours			
42.	Notes				



	En-suite	Description	Comments	Condition at check out	(R)
19.	Door	Flat white painted wooden door with brushed metal lever handle and brushed metal twist lock, door closing arm at high level, 2 x chrome pegs mounted to interior.	Paintwork clean.		
20.	Ceiling	White painted.	Clean over minor defects.		
21.	Walls	Shades of beige ceramic tiles.	Clean and intact.		
22.	Woodwork	White painted.	Clean.		
23.	Flooring	Shades of dark grey ceramic tiles.	Clean and intact.		
24.	Windows	None.			
25.	Window Coverings	None.			
26.	Heating	1 x W/M chrome towel ladder radiator.	CWF, NT.		
27.	Lighting	Recessed spotlights in white casements. LED lighting around the medicine cabinet.	WO. WO.		
28.	Switches / Plugs	1 x white plastic shavers only socket within medicine cabinet.	Intact.		
29.	Suite	White ceramic Duravit WC with white seat and lid and W/M chrome Grohe dual flush.	Clean.		



	En-suite	Description	Comments	Condition at check out	(R)
30.		White ceramic Laufen surface mounted sink with chrome pop up waste and chrome mixer tap.	Clean.		
31.		White pressed metal bath, W/M shower flex with chrome shower head, chrome riser rail with clear plastic soap dish and W/M chrome dual control set, side tiled as walls	Clean.		
32.	Cupboard	1 x built in medicine cabinet opening to both side with mirrored doors and 2 x static mirrored sections LHS and RHS giving access to white laminated interior.	Clean and intact.		
33.	Miscellaneous	1 x C/M white passive air vent.	Appears to be in WO.		
34.		1 x W/M chrome toilet roll holder.			
35.		Glazed shower screen w/aluminium bracket	Clean, intact		
36.	Notes				

CHECK IN

Schedule of Condition

Date: 15th November 2019

ADDRESS	Apartment x Alameda, 48 Olympic Way, Wembley, Greater London, HA9 0QN	PROPERTY TYPE / SIZE	Two-bedroom, two bathroom furnished apartment
AGENT	Tipi	BRANCH	Tipi

Key: 1 - Very Good order / 2 – Good order / 3 – Average order / 4 – Poor order

DECORATION	1		FURNITURE	1	
FLOORING	1		HOB	1	
CURTAINS / BLINDS	1		OVEN	1	
MATTRESSES	1		EXTRACTOR	1	
LIGHTING	1		FRIDGE / FREEZER	1	
WINDOWS	1		KITCHENWARE	NA	
BATH / SHOWER	1		W / MACHINE	1	
BASINS	1		WC (s)	1	
TILING	1		LINEN	1	
UNITS / WORKTOPS	1		EXTERNAL SPACE	1	

CLEANING COMMENTS	Professional cleaning receipt seen: No	SCORE (1-5): 1 KEY ON PAGE 6	The property has been cleaned to a high standard throughout.
FINAL COMMENTS	Very well presented for check in with no issues of note. Contractors working on lounge windows at time of inspection, so some light debris in this area and furniture had been moved to accomodate		

Utility	Location	Serial number	Reading
Heating/Gas	Unable to access meters		KWH
Water			
Electricity			KWH
Smoke & Carbon Monoxide Alarms	Total Number	Have all been tested and working?	Comments
	2 x smoke alarms	Both WO.	N/A
Keys From:	Keys to:	Keys not handled	

DECLARATION:

I, the undersigned am in agreement with the schedule of condition for the property.

For tenants checking in only - I understand that I must check through the full report (once received) and then have 14 days to respond with my comments via the online agreement form. If I do not respond within this time then I understand that I surrender my right to challenge any of the stated findings / opinions in the report.

SIGNED FOR TENANT:	SIGNED FOR LANDLORD:	SIGNED FOR IMO:
PRINT:	PRINT:	PRINT: T Gray
EMAIL:	CONTACT NUMBER:	FORWARDING ADDRESS: