

**SHEPPARD FLAT INVENTORY**

Name of Tenant: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_

Flat Number: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

**LOUNGE/STUDY/DINER**

Settee  
Easy Chairs  
Coffee Tables  
Sideboard  
Bookcase  
Dining Table & Chairs  
Standard Lamp\*  
Table Lamp\*  
Waste Bins  
Desk  
Desk Chair  
Desk Lamp

| No. Issued        | No. Received |
|-------------------|--------------|
| 1                 |              |
| 2                 |              |
| 1                 |              |
| 1                 |              |
| 1                 |              |
| 1 table, 4 chairs |              |
| 1                 |              |
| 1                 |              |
| 1                 |              |
| 1                 |              |
| 1                 |              |
| 1                 |              |

**KITCHEN-GENERAL ITEMS**

Fridge/Freezer  
Table & Chairs  
Microwave  
Electric Kettle  
Toaster  
Chopping board  
Can Opener  
Set of Kitchen Utensils,  
Knife Block  
Assorted Cooking Tins  
Saucepans Set  
Frying Pan  
Ice Cube Tray\*  
Grater  
Measuring Jug  
Colander  
Casserole dish

| No. Issued        | No. Received |
|-------------------|--------------|
| 1                 |              |
| 1 table, 4 chairs |              |
| 1                 |              |
| 1                 |              |
| 1                 |              |
| 1                 |              |
| 1                 |              |
| 1                 |              |
| 2                 |              |
| 1                 |              |
| 1                 |              |
| 1                 |              |
| 1                 |              |
| 1                 |              |
| 1                 |              |

**CUTLERY**

Knives  
Forks  
Spoons  
Teaspoons

|   |  |
|---|--|
| 6 |  |
| 6 |  |
| 6 |  |
| 6 |  |

**KITCHEN-CHINA AND GLASS**

Mugs  
Plates  
Side Plates  
Bowls  
Water Glasses  
Wine Glasses

| No. Issued | No. Received |
|------------|--------------|
| 6          |              |
| 6          |              |
| 6          |              |
| 6          |              |
| 6          |              |
| 6          |              |

**BEDROOM I (Double)**

Pillows  
Under blankets  
Duvet  
Blanket  
Double bed frame and mattress  
Chest of Drawers  
Bedside Cabinet  
Bedside Lamp  
Waste Bin

| No. Issued | No. Received |
|------------|--------------|
| 4          |              |
| 1          |              |
| 1          |              |
| 1          |              |
| 1          |              |
| 1          |              |
| 1          |              |
| 1          |              |
| 1          |              |

**TWIN BEDROOM**

Pillows  
Under blankets  
Duvets  
Blankets  
Single bed frame and mattress  
Chest of Drawers  
Oak Bedside Cabinet  
Bedside Lamp  
Waste Bin

| No. Issued | No. Received |
|------------|--------------|
| 4          |              |
| 2          |              |
| 2          |              |
| 2          |              |
| 2          |              |
| 1          |              |
| 1          |              |
| 1          |              |
| 1          |              |

**TWIN BEDROOM (3-bedroomed flats)**

Pillows  
Under blankets  
Duvets  
Blankets  
Chest of Drawers  
Bedside Cabinet  
Bedside Lamp  
Waste Bin

| No. Issued | No. Received |
|------------|--------------|
| 4          |              |
| 2          |              |
| 2          |              |
| 2          |              |
| 1          |              |
| 1          |              |
| 1          |              |
| 1          |              |

**STUDY (2-bedroom/Study flats)**

Desk  
Chair  
Chest of drawers  
Desk Lamp  
Waste Bin

|   |  |
|---|--|
| 1 |  |
| 1 |  |
| 1 |  |
| 1 |  |
| 1 |  |

**BATHROOM/TOILET**

Lavatory Brush and Holder

|   |  |
|---|--|
| 1 |  |
|---|--|

**OUTSIDE PATIO**

No garden furniture supplied

**SUNDRIES**

Washing up Liquid  
Sponge scourers  
J-Cloths  
Kitchen Bin  
Vacuum Cleaner  
Vacuum Bags  
Broom  
Dustpan and Brush  
Mop & Bucket  
Mop heads  
Ironing Board  
Iron  
Clothes Airer  
Black bags  
Clear pedal bin liners  
Household toilet rolls

|                |  |
|----------------|--|
| 1              |  |
| 2              |  |
| Red 3 / Blue 3 |  |
| 1              |  |
| 1              |  |
| 2              |  |
| 1              |  |
| 1              |  |
| 1              |  |
| 2              |  |
| 1              |  |
| 1              |  |
| 5              |  |
| 5              |  |
| 1 pack         |  |

Note: There may be additional items, particularly kitchen utensils, that have been left by previous residents and therefore do not form part of the College inventory. Items marked \* are not supplied as standard in every flat

Tenant Signature .....

Date .....