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**Inventory House**. **T:** 08700 336969 **E:** [info@inventoryhouse.co.uk](mailto:info@inventoryhouse.co.uk) **W:** [www.inventoryhouse.co.uk](http://www.inventoryhouse.co.uk)

Head Office: 3 County Gate London SE9 3UB.

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**Additional Notes**

**<CLIENT>**

**<DATE>**

**Date:**

**On behalf of:**

**<ADDRESS3>**

**<ADDRESS2>**

**<ADDRESS1>**

**Property Address:**

**<TITLE>**

**Inventory House Important Information – Please Read**

For a full list of terms and conditions of this report please go to www.inventoryhouse.co.uk and look for our report terms and conditions at the bottom of the home page.

***Now I have received this report, what do I do next?***

Firstly read through the report carefully. If everything looks satisfactory, you do not need to contact Inventory House, just keep a copy of the report safe for future reference. If you would like to comment on any part of the content of this report you should do so taking the following in to consideration:

* At check-in, if you have any comments, you should submit them within 2 working days of receipt (do not leave it until the week you are due to move out – your comments will not be reviewed)
* At check-out, you should submit your comments immediately on receipt of this report.
* Any comments must be sent to Inventory House by e-mail stating the property address and then listing the room and item within that room your comment relates to. You should also provide supporting photo evidence including a date stamp on the photograph.

**DO NOT SEND a hard copy or even a scan copy of the report with your handwritten notes on. This makes administering your comments extremely difficult and time consuming to handle efficiently**.

* Once received in the correct way, your comments will always be reviewed and considered by Inventory House.

If your comments are reiterating the notes we have already taken, please do not send them again, for example if there are 15 scuff marks to a wall in the property and we have noted that the wall is ‘scuffed and marked’, or you would like to note there are 5 paint chips to a door frame and we have noted that the frame is ‘chipped’. Although your comments are well received, you should concentrate on the condition of items you feel we have misrepresented completely and not those where the outcome is the same but the language may be slightly different from that you would have used.

Please be confident that the Inventory House representative that inspected your property is one of the most highly trained inventory clerks available today. They have a number of years experience behind them and are well versed in what is normal (fair) wear and tear and what is not.

***What is fair wear and tear?***

Fair wear and tear is defined by the House of Lords as “reasonable use of the premises by the tenant and the ordinary operation of natural forces”, of course the word reasonable depends on the length of tenancy, type of property and who occupies it.

At check-out Inventory House will note what difference in condition they believe is fair wear and tear and what is not. You are in safe hands, the inventory clerk that inspected the property has a wealth of experience and training in what is and what isn’t.

***What do I need to do to prepare for check-out?***

More often than not many tenancy disputes can be avoided by simply knowing and being prepared for what is expected of a tenant at check-out. Visit www.inventoryhouse.co.uk and follow the ‘Tenant’ link on the home page for useful information on preparing for check-out.

**FRONT DOOR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Condition at Check-In: 20.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Exterior | Exterior door frame is in good condition and clean, couple of edge chips |  |  |  |
| Exterior door panel is in good condition and clean |  |  |  |
| Interior | Interior door frame is clean, security chain fitting is broken, seal broken high level left hand side corner, couple of edge chips and worn marks |  |  |  |
| Interior door panel is in good condition and clean, twist lock is in working order |  |  |  |

**Additional Notes:**

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**ENTRANCE HALLWAY**

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| --- | --- | --- | --- |
| **Condition at Check-In: 20.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Ceiling is in good condition, cable tacked to high level right hand side |  |  |  |
| Painted walls are showing scuff marks, scuff lines, edge chips, 1 indent low level left hand side |  |  |  |
| Skirting is in good condition and clean |  |  |  |
| Flooring is in good condition and clean |  |  |  |
| Wall lights are in working order |  |  |  |
| Electrical fixtures are in good condition and clean, untested |  |  |  |
| Smoke alarm is in working order |  |  |  |
| Ceiling fitted alarm is mains operated, untested |  |  |  |
| Wall fitted alarm is mains operated, untested |  |  |  |
| Entryphone handset with screen is in good condition and clean, untested |  |  |  |
| Thermostat is in good condition and clean, untested |  |  |  |
| Doorstop is in good condition and clean |  |  |  |
| Side unit is in good condition and clean |  |  |  |
| Router is clean, untested |  |  |  |
| Smart meter is clean, untested |  |  |  |
| Wall fitted mirror is in good condition and clean |  |  |  |

**Additional Notes:**

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**CUPBOARD HOUSING THE WATER TANK**

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| --- | --- | --- | --- |
| **Condition at Check-In: 20.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Exterior door frame is in good condition and clean, some paint slightly bubbling high level left hand side |  |  |  |
| Exterior door panel is clean, 1 large darkened patch |  |  |  |
| Interior door frame is in good condition and clean |  |  |  |
| Interior door panel is clean, 1 large darkened patch low level |  |  |  |
| Ceiling is showing 2 cut out sections and several screws |  |  |  |
| Painted walls showing 1 cut out section to the back wall, some scuff marks and scuff lines |  |  |  |
| Flooring is partly uninspected due to water tank being in the way, but is partly undecorated |  |  |  |
| Fuse box is in good condition and clean, untested |  |  |  |
| Water tank is in good condition and clean, untested |  |  |  |
| Electrical fixtures are in good condition and clean, untested |  |  |  |
| Mop is in used condition |  |  |  |

**Additional Notes:**

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**KITCHEN & RECEPTION**

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| --- | --- | --- | --- |
| **Condition at Check-In: 20.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Exterior door frame is in good condition and clean, some minor edge chips |  |  |  |
| Exterior door panel is in good condition and clean, some rough chips to base edge |  |  |  |
| Interior door frame is in good condition and clean, some minor edge chips right hand side |  |  |  |
| Interior door panel is in good condition and clean, some rough chips to the base edge |  |  |  |
| Ceiling is in good condition |  |  |  |
| Painted walls are showing some scuff marks, edge chips and splash marks, 1 screw |  |  |  |
| Tiled walls are in good condition and clean |  |  |  |
| Wallpapered wall is in good condition |  |  |  |
| Skirting is clean, showing 1 paint chip right hand side on entrance, couple of bubbling marks |  |  |  |
| Wooden flooring is clean, showing surface scratches, heel indents and some varnishing patches in places |  |  |  |
| Tiled flooring is in good condition and clean |  |  |  |
| 1 balcony door is clean, door shuts, but has no twist lock fixture, 1 tissue stuck to the latch |  |  |  |
| Ceiling inset double spotlights are in working order |  |  |  |
| All electrical fixtures are in good condition and clean, untested |  |  |  |
| Heat alarm is in working order |  |  |  |
| Ceiling fitted smoke alarm is mains operated, untested |  |  |  |
| Thermostat is in good condition and clean, untested |  |  |  |
| Curtain pole is in good condition and clean |  |  |  |
| Worktop is in good condition and clean |  |  |  |
| Sink, half and drainer are in good condition and clean, tap is in working order |  |  |  |
| Bin is detached from the unit fitted bin system |  |  |  |
| Kitchen unit door fronts are in good condition and clean, some slight wear |  |  |  |
| Kitchen unit drawer fronts are in good condition and clean, some slight wear in places |  |  |  |
| Fridge freezer is in good condition and clean, tested for power, light is in working order, some stains to the interior of the second freezer drawer |  |  |  |
| Extractor hood is in good condition and clean, tested for power, lights are in working order, some tarnishing to the surround and the filters |  |  |  |
| Hob is in good condition and clean, tested for power |  |  |  |
| Washer dryer is in good condition and clean, tested for power |  |  |  |
| Microwave is in good condition and clean, tested for power |  |  |  |
| Oven is in good condition, tested for power, light is in working order, burnt on grease and residue marks to the interior |  |  |  |
| Dishwasher is in good condition and clean, tested for power, showing some tarnishing and some ingrained limescale marks to the interior |  |  |  |
| TV unit and surround cabinet is in good condition and clean, showing some laminate peeling to the top edges of some door fronts in places |  |  |  |
| Dining table is in good condition and clean, very slightly unstable |  |  |  |
| Dining chairs are in good condition and clean, showing feint ingrained marks in places |  |  |  |
| Sofa is clean, showing some usage marks, spot marks and some ingrained discolouration |  |  |  |
| Scatter cushions are in used condition |  |  |  |
| Coffee table is in good condition and clean |  |  |  |
| Curtains are in good condition and clean, some minor scuff marks and discolouration marks |  |  |  |

**BALCONY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Condition at Check-In: 20.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Balustrade with panes of glass is in tidy condition, showing some wear to the wood |  |  |  |
| Decked flooring is in tidy condition, showing some weathering marks |  |  |  |

**RIGHT HAND SIDE BEDROOM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Condition at Check-In: 20.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Exterior door frame is clean, showing some slight patchy paint marks high level right hand side, some minor scuff marks and discolouration marks |  |  |  |
| Exterior door panel is in good condition and clean |  |  |  |
| Interior door frame is in good condition and clean |  |  |  |
| Interior door panel is in good condition and clean |  |  |  |
| Ceiling is in good condition, 1 indent and 1 plaster crack on entrance |  |  |  |
| Painted walls are in good condition, 2 Rawlplugs with screws right hand side, some very minor scuff marks |  |  |  |
| Wallpapered wall is in good condition |  |  |  |
| Skirting is in good condition and clean |  |  |  |
| Carpet flooring is in good condition and clean |  |  |  |
| Balcony door is in good condition and clean to interior, in working order, seal is showing a few heavy chips |  |  |  |
| Window is in good condition, clean to interior, in working order, some sticker marks to the frame high level right hand side |  |  |  |
| Ceiling lights are in working order |  |  |  |
| Electrical fixtures are in good condition and clean, untested |  |  |  |
| Ceiling fitted smoke alarm is mains operated, untested |  |  |  |
| Air vent is in good condition and clean, untested |  |  |  |
| Thermostat is in good condition and clean, untested |  |  |  |
| Curtain poles are in good condition and clean |  |  |  |
| Curtains are in good condition and clean, showing a couple of minor spot marks to the left hand side curtains |  |  |  |
| Dining table is in good condition and clean, 1 score mark and some surface scratches |  |  |  |
| Bench is in good condition and clean |  |  |  |
| Triple wardrobe is in good condition and clean, top drawer is slightly loose on the runners |  |  |  |
| Display cabinet is in good condition and clean, extremely unstable |  |  |  |

**Additional Notes:**

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**LEFT HAND SIDE BEDROOM**

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| --- | --- | --- | --- |
| **Condition at Check-In: 20.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Exterior door frame is in good condition and clean |  |  |  |
| Exterior door panel is in good condition and clean, handle is slightly loose |  |  |  |
| Interior door frame is in good condition and clean |  |  |  |
| Interior door panel is clean, some worn marks around the handle |  |  |  |
| Ceiling is in good condition, showing some plaster cracks |  |  |  |
| Painted walls are showing 2 screws, 3 Rawlplugs with screws, 1 picture outline mark, some scuff marks and scuff lines, few finger marks and edge chips, some blistering marks below the window |  |  |  |
| Skirting is in good condition and clean |  |  |  |
| Carpet flooring is in good condition and clean |  |  |  |
| Window is in good condition, clean to interior, in working order |  |  |  |
| Ceiling lights are in working order |  |  |  |
| Al electrical fixtures are in good condition and clean, untested |  |  |  |
| Smoke alarm is mains operated, untested |  |  |  |
| Thermostat is in good condition and clean, untested |  |  |  |
| Curtain pole is in good condition and clean |  |  |  |
| Curtains are in good condition and clean |  |  |  |
| Canvas print is in good condition and clean |  |  |  |
| Stool is stained |  |  |  |
| Bookshelf is clean |  |  |  |
| 1 bookshelf is fitted the wrong way around, heavy darkening discolouration and cracking to the laminate low level |  |  |  |
| Bedside units are in good condition and clean |  |  |  |
| Wardrobe is in good condition and clean, doors are in working order, however doors do feel slightly loose from the runners to low level, 1 padded board with mirror is in tidy condition, 1 mirrored pane is in tidy condition, both stored to the side of the wardrobe |  |  |  |

**Additional Notes:**

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**EN-SUITE**

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| **Condition at Check-In: 20.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Exterior door frame is clean, showing heavy scuff marks to high level |  |  |  |
| Exterior door panel is clean, showing some rough patches to the top edge, few rough chips to the base edge, handle slightly loose |  |  |  |
| Interior door frame is in good condition, some discolouration mid to low level |  |  |  |
| Interior door panel is in good condition and clean, twist lock is in working order, handle is slightly loose, some splash marks mid to low level |  |  |  |
| Ceiling is in good condition |  |  |  |
| Painted walls are in good condition |  |  |  |
| Tiled walls are in good condition and clean |  |  |  |
| Laminate panelled wall is in good condition, part of laminate lifting to the right hand side of the fitted shelves |  |  |  |
| Skirting is in good condition and clean |  |  |  |
| Flooring is in good condition and clean |  |  |  |
| Ceiling lights are in working order |  |  |  |
| Thermostat is in good condition and clean, untested |  |  |  |
| Shaver socket plate is in good condition and clean, untested |  |  |  |
| Wall fitted mirrors are in good condition and clean, some minor ingrained smear marks |  |  |  |
| Soap dish holders are in good condition and clean |  |  |  |
| Tooth brush beaker is in good condition and clean |  |  |  |
| Basin is in good condition and clean, tap is in working order |  |  |  |
| Fitted shelves are clean |  |  |  |
| WC is in good condition and clean, flush is in working order |  |  |  |
| Shower cubicle, showerhead, shower flex, riser bar, shower controls, tray and drain, shower screen and frame, shower tidy and towel ring are in good condition and clean, tested for power |  |  |  |
| Shower mat is in used condition |  |  |  |
| Toilet brush set is in used condition |  |  |  |

**Additional Notes:**

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**BATHROOM**

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| **Condition at Check-In: 20.12.2024** |  | **Condition at Check-Out: Date** | **Responsibility**  **TT = Tenants responsibility,**  **LL = Landlords responsibility,**  **FWT = Fair wear and tear** |
| Exterior door frame is clean, showing scuff marks to top edge, few minor splash marks mid to low level right hand side |  |  |  |
| Exterior door panel is in good condition and clean, handle stem is very slightly loose |  |  |  |
| Interior door frame is in good condition and clean, some patchy paint marks low level right hand side |  |  |  |
| Interior door panel is clean, twist lock is in working order, handle is loose |  |  |  |
| Ceiling is in good condition |  |  |  |
| Painted walls are in good condition |  |  |  |
| Tiled walls are in good condition and clean |  |  |  |
| Laminate panelled walls are in good condition and clean |  |  |  |
| Skirting is in good condition and clean |  |  |  |
| Flooring is in good condition and clean |  |  |  |
| Ceiling lights are in working order |  |  |  |
| Thermostat is in good condition and clean, untested |  |  |  |
| Towel ring is good condition and clean |  |  |  |
| Wall fitted mirror is in good condition and clean |  |  |  |
| Right hand side low level mirror is clean, showing some tarnishing |  |  |  |
| Shelf surrounding basin is clean, showing some tarnishing, blemish marks and a couple of edge chips |  |  |  |
| Basin is in good condition and clean, tap and plug are in working order, plug is slightly temperamental |  |  |  |
| Soap dispensers are clean |  |  |  |
| Tooth brush is clean |  |  |  |
| Shaver socket plate is in good condition and clean, untested |  |  |  |
| Wall fitted shelves are in good condition and clean |  |  |  |
| Toilet roll holder is in good condition and clean |  |  |  |
| WC is in good condition and clean, flush is in working order |  |  |  |
| Bath tub, bath panel, showerhead, shower flex, riser bar, shower/ bath controls, plug flow and plug, shower screen and frame are in good condition and clean, tested for power, upright seal to shower screen is loose |  |  |  |
| Bath mat is in used condition |  |  |  |
| Bin is in used condition |  |  |  |

**Additional Notes:**

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| Smoke / Heat / Carbon Monoxide Alarm Information: | | | | | |
| Number of floors in property: | Smoke alarms present on each floor? YES ☐-NO**☐** | | | | |
| If no, which floor/s are they not present? | | | | | |
| Any solid fuel burning and/or combustion appliances? YES☐- NO☑ | Gas boiler  **☐** | Coal  **☐** | | Wood  **☐** | Location:  Not applicable |
| Heat Detector location: | Sound Tested?  YES / NO | | In working order?  YES /NO | | If not in working order, please add a note. |
|  | **☐ ☐** | | **☐ ☐** | |  |
|  | **☐ ☐** | | **☐ ☐** | |  |
|  | **☐ ☐** | | **☐ ☐** | |  |
| Smoke Detector location: |  | |  | |  |
|  | **☐ ☐** | | **☐ ☐** | |  |
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|  | **☐ ☐** | | **☐ ☐** | |  |
| Carbon Monoxide Detector location: |  | |  | |  |
| Not applicable | **☐ ☐** | | **☐ ☐** | |  |
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|  | **☐ ☐** | | **☐ ☐** | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Property Address: 95 City Tower, E14 | | | | | | | | | | |
| SCHEDULE OF CONDITION – SUMMARY ONLY Note: The following is meant as a summary only. For a full and detailed, item specific description of the property’s contents and condition, please read the main section of this report | | | | | | | | | | |
| General Cleanliness: | **Pro-Clean**  **☐** | **Clean**  **☐** | **Requires Further Clean**  **☐** | | **Requires Clean**  **☐** | | **Responsibility: Tenant Responsibility ☐Fair Wear & Tear☐**  **Part Tenant Responsibility ☐Landlord Responsibility ☐** | | | |
|  | | | | | | | | | | |
| Decoration | **In Good Decorative Condition**  **☐** | | **Minor Scuffs & Marks**  **☐** | | **Stains & Heavy Marks**  **☐** | | **Responsibility: Tenant Responsibility ☐Fair Wear & Tear☐**  **Part Tenant Responsibility ☐Landlord Responsibility ☐** | | | |
|  | | | | | | | | | | |
| Kitchen | **Clean**  **YES / NO** | **Notes** | | | **Carpets, Floors & Woodworks** | | **Clean**  **YES / NO** | | | **Notes** |
| Sink | **☐ ☐** |  | | | Carpets | | **☐ ☐** | | |  |
| Worktops | **☐ ☐** |  | | | Hard Floors | | **☐ ☐** | | |  |
| Units | **☐ ☐** |  | | | **Curtains/Upholstery** | | **YES / NO** | | |  |
| Washing Machine | **☐ ☐** |  | | | Mattresses | | **☐ ☐** | | |  |
| Dryer | **☐ ☐** |  | | | Sofas | | **☐ ☐** | | |  |
| Dishwasher | **☐ ☐** |  | | | Armchairs | | **☐ ☐** | | |  |
| Extractor Hood | **☐ ☐** |  | | | Curtains | | **☐ ☐** | | |  |
| Hob | **☐ ☐** |  | | | Blinds | | **☐ ☐** | | |  |
| Ovens | **☐ ☐** |  | | | **Windows - Interior** | | **YES / NO** | | |  |
| Fridge/Freezer | **☐ ☐** |  | | | Frames | | **☐ ☐** | | |  |
| Bathrooms | **YES / NO** |  | | | Glazing | | **☐ ☐** | | |  |
| WCs | **☐ ☐** |  | | | **Fixtures & Furniture** | | **YES / NO** | | |  |
| Wash Hand Basins | **☐ ☐** |  | | | Kitchen Furniture | | **☐ ☐** | | |  |
| Baths | **☐ ☐** |  | | | Bedroom(s) Furniture | | **☐ ☐** | | |  |
| Shower Enclosures | **☐ ☐** |  | | | Reception Furniture | | **☐ ☐** | | |  |
| Vanity Units | **☐ ☐** |  | | | Miscellaneous Furniture | | **☐ ☐** | | |  |
|  | | | | | | | | | | |
| Lighting: All in Working Order ☐Number of Lights Not in Working Order: #Tenant Responsibility ☐Fair Wear & Tear☐ | | | | | | | | | | |
| Exteriors | **YES / NO** | **Tidy YES / NO** | | | **Tidy YES / NO** | | | | | |
| Balcony | **☐ ☐** | Hard Surfaces | | **☐ ☐** | Lawn & Boundaries | **☐ ☐** | | **Notes:** | | |
| Extra Information: | | | | | | | | | | |
|  | | | | | | | | | | |
| Keys at Check In | | | | **Keys at Check Out** | | | | | **Keys Missing** | |

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