MG Marchant Grey Dilapidations
Dilapidations and lease-end consultancy

TERMINAL SCHEDULE OF DILAPIDATIONS

Second floor, Pennant House, Chandlers Row, Marlbury

PROPERTY	Second floor, Pennant House, 18 Chandlers Row, Marlbury
LEASE DATED	24 June 2016
LANDLORD	Pennant House Investments Ltd
TENANT	Quillon Software Ltd
INSTRUCTED BY	Pennant House Investments Ltd
INSPECTION DATE	8 April 2026
ISSUE DATE	15 April 2026

Priority High 1 Medium 5 Low 4

SERVED

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Document control

Revision	Date	Status	Issued by
P01	13 Apr 2026	Draft	GM
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This is a fictional sample report. The property, people, findings and photographs (AI-generated illustrations) are invented to demonstrate the template.

This schedule has been prepared by Marchant Grey Dilapidations for the client named on the cover. It may be served on, and relied upon by, the other party to the lease for the purpose of the dilapidations claim or response to which it relates, but may not be relied upon by anyone else without our written agreement.

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1 Introduction

This is a terminal schedule of dilapidations for Second floor, Pennant House, 18 Chandlers Row, Marlbury, prepared on behalf of the landlord following an inspection on 08 Apr 2026. It sets out, item by item, the respects in which the premises are said not to meet the tenant's obligations under the lease, the works needed to put that right and, where costs are included, a reasonable estimate of what those works would cost.

Pennant House Investments Ltd instructed us on 16 March 2026. The lease to Quillon Software Ltd is dated 24 June 2016 for a term of ten years expiring on 23 June 2026, and the tenant is vacating. We were supplied with the lease, the licence for alterations dated 4 February 2019, the floor plans and the photographic schedule of condition attached to the lease, and we have relied on them in preparing this schedule.

> Status of this schedule
>
> *This schedule records the surveyor's opinion of the breaches and of the works reasonably required to remedy them. It is not legal advice. Liability, the measure of loss and any statutory cap on damages are matters for the parties and their advisers, and the schedule should be read with the lease, any licences for alterations and any schedule of condition attached to the lease.*

The inspection was visual and non-destructive; its extent and limitations are set out in section 3, Basis of the schedule. Areas that were concealed or not accessible have not been inspected, and observations describe the condition on the day of inspection only.

2 Property, lease and parties

The property

DEMISED PREMISES	Second floor, Pennant House, 18 Chandlers Row, Marlbury	TYPE AND USE	Second-floor offices in a five-storey 1990s office building
CONSTRUCTION	Concrete frame, brick and curtain-wall cladding, raised floors, suspended ceilings	APPROXIMATE AGE	About 32 years (1994)
FLOORS DEMISED	Second floor only	EXTENT OF THE DEMISE	Internal non-structural parts, finishes and tenant's fittings; common parts excluded
OCCUPIED AT INSPECTION	Yes; tenant vacating		

The lease

LEASE DATE	24 June 2016	TERM	10 years
EXPIRY OR DETERMINATION DATE	23 June 2026	REPAIRING COVENANT (CLAUSE)	Clause 4.2
DECORATING COVENANT (CLAUSE)	Clause 4.4	ALTERATIONS AND REINSTATEMENT (CLAUSE / LICENCE)	Clause 4.9; licence for alterations dated 4 February 2019
STATUTORY COMPLIANCE (CLAUSE)	Clause 4.7	YIELDING UP (CLAUSE)	Clause 4.9
SCHEDULE OF CONDITION ATTACHED	Yes; photographic schedule dated June 2016		

The parties

LANDLORD	Pennant House Investments Ltd	TENANT	Quillon Software Ltd
GUARANTOR	None	LANDLORD'S SURVEYOR	Graham Marchant MRICS, Marchant Grey Dilapidations
TENANT'S SURVEYOR	Not yet appointed	SOLICITORS (IF KNOWN)	Penrose and Hale LLP (landlord)



Photograph 2.1 Front elevation of the demised premises

Front elevation

3 Basis of the schedule

The premises were inspected on 8 April 2026 in the presence of the tenant's office manager. The inspection was visual; floor coverings were not lifted and the ceiling void was viewed at four sample locations. Weather was dry. Items are listed by area, with the lease clause against each item and numbered by section (4.1, 5.1, 6.1). The external fabric and the common parts are outside the demise, so section 4 lists the alterations, doors and fittings within it; the costs are our estimate of the reasonable cost of the works at current prices, excluding VAT, preliminaries and fees, which are added in the summary.

3.1 How to read the Scott schedule

The columns read as follows: **Ref** is the item number, by section; **Element** names the part of the premises; **Item or breach** states the alleged breach; **Remedial work** sets out the works claimed and the lease clause or licence relied on; **Priority** is defined below; **Liability** records the party said to be liable; **Cost** gives the estimated cost carried to the summary of costs; **Detail** is the crop of the photograph where the item is marked; and **Landlord's comments** and **Tenant's response** are left blank for the parties' replies.

Each item carries a priority that reflects how pressing the remedial work is, independent of its cost:

Rating	Class	Meaning
H	**High**	Breach of the repairing, reinstatement or yielding-up covenants that affects the fabric, safety or re-letting of the premises.
M	**Medium**	Breach requiring remedial work at lease end that does not affect safety or re-letting.
L	**Low**	Minor or cosmetic breach, remedied with the general making good.

Where a schedule of condition is attached to the lease, items have been compared with it and the tenant is not asked to put the premises into a better state than that recorded. Where the landlord's intentions for the premises are known they have been taken into account in deciding which works are reasonably required.

4 Alterations, doors and fittings

REF	ELEMENT	ITEM OR BREACH	REMEDIAL WORK	PRIORITY	LIABILITY	COST	DETAIL	LANDLORD'S COMMENTS	TENANT'S RESPONSE
4.1	Entrance door to the demise	Door closer leaking oil and door not self-closing.	Replace the closer (clause 4.2)	M	Tenant	£280			
4.2	Window blinds	Three roller blinds missing; brackets left in place.	Remove brackets and make good (clause 4.9)	L	Tenant	£160			
4.3	Glazed partitions to meeting rooms	Partitions installed under the 2019 licence not removed; carpet and ceiling grid cut around them.	Remove and reinstate (clause 4.9, licence)	H	Tenant	£5,200	 #1		

KEY H Breach of the repairing, reinstatement or yielding-up covenants that affects the fabric, safety or re-letting of the premises M Breach requiring remedial work at lease end that does not affect safety or re-letting L Minor or cosmetic breach, remedied with the general making good

Photograph 4.1 Items 4.3



Former meeting rooms 1 to 3: glazed partitions

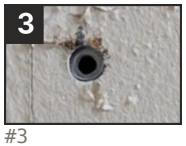
REF	DETAIL	ITEM OR BREACH	REMEDIAL WORK	PRIORITY	LIABILITY
#1		Alterations not reinstated	**Breach:** glazed partition installed under the 2019 licence left in place, so the floor cannot be re-let as open plan. **Remedy:** remove it and reinstate the carpet and ceiling grid (clause 4.9).	H	Tenant
#2		Ceiling tiles torn and missing	**Breach:** ceiling tiles torn and removed above the partition head. **Remedy:** replace the tiles when the partition is removed (clause 4.2).	L	Tenant

KEY H Breach of the repairing, reinstatement or yielding-up covenants that affects the fabric, safety or re-letting of the premises M Breach requiring remedial work at lease end that does not affect safety or re-letting L Minor or cosmetic breach, remedied with the general making good

5 Internal area

Area details

AREA REFERENCE	Section 5: open-plan office and former meeting rooms	FLOOR	Second
USE AT INSPECTION	Offices	APPROXIMATE AREA	640 m² NIA

REF	ELEMENT	ITEM OR BREACH	REMEDIAL WORK	PRIORITY	LIABILITY	COST	DETAIL	LANDLORD'S COMMENTS	TENANT'S RESPONSE
5.1	Plasterboard partitions	Holes and fixings from removed screens and shelving.	Make good and redecorate (clauses 4.2 and 4.4)	M	Tenant	£1,450	3  #3		
5.2	Decorations	Scuffed and marked; no 2021 redecoration; the final one is due by 23 June 2026.	Redecorate in approved colours (clause 4.4)	M	Tenant	£6,800	5  #5		
5.3	Suspended ceiling	14 tiles stained or damaged.	Replace tiles (clause 4.2)	L	Tenant	£420	6  #6		
5.4	Carpet tiles	Tiles cut around the partitions and worn at the entrance.	Replace cut and worn tiles to match (clause 4.2)	L	Tenant	£980			

KEY H Breach of the repairing, reinstatement or yielding-up covenants that affects the fabric, safety or re-letting of the premises M Breach requiring remedial work at lease end that does not affect safety or re-letting L Minor or cosmetic breach, remedied with the general making good

Photograph 5.1 Items 5.1, 5.2

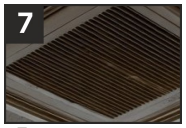


Plasterboard partition after removal of the shelving

REF	DETAIL	ITEM OR BREACH	REMEDIAL WORK	PRIORITY	LIABILITY
#3		Holes from removed fixings	**Breach:** wall plugs and holes left by the removed shelving. **Remedy:** remove the plugs, fill, sand and redecorate (clauses 4.2 and 4.4).	M	Tenant
#4		Damaged plasterboard	**Breach:** board torn through where a bracket was pulled out. **Remedy:** cut out and patch the board before decoration (clause 4.2).	M	Tenant
#5		Decorations	**Breach:** decoration peeling, scuffed and splashed over the whole wall; final redecoration under clause 4.4 still due before 23 June 2026. **Remedy:** redecorate in approved colours (clause 4.4).	M	Tenant

KEY H Breach of the repairing, reinstatement or yielding-up covenants that affects the fabric, safety or re-letting of the premises M Breach requiring remedial work at lease end that does not affect safety or re-letting L Minor or cosmetic breach, remedied with the general making good

6 Services, statutory compliance and yielding up

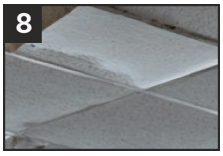
REF	ELEMENT	ITEM OR BREACH	REMEDIAL WORK	PRIORITY	LIABILITY	COST	DETAIL	LANDLORD'S COMMENTS	TENANT'S RESPONSE
6.1	Air conditioning	No service or F-gas records supplied.	Service and supply records (clause 4.7)	M	Tenant	£950	7  #7		
6.2	Emergency lighting	Test records not supplied; two fittings with failed batteries.	Replace batteries and supply records (clause 4.7)	M	Tenant	£240			
6.3	Small power and data	Tenant's data cabling left in the floor void; three floor boxes damaged.	Remove cabling and replace the boxes (clause 4.9)	L	Tenant	£1,150			

KEY H Breach of the repairing, reinstatement or yielding-up covenants that affects the fabric, safety or re-letting of the premises M Breach requiring remedial work at lease end that does not affect safety or re-letting L Minor or cosmetic breach, remedied with the general making good

Photograph 6.1 Items 5.3, 6.1



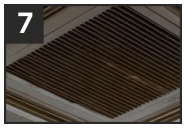
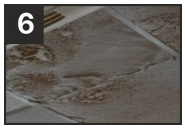
Suspended ceiling below cassette 3

REF	DETAIL	ITEM OR BREACH	REMEDIAL WORK	PRIORITY	LIABILITY
#6		Stained tiles	**Breach:** tiles beside the cassette water-stained from a blocked condensate drain. **Remedy:** replace the stained tiles (clause 4.2).	L	Tenant
#7		No service records	**Breach:** cassette grille dusty and no service or F-gas record supplied. **Remedy:** service the cassettes and produce the records before the lease ends (clause 4.7).	M	Tenant
#8		Displaced tile	**Breach:** tile displaced from the grid below the cassette. **Remedy:** refit it when the stained tiles are replaced (clause 4.2).	L	Tenant

KEY H Breach of the repairing, reinstatement or yielding-up covenants that affects the fabric, safety or re-letting of the premises M Breach requiring remedial work at lease end that does not affect safety or re-letting L Minor or cosmetic breach, remedied with the general making good

7 Summary of priorities

Priority	Meaning	Items	Estimated cost
H	**High**: breach of the repairing, reinstatement or yielding-up covenants that affects the fabric, safety or re-letting of the premises	1	£5,200
M	**Medium**: breach requiring remedial work at lease end that does not affect safety or re-letting	5	£9,720
L	**Low**: minor or cosmetic breach, remedied with the general making good	4	£2,710
Total		10	£17,630

Ref	Item	Location	Priority	Liability	Detail	Remedial work
4.3	Glazed partitions to meeting rooms	Former meeting rooms 1 to 3	H	Tenant		Remove and reinstate (clause 4.9, licence)
4.1	Entrance door to the demise	Lift lobby	M	Tenant		Replace the closer (clause 4.2)
5.1	Plasterboard partitions	Throughout	M	Tenant		Make good and redecorate (clauses 4.2 and 4.4)
5.2	Decorations	Throughout	M	Tenant		Redecorate in approved colours (clause 4.4)
6.1	Air conditioning	Four cassettes	M	Tenant		Service and supply records (clause 4.7)
6.2	Emergency lighting	Throughout	M	Tenant		Replace batteries and supply records (clause 4.7)
4.2	Window blinds	East elevation	L	Tenant		Remove brackets and make good (clause 4.9)
5.3	Suspended ceiling	Below AC cassettes	L	Tenant		Replace tiles (clause 4.2)
5.4	Carpet tiles	Open-plan office	L	Tenant		Replace cut and worn tiles to match (clause 4.2)
6.3	Small power and data	Floor boxes	L	Tenant		Remove cabling and replace the boxes (clause 4.9)

10 items are listed in the schedules and marked on the photographs: 1 high, 5 medium and 4 low

priority. The principal breaches are the tenant's failure to remove the glazed partitions installed under the 2019 licence and the redecoration still due under clause 4.4 in the last three months of the term; the tenant has accepted in correspondence that the partitions are to be removed. Repairs to the plasterboard and ceiling are minor. The air-conditioning and emergency-lighting records should be supplied before the lease expires.

8 Summary of costs

The costs below are the surveyor's estimate of the reasonable cost of carrying out the remedial works listed in the schedule, priced at the inspection date and exclusive of VAT, professional fees, loss of rent and any other consequential heads of claim unless stated. They are given to assist the parties in settling the claim and are not a quotation.

Table 8.1 Schedule of costs

Ref	Clause	Remedial works	Liability	Cost (£)
4.1	4.2	Replace the entrance door closer	Tenant	£280
4.2	4.9	Remove the blind brackets and make good	Tenant	£160
4.3	4.9 / licence 2019	Remove the glazed meeting-room partitions and reinstate the carpet and ceiling grid	Tenant	£5,200
5.1	4.2	Make good holes and fixings to the partitions; repair damaged plasterboard	Tenant	£1,450
5.2	4.4	Redecorate all previously decorated surfaces in approved colours	Tenant	£6,800
5.3	4.2	Replace 14 stained and damaged suspended ceiling tiles	Tenant	£420
5.4	4.2	Replace cut and worn carpet tiles to match	Tenant	£980
6.1	4.7	Service the air-conditioning cassettes and supply the F-gas records	Tenant	£950
6.2	4.7	Replace two emergency light batteries and supply the test records	Tenant	£240
6.3	4.9	Remove the tenant's data cabling and replace three floor boxes	Tenant	£1,150
Total				£17,630

Table 8.2 Summary of the claim

Head of claim	Amount (£)
Remedial works (from the schedule of costs)	17,630
Preliminaries and contractor's overheads	1,780
Professional fees for supervising the works	1,660
Other heads of claim	0
Total	**21,070**

The landlord intends to re-let the floor as open-plan offices; no supersession applies to the items listed. The claim is limited to the diminution in value of the reversion under section 18 of the Landlord and Tenant Act 1927, which we do not consider to be less than the cost of the works.

9 Surveyor's endorsement and signature

I confirm that I have inspected the premises, that I have read the lease and the other documents listed in this schedule, and that in my opinion the works set out in it are those reasonably required to put the premises into the condition the lease requires. In preparing the schedule I have taken into account what I know of the landlord's intentions for the premises at the end of the term. Where costs are given, I believe them to be a reasonable estimate of the cost of the works at the date of inspection.

ROLE	NAME AND QUALIFICATIONS	FIRM	DATE	SIGNATURE
PREPARED BY	**Graham Marchant** BSc (Hons) MRICS	Marchant Grey Dilapidations	15 Apr 2026	
CHECKED BY	**Sophie Grey** BSc (Hons) MRICS	Marchant Grey Dilapidations	15 Apr 2026	
ACKNOWLEDGED BY	**Received on behalf of the tenant** Name and position	Quillon Software Ltd		

A Lease extracts and documents relied upon

The clauses relied upon are reproduced on the following pages from the engrossed lease: 4.2 (repair), 4.4 (decoration), 4.7 (statutory compliance and services) and 4.9 (alterations and yielding up). The licence for alterations dated 4 February 2019 is held by both parties' solicitors.

Table A.1 Documents relied upon

Document	Date	Held by
Lease to Quillon Software Ltd	24 June 2016	Penrose and Hale LLP
Licence for alterations (meeting-room partitions)	4 February 2019	Both parties' solicitors
Photographic schedule of condition annexed to the lease	June 2016	Landlord
Floor plans of the second floor	2016	Landlord
Tenant's letter accepting removal of the partitions	27 March 2026	Landlord

Table A.2 Lease clauses reproduced

Clause	Subject	Extract page
4.2	Repair of the premises	Page 1
4.4	Decoration, including in the last three months of the term	Page 1
4.7	Statutory compliance and services	Page 2
4.9	Alterations, reinstatement and yielding up	Page 2

FICTIONAL LEASE EXTRACT: SAMPLE DOCUMENT

LEASE OF THE SECOND FLOOR, PENNANT HOUSE, CHANDLERS ROW, MARLBURY

Dated 24 June 2016 between Pennant House Investments Ltd (the Landlord) and Quillon Software Ltd (the Tenant). Extract of the tenant's covenants relied upon in the schedule of dilapidations. Clause numbering follows the engrossed lease; definitions are as set out in clause 1.

4.2 Repair

The Tenant shall keep the Premises in good and substantial repair and condition (damage by an Insured Risk excepted unless the insurance is vitiated by the act or default of the Tenant) and shall replace any landlord's fixtures and fittings which become beyond economic repair with items of no lesser quality. The Tenant shall not be obliged to put the Premises into any better state of repair than that evidenced by the Schedule of Condition annexed to this lease.

4.4 Decoration

The Tenant shall in the year 2021 and in the last three months of the Term (howsoever determined) redecorate all internal parts of the Premises previously or usually decorated in a good and workmanlike manner with materials of good quality, the colours and finishes in the last three months of the Term to be first approved in writing by the Landlord, such approval not to be unreasonably withheld or delayed.

Page 1 of 2. This extract is invented for the Report Kit 360 sample report and has no legal effect.

FICTIONAL LEASE EXTRACT: SAMPLE DOCUMENT

4.7 Statutory compliance and services

The Tenant shall comply with every statute, regulation and code of practice relating to the Premises and their use and shall keep the air-conditioning cassettes, emergency lighting and fire detection equipment within the Premises serviced in accordance with the manufacturers' recommendations by competent contractors, producing the service records and F-gas records to the Landlord on request and at the end of the Term.

4.9 Alterations and yielding up

The Tenant shall not make any alterations to the Premises without the prior written consent of the Landlord by way of licence. At the end of the Term the Tenant shall yield up the Premises with vacant possession, in the state of repair and decoration required by this lease, and shall, if so required by the Landlord by notice given not less than three months before the end of the Term, remove all alterations and additions made by or on behalf of the Tenant (including those made under the Licence for Alterations dated 4 February 2019) and reinstate the Premises to their former layout and finishes, making good all damage caused by such removal to the reasonable satisfaction of the Landlord.

Schedule of Condition

The photographic Schedule of Condition dated June 2016 (62 photographs and 9 pages of notes) is annexed to the engrossed lease and is referred to in clause 4.2. Copies are held by both parties' solicitors.

Page 2 of 2. This extract is invented for the Report Kit 360 sample report and has no legal effect.

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Registered in England and Wales, company no. 04299875 (fictional)

NOTICE

Service of this schedule. This terminal schedule is served on behalf of the landlord under the repairing, decorating and yielding-up covenants of the lease. The tenant is invited to respond in the Tenant's response column within 56 days of service, after which the parties' surveyors should meet on site. Figures are estimates of the cost of the works at the date of the schedule; the claim is capped by section 18 of the Landlord and Tenant Act 1927. Fictional wording for a sample report.

VERSION	DATE	STATUS	ISSUED BY
P01	13 Apr 2026	Draft	GM
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Online copy

END OF SCHEDULE