



Terminal schedule of dilapidations

Second floor, Pennant House, Chandlers Row, Marlbury

RK-2026-0462

Client	Pennant House Investments Ltd
Demised premises	Second floor, Pennant House, 18 Chandlers Row, Marlbury
Reference	RK-2026-0462
Inspection date	08 Apr 2026
Surveyor	Eleanor Whitcombe

High: 2 Medium: 6 Low: 4

Sample report

Document control

Status code: S2

Revision	Date	Status	Description	Author	Checked	Approved
P01	13 Apr 2026	Draft	Draft for internal check	EW	DO	
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Distribution

Name	Organisation	Copies
Pennant House Investments Ltd	Pennant House Investments Ltd	1

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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.

We were instructed by Pennant House Investments Ltd on 16 March 2026 to prepare a terminal schedule of dilapidations for the second floor of Pennant House, let to Quillon Software Ltd under a lease dated 24 June 2016 for a term of ten years expiring on 23 June 2026. 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.

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.

This report records a non-destructive visual inspection carried out from the positions, and under the conditions, described in the methodology section. No parts of the building or asset were opened up, lifted, moved or tested unless the report says so. Concealed, covered, inaccessible or obstructed areas have not been inspected and we cannot confirm that they are free from defects. 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 four-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	Pennant House Investments Ltd
Tenant's surveyor	Quillon Software Ltd	Solicitors (if known)	Penrose and Hale LLP (landlord)



Figure 2.1 — *Front elevation of the demised premises*

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 clause of the lease; 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 schedules in the following sections are set out in Scott schedule form so that the other party can respond against each item. The columns read as follows: **Ref** is the item number; **Element** names the element and the lease clause or licence relied on; **Condition / description** states the alleged breach; **Recommended action** sets out the remedial works claimed; **Responsibility** records the party said to be liable (landlord or tenant); **Cost** flags items that are costed in the summary of costs; and **Photo** cross-refers to the photographic evidence. Where costs are included, the figure for each item appears in the summary of costs table.

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

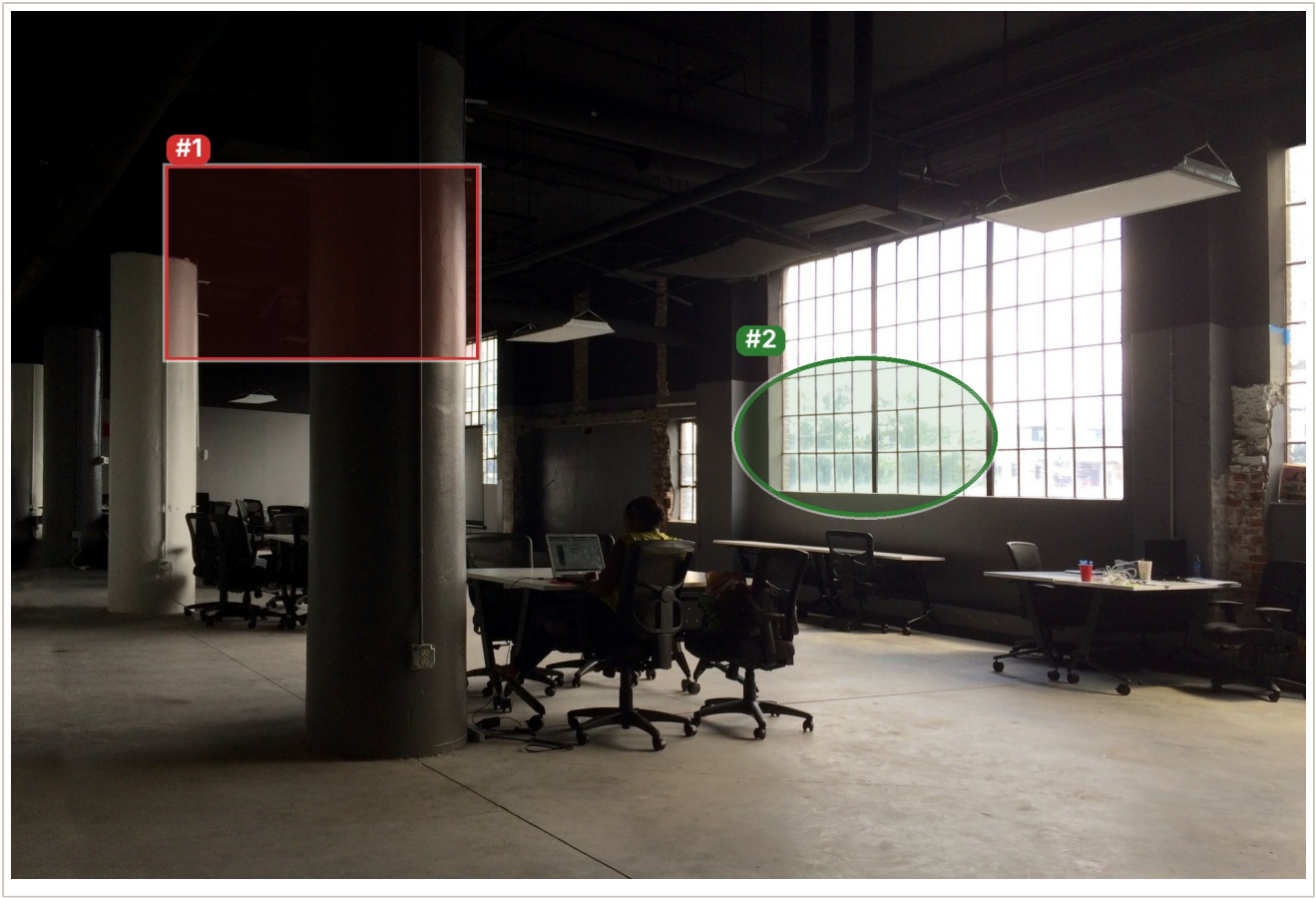
Colour	Rating	Meaning
	High	Must be resolved before handover, occupation or sign-off.
	Medium	Should be resolved within the agreed defects period.
	Low	Cosmetic or minor; resolve when convenient.

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 External fabric

Ref	Element	Condition / description	Rating	Recommended action	Responsibility	Cost	Photo
1	Entrance door to the demise	Door closer leaking oil and door not self-closing.	Medium	Replace the closer (clause 4.2)	Tenant	£	
2	Window blinds	Three roller blinds missing; brackets left in place.	Low	Remove brackets and make good (clause 4.9)	Tenant	£	

Photograph 1 — Former meeting room partitions (external)



#	Rating	Fault type
#1	High	Alterations not reinstated
Breach: glazed partition installed under the 2019 licence remains in place. Consequence: floor cannot be re-le		
#2	Low	Damaged ceiling tile
Cut ceiling tile at the partition head to be replaced.		

5 Internal area

5.1 Internal area

Area details

Area reference	Area 2.1: open-plan office and former meeting rooms	Floor	Second
Use at inspection	Offices	Approximate area	640 m ² NIA

Ref	Element	Condition / description	Rating	Recommended action	Responsibility	Cost	Photo
3	Glazed partitions	Partitions installed under the 2019 licence not removed; carpet and ceiling grid cut around them.	High	Remove and reinstate (clause 4.9, licence)	Tenant	£	
4	Plasterboard partitions	Holes and fixings from removed screens and shelving.	Medium	Make good and redecorate (clauses 4.2 and 4.4)	Tenant	£	
5	Decorations	No redecoration in the last year of the term; scuffed and marked walls.	Medium	Redecorate in approved colours (clause 4.4)	Tenant	£	
6	Suspended ceiling	14 tiles stained or damaged.	Low	Replace tiles (clause 4.2)	Tenant	£	

Photograph 2 — Plasterboard damage (internal)



#	Rating	Fault type
#3	Medium	Holes from removed fixings
Breach: holes and plugs left by removed shelving. Remedy: fill, sand and redecorate the wall (clauses 4.2 and 4		

6 Services, statutory compliance and yielding up

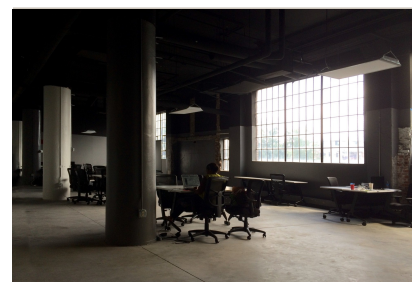
Ref	Element	Condition / description	Rating	Recommended action	Responsibility	Cost	Photo
7	Air conditioning	No service or F-gas records supplied.	Medium	Service and supply records (clause 4.7)	Tenant	£	
8	Emergency lighting	Test records not supplied; two fittings with failed batteries.	Medium	Replace batteries and supply records (clause 4.7)	Tenant		



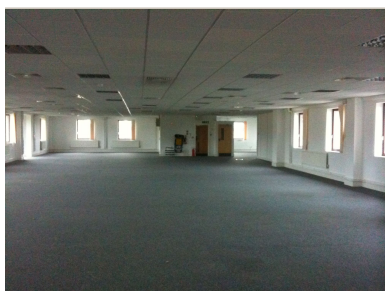
Open-plan office looking east



Damaged partition at the former meeting room



Stained ceiling tiles below the AC cassette



Entrance lobby and reception desk

7 Summary of priorities

High: 2 Medium: 6 Low: 4

External fabric

#	Location	Rating	Type	Summary
#1	Photograph 1 — Former meeting room partitions	High	Alterations not reinstated	Breach: gl
1	Entrance door to the demise — Lift lobby	Medium		Door close
#2	Photograph 1 — Former meeting room partitions	Low	Damaged ceiling tile	Cut ceiling
2	Window blinds — East elevation	Low		Three rolle

Internal area

#	Location	Rating	Type	Summary
3	Glazed partitions — Former meeting rooms 1 to 3	High		Partition
#3	Photograph 2 — Plasterboard damage	Medium	Holes from removed fixings	Breach:
4	Plasterboard partitions — Throughout	Medium		Holes ar
5	Decorations — Throughout	Medium		No rede
6	Suspended ceiling — Below AC cassettes	Low		14 tiles

Services, statutory compliance and yielding up

#	Location	Rating	Type	Summary
7	Air conditioning — Four cassettes	Medium		No service or F-gas records su
8	Emergency lighting — Throughout	Medium		Test records not supplied; two

Photographs

#	Location	Rating	Type	Summary
#4	Photograph 3 — Stained ceiling below the AC cassette	Low	Stained tiles	Replace th

The principal breaches are the tenant's failure to remove the glazed partitions installed under the 2019 licence and to redecorate in the final year 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 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 (calculated total)*

Ref	Clause	Remedial works	Liability	Cost (£)
1	4.2	Make good holes and fixings to the partitions; repair damaged plasterboard	Tenant	£1,450
2	4.4	Redecorate all previously decorated surfaces in approved colours	Tenant	£6,800
3	4.9 / licence 2019	Remove the glazed meeting-room partitions and reinstate the carpet and ceiling grid	Tenant	£5,200
4	4.2	Replace 14 stained and damaged suspended ceiling tiles	Tenant	£420
5	4.7	Service the air-conditioning cassettes and supply the F-gas records	Tenant	£950
Total				#CIRC!

Table 8.2 — *Summary of the claim*

Head of claim	Amount (£)
Remedial works (from the schedule of costs)	14,820
Preliminaries and contractor's overheads	1,780
Professional fees for supervising the works	1,660
Other heads (state)	0
Total	18,260

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.

I confirm that in my opinion the works set out in this schedule are required to put the premises into the condition required by the lease, and that the costs are a reasonable estimate of the cost of those works at the date of this schedule.

Prepared by
Eleanor Whitcombe
BSc (Hons) MRICS
Report Kit 360
Date: 15 Apr 2026

Checked by
Daniel Okafor
BSc (Hons) MRICS
Report Kit 360
Date: 15 Apr 2026

Appendix A — Photographs

Photograph 3 — Stained ceiling below the AC cassette (appendix)



#	Rating	Fault type	Tags
#4	Low	Stained tiles	Repair

Replace the stained tiles and confirm the cassette condensate drain has been cleared.



Kitchenette with removed units



Holes left by removed fixings



Open-plan office looking east



Damaged partition at the former meeting room

Appendix B — Lease extracts and documents relied upon

Clause 4.2 (repair): "to keep the premises in good and substantial repair and condition".
Clause 4.4 (decoration): "to redecorate in the last year of the term in colours first approved by the landlord". Clause 4.9 (yielding up): "to yield up the premises with vacant possession, repaired and decorated in accordance with the tenant's covenants and with all alterations removed and the premises reinstated". Copies of the lease and the licence for alterations dated 2019 are held on file.



Stained ceiling tiles below the AC cassette



Entrance lobby and reception desk



Kitchenette with removed units



Holes left by removed fixings