

Check Out Report



For

Property Full address

On behalf of

Client/ agent full name

Date: Day/ Month/ Year

This check out report has been carried out referring to a copy of the **ORIGINAL INVENTORY MAKE AND CHECK-IN** carried out by (*Company name*) dated (Inventory report date). The **CHECK OUT REPORT** serves to highlight any differences from this report and as such, any items not mentioned retain the same condition as at Inventory.



AIIC member no. 1898

0207 205 2355

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DISCLAIMER

"The Clerk" means Terence Stencel or the person or persons appointed by Terence Stencel to inspect the Premises for the purpose of preparing the Inventory or carrying out the Check-in or Checkout procedure.

"The Premises" means the house, flat or other property, the contents of which are to be listed in the Inventory.

"The Inventory" means the list of the items at the Property to be prepared in accordance with the following Conditions.

1. All items listed in the inventory are considered to be in good and clean condition unless otherwise stated.

2. The inventory document is not a building survey and will not comment on the fabric of the building.

3. The clerk is not an expert in decorations, furnishings, fabrics etc. and is presenting only a layman's description of these items. Items will not be identified by the period produced, or the materials used in the fabrication of these items.

4. The clerk will not test any electrical appliance, utility or other appliance and will not know if these items are in working order or comply with current safety regulations.

5. The inventory may state when a item has been noted as having the Furniture and Furniture (fire safety) regulation tag, It should not be assumed that other items not stated though, comply with this regulation. Compliance of these regulations is the onus of the landlord/ agent and the clerk cannot be held responsible through noncompliance of these parties.

6. The clerk will not inspect lofts, cellars etc. or the contents therein.

7. Gardens/ Outside areas will only be inspected if there is sufficient natural lighting. Landlord's and agents are advised to take this into account especially during the winter months. House plants, garden plants will not be inspected. Garden shed items will only be listed if they are assumed to have a value of over £20 eg. A lawnmower. Other items will be grouped together.

8. Mattresses will be inspected to the topside and underside (where possible), but will not be inspected if the bed is already made up.

9. Carpets and rugs will be inspected to ascertain if they are clean, so that burns, stains and other marks can be ascertained. Heavy furniture will not be moved around to inspect under sofa's or beds. If noticeable signs of furniture movement are present at the check out, the clerk will do his best to ascertain if this is the result of the concealment of stain, burns etc.

10. Windows are not checked to see if they are in operational condition. They will be visually inspected for defects, cracks etc. It is the tenant's responsibility to inform the landlord/ agent if a window does not open or close correctly.

11. Items in `Dwarf ` cupboards or on top of kitchen cupboards, or in any unreachable area, will not be inspected and will be listed as Not inspected in the inventory document.

12. Where the inventory notes the presence of smoke alarms and carbon monoxide detectors, if tested by the inventory company, this will be for power supply and should not be interpreted to mean that these items are fully working and that the property complies with the 2015 regulations.

The Inventory Company will take no responsibility for damage or mal-function during the testing of such alarms.

Reference No:

SUMMARY		
AREA	CHECK OUT NOTES	
CLEANLINESS	The property has been cleaned to a good domestic standard for the end of tenancy with omissions where noted	
GENERAL OVERVIEW	2 Bedroom unfurnished property with a front approach, back garden and a garage Smoke detector tested for power. Carbon monoxide listed in the original report, not seen.	
DECORATIVE ORDER	Light scuffs and marks where noted. Patchy paintwork to the inner hallway wall. Fade water type staining to bedroom 2 wall	
LIGHTING	2x Bulbs not working in the reception	
WINDOWS	Reception sliding door stiff to operate. Windows dusty to the interior and exterior	
CURTAINS/ BLINDS	N/A	
SKIRTING/ WOODWORK	Light odd scuff and shrinkage. Dusty in parts	
FURNITURE	N/A	
KITCHEN APPLIANCES	Tested for power. Extractor hood sticky, 1x Bulb in working order. Freezer unit door loose to the hinge. Freezer not defrosted. Kitchen boiler replaced	
BATHROOM FITTINGS	Fittings scaled as noted. Water damage visible to the skirting	
BEDDING/ LINEN	N/A	
EXTERAL FRONT	Weeds to the edges, windblown leaves to the surface. Gate secure	
GARDEN	Lawn very patchy. Lawn leftover cuts at the back end of the garden	
INSTRUCTION MANUALS	See kitchen notes	

ABBREVIATIONS:

<u>FWT</u> – Fair, Wear and Tear

Landlord/LL – Landlord maintenance issues

Notation/T -

- 1. Items that have changed and were not seen/noted at inventory,
- 2. Items that may be at the liability of the tenant
- 3. Items that need to be confirmed by Landlord/ Managing Agent, eg. Removal of items, New decorations and fittings, and permissions relating to this

METER READINGS			
	LOCATION	SERIAL NO	READING OUT
ELECTRICITY	Meter cupboard left of entry	0000000	63854
GAS	Meter cupboard right of entry	0000000	20056
WATER	N/A		





Electric meter

Gas meter

KEYS		
Picked up and returned to the agent by the clerk		



Keys returned to the agent by the clerk

ENTRANCE		
AREA	CHECK OUT NOTES	
DOOR & WINDOW	Door dusty to the exterior at low level FWT Handle as per inventory Letterbox slightly dusty – Notation/ T Interior letterbox clean to the surface – comment only Lock in working order Large crack to the exterior frame at top level – comment only	
CEILING	Odd cobweb at entry - Notation/ T	
WALLS	Light scattered scuffs FWT 2 x Indents at low level FWT Further indent and small graze line at mid level - Notation/ T	
SKIRTING	Light dust to the surface - Notation/ T Shrinkage to the edges FWT	
FLOORING	Footprints visible - Notation/ T Odd fluff to the edges - Notation/ T	
SWITCHES & SOCKETS	Light switch in working order	
LIGHTING	Bulb in working order	
	Sensor lighting – dusty. Cobwebs to the surface - Notation/ T Sensor light in working order – comment only	
FURNITURE	Fitted cupboards – Door slightly loose to the top hinge LL Handle tarnished FWT	
ADDITIONAL ITEMS	 1x Coir mat with black rubber edge – Used order – comment only 1x Black doormat – used order - Notation/ T Freestanding air freshener - Notation/ T 	

ENTRANCE PHOTOS



Overview



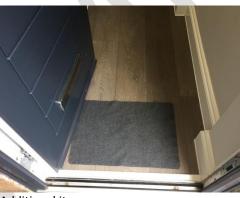
Large crack to the doorframe



Small indent graze line on the wall



Cupboard door loose to the hinge



Additional items

LOUNGE		
AREA	CHECK OUT NOTES	
WINDOWS	Dusty to the interior and exterior – Notation/T Discoloured to the frames FWT Ingrained mould to the sealant – comment only Condensation to the sliding doors – Has the tenant informed the agent/ landlord? Key now present 4 x Pieces of tape to the frame at top level – Notation/T	
CEILING	Light cobwebs to the edges in parts – Notation/T Odd mark FWT Shrinkage above the door FWT	
WALLS	Odd scattered light scuff FWT Furniture rub mark to the far wall FWT 1x Small beige cap attached on the wall behind the hallway door – Notation/ T	
SKIRTING	Light dust to the surface – Notation/ T	
FLOORING	Footprints and cleaning smears visible – Notation/ T Surface scratches and movement marks forward of the windows FWT	
SWITCHES & SOCKETS	Light switches in working order Sockets not tested All secure Light dust to the top – Notation/ T	
LIGHTING	2 x Bulbs not working – Notation/ T	
HEATING	Cover loose to the right hand side of the wall fitting - LL Top also leaning inwards left hand side, requires fitting LL	
ADDITIONAL ITEMS	1x Green bucket and mop – from the garage – comment only	

LOUNGE PHOTOS



Overview



Cleaning smears and footprints on the floor



View 2



Radiator housing loose to wall



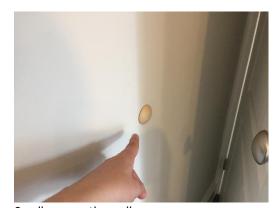
Radiator housing screw loose, leaning inwards



Dusty window



Condensation on the window



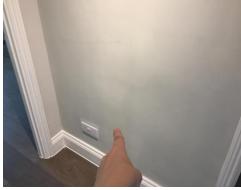
Small cap on the wall

HALLWAY		
AREA	CHECK OUT NOTES	
DOOR	Light dust to the panels and to the frame – Notation/ T	
CEILING	As per inventory	
WALLS	Very patchy to the wall left of the bathroom – comment only	
SKIRTING	Light dust to the surface – Notation/ T Odd paint mark visible to the far wall – comment only	
FLOORING	Odd paint mark to the surface – comment only Light fluff and footprints – Notation/ T	
SWITCHES & SOCKETS	working order	
LIGHTING	Working order	
SMOKE DETECTOR	Tested for power, audio sounding	

HALLWAY PHOTOS



Overview



Patchy wall

BEDROOM 1 – LEFT		
AREA	CHECK OUT NOTES	
DOOR	Light dust to the panels – Notation/ T Working order	
WINDOW	Clean to the interior Dusty to the exterior - comment only Right window handle loose and lock stiff LL 2 x Circular indent marks to the surrounds at top level – Notation/ T Mould staining to the sealant at top level - Has the tenant informed the landlord/ agent?	
CEILING	As per inventory	
WALLS	Water type staining under the vent - Has the tenant informed the landlord/ agent? Odd scuff and mark FWT Odd furniture rub mark FWT Patch of small indents to the far wall at mid level FWT	
SKIRTING	Light shrinkage to the edges FWT Light dust to the surface – Notation/ T	
FLOORING	Footprints visible in parts – Notation/T Otherwise good order	
SWITCHES & SOCKETS	Light dust to the surface – Notation/T All secure	
LIGHTING	All bulbs in working order	
HEATING	Secure Light dust to the panel – Notation/ T	

BEDROOM 1 - LEFT PHOTOS



Overview





Water staining under the vent



Dusty door panel



Circular imprint to window surround

BEDROOM 2- RIGHT		
AREA	CHECK OUT NOTES	
DOOR	Working order	
	Small scuff to the exterior FWT	
WINDOWS	1 x Screw missing to the interior door – comment onlyDusty to the interior and exterior – Notation/ T	
	Right window locked, key not working – comment only	
	Ingress mould to the seal FWT	
	Paint cracking to the window surround at top level- Has the tenant informed the	
	landlord/ agent?	
	Mould marks visible to the surround left and right hand side at low level – comment only	
	Shrinkage to the sill – comment only	
CEILING	Good order	
WALLS	Odd scuff	
WALLS	Generally good order	
	Faded water leak type staining to the rear wall under the light switch at low level	
	Ш	
	Small indent behind the door from the door handle FWT	
SKIRTING	Light dust to the surface – Notation/ T	
FLOORING	Odd shrinkage Light cleaning smears and fluff to the surface – Notation/T	
FLOORING	Light cleaning shears and hun to the surface – Notation/1	
SWITCHES & SOCKETS	All secure	
LIGHTING	All bulbs in working order	
HEATING	Light dust to the panels – Notation/ T Secure	

BEDROOM 2 - RIGHT PHOTOS



Overview



View 2



Faded water staining to the wall



Dusty windows



	BATHROOM		
AREA	CHECK OUT NOTES		
DOOR	Working order Light dust to the interior panels – Notation/ T 1 x Screw missing from the interior handle – comment only		
WINDOW	Key present Cobwebs to the interior frames – Notation/T Glazing clean Window in working order Some plastering defect visible to the surround at top level and to the right hand side - Is the landlord aware?		
CEILING	Mould spots to the surface at entry, mid section and above the bath - Has the tenant informed the landlord?		
WALLS	Painted wall – patchy to the right hand side – comment only Tiles – dusty - Notation/ T Small piece of cello tape to the surface, above the bath – Notation/ T		
SKIRTING	Blue mark/ staining to the ledge just right of the WC – Notation/ T Water damage visible to the skirting left of the bath at low level - Has the tenant informed the landlord?		
FLOORING	Cleaning smears to the surface – Notation/ T		
SWITCHES & SOCKETS	String cord switch in working order		
EXTRACTOR FAN	Working order Dusty – Notation/ T		
THERMOSTAT	Power not coming on – LL		
LIGHTING	All bulbs in working order		
BATH	Light cleaning residue to the interior – Notation/T Scale marks visible to the fittings – Notation/T Pop-up in working order Mould marks visible to the sealant – FWT Tap slightly loose LL Cleaning smears to the shower screen – Notation/T		
SINK	Pop-up not working LL Scale to the waste, pop-up and tap spout – Notation/ T		
TOILET	Flush in working order Clean to the interior Light scale to the edge – Notation/ T		
MISCELLANEOUS ITEMS	Toilet roll holder – secure		

BATHROOM PHOTOS



Overview



View 2



Sink pop up not working/ scaled waste



Blue mark to the ledge, right of WC



Scaled bath mixing controls



Water damage to skirting



Scaled showerhead



Mould spots to the ceiling

<u>CHECK OUT NOTES</u> Light dust to the panels and frame – Notation/ T Door in working order
Clean to the interior Dusty to the exterior – comment only Working order Ingress mould to the seal – comment only
Window sill clean Some residue marks visible above the extractor hood – comment only Otherwise residuence
Otherwise good orderPatchy to the paint – comment onlySome scuffs above the breakfast bar FWTCleaning smears above the breakfast bar and oily spots FWTFurther oily drip marks to left of the breakfast bar FWTPatchy to the paint to left and right of the sink FWT
Oily splash marks behind the hob FWT Tape residue with 2 x paint chips just right of the extractor hood - Notation/T Tiles clean
Light dust to the surface – Notation/ T
Gapping visible to the floorboards to left of the oven - Has the tenant informed the landlord? Light cleaning smears and footprints – Notation/ T
Light switch in working order Sockets not tested Secure Light dust to the surface – Notation/ T
All bulbs in working order
As per inventory
Not seen – LL
Small surface scratch visible to right of the sink – FWT Small knife scratch to right of the hob – Notation/ T Otherwise good order and clean Glue residue mark to the breakfast bar – Notation/ T
Some light laminate wear, scuffs and marks to the interior walls – FWT Generally in good clean order 1 x White paper bag with dried herbs to the interior seen to one cupboard Notation/ T
Freezer not defrosted – Notation/ T Motor a bit loud to the unit – comment only Clean to the shelves Bulb in working order
Vents sticky – Notation/T 1 x Bulb not working - Notation/T Some residue marks to the exterior steel – Notation/T
Clean to the surface Slightly sticky to the trivets – Notation/ T All burners in working order
Bulb in working order Clean to the interior base Burnt-on grease to the interior walls and to the shelves – Notation/ T Clean to the oven tray

KITCHEN		
AREA	CHECK OUT NOTES	
WASHING MACHINE	Minor scale residue to the soap tray – comment only Light discolouration to the seal – FWT	
BOILER	Power on IDEAL boiler seen instead of BIASI – comment only Under the boiler housing loose – LL	
MISCELLANEOUS ITEMS	Broom – seen inside the garage – Used order	
BUILT-IN CUPBOARDS	Door in good order Interior as per inventory 1 x Acrylic hook to the left interior wall – comment only 1 x Box of batteries to the interior – Notation/T 2 x Envelopes from "Pampers" to the interior – Notation/T Blue bag with various spare fittings to the interior – comment only Instruction manuals seen to all appliances	
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KITCHEN PHOTOS



Overview



Residue to the ceiling



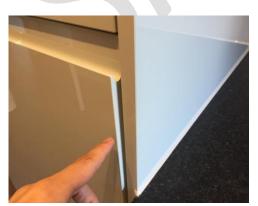
View 2



Sticky tape mark on the wall



Loose boiler house



Freezer unit door loose to top hinge



Oven interior – burnt on grease to the walls



Washing machine seal



Glue residue to breakfast bar



Gapping to floorboards

FRONT GARDEN	
AREA	CHECK OUT NOTES
OVERVIEW	Weeds to the paving, slightly overgrown to the left hand side edge with shrubs grown to the fence – Notation/ T







View 2

BACK GARDEN	
AREA	CHECK OUT NOTES
OVERVIEW	Weeds slightly overgrown to the back end (see photos) Lawn very patchy with lawn cuttings/ compost and leaves to the back end of the garden and to the right of the patio area – comment only Small hole to the left fence edge – comment only

BACK GARDEN PHOTOS



Overview



Leaves and compost to the lawn



View 2



Small hole to the surface

GARAGE	
AREA	CHECK OUT NOTES
OVERVIEW	Door in working order
	Concrete flooring with some ring marks visible to the surface FWT
	Brick walls with various nails seen – comment only
MISCELLANEOUS ITEMS	Small stepladder present. Dusty
	Single light switch present. Dusty
	Socket present. Dusty
	Fuse box present. Dusty
	Bucket and mop seen in the reception – comment only
	Fluorescent light fitting – working order
ADDITIONAL ITEMS	Makeshift corner shelving unit from laminate boards and wooden pallet – Notation/ T

GARAGE PHOTOS



Overview



Flooring – ring marks to the surface



Makeshift shelving unit



View 2