

STENCEL
INVENTORIES



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

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DISCLAIMER

“The Clerk” means Terence Stencil or the person or persons appointed by Terence Stencil 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.

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:**FWT** – 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		

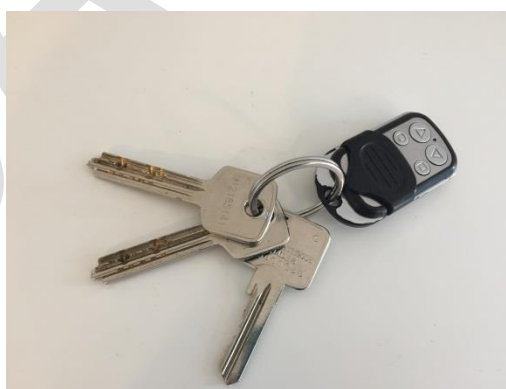


Electric meter



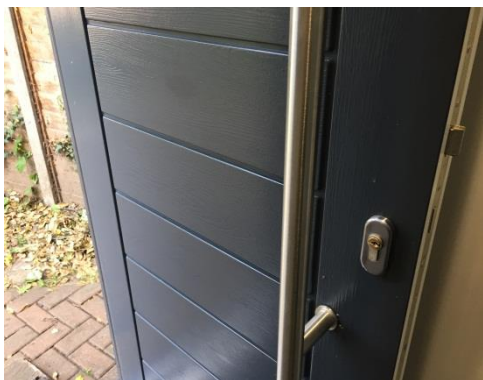
Gas meter

KEYS	
Picked up and returned to the agent by the clerk	



Keys returned to the agent by the clerk

ENTRANCE PHOTOS



Overview



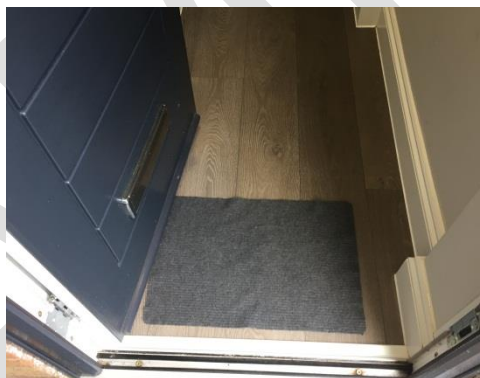
Large crack to the doorframe



Small indent graze line on the wall



Cupboard door loose to the hinge



Additional items

LOUNGE PHOTOS



Overview



View 2



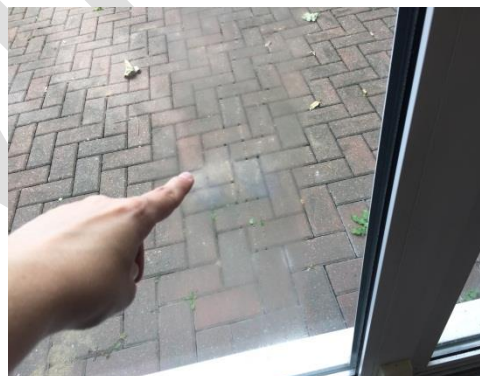
Cleaning smears and footprints on the floor



Radiator housing loose to wall



Radiator housing screw loose, leaning inwards



Condensation on the window



Dusty window



Small cap on the wall

HALLWAY PHOTOS



Overview



Patchy wall

SAMPLE

BEDROOM 1 - LEFT PHOTOS



Overview



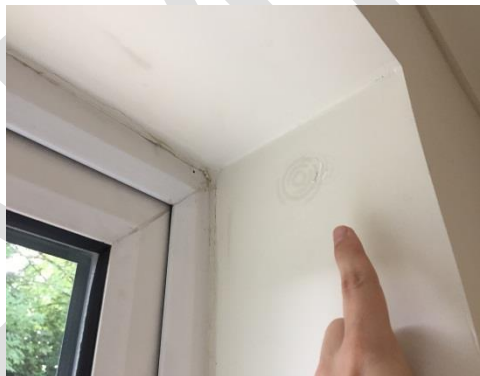
View 2



Water staining under the vent



Dusty door panel



Circular imprint to window surround

BEDROOM 2 - RIGHT PHOTOS



Overview



View 2



Faded water staining to the wall



Dusty windows



Paint flaking to the window surround

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



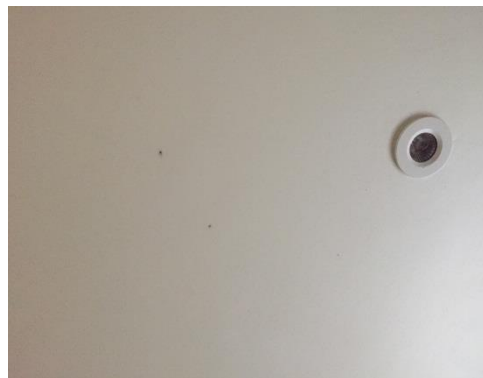
Scaled bath mixing controls



Scaled showerhead



Water damage to skirting



Mould spots to the ceiling

KITCHEN	
AREA	CHECK OUT NOTES
DOOR	Light dust to the panels and frame – Notation/ T Door in working order
WINDOWS	Clean to the interior Dusty to the exterior – comment only Working order Ingress mould to the seal – comment only Window sill clean
CEILING	Some residue marks visible above the extractor hood – comment only Otherwise good order
WALLS	Patchy to the paint – comment only Some scuffs above the breakfast bar FWT Cleaning smears above the breakfast bar and oily spots FWT Further oily drip marks to left of the breakfast bar FWT Patchy 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
SKIRTING	Light dust to the surface – Notation/ T
FLOORING	Gapping visible to the floorboards to left of the oven - Has the tenant informed the landlord? Light cleaning smears and footprints – Notation/ T
SWITCHES & SOCKETS	Light switch in working order Sockets not tested Secure Light dust to the surface – Notation/ T
LIGHTING	All bulbs in working order
HEATING	As per inventory
CARBON MONOXIDE ALARM	Not seen – LL
WORKTOP	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
KITCHEN UNITS	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
FRIDGE FREEZER	Freezer not defrosted – Notation/ T Motor a bit loud to the unit – comment only Clean to the shelves Bulb in working order
EXTRACTOR FAN	Vents sticky – Notation/ T 1 x Bulb not working - Notation/ T Some residue marks to the exterior steel – Notation/ T
HOB	Clean to the surface Slightly sticky to the trivets – Notation/ T All burners in working order
OVEN	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 PHOTOS



Overview



View 2



Residue to the ceiling



Sticky tape mark on the wall



Loose boiler house



Oven interior – burnt on grease to the walls



Freezer unit door loose to top hinge



Washing machine seal



Glue residue to breakfast bar



Gapping to floorboards

SAMPLE

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



Overview



View 2

SAMPLE

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



View 2

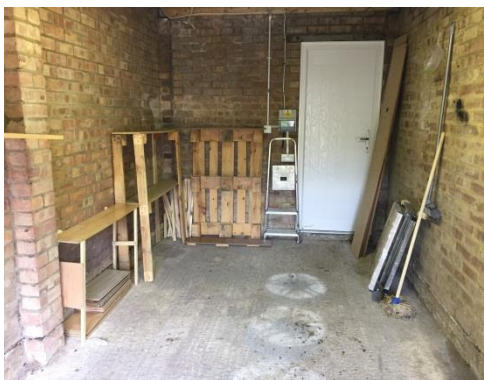


Leaves and compost to the lawn



Small hole to the surface

GARAGE PHOTOS



Overview



Flooring – ring marks to the surface



Makeshift shelving unit



View 2