CHECK-OUT REPORT

REPORT FOR:

Address
Address
Address

On Behalf of: Landlord/Company/Agent name

Inventory/Check-In Inspection Date: Date

Check-Out Inspection Date: Date

Job Ref: 18548

Rooms	Bedrooms	Bathrooms / WCs	Others
1 Kitchen 1 Reception	1 Bed	1 Bath	

Landlord	Tenant
Not present	Not present

Keys:

Check-In	Check-Out
Clerk collected keys from the letting agent: 3 x Yale type keys for the flat door 2 x door entry FOBs 1 x post box key Keys to be supplied to the tenant(s) by the letting agent. Not confirmed to the clerk what keys the tenant(s) to receive.	1 x grey door entry FOB 2 x Yale type keys for the flat door, top lock 2 x Yale type keys for the flat door, bottom lock 1 x post box key

Utility Readings

Electric:

Meter No.	Location	Check-In Reading	Check-Out Reading
S74A26010	Cupboard in the communal hallway	Low rate: 97650 Normal rate: 75305 	Low rate: 98627 Normal rate: 78071

Summaries	***Check-In***	***Check-Out***
General	Overall the property appeared in good condition. Some minor usage and wear.	Some usage.
Cleanliness	Clean.	Dirty and dusty.
Decorative	In good order. Some areas freshly painted.	Some minor usage. Mould around the windows in places.
Windows	Some usage.	Some usage.
Woodwork	In good order, some usage.	In good order, some usage.
Flooring	In good order, some usage.	Some usage to the reception.
Lighting	In working order. 1 reception light not working.	The odd bulb not working.
Bathroom Fixtures	In good order, some usage.	Dirty and usage.
Kitchen Appliances	Some usage.	Some usage.
Kitchen Units & Worktop	Some minor usage.	Some usage.
Furniture	Some minor usage	Some usage.
Curtains/Blinds	Some minor usage.	Replaced. Old curtains poss. in the cupboard.
Balcony	In good order, weather worn.	Weatherworn.
Additional Comments		
These statements are subjective summaries. Refer to the report for full and additional details.		

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Entrance & Hallway

Item	*Description*	*Check-In*	*Check-Out*
Door	Wood Chrome '11' numerals Chrome peep hole 2 x chrome Yale locks Chrome handle and latch 3 x chrome twist locks Chain lock return	Exterior: the odd mark. Few scuffs, lower side. 2 small chips to the edge between the locks. Interior: the odd paint mark.	Exterior: top lock is brass and chrome. Interior: latch requires a wipe - TR.

Door Frame	Painted white Includes: Wood threshold Chain lock	Exterior LH frame: 3 small chips in the paintwork, middle. Thin crack to the upper RH corner. Interior frames: inner edge, discoloured and marked. Chain lock bracket paint marked. Threshold slightly worn and marked.	
Ceiling	Painted white	Faint patchy paintwork in places.	
Walls	Painted white	3 screws.	LH wall: few/numerous scuffs between the front door and bathroom - TR. The odd additional mark throughout.
Flooring	Wood		Requires a wipe.
Skirting & Joinery	Painted white Includes: Wood trims Chrome doorstop	Tip missing to the doorstop.	Slightly dusty. Dusty in places - TR.
Lighting	2 x ceiling spotlights with chrome fittings	Tested – working.	
Heating	Wall mounted Atlantic electric heater	Few marks to the top edge. Grill slightly discoloured. 1 mark, lower side.	Dusty - TR.
Sockets & Switches	Selection of chrome plated sockets and switches	Faint marks to the light switches.	Slightly dusty. Light switches require a wipe.
Contents			
1	1 x wall mounted Temby fuse box	Slightly discoloured and paint marked.	
2	1 x Fireangel smoke alarm	Not tested.	
3	1 x wall mounted white plastic entry phone		
4	1 x wall hanging mirror with a red frame	Few small marks.	Fairy lights hanging - TR.

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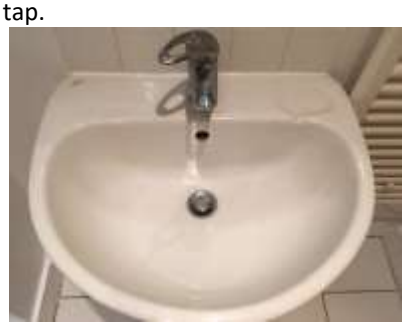
Bathroom

Item	*Description*	*Check-In*	*Check-Out*

			Overall requires a clean. Dirty in places. Numerous old cosmetic items and miscellaneous items left around the bathroom. -TR
Door	Wood Chrome handles and twit lock Wood bracket with 4 x brass hooks	The odd mark. Handle levers slightly loose. Interior: discoloured along the bottom edge. Sticker mark left of the bracket.	Few grubby marks. Interior: discoloured in places.
Door Frame	Painted white		
Ceiling	Painted white	Faint patchy paint marks in places.	Prominent mould above the bath.
Walls	Painted white White tiles Blue mosaic tiles Includes access panel	Grouting discoloured below the shower area.	Bath tiles: grouting discoloured. Dirty - TR.
Flooring	White tiles	Grouting slightly discoloured. The odd faint usage mark.	Grubby.
Skirting & Joinery	Painted white Includes boxing-in		Dusty - TR.
Lighting	3 x ceiling spotlights with chrome fittings	Tested – working.	1 not working - TR.

Heating	White Vertical towel rail	1 rail has a small chip to the LH side.	The chip is rusty. The odd additional rust mark.
Sockets & Switches	White plastic dual shaver point		
W/C	White ceramic White plastic seat and lid Chrome flush handle	Flush slightly tarnished. 	Grubby. Bottom of the bowl discoloured. TR
Basin	White ceramic Chrome mixer tap Pop-up plug	Tap slightly tarnished. Discoloured around the base of the tap.  	Grubby - TR.
Bath/ Shower	White acrylic Chrome mixer tap Chrome shower hose Chrome and rubber shower head Chrome shower bracket 2 x chrome 'D' handles White plastic exterior bath panel Chrome and glass retractable shower screen	Tap and D handles slightly tarnished. Few marks and brown marks at the base of the bath. Shower screen: lime scale and water marks. Worn and discoloured at the base. Bath panel: 3 cracks to the top edge. 	Dirty/prominently discoloured. Numerous items. Numerous chips at the base of the bath. Top edge of the bath panel prominently discoloured. TR

Extractor Fan	Manrose	Tested-working. Grill dusty. Few marks to the exterior cover. 	Noisy.
Contents			
1	1 x wall mounted arched mirror	Prominently discoloured around the lower side edge.	
			Additional items: 1 x metal bin 1 x metal toilet brush 1 x bath mat

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Bedroom

Item	*Description*	*Check-In*	*Check-Out*

			Overall requires a clean. Few items left in the bedroom. TR
Door	Wood Chrome handles	The odd mark. Interior: 1 sticker mark.	Handle levers slightly loose.
Door Frame	Painted white		Upper frames slightly dusty.

Ceiling	Painted white		Faint brown water type stain to the far LH corner.
Walls	Painted white Includes white painted air vent	2 painted over screws. 3 painted over nail holes.	The odd minor mark. Far wall: faint brown water type stain to the far LH corner. RH wall: mould around the window, prominent to the LH side. Faint brown water type stain to the right of the window. Signs of mould under the window.
Flooring	Wood laminate Includes chrome doorstop	Numerous small paint splash marks. The odd faint usage marks.	Requires a wipe. Thick dust and dirt under the bed. TR
Skirting & Joinery	Painted white Includes wood trims	Edge of trim paint marked.	Slightly dusty. Dusty behind the furniture. TR
Lighting	Pendent rose light with a hanging plastic bead shade	Tested – working.	
Heating	Wall mounted Atlantic heater	Grill slightly discoloured. Small scuff to the front panel.	Dusty - TR.
Windows	Grey metal framed double glazed window Black plastic handles and white painted sill	Sill: numerous painted over defects. Gap to the back edges in places. Sealant and painted areas above the window frame in poor condition, marked and discoloured. 1 sticker to the middle frame. The odd mark around the framework. 	Sealant mouldy. Mould type marks to the frames. Dusty - TR. Sill: paintwork cracking. 1 brown mark.
Sockets & Switches	Selection of chrome plates sockets and switches Includes: TV point and phone point		Slightly dusty.
Wardrobe	2 x mirror fronted sliding doors White plastic trim Contains: 6 x laminate shelves 2 x white metal clothes rails Small wood folding table Wood folding chair	Numerous scuffs and marks to the interior walls. 2 small chips and a dent to the LH handle, middle.	Dusty in places - TR.

Contents			
1	1 x pair of beige and brown curtains	Curtain slightly worn. Lining marked to the lower side. RH curtain has 2 black marks, middle.	Curtains replaced, long red curtains.
2	1 x metal curtain rail	The wood baton that the curtain rail is fixed to is paint marked.	
3	1 x cream leather effect double bed base and head board	Slightly worn. Headboard slightly loose in the fitting. 	
4	1 x white double mattress		
5	1 x white mattress protector		
6	1 x light wood bedside unit 2 x drawers Grey plastic handles		Grubby. The odd mark.
			Additional items: 1 x white chest of 3 x drawers – dirty. 1 x white frame ironing board 1 x Russell Hobbs iron – underside discoloured. 1 x small plastic bin 2 x grey cushions

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Kitchen

Item	*Description*	*Check-In*	*Check-Out*

			Overall dirty. Numerous items and food items left in the kitchen. TR
Door	Wood Chrome handles	The odd faint mark.	Handle levers slightly loose. Interior: handle slightly grubby. 1 small scratch under the handle.
Door Frame	Painted white	Wood threshold worn/discoloured.	
Ceiling	Painted white		
Walls	Painted white White tiles	Tiles: grouting slightly discoloured in places above the sink and hob.	Painted walls: the odd mark. Tiles: require a wipe in places - TR.
Serving Hatch	2 x glass doors Chrome handles White painted frame Leading to reception	Metal tie attached to the lower RH frame. The odd faint smear mark to the glass.	Glass dirty - TR.
Flooring	White tiles	Few small chips. 2 burn type marks forward of the freezer, size of finger nails. 	Dirty and dusty. Few hairs. TR
Skirting & Joinery	Painted white	Top discoloured right of the entrance.	Dusty - TR.
Lighting	3 x ceiling spotlights 2 x under unit strip lights	Tested – working.	
Heating	Integrated fan heater	Not tested. Worn in appearance.	
Sockets & Switches	Selection of chrome sockets and switches	Some usage marks.	Require a wipe in places.
Worktop	Grey speckled laminate	The odd faint usage mark.	Discoloured behind the sink.

		Sealant marked behind the sink.	Few miscellaneous items left on the worktop. TR
Units	Light wood with chrome handles	Wall units: few scratches to the carcasses. Base unit under sink: shelf marked and laminate chipped along the front edge. Prominent chips and scratches to the carcass. The odd faint usage mark to the interior drawers. Some of the handles are slightly tarnished.	Dirty in places. Sticky to touch near the extractor. Far kickboard is cracked, middle and chipped along the bottom edge. Panel to the right of the dishwasher looks askew. Door under the sink: discoloured to the bottom RH corner. TR
Sink	Stainless steel sink and drainer Chrome mixer tap	Slightly worn. Traces of lime scale to the base of the tap and drainer. Disc at the front - the film has worn away. 	Grubby. Limescale in places. TR

Washing Machine	Indesit Model number: IWDE12	Marked to the base of grey rubber seal. Slight soap residue in the tray. 	Grubby. Door seal mouldy. Soap residue in the tray. TR
Dishwasher	Whirlpool Model number: ADG957	Usage marks to the interior. 	

Oven	Cata Contains: 1 x metal rack 2 x metal baking dishes	Light usage marks to the interior. Brown type marks along the top edge of the chrome area. 	
Hob	Whirlpool	Usage marks to the burners – most prominent to the front RH side. 	

Cooker Hood	Whirlpool	In used condition. Light not working. Fan working. The light and fan switch section is loose in the fitting and the switches are not functioning. Filters slightly discoloured. 	
Fridge/ Freezer	Whirlpool Fridge contains: 2 x crisper trays 3 x door shelves Freezer contains: 4 x white plastic drawers	Slightly worn. Freezer: the bottom drawer has a small crack to the top edge. 	Requires a wipe - TR. Freezer: 1 additional compartment has a small crack.

Contents			
1	1 x Fireangel smoke alarm	Not tested. No light visible.	
			Additional items: 1 x Logik microwave 1 x black plastic bin 1 x plate drainer Numerous additional miscellaneous items – TR.

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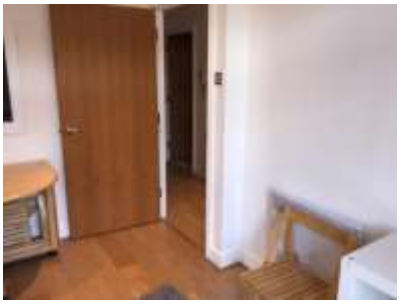
Reception

Item	*Description*	*Check-In*	*Check-Out*
		 	 

			Dirty. Few items and miscellaneous items left in the reception. TR
Door	Wood c Chrome handles	The odd mark. Exterior: 1 chip to the top edge. Interior: handle lever slightly loose. 1 chip to the top edge	Handle levers slightly loose. Exterior: 1 small dirty mark. 1 small scratch, middle. Interior: chipped along the bottom edge.
Door Frame	Painted white Wood threshold	Threshold slightly worn and marked.	
Ceiling	Painted white		

Walls	Painted white White plastic air vent		The odd mark. LH wall: prominent mould by the back door.
Serving Hatch	2 x glass doors Chrome handles White painted frame		
Flooring	Wood laminate	Slightly worn. Discoloured to the far RH corner. Some of the slats are not matching and uneven to the seams, forward of the balcony door. 	Requires a clean - TR. Gap to a join, RH side. Discoloured by the back door. Slightly lifting in places, LH side.
Skirting & Joinery	Painted white Includes wood trims	Section of trim worn and discoloured, right of the balcony door. Section of trim missing to the corner, left of the balcony door.	Slightly dusty.
Lighting	4 x ceiling spotlights	Tested – 1 not working.	
Heating	Wall mounted Atlantic electric heater	Grill slightly discoloured and the odd mark. Scuffed along the RH edge.	
Windows	3 x grey metal framed double glazed fixed windows White painted sill	Lower window frame: numerous small brown marks, RH side. 1 sticker mark to the LH frame. Sill: few painted over cracks and defects. 	Exterior slightly dirty.

Balcony Door	Grey metal double glazed Black handle and lock 1 x key Door closer	Slightly worn, consistent with age. Chipped around the handle. Handle plate screws, rusty. The odd mark around the framework. Door closer rusty. Door stiff to open and close. 	Numerous marks and mould type marks to the frames. Requires a wipe.
Sockets & Switches	Selection of chrome plated sockets and switches Includes: Tv point and phone point		Slightly dusty. Light switch requires a wipe.
Contents			
1	Pair of light green curtains	Slightly worn. The odd faint mark to the lower sides.	Replaced with grey curtains.
2	1 x chrome curtain rail		
3	1 x white laminate unit with 4 x cubicles	Slightly worn.	Dirty - TR.
4	1 x grey rug	Slightly worn. Slightly curling to 1 edge.	
5	1 x black cloth sofa	Slightly worn. Few hairs.	Requires a vacuum - TR. 1 red throw.
6	1 x green patterned throw		Item not found.
7	1 x wood retractable dining table	The odd usage mark to the surface. 2 sticker marks/stains to the RH corner.	
8	2 x folding wood chairs		1 additional chair. 1 additional chair in the bedroom.
			Additional items: 1 x fan

Agent Comments
N/A

Landlord Comments
N/A

Clerk Comments
N/A

Tenant Comments
N/A

Disclaimer

This document, which has been prepared by UK Inventories, is a fair and accurate record of the condition and contents of the above property. It is not however a structural survey report nor was the instructed Clerk an expert in the field of (amongst others but not exclusively) furnishings, decoration, fabrics, woods or antiques. Every care has been taken in the preparation of this document, but it is the Landlord and Tenants responsibility to satisfy themselves as to its contents. Both parties agree to fully indemnify the clerk and UK Inventories against any claim, for any omissions, errors, mistakes etc. on the part of the Clerk or UK Inventories. Should any party have comments to add to this document, they should inform us within 7 days, these comments will be noted on our master copy under the heading 'Amendment' or tenant comments, it will then be re-sent to all parties again. UK Inventories will not accept any responsibility for any errors or omissions etc.

Furthermore, this document does not attempt to provide guarantees as to the safety of any mentioned gas or electrical appliances or any other contents in the property. The same is true of any soft furnishings, where again only a visual inspection has taken place. The clerk is neither a gas nor an electrical engineer and does not purport to be one. All inspections carried out are purely visual.

Tenants and Landlords must check all meter readings, as we cannot be held responsible for any discrepancies. We are not held liable should meters not be located or accessible to read.

Parts of The Property or contents/meters left in areas that are not easily accessible, cannot be viewed while standing on the floor (E.g. lofts, some cellars, high-level cupboards and locked rooms), are hidden from view by items that are heavier than 20 KG or difficult or dangerous to move, may not be inventoried fully and remain the sole responsibility of the Landlord, Tenant and The Agent to record.

Employees of *UK Inventories* are expert in "fair wear & tear" ***not*** cleaning techniques, building/ construction techniques, fabrics, woods, materials, antiques etc, surveying, electrics or plumbing.

The aim of this report is to serve as an objective, independent, witness statement of the condition of The Property, as witnessed by our Clerk. It is not intended to be used as a building structural report nor a critic of fixtures, appliances, furniture, cleaning or structural condition

No attempt has been made to place monetary value on the property or any of its contents.

The Fire and Safety Regulations regarding Furnishing, Gas & Electrical appliances and similar items are ultimately the responsibility of the Landlord, Tenant and The Agent.

UK Inventories are not responsible for any smoke alarms and/or carbon monoxide alarms. UK Inventories are not responsible for any faulty smoke alarms and/or carbon monoxide alarms.

UK Inventories are not responsible if smoke alarms and/or carbon monoxide alarms are not working or stop working at the start of the tenancy or during the tenancy.

UK Inventories are not responsible for any property that does not have a smoke alarm(s) and/or carbon monoxide alarm(s).

All parties are reminded to inform UK Inventories of any issues that may occur during the Tenancy that the readers feel may affect our recommendations at the check-out.

Check-In Reports:

This report provides an objective, independent and accurate record (in terms of Wear and Tear) of each area and the contents of the property, on the date noted in the report. It is the opinion of UK Inventories and in no way is intended to be the opinion of any other party. Neither parties of the tenancy are required to agree the contents of this report.

Lights will always be tested (where practical). All appliances (gas or electrical, including smoke detectors), will not be tested. The person preparing this report is not a qualified electrician or plumber and cannot accept any responsibility for confirming worthiness with regard to compliance with current Tenancy Law.

The tenant will return the property in the same condition as described in this check-in report, less reasonable fair wear and tear.

If UK Inventories are not informed of any changes or amendments within 7 days the original inventory / check-in report will be sent to all parties and will become a legally binding document.

At the end of the tenancy this report will be checked.

It is accepted that a few finger marks and usage scuffs may appear on walls during tenancy. The property should be left in a clean and tidy condition to a satisfactory standard in accordance with the terms of your contract. The tenant will return the property in the same condition as described in this check-in report, less reasonable fair wear and tear.

All items should be in the same location as per the report. All china, glassware, kitchen utensils etc should be clean and accessible and if necessary unpacked and returned to the correct position. All food items should be removed. All light bulbs etc. should all be in the same working order as in the check in.

The property should be left in a clean and tidy condition as in the check-in. Cleaning must be thorough, carpets should be thoroughly vacuumed as you will be charged for any staining or soiling and compensatory costs will be made towards any further damage such as cigarette burns.

You must be ready to vacate the property and hand over the keys at the appointed time. If you are not ready, our clerk may abort the inspection and a re-visit charge of £50 may be added to our bill. (NB - This also includes all areas being fully accessible i.e. carpets being dry).

Check-Out Reports:

The check-out inspection will be conducted using a previous check-in report, recommendations for compensation (if any) will be based solely on the check-in document. The tenant will return the property in the same condition as described in this check-in report, less reasonable fair wear and tear etc.

The Tenant should complete all repairs and/or cleaning prior to the start date and time of our inspection. Any items not returned in a reasonable state, will be charged for new items.

At the end of the tenancy this report will be checked.

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