

Property Inventories

Sample Check-out Report

123 London Road
London
N1 0PP

Visit date: January 31st 2019 09:00
Clerk: Sonia Rajani

*This sample report contains excerpts from the original report and is for demonstration purposes only.
Property Inventories. All Rights Reserved*

020 7812 0490

www.propertyinventories.com
info@propertyinventories.com

Contents

Notes 2

Checklists 5

Areas 6

 Floor Plan 6

 Front Door / Architrave 7

 Entrance Hallway 9

 Built in Cupboard 12

 Built in Cupboard 14

 Bathroom 16

 Bedroom 1 21

 En-suite 25

 Bedroom 2 29

 Open Reception/ kitchen 33

 Meters 41

 Keys 42

Actions 43

Disclaimers:

Check-out reports are used to give landlords / managing agents an independent, third party view of the condition of a property and its contents at the end of a tenancy. The check-out report provides comments on differences in condition compared to the original inventory and check-in report supplied to the inventory clerk by the managing agent / landlord. Note that these original reports may not have been prepared by Property Inventories Ltd, so there may be some unknowns, which will be highlighted in this report. Where reference numbers were included in the original inventory, we try to include these same numbers in the check-out report for ease of reference.

This check-out report has been prepared at the end of the tenancy using an unsigned inventory and check-in report prepared by Property Inventories Ltd.

When the inventory clerk visits the property to prepare the check-out report, they will update the inventory they are supplied with by hand to reflect any changes to the previous comments. The check-out report then provides a typed listing of these comments, while the new, annotated 'working inventory' is returned to the managing agent / landlord for further use if they wish. The inventory clerk also gives their opinion on liability of any comments on condition noted in the check-out report. Where no comments on a particular item are included in the check-out report, the comments and descriptions in the original working inventory remain applicable to the current state of the property and no further comments are necessary. Property located in cellars, attics and locked rooms and / or boxes will typically not be inspected and will remain the sole responsibility of the landlord. Some heavy items and furniture may not be fully examined as the clerk may not be able to move these safely (for example, the underside of large mattresses). We test lights, fire alarms and / or smoke detectors to check working ability. Gas, electrical appliances are not tested. The Inventory Clerk compiling the report for the property is not qualified to test these items. The Fire and Safety Regulations regarding furniture, electrical, gas and other similar appliances are ultimately the responsibility of the instructing party and not Property Inventories Ltd. Where the inventory states 'FFR label seen', this should not be taken to mean that the furniture actually complies with the regulations, merely that the label was viewed on the furniture at the time the inventory was undertaken.

Abbreviations Used:

AN: Appears new
MCA: Marks commensurate with age
PC: Poor condition
BOG: Burnt on grease
MCU: Marks commensurate with use
RFC: Requires further cleaning
FS: Finger soiled
NS: Not seen
RHS: Right-hand-side
FC: Fair condition
NT: Not tested
SC: Shrinkage cracking
GC: Good condition
NW: Not working
TBR: To be removed
L: Landlord
NV: No value
WIU: Well in use
LHS: Left-hand-side
ODU: Old defects under
WO: Working order

This inventory report has been prepared by Property Inventories Ltd. The condition of the property at the start of the tenancy, as described in this report, will be compared to the condition of the property at the end of the tenancy. Details of any alterations to the property after the inventory has been agreed upon should be noted on a separate sheet and agreed upon by the tenant and managing agent/landlord. At the end of the tenancy, a 'Check-out report' should be conducted to determine any changes to the inventory. Tenants should inform the managing agent/landlord of items removed from the property during the tenancy.

All items should be returned to their original position (as laid out in the inventory); this includes stored or boxed items not used during the tenancy. Any item(s) listed as NOT SEEN could result in a replacement cost or a charge being made to the tenant (not allowing for betterment*). Managing agents/landlords may also charge for the removal of unapproved items left behind at the end of the tenancy that were not included in the original inventory.

At the time of the property Check-out, all personal items (including consumable items) should have been removed and cleaning of the property completed. No further cleaning will be permitted once the check-out report is being prepared. Tenants will have been given the date and time of the Check-out and must provide access, or let the appointing Inventory Clerk know the details of their departure from the property. Additional costs may be incurred if the clerk is not able to complete the report, is delayed more than 20 minutes or is asked to return at another time without 24 hours notice.

The following notes may assist you in a problem-free move at the end of the tenancy:

Cleaning

Soiling is not considered to be 'Fair Wear and Tear' (reasonable use of the premises by the tenant and the ordinary operation of natural forces, i.e. the passage of time)

At Check-out, all cleaning is expected to be thorough and the property to be presented in a tidy order to a similar standard as at Check-in. A professional clean may be required by the agent/landlord (please refer to your tenancy agreement). If the standard of cleaning is not satisfactory, the cost of further cleaning could be added to any other charges outside fair wear and tear on the Check-out report. Most common areas overlooked, which are checked by the clerk during the Check-out are listed below:

- Skirting boards, dado & picture rails and recessed areas of doors, light fitting and shade, blinds
- (Venetian blind slats) and extractors are free from dust and light scuffs
- Light bulbs replaced where needed (including kitchen extractor fans, oven and fridge)
- Mildew, scale, soap residue and grease, to be removed from tiled areas including grout and seals
- Kitchen cupboards (door edges, drawers, shelves, and handles) to be clean
- Kitchen appliances should be cleaned to include seals, trays, and glass.
- Fridge and freezers should be emptied, wiped and freezers defrosted
- Bathroom and kitchen fixtures limescale to be removed, if possible. (including shower heads)
- Linens and curtains should be cleaned (please check labels for cleaning instructions)
- Drawers and wardrobe unit interiors should be clean and clear of dust / debris
- Windows should be cleaned (inside and out, subject to access)
- Upholstery, sofa bases, cushion covers and dining/other chairs to be cleaned (please check labels)
- Gardens, including any garden furniture and/or patios to be clean and clear of rubbish

Soft Furnishings

Excessive discolouring, soiling or damages may result in repair or cleaning costs being charged to the tenants. Discolouration due to smoke, staining, burn marks or tears to curtains may also incur costs.

*Improvement beyond normal upkeep and repair that adds to the value of real property

Flooring

Carpets should be vacuumed including edges and corners. Depending on the terms of the tenancy agreement and/or the length of tenancy, flooring should be professionally cleaned. Please retain all receipts for such work. Hard floors require sweeping and mopping where necessary (please use appropriate chemicals). Tenants may be charged for any soiling or staining and will incur costs for damage such as heavy stains and burns. If flooring is badly damaged you may be charged for the cost of replacement without allowing for betterment.

Decorations

It is advisable to ask for permission prior to putting nails, pins and other fixtures into walls and avoid putting tack or tape on walls. This is often not allowed under most of the tenancy agreements. All additional marks will be noted at Check-out and any damage or repair work in order to make good any marks could be charged to the tenant.

Beds & Linens (to include bedding)

Mattresses, bed bases, pillows, and duvets will be examined for soiling where practically possible. Charges could be made for cleaning, compensation or a percentage of the replacement cost. All linen should be left cleaned, pressed and folded.

Kitchen Surfaces and Sinks

Kitchen surfaces and sinks will be examined for knife cuts, cup marks, scorch and burn marks. Using appropriate items such as chopping boards and heat pads will help prevent damage.

Crockery, chinaware, and kitchen utensils

All items will be checked for soiling, chips, burn marks, loose handles etc. If damage has occurred outside of fair wear and tear, compensation or replacement costs could be incurred at the end of the tenancy.

Keys

All keys listed in the inventory should be kept safely and handed back at the end of the tenancy. Should any keys be lost or not returned to the agent or Inventory clerk, the tenant may be charged replacement costs for new cut keys or possibly the changing of locks. Any extra keys cut during the tenancy should also be returned.

Gardens & Balconies

If a gardener is not employed for the property, you will be required to maintain the garden. This includes the cutting of lawns, weeding, and maintaining the garden according to the season. If the standard is found to be untidy and not within season, the tenant may be charged for any necessary work at the end of the tenancy. We recommend asking permission prior to removing any plants or trees as this may result in replacement costs.

Smoke Alarms / Alarm systems

Alarms have been tested by the Inventory Clerk where accessible and noted in the report.

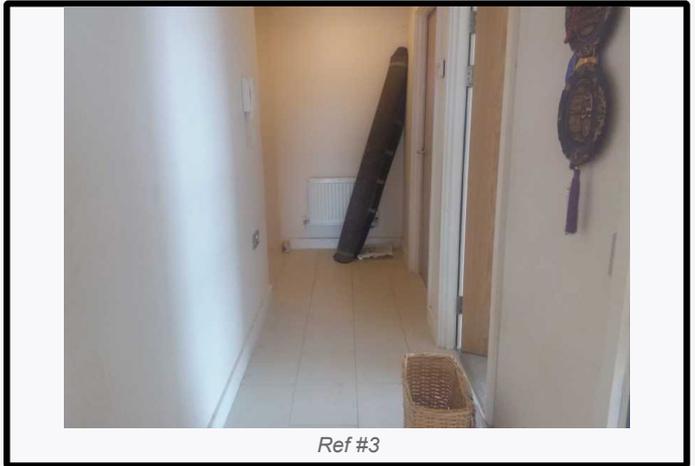
Checklist

Item	Value	Comments
Keys detailed / photographed?	Yes	See Keys section
Cleaning Issues?	Yes	Property has not been cleaned and seen in very Poor condition. Assorted furnishings and debris left throughout. Heavy stains to carpets in bedrooms 1 and 2.
Maintenance Issues?	No	Damage with pen scribbling to walls in places. Heavy mould to windows as noted. Toilet seat broken and detached in bathroom.
Overall Condition	Yes	<p>Property Cleanliness The property had not been cleaned and was seen in poor order throughout with further cleaning required, including flooring and windows.</p> <p>Decorative Order The property is shown in a fair decorative order with some marks, defects and some repairs possibly required as noted.</p> <p>Maintenance / repair issues Any possible maintenance issues have been highlighted in bold and italic throughout the report.</p>
Keys Handed Over?	Yes	Collected and returned to conceirge
Meter Readings Taken?	Yes	See Meters section
Smoke / CO Alarms	Yes	2 Smoke alarms WO No CO alarm seen

2. Front Door / Architrave

Item	Description	Condition at Check In	Condition at Check Out
(External) Front Door & Architrave			
2.1 Door	Light wood		As Check In
2.2 Door Frame	Painted white wood	Nail pops	As Check In + Section missing to RHS exposing nails Explain/Repair - Tenant
Door Fixtures			
2.3 Plaque	Chrome with black numbering to front '815'		As Check In
2.4 York Lock	Chrome		Now seen as Eclipse Explain/Replace - Tenant
2.5 Spy Hole	Chrome		As Check In
2.6 Door Bell	White plastic	WO	As Check In
(Internal) Front Door & Architrave			
2.7 Door	Light wood	Angle chip mid level opening edge	As Check In + Sticker residue Clean - Tenant
2.8 Door Frame	Painted white wood		As Check In
Door Fixtures			
2.9 Dorplan closing arm	Chrome		As Check In
2.10 Reverse of spyhole	Chrome		As Check In
2.11 York night latch	Chrome	Light usage marks to LHS	Now seen as Eclipse Explain/Replace - Tenant
2.12 Security chain and catch	Chrome	Light usage scratches	As Check In + Chain not seen Explain/Replace - Tenant

3. Entrance Hallway



Item	Description	Condition at Check In	Condition at Check Out
Ceiling			
3.1 Ceiling	Painted white		As Check In
Ceiling Mounted			
3.2 Light fitting	3 Grey and obscure plastic bulk light	WO	1 NW Replace Bulb - Tenant
3.3 Smoke Detector	White plastic	Green light seen NT	As Check In + WO
Walls			
3.4 Walls	Painted cream	Rub to mid level between cupboards	As Check In + Marks and shading throughout Residue marks Damage with pen scribbling White plastic hook Notable paint chips LHS high level corner of bedroom 1 entry Brass picture hook with ornament to top Not fully examined due to contents FWT Clean - Tenant Explain/Repair - Tenant Explain/Remove - Tenant
Wall mounted fixtures			
3.5 Videx entry system	White plastic	NT	As Check In + Dust Clean - Tenant
3.6 Door bell chime	Black metal	WO	As Check In
3.7 Danfoss thermostat	White plastic		As Check In

10. Open Reception/ Kitchen (Cont.)

10.28	Splashback	Frosted glass		Grease throughout Clean - Tenant
Sinks / Taps				
10.29	1 Sink with integrated dish drainer with waste and particle collector	Chrome	Light watermarks around waste	Dirty Food debris Plastic container with food item to interior Dirty crockery and cutlery Not fully examined due to contents to top Clean - Tenant Explain/Remove - Tenant
10.30	Mixer tap with single temperature control	Chrome		Limescale Clean - Tenant
Appliances				
10.31	Zanussi extractor fan	Chrome; 2 Lights	WO Lights in WO	As Check In + Lights NW Grease to underside Replace Bulb - Tenant Clean - Tenant
10.32	Zanussi electric hob	Black ceramic; 4 Burners; 4 Black plastic control dials;		Soiling Wear to burners Clean - Tenant FWT
10.33	Zanussi oven	Model No: Z0B343X ; Chrome; Glass observation window; Chrome 'D' handle; 2 Chrome racks; Black metal baking tray; Chrome trivet		Burnt on grease throughout Food debris Residue throughout Clean - Tenant
10.34	CDA fridge freezer	Model No: FW871 ; 5 Glass shelves, 2 Clear plastic salad crispers; 4 White plastic door shelves - 1 with flip clear plastic lid; 1 Half width door shelf; 2 White plastic egg holders		Fascia doors detached from fridge Soiling Used food items to interior Explain/Repair - Tenant Explain/Remove - Tenant
10.35	Freezer to include;	3 White plastic drawers; White plastic ice cube tray		As Check In
10.36	CDA washing machine	Model No: CI931IN ;		Soap residue and water to tray Discolouration to seal Clean - Tenant
Furnishings and Contents				
10.37	e.on smart energy display	Black plastic		As Check In

10. Open Reception/ Kitchen (Cont.)

10.38 Folder with manuals and instructions to interior

Grey cardboard

As Check In

10.39 Miscellaneous

Assorted furnishings, contents and debris to include:

- Sofa
- 2 Bookcases
- Storage unit
- Table
- Dining table
- 2 Chairs
- Swivel chair
- Lamp
- Bin

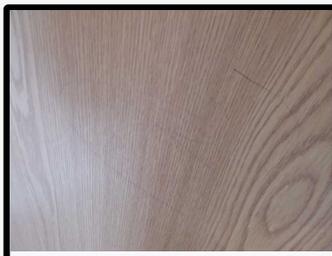
Item added after Check In

Not previously mentioned
Soiling throughout

Explain/Remove - Tenant



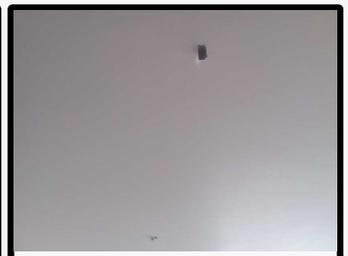
Ref # 10.1



Ref # 10.1



Ref # 10.2



Ref # 10.4



Ref # 10.7



Ref # 10.8



Ref # 10.9



Ref # 10.9



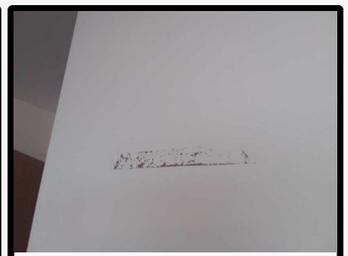
Ref # 10.9



Ref # 10.9



Ref # 10.9



Ref # 10.9

10. Open Reception/ Kitchen (Cont.)



Ref # 10.9



Ref # 10.9



Ref # 10.9



Ref # 10.9



Ref # 10.13



Ref # 10.13



Ref # 10.13



Ref # 10.17



Ref # 10.17



Ref # 10.18



Ref # 10.19



Ref # 10.20



Ref # 10.20



Ref # 10.21



Ref # 10.21



Ref # 10.21



Ref # 10.22



Ref # 10.22



Ref # 10.22



Ref # 10.22

10. Open Reception/ Kitchen (Cont.)



11. Meters

Item	Description	Condition at Check In	Condition at Check Out
Meters			
11.1 Heat Meter	Serial number: Location: built in cupboard in entrance hallway	<i>Item added after Check In</i>	1774.658
11.2 Electric Meter	Serial number: Location: communal hallway riser cupboard	<i>Item added after Check In</i>	09463
11.3 Water Meter	Serial number: Location: communal hallway riser cupboard	<i>Item added after Check In</i>	00384.473
			

12. Keys



Item	Description	Condition at Check In	Condition at Check Out
Keys			
12.1 Front door	1 Yale style 3 Copies	<i>Item added after Check In</i>	<i>As Check In</i>

Actions Required

Ref	Action Required	Responsibility	Comments
2.2 Front Door / Architrave » Door Frame	Explain/Repair	Tenant	Nail pops Section missing to RHS exposing nails
2.4 Front Door / Architrave » York Lock	Explain/Replace	Tenant	Now seen as Eclipse
2.7 Front Door / Architrave » Door	Clean	Tenant	Angle chip mid level opening edge Sticker residue
2.11 Front Door / Architrave » York night latch	Explain/Replace	Tenant	Now seen as Eclipse
2.12 Front Door / Architrave » Security chain and catch	Explain/Replace	Tenant	Light usage scratches Chain not seen
3.2 Entrance Hallway » Light fitting	Replace Bulb	Tenant	1 NW
3.4 Entrance Hallway » Walls	FWT	N/A	Rub to mid level between cupboards Marks and shading throughout Residue marks Damage with pen scribbling White plastic hook Notable paint chips LHS high level corner of bedroom 1 entry Brass picture hook with ornament to top Not fully examined due to contents
3.4 Entrance Hallway » Walls	Clean	Tenant	Rub to mid level between cupboards Marks and shading throughout Residue marks Damage with pen scribbling White plastic hook Notable paint chips LHS high level corner of bedroom 1 entry Brass picture hook with ornament to top Not fully examined due to contents
3.4 Entrance Hallway » Walls	Explain/Repair	Tenant	Rub to mid level between cupboards Marks and shading throughout Residue marks Damage with pen scribbling White plastic hook Notable paint chips LHS high level corner of bedroom 1 entry Brass picture hook with ornament to top Not fully examined due to contents
3.4 Entrance Hallway » Walls	Explain/Remove	Tenant	Rub to mid level between cupboards Marks and shading throughout Residue marks Damage with pen scribbling White plastic hook Notable paint chips LHS high level corner of bedroom 1 entry Brass picture hook with ornament to top Not fully examined due to contents

Actions Required

3.5 Entrance Hallway » Videx entry system	Clean	Tenant	NT Dust
3.9 Entrance Hallway » Fuse switch	Clean	Tenant	Residue
3.10 Entrance Hallway » Skirting	Clean	Tenant	Heavy dust Light rubs
3.10 Entrance Hallway » Skirting	FWT	N/A	Heavy dust Light rubs
3.11 Entrance Hallway » Tiles	Clean	Tenant	Light usage marks throughout Dirt, debris and hair residue throughout
3.12 Entrance Hallway » Rug	Explain/Remove	Tenant	<i>Not previously mentioned</i>
3.13 Entrance Hallway » Laundry basket	Explain/Remove	Tenant	<i>Not previously mentioned</i>
4.11 Built in Cupboard » Tiles	Clean	Tenant	Heavy dust Debris Cardboard box with miscellaneous items to interior
4.11 Built in Cupboard » Tiles	Explain/Remove	Tenant	Heavy dust Debris Cardboard box with miscellaneous items to interior
5.5 Built in Cupboard » Walls	FWT	N/A	Paint flaking and possible brown water stains to low level LHS Rubs and scuffs
5.6 Built in Cupboard » Homesafe fuse box	Explain/Replace	Tenant	Stickers to front Cover missing
5.11 Built in Cupboard » Tiles	Clean	Tenant	Dirt Debris
5.12 Built in Cupboard » Hoover	Explain/Remove	Tenant	<i>Not previously mentioned</i>
6.1 Bathroom » Door	Clean	Tenant	White marks in places
6.9 Bathroom » Part painted wall	Clean	Tenant	Shrinkage cracking RHS of toilet Splashmarks throughout
6.17 Bathroom » Towel rail style radiator	Explain/Remove	Tenant	Tenants contents to top

Signed by the

Signature

Print Name

Date / /

Signed by the

Signature

Print Name

Date / /