



Check-out Report

[ADDRESS]

For: [AGENT]
Visit date: [DATE]
Clerk: [NAME]
Original Inventory: Property Inventories Ltd.
Dated: [DATE]

020 7812 0490
www.propertyinventories.com
info@propertyinventories.com

Check-Out Report

REF	DESCRIPTION/ITEM	CONDITIONAL COMMENTS	SUGGESTION	LIABILITY
Front Entrance				
1	Door	Faint scuff to the mid level RHS	FWT	-
Overall Condition:				
Seen in a good condition				
Entrance Hall				
17	Walls	3 Faint red line marks to the mid level LHS of mirror Faint blue mark to the low level angle forward of entrance	Clean/Repair	T
21	Skirting	Light dust residue in places	Final Clean	T
23	Built-in cupboard	Faint scuffs to the mid level door interior	FWT	-
24	Double cupboard	Minor scratches to lever handle exterior	FWT	-
	Mop	Plastic end tip cracked and loose	-	-
	Ironing board	Light brown discolouration marks in places	FWT	-

Room Photo:



Overall Condition:

Seen in a good condition with light wear to surfaces

Check-Out Report

REF	DESCRIPTION/ITEM	CONDITIONAL COMMENTS	SUGGESTION	LIABILITY
Bedroom 1				
28	Door	2 Faint red line marks above lever handle to interior and to low level exterior	Clean/Repair	T
33	Walls	Faint green mark and 2 faint red marks to low level below bathroom light switch Few light scuffs to mid levels	Clean/Repair FWT	T -
36	Reveals	Faint marks to RHS of lever 2 Run marks to LHS reveal	FWT Clean	- T
43	Skirting	Light dust to top	Final Clean	T
44	Flooring	Slight discolouration to areas of tread	FWT	-
47	Double mattress	Faint brown mark to RHS edge	Clean	T
54	4 Pillows	Hair residue	Clean	T
56	Textured linen	Not fully examined – folded	-	-
57	Towels	Not fully examined – folded	-	-

Room Photo:



Overall Condition:

Seen in a good condition with light wear to surfaces and further cleaning possibly required to some surfaces as noted

Check-Out Report

REF	DESCRIPTION/ITEM	CONDITIONAL COMMENTS	SUGGESTION	LIABILITY
En-Suite				
58	Door	Light dust residue to exterior Light soil spot to low level exterior	Clean	T
66	Wall tiles	Faint blue stain mark to area above basin	Clean/Repair	T
73	Basin	Plug detached but in situ <i>No longer seen with soiling</i>	-	-
82	Scales	Now seen in bathroom	-	-

Room Photo:



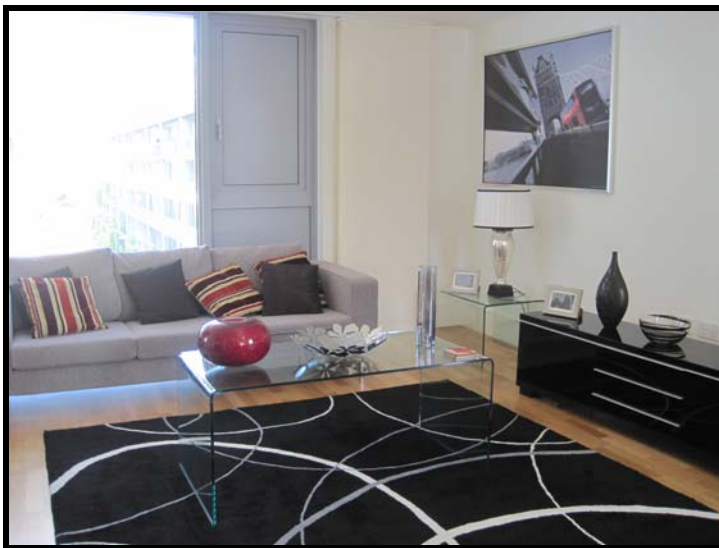
Overall Condition:

Seen in a good clean condition

Check-Out Report

REF	DESCRIPTION/ITEM	CONDITIONAL COMMENTS	SUGGESTION	LIABILITY
Reception				
142	Door	3 Red line marks mid level exterior	Clean	T
144	Handles	Slightly loose	Maintenance	LM
158	Scatter cushions	Faint white residue spots	Final Clean	T
168	2 Lamps	Faint grey mark to interior of 1	Clean	T
180	Marble based lamp	NW	Replace Bulb	T
182	6 Dining chairs	Red line mark to seat of 1 2 Minor black marks to seat of 1	Clean	T

Room Photo:



Overall Condition:

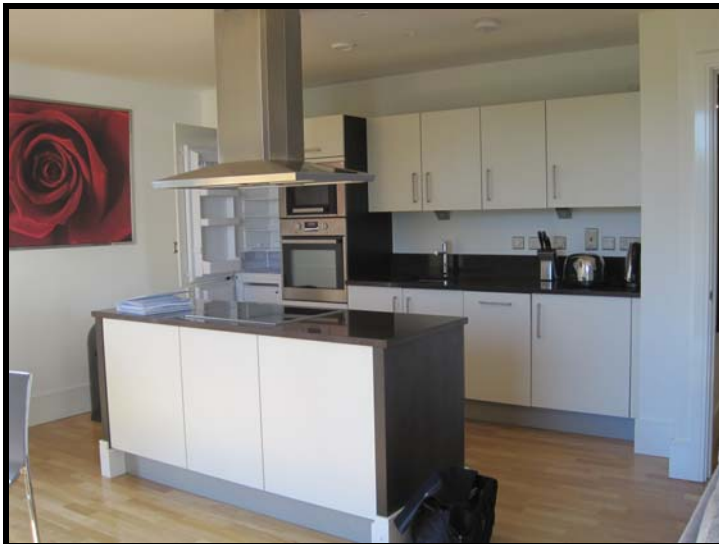
Seen in a good condition with minimal wear and light soiling noted



Check-Out Report

REF	DESCRIPTION/ITEM	CONDITIONAL COMMENTS	SUGGESTION	LIABILITY
Kitchen				
189	Walls	Faint soil spot to the LHS of fridge at mid level	Clean	T
192	Switches and sockets	White residue to double socket LHS of fan fuse switch	Final Clean	T
193	Skirting	Dust residue to LHS of fridge	Final Clean	T
195	Kitchen units	White ring mark and faint stains to interior base	Final Clean	T
199	Mixer tap	Light limescale to spout and base	Clean	T
200	Fridge freezer	Tape residue to LHS of glass shelves	Final Clean	T
202	Oven	Light burnt on grease Manual not seen	Clean Explain/Replace	T T
204	Hob	Light dust and usage marks	Final Clean	T
205	Extractor	Sticky residue spots to surrounds of bulbs	Clean	T
218	Funnels	Not seen	Explain/Replace	T
240	Flip bin	Soiled	Clean	T

Room Photo:



Overall Condition:

Seen in a good condition with light soiling noted

CHECK-IN	✓	CHECK-OUT		DATE:	31 st October 2010
GENERAL CLEANLINESS:	Good Standard ✓	Fair Standard	Poor Standard		
Premises was seen cleaned to a professional standard with very light dust residue in places as noted					
Professional Clean	Company :				
DECORATIVE ORDER:	Good Standard ✓	Fair Standard	Poor Standard		
Seen decorated to a good standard with occasional faint marks in places					
LIGHTING:	Clean ✓	Working ✓	Damaged		
All clean and in WO, floor lamp light in reception NW only					
WINDOWS:	Exterior Clean	Interior clean ✓	Damaged		
All windows are weather soiled					
BLINDS / CURTAINS:	Clean ✓	Good Order ✓	Damaged		
Blinds are in good order and clean					
FURNISHINGS:	Clean	Good Order ✓	Damaged		
All furnishings seen in good order, some items seen with very light dust residue to surface areas					
CARPETS / HARD FLOORS:	Clean	Good Order ✓	Damaged		
Seen in good order with occasional light fluff debris and hair residue					
LINENS:	Cleaned ✓	Pressed / Hung	Damaged		
Appear clean and were seen folded					
BEDS/ MATTRESSES:	Clean	Good order ✓	Damaged		
Appeared in good order, mattresses not fully examined as items were soon on top					
SKIRTING:	Clean	Good Order ✓	Damaged		
Seen in good order with some shrinkage cracking in places and light marks					
FRIDGE & FREEZER		HOB	OVEN	EXTRACTOR	
Clean ✓	Defrosted ✓	Clean ✓	Clean	Clean	Filter Needed
		Oven – light burnt on grease in places		WO – fan and bulbs working, sticky residue spots seen to underside	
WASHING MACHINE		DISHWASHER		DRYER	
Drawer clean ✓	Seal clean ✓	Clean ✓	De-scaled	Vent Clean	Seal Clean
				None	
GARDEN/BALCONY:	Clean & tidy	Seasonal Order	Not Examined		
None					

CHECK-IN	CHECK-OUT	✓	DATE:	31st August 2010	TIME:	16:00
Property Address: [ADDRESS]						
<i>Unfurnished</i>	<i>Furnished</i>	No. Beds -	2	Kitchen contents:	Y / N	
Agent/Landlord: [AGENT] Signature: Not needed						
Tenant : [NAME] Signature:			Present / Not Present			
Forwarding Address : [ADDRESS]						
Tenancy start date:	24 th December 2009	Tenancy finish date:	31st August 2010			

UTILITY METER READINGS

Electricity:



Meter Ref. Number	D3A45 – P1B12	
Reading	Low – 000569.2	Normal – 412004.80000
Location of meter	Communal hall cupboard	

Gas:



Meter Ref. Number	SN: 34549167	
Reading	1203 KWH	
Location of meter	Communal hall cupboard	

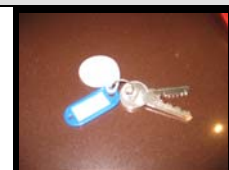
Water:



Meter Ref. Number	07T033638	
Reading	00028.03	
Location of meter	Entrance hall cupboard	

Keys

Front Door: 2 Yale style
 Block Door: 2 Fobs
 Additional: 1 Garage Fob



Given to: Porter when finished as requested by agent