

## Check-out of the contents and condition of

**1 Example Court**

**London A11 1AA**

**Compiled on 1<sup>st</sup> August 2010**

**on behalf of Sample Agent**

**Booking ref A0002**

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# GUIDELINES AND EXPLANATIONS

## Overview

This check-out has been prepared by an independent and experienced inventory clerk. It provides a comparison of the property between the original inventory and the condition of the property at the end of the tenancy. It highlights any notable damage or missing items. Minor damage consistent with fair wear and tear will be noted as such. When considering fair wear and tear; the length of tenancy, the type of occupancy and the original condition of the property will be considered. Where no comment is made, the item has been found to be in similar condition as at the start of tenancy. It is acknowledged that any contractual terms listed in the Tenancy Agreement may overrule the opinions expressed in any check-out report.

## What is and what is not included

Furniture items will be described as seen with only visible or notable defects will be listed. Electrical equipment is tested for power only and then only when practicable.

Items in locked cupboards, lofts, unlit basements or otherwise in areas that are not accessible will not be inspected and will be noted as such. Similarly large furniture items will not be moved to inspect concealed walls and floors.

Please note that if items are not returned to their original positions (as stated in the original inventory), they may be noted as 'not seen'. It is the responsibility of the tenant to ensure all items are returned to their correct position and all items made ready for inspection. Beds should not be made and any linen items should be cleaned and folded.

Meter readings are taken where accessible. These are taken for reference only, for further details and verification the relevant utility company should be contacted.

## What happens next

Upon receiving this check-out, the tenant should fully examine it and check for any errors or omissions. If any are found, TC inventories should be contacted within 10 working days. If we agree with your comments an addendum will be supplied, if not we will give a detailed explanation as to why we stand by the contents of this report. There is no need to contact us if the only omissions are of such a small nature as to be covered by fair wear and tear.

## **Fair wear and tear**

The tenant will be given an allowance for fair wear and tear which will consider the length of tenancy, the type of occupancy and the original condition of the property. It is understood that certain items (such as kitchen utensils and bedding) will receive considerably heavier usage than other items and this will be taken into account by the clerk. The quality and age of the original item is considered when deciding if damage is within fair wear and tear and when quantifying replacement or repair costs. Additional defects beyond fair wear and tear, such as notable stains or breakages, may constitute a chargeable dilapidation at the termination of the tenancy.

### **Cleaning**

The property should be cleaned to the same standard as at the start of the tenancy. Carpets should be thoroughly vacuumed and professionally cleaned if necessary. If you have arranged a professional clean, it is recommended you obtain a receipt to show to the clerk at the check-out. If the standard of cleaning is not satisfactory, most managing agents or landlords will employ a contract cleaner, the cost of which will be deducted from your deposit. Fridge freezers should be defrosted and left with the doors open.

### **Decoration**

It is accepted that during the course of normal day to day living a few marks and scuffs will appear on walls and woodwork. However, should the marking be found to be excessive, or if the walls require any repairs it will be pointed out in the check-out report. If you wish to fit picture hooks or nails, it is recommended you obtain written permission from the landlord / agent, otherwise the restoration of walls may be noted as a chargeable dilapidation.

### **Furnishings**

All furnishings should be made accessible for the clerk to inspect and items should be returned to their respective room, as detailed in this Inventory. Any items packed away during the duration of the tenancy must be unpacked and cleaned.

Furniture will be checked for scratches, ring marks, burns, soiling and damage to joints. Repair costs can be high and it is in your interest to take steps to protect the furniture by using mats and coasters. Soft furnishings including beds will be checked for stains and tears. Charges will be made in the form of cleaning charges or a percentage of the replacement cost as appropriate.

Linen and bedding, if any, should be left clean and placed neatly in the appropriate room. Beds should not be made up as they need to be examined.

### **Keys**

All keys listed on the original inventory should be kept safely and handed back at the end of the tenancy. Should any keys be lost you may be charged the cost for fitting replacement locks. If you have extra keys cut these should also be returned. All keys must be available and labelled clearly.

### **Gardens**

Check with your landlord / letting agent to see if a gardener has been arranged or whether you will be required to maintain the garden. It is suggested that you confirm with the agent before trimming any bushes or shrubs in case they need specialist treatment. It is expected that gardens will be in fair seasonal order with patios and paths swept and flower beds weeded.

# SCHEDULE OF CONDITION AT CHECK-OUT

<b>Flooring</b>	The carpets are in good order with light wear to the tread. There are 4 small stains to the carpet in the bedroom as at the start of the tenancy. The tiled floors in kitchen and bathroom have been retained in good condition.
<b>Walls, ceilings and woodwork</b>	There is additional light scuffing throughout the property consistent with use. Picture hooks have been fitted in the hallway and reception.
<b>Windows</b>	All the windows are in good condition and working order. Keys have been supplied for bedroom window and balcony door. The glazing now requires cleaning.
<b>Curtains &amp; blinds</b>	The curtains are in still in good condition with no stains or marks.
<b>Lighting</b>	All the fittings are in good condition and working order.
<b>Electrical equipment</b>	The bedroom lamps have been retained in good condition with one bulb not working. The TV and DVD player have been retained in good order. There is one fire alarm fitted in the hallway but it is too high to be tested.
<b>Kitchen appliances</b>	All appliances have been tested for power only and appear to be in good working order. Instruction manuals have been supplied. Most appliances would benefit from cleaning. The cooker hood light is not working.
<b>Furniture</b>	This is a fully furnished property. The bed and sofa have been retained in good order with no notable staining. The dining table and chairs were not located.
<b>Kitchenware (cutlery, crockery etc)</b>	The kitchen remains fully stocked with matching sets of crockery, glass and cutlery. The range of pans and utensils in have been retained in good used order. The colander was not seen.
<b>Linen</b>	1 set of linen was supplied. The items appear clean but area heavily creased. The valance sheet was not found.
<b>Bathroom(s)</b>	All amenities have been retained in good condition and working order with no chips or cracks. There is some minor lime scale around taps as at the start of the tenancy.
<b>Gardens / balconies</b>	There is a small balcony off of reception. The balcony is still tidy and presented in good order.

# SCHEDULE OF CLEANLINESS

Key	
FC – Full clean	No further cleaning necessary
PC – Part clean	Few omissions / cleaning beneficial
NC – Not clean	Thorough cleaning required

**Overview**  
The property appears to have been domestically cleaned throughout with minor omissions as noted. Property would benefit from a light professional clean to bring it up to the same standard as at the start of the tenancy.

Entrance hall	FC	PC	NC	Notes
Floor	X			
Skirtings		X		Slightly dusty
Wall / ceilings	X			
Windows				
Curtains / blinds				
Sockets etc	X			
Lights	X			
Furniture		X		Cupboard dusty

Bathroom	FC	PC	NC	Notes
Floor	X			
Skirtings	X			
Wall / ceilings	X			
Windows				
Curtains / blinds				
Sockets etc		X		Extractor dusty
Lights	X			
Bath / shower		X		Minor lime scale
Wash basin		X		Minor lime scale
Toilet		X		Grubby

Reception	FC	PC	NC	Notes
Floor	X			
Skirtings			X	dusty
Wall / ceilings	X			
Windows			X	Glazing dirty
Curtains / blinds	X			
Sockets etc	X			
Lights	X			
Furniture		X		Fire place dusty

Bedroom	FC	PC	NC	Notes
Floor		X		Dusty to edges
Skirtings			X	Very dusty
Wall / ceilings	X			
Windows	X			
Curtains / blinds	X			
Sockets etc	X			
Lights	X			
Furniture		X		Wardrobe dusty

Kitchen	FC	PC	NC	Notes
Floor	X			
Skirtings	X			
Wall / ceilings	X			
Windows				
Curtains / blinds				
Sockets etc	X			
Lights	X			
Units / work tops		X		Slightly grubby
Sink			X	Dirty
Washer / dryer		X		Soap residue
Dishwasher				
Fridge / freezer			X	Freezer dirty
Oven		X		Grease residue
Hob		X		Grease residue
Cooker hood		X		Slightly greasy
Small appliances		X		Minor lime scale
Furniture	X			
Kitchenware	X			

# CHECK-OUT DETAILS

<b>Overview</b>	The property has generally been retained in good order throughout with only minor defects as listed.
<b>Maintenance issues</b>	The lower hinge on the bedroom door requires repair (the hinge was loose at the start of the tenancy). New light bulbs are required for the bedroom lamp and the cooker hood.
<b>Items not located</b>	Dining table and chairs (the tenants requested landlord remove these items at the commencement of the tenancy). The valance sheet and colander were also not located.
<b>Fire alarms</b>	There is one fitting in the hallway. The fitting is too high to test.
<b>Parties present at check-out</b>	The check-out was conducted with the outgoing tenant, Nicholas Albany, present.
<b>Additional notes</b>	

Meter	Location	Serial number	Reading	Date taken
Gas	None			
Electric	Communal hallway	K88A 12346	2345	1 <sup>st</sup> August 2010
Water	None			

Keys	Type	Quantity	Supplied to	Notes
Building	Black plastic fob	1	Landlord	
Flat	Yale	1	Landlord	
Other	Bedroom window key	1	Left in property	
	Balcony door key	1		

## CHECK-OUT DECLARATION

The tenant/tenant's representative has been informed of the major issues to be included in this check-out. It is agreed that the schedules provides a fair and accurate description of the condition of the property at the end of the tenancy.

On behalf of Tenant:

On behalf of Landlord:

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_/\_\_/20

Date: \_\_/\_\_/20

Property: \_\_\_\_\_ Date: \_\_/\_\_/20

# INVENTORY OF FIXTURES & FITTINGS

## Entrance Hall

Narrow walkway with access to bedroom 1, reception and stairs. Tidied and presented in good order.

	Item	Qty	Description	Defects	Check-out notes
1.	Entrance door (exterior)		Light wood door; polished metal lock, handle and spy hole	Light scuffs to base; Light scratches to lock	
2.	Entrance door (interior)		Light wood door; polished metal lock, handle and spy hole	Light scuffs to base	1 hook fitted to interior
3.	Door frame		Painted white	Minor angle chips by lock	
4.	Threshold strip		Metal	Good condition	
5.	Floor		Cream carpet	Light shading to tread (heavier at entrance)	
6.	Skirting		Painted white	Good condition	Slightly dusty
7.	Walls		Painted magnolia	Light mid level scuffing; 2 minor angle chips to left of boiler cupboard	3 <sup>rd</sup> minor chip to angle - fair wear and tear; 1 picture hook fitted
8.	Coving		Painted white	Good condition	
9.	Ceiling		Painted white	Good condition	
10.	Radiator	1	Creda; cream metal	Tested for power only	
11.	Light	1	White plastic rose and flex	Good condition and working order	
12.	Light switches	2	Single white plastic	Good condition	
13.	Electrical sockets	1	Double white plastic	Good condition	
14.	Phone sockets	1	Single white plastic	Good condition	
15.	Thermostat	1	Honeywell; white plastic	Good condition	
16.	Intercom phone	1	BPT; white plastic	Good condition and working order	
17.	Boiler cupboard doors	2	Double light wood doors with white painted frame; polished	Light scuffing to base; 1 plastic hook stuck to interior	

			metal handle		
18.	Boiler cupboard interior	1	Cream carpet; skirting and ceiling painted white; walls painted magnolia	General light scuffing to walls; Carpet shaded	Dusty
19.	Boiler cupboard contents		Megaflow 2000 boiler; Potterton boiler controls; 3 fused plastic switches; Slatted wooden shelf	Boiler tested for power only; Light shading to shelf	
20.	Washer dryer	1	Indesit WIDXL102; white	Tested for power only; Minor soap residue in soap tray	Mildew and residue to door seal
21.	Vacuum cleaner	1	Dyson upright	Tested for power only; Requires emptying	
22.	Ironing board	1	White metal frame with grey cover	Light shading to cover	
23.	Iron	1	Rowenta; white and green plastic	Tested for power only	Minor scratches to plate - fair wear and tear

## Bathroom

Modern bathroom with basin, WC and bath. Tidied but would benefit from further cleaning.

	Item	Qty	Description	Defects	Check-out notes
24.	Entrance door (exterior)		Light wood; polished metal lever handle	Good condition	Light scuffs by handle - fair wear and tear
25.	Entrance door (interior)		Light wood; polished metal lever handle	Light scuffs to base	
26.	Door frame		Painted white	Good condition	
27.	Threshold strip		Metal	Good condition	
28.	Floor		White tiles	Good condition	Minor marks to grouting - fair wear and tear
29.	Skirting		Painted white	Good condition	
30.	Walls		Painted magnolia; white tiles around amenities	Slight discolouration to tile grouting around shower	Light scuffs by towel rail - fair wear and tear
31.	Coving		Painted white	Good condition	
32.	Ceiling		Painted white	Good condition	
33.	Radiator	1	Creda; cream metal	Tested for power only	
34.	Light	1	White plastic rose and flex	Good condition and working order	
35.	Shaver socket	1	Double white plastic	Good condition	
36.	Extractor fan	1	Venta-Axia; white plastic	Good condition and working order; Dusty	
37.	WC	1	Roca; white ceramic bowl and cistern; white plastic seat and cover; metal push flush	Good condition and working order	Requires light cleaning
38.	Wash basin	1	Roca; white ceramic bowl and cistern; metal push flush	Good working order; Minor lime scale to taps	
39.	Bath	1	Roca; white tub with white panel; metal mixer taps, plug and mechanism	Good condition and working order;	Requires light cleaning
40.	Shower	1	Aqualisa; wall mounted metal tap, shower hose and head on adjustable	Good working order; Minor lime scale to tap and	Heavy lime scale to shower head

			metal rail	shower head	
41.	Shower curtain	1	Fitted white metal rail with white curtain	Light discolouration to base	
42.	Cabinet	1	Freestanding white melamine unit; 1 cupboard door with polished metal pull; 2 internal shelves	Light staining to interior	Interior dusty
43.	Mirror	1	Wall mounted above sink; 4 polished metal stud caps	Good condition	Lightly smeared
44.	Towel rail	1	Wall mounted to left wall; polished metal	Good condition	
45.	Toilet roll holder	1	Wall mounted to far wall; polished metal	Slightly loose	
46.	Toilet brush and holder	1	Polished metal	In use	

## Bedroom

Spacious furnished double bedroom with fitted wardrobes. Tidied and presented in good order. The wardrobe hinge requires repair.

	Item	Qty	Description	Defects	Check-out notes
47.	Entrance door (exterior)		Light wood; polished metal lever handle	Good condition	Light scuffs to base - fair wear and tear
48.	Entrance door (interior)		Light wood; polished metal lever handle	Light marks around handle	
49.	Door frame		Painted white	Good condition	
50.	Threshold strip		Metal	Good condition	
51.	Floor		Cream carpet	Light shading to tread; 4 small spot stains below window	Dusty in corners
52.	Skirting		Painted white	Good condition	Dusty to top
53.	Walls		Painted magnolia	Light mid level scuffing by door; 1 brass picture hook	
54.	Coving		Painted white	Good condition	
55.	Ceiling		Painted white	Good condition	
56.	Window	1	1 double glazed pane; grey UPVC frame and handle with 1 key supplied	Good condition and working order; Minor marks to exterior glazing	
57.	Window ledge	1	Wooden; painted white	Minor cracking to joins	
58.	Curtain	1 pair	Metal rail with finials; sill length lined cream curtains with brown stripe detail	Light sun fading to lining	
59.	Radiator	1	Creda; cream metal	Tested for power only	1 minor scratch to bottom corner - fair wear and tear
60.	Light	1	White plastic rose and flex; cream fabric shade	Good condition and working order	
61.	Light switch	1	Single white plastic	Good condition	
62.	Electrical sockets	4	Double white plastic	Good condition	
63.	Phone sockets	1	Single white plastic	Good condition	
64.	Aerial sockets	1	Single white plastic	Good condition	

65.	Fitted wardrobe doors	4	2 sets of double doors painted white; white painted frame; polished metal handles	Lower right hinge slightly loose; Light scuffs to door interiors	Lower right hinge not attached
66.	Fitted wardrobe interior	1	Cream carpet; skirting and ceiling painted white; walls painted magnolia	Light scuffing behind rail; Light shading to carpet	Dusty
67.	Fitted wardrobe contents		1 white hat shelf; 1 polished metal hanging rail; 1 internal door mounted mirror	Light scuffs to shelf; 3 angle chips to front of shelf; Rail scratched	
68.	Bed	1	Double cream divan; 4 storage drawers	FFR label seen; Good condition	Minor scuffs to corners - fair wear and tear
69.	Mattress	1	Double matching divan base	FFR label seen; Good condition	
70.	Bedding	3 pieces	1 double duvet; 2 pillows	Light shading to pillows	
71.	Linen set	5 pieces	Cream set with brown stripe detail; consists of- 2 pillowcases; 1 duvet cover; 1 fitted sheet; 1 valance sheet	Cleaned and folded	Valance sheet not seen; Items creased
72.	Chest of drawers	1	White laminate unit with light wood top shelf and polished metal pulls; contains 5 drawers	Good condition	
73.	Bedside cabinets	2	Matching chest of drawers; each cabinet contains 3 drawers	1 ring mark to top of left side cabinet	Interiors require cleaning
74.	Bedside lamps	2	Brushed metal bases; cream shades	Good condition and working order	1 bulb not working
75.	Picture	1	Wall mounted to left wall; glazed polished metal frame with abstract cream and brown design	Good condition	

## Reception

Large furnished modern reception with balcony. Tidied and presented in good order.

	Item	Qty	Description	Defects	Check-out notes
76.	Entrance door (exterior)		Light wood; polished metal lever handle	Small chip to base	
77.	Entrance door (interior)		Light wood; polished metal lever handle	Good condition	
78.	Door frame		Painted white	Good condition	
79.	Threshold strip		Metal	Good condition	
80.	Floor		Cream carpet	Light shading by entrance	
81.	Skirting		Painted white	Good condition	Dusty
82.	Walls		Painted magnolia	Light mid level scuffs by entrance; 2 small fitment holes to right wall	Additional minor mid level scuffs - fair wear and tear; 2 picture hooks
83.	Coving		Painted white	Good condition	
84.	Ceiling		Painted white	Good condition	
85.	Balcony doors	1	2 large double glazed panes; grey UPVC frame and handle with key	Good working order; Glazing cleaned	Glazing requires cleaning
86.	Balcony	1	Decked wooden base; grey metal railings with glass panels; 1 wall mounted light	Light weathering to base; Light in good working order	
87.	Balcony furniture	3 pieces	2 folding grey plastic chairs with grey mesh seats; 1 small matching table	Lightly weathered	
88.	Curtains	1 pair	Polished metal rail with finials and matching hold backs; full length, lined cream curtains with green ribbed design	Good condition	
89.	Radiator	1	Creda; cream metal	Tested for power only	
90.	Light	2	White plastic roses and flexes; cream fabric shade	Good condition and working order	

91.	Light switch	2	White plastic; 1 single and 1 triple switch	Good condition	
92.	Electrical sockets	4	Double white plastic	Good condition	
93.	Phone sockets	1	Single white plastic	Good condition	
94.	Aerial sockets	1	Single white plastic	Good condition	
95.	Fire place	1	Wooden mantle, hearth and surround painted white; brushed metal and glass electrical fitting	Tested for power only; 2 ring marks to mantle	Dusty
96.	Dining table	1	Polished metal frame; circular glass top	Light scratches to top	
97.	Dining chairs	4	Polished metal frames; cream leather seats and backs	Light usage marks to seats	
98.	Sofa	1	Polished metal legs; padded cream leather seats with adjustable arms	Light usage marks	
99.	Arm chair	1	Polished metal legs; padded cream leather seats with adjustable arms	Light usage marks	
100.	Throw cushions	6	3 ridged green fabric; 3 cream with green ribbed design	Small tear to seam on one cream cushion	Stain to one green cushion
101.	Coffee table	1	Polished metal frame; glass top and under shelf	Minor scratches to top	
102.	Display unit	1	Polished metal frame; 5 glass shelves	Good condition	
103.	TV unit	1	Polished metal frame; glass top and under shelf	Light scratches to under shelf	
104.	TV	1	Samsung; with remote	Tested for power only	
105.	DVD player	1	Samsung; with remote	Tested for power only	
106.	Vase	1	Green glass	Good condition	

## Kitchen

Kitchen fitted along 1 wall of reception. Kitchen is fully stocked with matching crockery and glassware sets. Tidied but requires further cleaning.

	Item	Qty	Description	Defects	Check-out notes
107.	Floor		White tiles	Grouting slightly discoloured	
108.	Skirting		Painted white	Good condition	
109.	Walls		Painted magnolia	Minor splash marks to left of kitchen units	
110.	Coving		Painted white	Good condition	
111.	Ceiling		Painted white	Good condition	
112.	Lights	4	Under unit halogen spotlights with brushed metal fittings	1 bulb not working	All working
113.	Electrical sockets	2	Double white plastic	Good condition	
114.	Fused switches	1	Single white plastic	Good condition	
115.	Kickboard	1	Light wood	Slightly loose	
116.	Base units		Light wood fronted doors with polished metal handles; light wood laminate interiors; consists of -  3 drawers;  3 cupboards with internal shelf	Good condition;  Minor water marks to cupboard below sink	Interiors require light cleaning
117.	Work surface		Dark grey	3 scratches to right of hob	
118.	Splash back		White tiles	Tile grouting slightly discoloured behind sink	Requires light cleaning
119.	Upper units		Light wood fronted doors with polished metal handles; light wood laminate interiors; consists of -  4 cupboards with internal shelves;  Cooker hood housing	Good condition	
120.	Oven	1	Smeg; metal; contains -	Tested for power only;	Baked on grease to tray and interior of

			1 wire shelf; 1 drip tray with grill; 1 metal pan handles	Minor baked on residue to shelf	door
121.	Hob	1	Smeg; metal; 4 gas rings; 4 metal trivets; 2 black metal pan holders	Good condition and working order	Requires light cleaning
122.	Cooker hood	1	Metal; 2 integrated spotlights	Good condition and working order; Slightly greasy	1 bulb not working
123.	Fridge freezer	1	Smeg; grey; fridge contains - 4 glass shelves with plastic trim; 2 plastic salad crispers; 4 full length door trays; 2 door boxes with lid; 1 fitted egg holder; 1 light; Freezer contains - 4 plastic drawer; 3 ice trays	Good condition and working order; 1 small crack to top door tray	Freezer drawers require cleaning
124.	Sink	1	Stainless steel; polished metal mixer tap and strainer plug	Good condition and working order	Requires cleaning
125.	Microwave	1	Sharp R259; contains glass turntable	Tested for power only	
126.	Kettle	1	Tefal; polished metal and black plastic	Tested for power only; Lime scale to interior	
127.	Toaster	1	Tefal; polished metal and black plastic	Tested for power only; Crumbs to interior	
128.	Crockery set	16 pieces	Next; lime green; consists of - 4 dinner plates; 4 side plates; 4 cereal bowls; 4 mugs	Good condition	Light usage marks - fair wear and tear

129.	Glassware	12 pieces	4 red wine glasses; 4 white wine glasses; 4 water tumblers	Good condition	
130.	Cutlery set	16 pieces	Stainless steel set; consists of - 4 knives; 4 forks; 4 tea spoons; 4 dessert spoons	Good condition	
131.	Utensils	5 pieces	Stainless steel set; consists of - 1 ladle; 1 serving spoon; 1 slotted spoon; 1 masher; 1 fish slice	General light usage marks	
132.	Cooks knives	1 set	Wooden block with 5 stainless steel knives	General light usage marks; 1 knife not matching	
133.	Pans	3 pieces	Tefal; stainless steel pans with matching lids	General usage marks and scratches to interiors	
134.	Colander	1	Polished metal	Good condition	Not seen
135.	Place mats	4	Brushed metal; circular	Light scratches	
136.	Coasters	4	Matching place mats	Good condition	Light scratches - fair wear and tear
137.	Cleaning products		Assorted	Used	
138.	Folder	1	Contains instruction manuals for - Washing machine; Oven; Hob; Cooker hood; Fridge freezer	Presented in good order	

# DECLARATION

This check-out has been examined by both Landlord and Tenant and subject to any further comments that have been noted and initialled, it is agreed that it is found to be an accurate and fair schedule of the condition and contents of the property described.

On behalf of Landlord:

Signed: \_\_\_\_\_

Date: \_\_/\_\_/20\_\_

On behalf of Tenant

Signed: \_\_\_\_\_

Date: \_\_/\_\_/20\_\_

Commencement of tenancy: \_\_/\_\_/20\_\_

**Please note** that it is strongly advised that you examine the contents of this check-out prior to signing. TC inventories cannot be held responsible for any errors or omissions. All meter readings should be checked by the relevant utility companies.