

# Check-out Report

PROPERTY: House No, Street Name, Town, Post Code  
 DATE: October 2004  
 REPRESENTATIVE: Alison Soule  
 TENANT PRESENT: Mr & Mrs Smith  
 ON BEHALF OF: Letting Agent / Landlord

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**SUMMARY STATUS OF PROPERTY:** Y / N

FRIDGE / FREEZER CLEAN	No
FREEZER DEFROSTED	Yes
COOKER AND OVEN CLEAN	No
APPLIANCES SWITCHED OFF AND PLUGS REMOVED FROM SOCKETS	Yes
FOOD REMOVED FROM PROPERTY	No
GARBAGE REMOVED FROM PROPERTY	No
TELEPHONE CONNECTED	No
HEATING LEFT ON	No
BATHROOM CLEAN	No
KITCHEN CLEAN	No
DOORS AND WINDOWS LOCKED	Yes
ALL SETS OF KEYS HANDED BACK TO INVENTORY CLERK	Yes

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**UTILITY READINGS:**

GAS READING	0238.8
No. and location of gas meter	001583 beneath kitchen sink
ELECTRICAL READING	65298
No. and location of electricity meter	H76091 lounge cupboard
WATER READING	N/A
Location of water meter	N/A
Location of stop cock	Adjacent to kitchen sink

**KEYS RETURNED TO INVENTOLRY CLERK:**

Yale	Mortice	Chubb	Garage	Other
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**INSTRUCTION MANUALS PRESENT AT PROPERTY:**

Whirlpool Fridge Glow Worm Boiler Hotpoint Oven
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**CLEANLINESS REPORT AT CHECK-OUT:**

**General**

House left dirty, professional clean required throughout.
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**Garden**

Front	N/A
Rear	Poor seasonal order, borders need weeding and patio needs sweeping.

**Hard Flooring**

Wooden Floors	Dusty in dining room
Lino	NA
Tiling	Dusty and dirty in kitchen

**Carpets**

Dusty and dirty throughout. Fraying to edges in bathroom. Large black stain in attic room.
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**Windows**

Panes	Seasonal dirt to exterior, clean to interior.
Frames	Mildew throughout and evidence of rotting frame in kitchen and bathroom.

### Kitchen units

Doors	Sticky and dirty
Shelving / Drawers	Sticky and dirty with food crumbs throughout
Work tops	Sticky and dirty

### Appliances

Hob	Burnt on grease and carbon to burners and fret
Extractor	N/A
Oven	Burnt on grease to interior and back of door and food remnants to base
Grill	Burnt on grease and carbon to back of door and base
Fridge	Mould to door trim, crumbs in salad crispers
Freezer	Pull sticky
Washing Machine	Soap residue in door and mould round door trim
Dishwasher	N/A
Microwave	N/A
Tumble Dryer	N/A

### Sanitary ware

Kitchen sink & drainer	Water marked to bowl and drainer and scale to base of taps
Bathroom bath	Water marked and scale to outlet and overflow
Bathroom toilet	Dirty to inside of bowl
Bathroom basin	Water marked and scale to outlet and overflow
Bathroom shower	Heavy scale to hose and head.
Cloakroom sink	N/A
Cloakroom toilet	N/A

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### GENERAL NOTES FOR ATTENTION OF AGENT / LANDLORD:

- Strong odour present throughout ground floor
- Rotten joinery to exterior
- Crack to render above front door
- Ridge tiles above kitchen window are loose

**NOTES ON TERMS USED IN THIS CHECK-OUT REPORT**

Term	Abbreviation	Meaning
Make good	MG	This applies to any damage noted that the inventory clerk believes the vacating tenant to be responsible for.
Professional cleaning required	PCR	Any item that has not been left as clean as stated in the check-in report / inventory. This cleaning should be regarded as the responsibility of the vacating tenant.
Light cleaning required	LCR	There may be a little dust or cleaning residue on item – but not a significant amount worthy of a professional clean.
Not seen	Not seen	If any item on the original inventory cannot be found during the check-out, it is noted and should be replaced by vacating tenant (or the cost for such item should be deducted from tenant's deposit) unless it can be accounted for by the tenant.
Remove	Remove	Applied to items left in the property by the tenant or additions made to the décor of the property that should be removed at the expense of the tenant.
Consistent with condition	CWC	Any defects / dirt that may not have been noted on the original inventory but found to be in keeping with the general condition of the item / property at the check-in and therefore not considered to be the vacating tenant's responsibility.
Deterioration of defects	DD	Any defect noted on the original inventory that has deteriorated during tenancy is noted and is considered to be fair wear and tear.
Fair wear and tear	FWT	Damage or usage marks to a degree expected from acceptable usage for the duration of the tenancy.
Note	Note	This is used to draw the agent's and / or landlord's attention to either some damage to the property, or a change to the inventory which may not be the tenant's responsibility – or where the responsibility is questioned / unclear.
Query	Query	At times during the check-out the vacating tenant or the inventory clerk may query an item on the existing inventory – this is noted for review by the agent and / or landlord.



Any items in property not mentioned within this report are deemed to be in the same condition as the original inventory and check-in report.

**FINDINGS FROM CHECK-OUT INSPECTION:**

<b>ITEMS TO MAKE GOOD</b>	
Items or décor found to be broken or damaged and to be repaired or replaced at the vacating tenants expense	
Room / Area	Discrepancy from check-in / inventory
Lounge	Wall – old fitment and nail holes throughout
	Shelf on door wall – chipped to centre
Kitchen	Pulls missing from 2 low level units
	Pyrex jug cracked
Bathroom	Fitment holes from cabinet once removed
Bedroom 1	Mirror frame cracked and loose to right side
	Pull to wardrobe door missing
Rear garden	Wooden bench broken to right side
<b>PROFESSIONAL CLEANING REQUIRED</b>	
Items or areas where professional cleaning is required to restore to the standard at check-in at the vacating tenant's expense	
Room / Area	Discrepancy from check-in / inventory
Lounge	Carpet – dirty throughout
Kitchen	Worktops – sticky and dirty throughout
	Doors – sticky and dirty throughout
Bathroom	Toilet – dirty to bowel
	Bath – heavy scale and water stained to chrome
	Sink – scale and water stained to chrome
	Shower – heavy scale to chrome
Attic	Carpet – large black stain to centre
<b>LIGHT CLEANING REQUIRED</b>	
Items or areas that may have a little dusts or cleaning residue but do not justify a professional clean	
Room / Area	Discrepancy from check-in / inventory
Lounge	Skirtings – dusty
	Shelves – dusty
	Window frame – grubby marks to bottom left
Kitchen	Floor – dirty
Bathroom	Walls – finger marked throughout
Bedroom 1	Window sill - dusty
	Window pane – finger marks to right of centre
	Ceiling – cobwebs to corners
<b>ITEMS NOT SEEN</b>	
Items listed in the inventory / check-in not found during the check-out and to be replaced at the vacating tenant's expense	
Room / Area	Discrepancy from check-in / inventory
Lounge	Clock
Kitchen	2 china mugs from set of 4
	Oven tray
	1 wine glass from set of 6
Garden	Green recycling box

<b>ITEMS / MODIFICATIONS TO REMOVE</b>	
Items or modifications to the décor found during the check-out that are not on the inventory / check-in and should be removed at the vacating tenant's expense	
Room / Area	Discrepancy from check-in / inventory
Kitchen	Glass shelf
Bathroom	Wooden cabinet above sink
Bedroom 1	Picture hooks form facing wall
Garden	Road signs and cones
<b>ITEMS FOUND TO BE FAIR WEAR AND TEAR</b>	
Discrepancies from the inventory / check-in judged to be Fair Wear and Tear according to AICC guidelines	
Room / Area	Discrepancy from check-in / inventory
Lounge	Wall – dent behind door
	Carpet – treadworn and furniture marked – CWC
	Built in cupboard – loose door – DD
Kitchen	Skirtings – chipped to door wall – CWC
	Worktops – knife marks right of hob
Bathroom	Radiator rusting to pipes – CWC
<b>ITEMS TO NOTE</b>	
Damage to the property, or a change to the inventory which may not be the vacating tenant's responsibility – or where the responsibility is questioned / unclear	
Room / Area	Discrepancy from check-in / inventory
Bedroom 1	Walls – painted cream
Garden	Door – latch present
<b>ITEMS TO QUERY</b>	
Items on the inventory/ check-in report that are unclear / misleading are highlighted for review by the agent and / or landlord.	
Room / Area	Discrepancy from check-in / inventory
Lounge	Curtains – red floral pattern not blue checked as inventory
Cellar	Door painted cream

**DECLARATION:**

Blue Sky Inventories have indicated to us any instances where deductions may be made from our security deposit and we understand that these recommendations will be collated in a typed check-out report. We hereby give our signed agreement as to the findings of the check-out report subject to review of the report as presented to the instructing principle and / or landlord.

SIGNED BY TENANT (1):	Yes see attached
FORWARDING ADDRESS:	House No Road Town Post Code
SIGNED BY TENANT (2):	Yes see attached
FORWARDING ADDRESS:	House No Road Town Post Code
SIGNED BY INVENTORY CLERK:	Yes see attached
TIME OF COMMENCEMENT OF CHECK-OUT:	11 am
TIME OF COMPLETION OF CHECK-OUT:	12.30 pm
DATE:	01.08.04