

Check-out Inventory Report



[REDACTED], STEVENAGE,
Hertfordshire, England, [REDACTED]

TENANT NAME

TENANCY TYPE

Single

REPORT CONFIRMED BY

Tola Rayment - T & L
Inventory Services

PROPERTY VISIT DATE

PREPARED ON BEHALF OF

Telephone: [REDACTED]
[REDACTED]

This report contains



Check-out Inventory details: Record of appliance manuals (if any present); Record of key handover; Record of meter readings (where accessible).



Detailed descriptions of all fixtures & fittings.



Disclaimer and check-out guidance details.

Glossary of Terms

For guidance, please find a glossary of terms used within this report:

Condition

Very Poor: Extensively damaged/faulty. Examples: large stains; upholstery torn; very dirty.

Poor: Extensive signs of wear and tear. Examples: stains/marks/tears/chips.

Fair: Signs of age. Examples: frayed; small light stains/marks; discolouration.

Good: Signs of slight wear. Examples: generally lightly worn.

New Item: Still in wrapper or with new tags/labels attached. Recently purchased, installed or decorated.

Cleanliness

Very Poor: Not cleaned. Requires cleaning to a good or excellent standard.

Poor: Item dusty or dirty. Requires further cleaning to either good or excellent standard.

Fair: Evidence of some cleaning, but signs of dust or marks.

Good: Item cleaned and free of loose dirt.

Excellent: Item immaculate, sparkling and dust free.

Photo Terms

Captured (external device)

The date provided by the image file itself, usually set by the device that captured it.

Captured (via App)

The date a photo was taken within the platform mobile App. This is a more reliable source than the above.

Captured (certified by inspector)

The date a photo was taken according to the inspector (defaulting to the inspection date).

Added

The date on which the photo was added to the platform.

Status Icons



Changed since the last report.



Disagreed by tenant



Needs repair



Beyond fair wear and tear



Needs replacing



Missing



Check-out Inventory Details

Check-out procedures

Keys photographed, tested & handed over

YES

Key Photo - Provided by inspector



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Appliance manuals photographed & handed over

NO

All tenant items, rubbish & food removed

YES

Doors and windows locked before exit

YES

Tenant Forwarding Address



Action Required by Tenant

Property requires cleaning, tenant aware, please read Report/see pictures BEDROOM Section of the door filled in (reverse side) Curtain pole not fixed and brackets insecure KITCHEN 2 x Bar stools left behind Drawer to RH of fridge freezer does not shut Drawer front not secure has come off.

Action Required by Landlord

BATHROOM Shower leaking from control panel Damp, Mould visible to back wall inside cupboard, check if shaving point is safe

Utility Check

Gas

Electricity

13/10/2018

Prepaid Meter £3.60 Owed

Prepaid Meter £2.71 Credit

Utility Notes

Previous Report Notes:

Current Report Notes:

Gas Meter was in negative balance and emergency credit in use when the tenants moved in so no money is owed.

Utility Photos

Utility Photo - Provided by inspector



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Added: 12/10/18

Utility Photo - Provided by inspector



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Utility Details



Gas Check

Meter Serial

Meter Supplier

Meter Location

N/A

Exterior/cabinet (front)



Electricity Check

Meter Serial

Meter Supplier

Meter Location

N/A

Exterior/cabinet (front)

Utility Readings

Gas

Electricity

13/10/2018

Prepaid Meter £3.60 Owed

Prepaid Meter £2.71 Credit

Utility Notes

Gas Meter was in negative balance and emergency credit in use when the tenants moved in so no money is owed.

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Room Details

The small thumbnail images in this section can be used as a reference point. **Larger copies** of these images can be found in the **'Room Image Library'** section towards the end of this report.

Entrance/Hallway						
Item	Description		Condition		Cleanliness	
	Previous	Current	Previous	Current	Previous	Current
General Overview (8 photos) (360° photo)  Tenant responsible  Cleaning required	N/A	Worn/Tired. No tenancy agreement breaches evident. No maintenance issues raised Cobwebs present to ceiling and coving Walls Scuffed and marked Carpet not clean/soiled	 N/A	 Fair	 N/A	 Fair
 Tenant responsibility Cobweb removal from ceiling and walls above door Vacuum carpet loose debris present						
Smoke Alarm (1 photo)  Tenant not responsible	N/A	Ceiling mounted. Test button/function working	 N/A	 Good	 N/A	 Good

Entrance/Hallway Photos

General Overview



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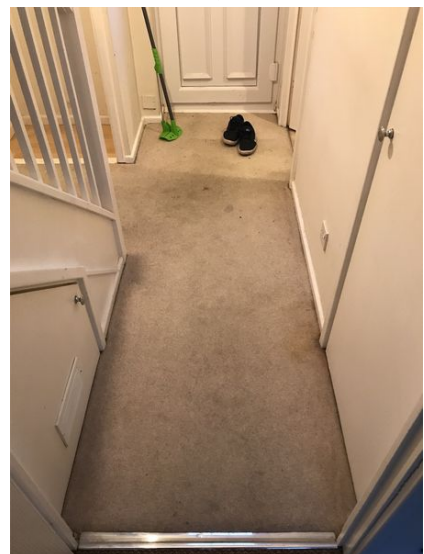
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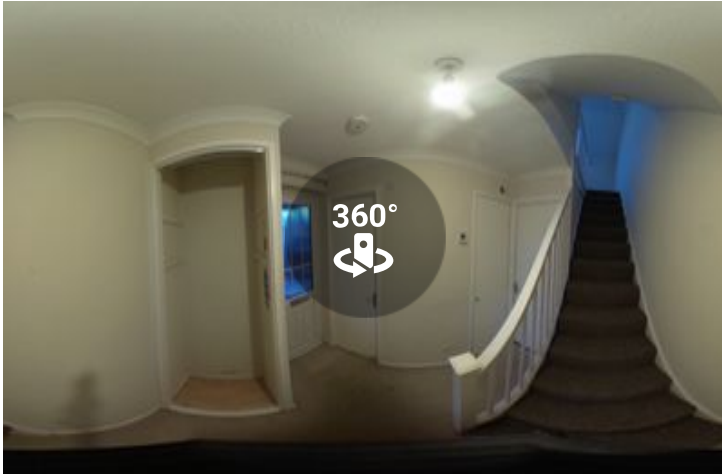
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Smoke Alarm

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Kitchen

Item	Description		Condition		Cleanliness	
	Previous	Current	Previous	Current	Previous	Current
General Overview (10 photos) (360° photo)	N/A	Clean & Tidy. Consistent with age 2 x Bar stools left behind under breakfast bar	● N/A	● Fair	● N/A	● Fair
Kitchen Cupboards/Units (7 photos) Tenant responsible Cleaning required	N/A	Wall units present. Base units present. 9 hinged doors. Laminated. Gloss. Chrome handles. Laminated shelving. All shelving is intact. Free of items inside. Free of stains underneath sink. Handles/hinges intact. Grease/food residue inside Interior and exterior requires wiping/cleaning	● N/A	● Good	● N/A	● Fair

Item	Description		Condition		Cleanliness	
	Previous	Current	Previous	Current	Previous	Current
Tenant responsibility Both interior and exterior of cupboards need wiping down / cleaning Fairy lights wrapped around wall unit						
Kitchen Drawers (5 photos) Tenant responsible Needs repair	N/A	5 drawers. Gloss. Chrome handles. Miscellaneous items inside. Free of grease/food residue Drawer to RH of fridge/freezer does not fully shut therefore it does not allow the drawer to the RH side of it to open. Drawer front not secure came off when drawer was opened.	N/A	Fair	N/A	Fair
Tenant responsibility Repair drawer front and drawer that will not close						
Kitchen Worksurfaces (4 photos) Tenant responsible Cleaning required	N/A	Laminated worksurface. Minor scuffs/scratches. Dusty area Fairly clean, dusty, light clean required	N/A	Good	N/A	Fair
Tenant responsibility Light clean/wipe over required						
Kitchen Sink (4 photos) Tenant responsible Cleaning required	N/A	Single bowl. Draining board. Stainless steel. Mixer tap. Plug present. Discoloured. Stained. Dirty Sink requires Cleaning	N/A	Good	N/A	Fair
Tenant responsibility Sink requires cleaning						
Cooker (4 photos) Tenant responsible Cleaning required	N/A	Oven and grill. Chrome rack. Dials/Knobs intact Not clean to top and inside	N/A	Good	N/A	Fair
Tenant responsibility Not clean to top (Hob) and inside oven						
Fridge Freezer (8 photos) Tenant responsible Cleaning required	N/A	Upright. 3 Shelves. Salad drawer. Internal light. Swan. Black Not clean inside fridge food debris present Items left behind in freezer	N/A	Good	N/A	Fair
Tenant responsibility Clean fridge/freezer and remove unwanted items						
Dishwasher (4 photos) Tenant responsible Cleaning required	N/A	Free standing slimline. Plate rack. Glass rack. Cutlery holder. Build-up of food in filter. Beko	N/A	Good	N/A	Fair
Tenant responsibility Clean dishwasher, remove food in filter						



Kitchen Photos

General Overview

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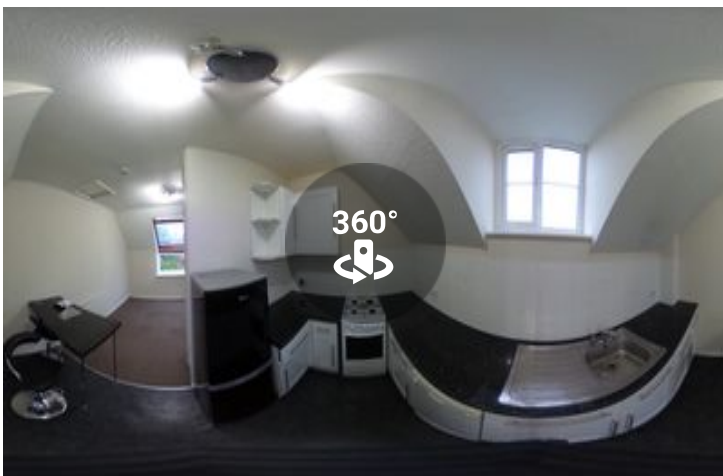
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Kitchen Cupboards/Units

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Kitchen Drawers

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Kitchen Worksurfaces

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Kitchen Sink

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Cooker

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Fridge Freezer

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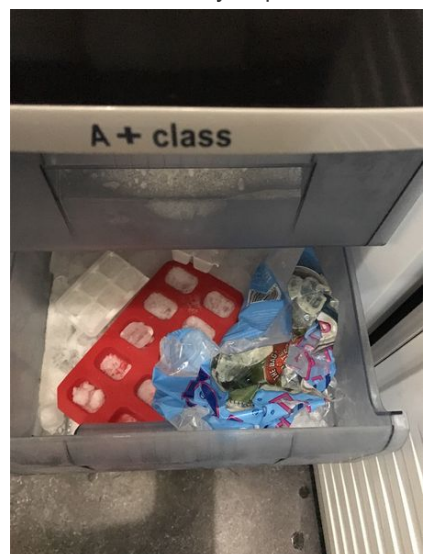
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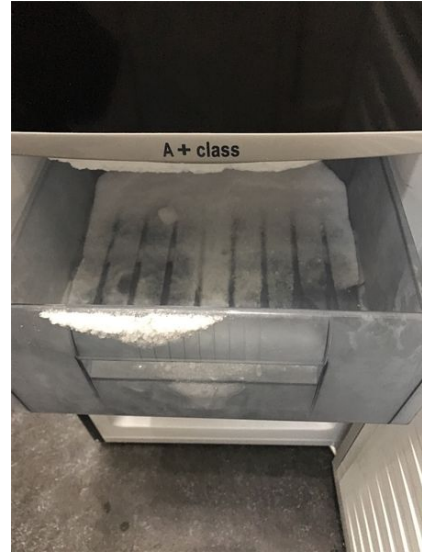
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Dishwasher

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Living Room/Lounge

Item	Description		Condition		Cleanliness	
	Previous	Current	Previous	Current	Previous	Current
General Overview (10 photos) (360° photo)	N/A	Clean & Tidy. Consistent with age. No tenancy agreement breaches evident. No maintenance issues raised. Similar condition as at check in	● N/A	● Good	● N/A	● Good
Smoke Alarm (1 photo) ⚙ Needs replacing 🔧 Needs repair	N/A	Ceiling mounted. Test button/function not working	● N/A	● Fair	● N/A	● Fair

Living Room/Lounge Photos

General Overview

Provided by inspector



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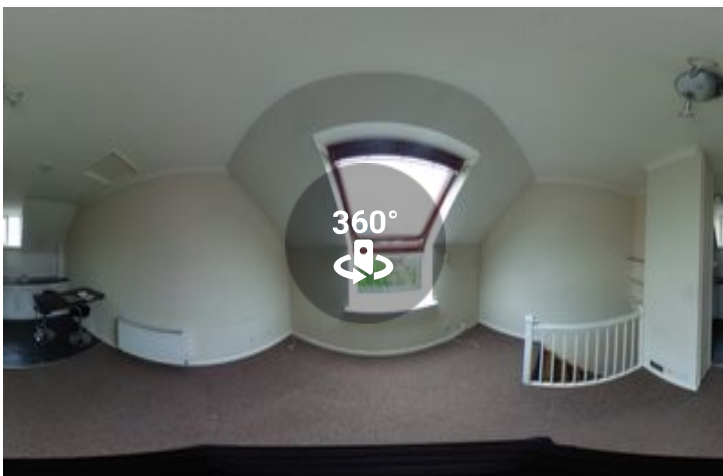
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Smoke Alarm



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Stairway/Landing

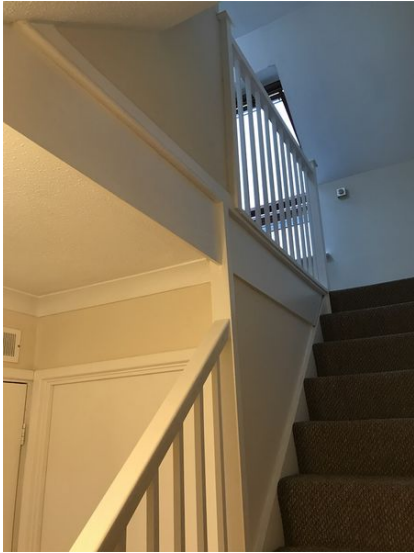
Item	Description		Condition		Cleanliness	
	Previous	Current	Previous	Current	Previous	Current
General Overview (9 photos) (360° photo) Tenant responsible Cleaning required	N/A	Clean & Tidy. Consistent with age. No tenancy agreement breaches evident. No maintenance issues raised Appears in good condition overall Shelves dusty, cobwebs present	N/A	Good	N/A	Fair
Tenant responsibility Shelves require dusting						
Smoke Alarm (1 photo) Needs replacing Needs repair	N/A	Ceiling mounted. Test button/function not working. Battery powered	N/A	Fair	N/A	Fair



Stairway/Landing Photos

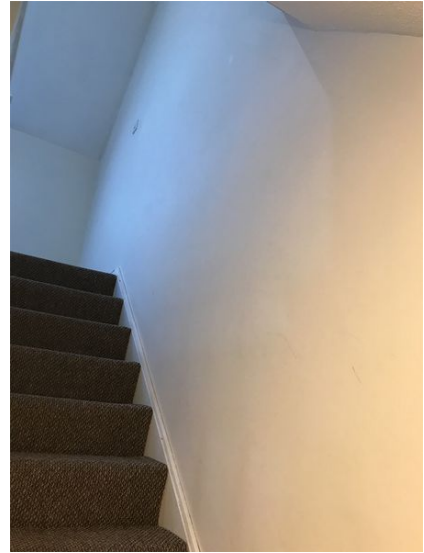
General Overview

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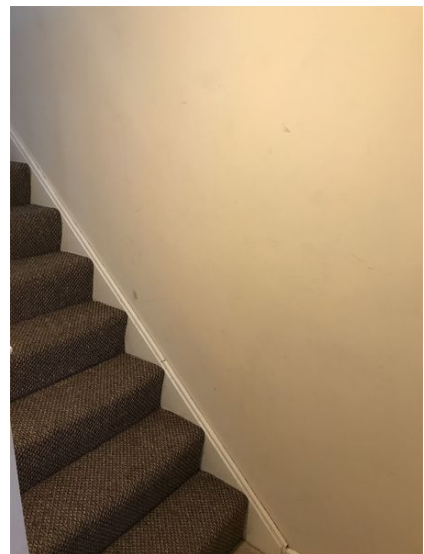
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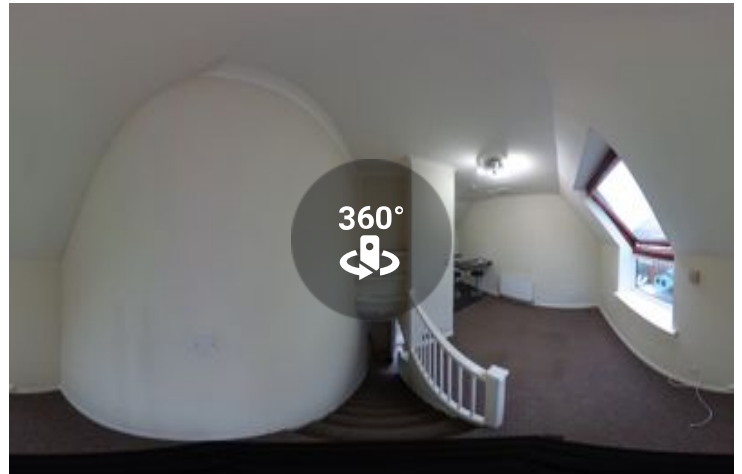
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Smoke Alarm

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Bathroom

Item	Description		Condition		Cleanliness	
	Previous	Current	Previous	Current	Previous	Current
General Overview (8 photos) (360° photo) Cleaning required	N/A	Door Handle not secure Similar condition as at Check in Mould present on wall and in storage cupboard External wall wet	N/A	Fair	N/A	Fair
Shower (5 photos) Needs replacing Needs repair	N/A	Shower head & hose. Mixer Shower. Chrome. Aqualisa. Limescale evident Leaking from control panel - landlord to investigate	N/A	Fair	N/A	Fair
Bath (8 photos) Tenant responsible Cleaning required	N/A	Standard. Acrylic/Plastic. Separate taps. No gaps in sealant. Plug & chain present. Exterior panel intact. Loose debris present Light clean required	N/A	Good	N/A	Fair
Tenant responsibility Light clean/wipe over required						
Sink/Basin (2 photos) Tenant responsible Cleaning required	N/A	Pedestal porcelain. Mixer tap. Chrome taps. Plug missing. No gaps to sealant. No mould to sealant. Soiled/Dirty inside	N/A	Good	N/A	Fair
Tenant responsibility Light clean required						
Toilet (4 photos)	N/A	Porcelain. Wooden seat & lid. Flush handle. Flush intact. Seat secure & intact Similar condition as at Check in	N/A	Good	N/A	Good
Cabinet (2 photos)	N/A	2 hinged doors. 4 shelves. Laminate wood effect. Chrome knob. Soiled/stained inside Mould visible to back wall - landlord to investigate Shaving point - landlord to investigate if safe in there	N/A	Good	N/A	Poor

Item	Description		Condition		Cleanliness	
	Previous	Current	Previous	Current	Previous	Current



Bathroom Photos

General Overview

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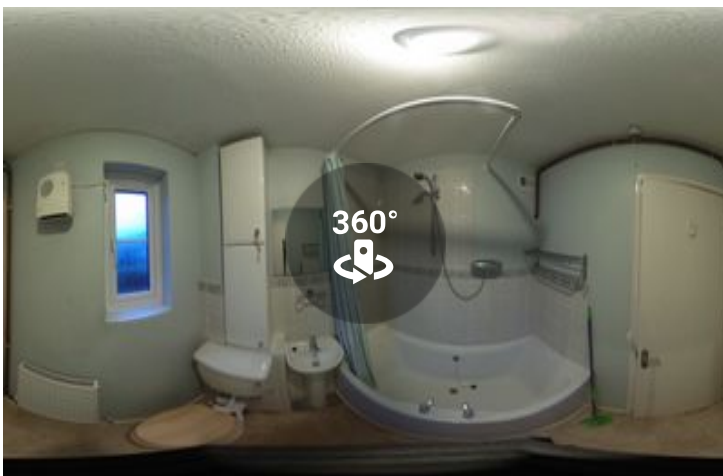
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Shower

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Sink/Basin

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Toilet

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Cabinet

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Bedroom

Item	Description		Condition		Cleanliness	
	Previous	Current	Previous	Current	Previous	Current
General Overview (9 photos) Tenant responsible Needs replacing Cleaning required Needs repair	N/A	Worn/Tired Section of door filled in (reverse side) Curtain pole not fixed and brackets insecure Skirting boards dusty Cobwebs present to walls and ceiling Walls Scuffed and marked overall Furniture indentations	N/A	Good	N/A	Good
Tenant responsibility Filled section on door - investigate - Repair/Replacement Skirting boards dusty / cobwebs to walls and ceiling removal						

Item	Description		Condition		Cleanliness	
	Previous	Current	Previous	Current	Previous	Current
Carbon Monoxide Alarm (1 photo)	N/A	Wall mounted. Test button/function working. Battery powered. Kidde	● N/A	● Good	● N/A	● Good

 Bedroom Photos

General Overview

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Added: 12/10/18

Provided by inspector



Captured (certified by inspector): 12/10/18 5:27 PM
Added: 12/10/18

Carbon Monoxide Alarm

Provided by inspector



Captured (certified by inspector): 12/10/18 5:26 PM
Added: 12/10/18

Garden

Item	Description		Condition		Cleanliness	
	Previous	Current	Previous	Current	Previous	Current
Overview (External) (7 photos) Tenant responsible Needs repair	N/A	Good seasonal order Garden is similar condition as at Check in	● N/A	● Fair	● N/A	● Fair

Tenant responsibility
Overhead plastic sheeting broken in 2 places, please see picture.

Garden Photos

Overview (External)

Provided by inspector



Captured (certified by inspector): 13/10/18 9:59 AM
Added: 13/10/18

Provided by inspector



Captured (certified by inspector): 13/10/18 9:59 AM
Added: 13/10/18

Provided by inspector



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Added: 13/10/18

Provided by inspector



Captured (certified by inspector): 13/10/18 9:59 AM
Added: 13/10/18



Declaration

Was the tenant present during the inspection

NO

Inspector Signature

Name:

Tola Rayment - T & L
Inventory Services

Date:

12/10/2018 at 10:12pm



Disclaimer

The term 'Inspector' is used hereafter to define the Inventory Plus software user that is responsible for completing this property report. It is the duty and ultimate responsibility of the Inspector and Tenant to agree upon the accuracy of this report.

This report has been prepared by an inspector who is not an expert in buildings, furnishings, decorations, woods, antiques or a qualified surveyor.

This report relates only to the furniture and all the landlord's equipment and contents in the property. It is no guarantee, or report on, the adequacy of, or safety of, any such equipment or contents, merely a record that such items exist in the property at the date of preparing the report and the superficial condition of same.

The inspector will not take water readings unless the meter is clearly visible within the property or attached to an exterior wall at low accessible level.

Windows throughout the property have not been tested for function or operation. Descriptions are purely based on the superficial appearance of windows, frames and locks. The inspector can accept no liability arising from any failure of the windows or parts thereof to function properly at all.

Inspectors do not check gas or electrical appliances and give no guarantee with regard to the safety or reliability of such items. It should be noted that inspectors are not required to inspect smoke or carbon monoxide alarms, testing such alarm 'test functions' may occur. However, this is no guarantee, or report on, the adequacy of these alarms. It is merely a record that batteries were present (if tested) upon completion of this report.

The inspector cannot undertake to move heavy items of furniture or to make searches in inaccessible locations such as loft spaces, cellars, locked rooms and high level cupboards, or to unpack items. Inspectors reserve the right not to handle or move items deemed to be fragile or valuable. In addition, the inspectors reserve the right not to handle items that may be of a health hazard and to generalise/summarise on such items deemed to be unsuitable for further inspection.

Furniture and furnishings (Fire) Safety Regulations 1988 – (1993)

The fire and safety regulation regarding furnishings, gas, electrical and similar services are ultimately the responsibility of the instructing principle. Where the report notes "Fire Label Present", this should not be interpreted to mean the item complies with the "furniture and furnishings (fire) (safety) (amendments) 1993". It is a record that the item had a label as described or similar to that detailed in the "guide" published by the Department of Trade and Industry January 1997 (or subsequent date). It is not a statement that the item can be considered to comply with the regulations.

Safety Certificate and Legislation Compliance

The safety certificate and legislation compliance checklists in this report are no guarantee, or report on, the adequacy of, or safety of, any such liability contents, merely a record that such steps have been offered by the Inventory Plus software to highlight issues that may exist at the property at the date of preparing this report. Inventory Plus accepts no responsibility for the contents of these steps. It is the responsibility of the Inspector and Tenant to agree upon the accuracy of these steps.

Health & Safety / Insurance Risk-Avoidance Steps

The safety certificate and legislation compliance checklists in this report are no guarantee, or report on, the adequacy of, or safety of, any such liability contents, merely a record that such steps have been offered by the Inventory Plus software to highlight issues that may exist at the property at the date of preparing this report.

Inventory Plus accepts no responsibility for the contents of these steps. It is the responsibility of the Inspector and Tenant to agree upon the accuracy of these steps.

Guidance Notes to Tenants

What should I know about the check-out process?

At the beginning of the tenancy it is important to note any specific discrepancies on the report that you do not agree with i.e marks on walls, carpets, etc. If no such additional notes are made via the electronic process at the start of the tenancy, the report will be deemed as accepted as read.

The condition of the property at the start of the tenancy, as described in the report will be compared to the condition of the property at the end of tenancy. Details of any alterations to the property after the report has been agreed upon will be recorded by an inspector (Inventory Plus user).

A 'Check-Out' report will be conducted to determine any changes to the report. The tenant should gain permission from the managing agent/landlord if they wish to remove or store any items during the tenancy and this should be confirmed in writing by the managing agent/landlord.

The inspector cannot undertake to move heavy items of furniture or to make searches in inaccessible locations such as loft spaces, cellars, locked rooms and high level cupboards, or to unpack items. Inspectors reserve the right not to handle or move items deemed to be fragile or valuable. In addition, the inspector reserves the right not to handle items that may be of a health hazard and to generalise/summarise on such items deemed to be unsuitable for further inspection.

What should I know before the check-out report is created?

All items should be returned to their original position (as detailed on the report); this includes stored or boxed items not used during the tenancy. Any items listed as 'Item Missing' can often result in a replacement cost or a charge being made. Managing agents/landlords may also charge for the removal of unapproved items left by a tenant at the end of the tenancy that were not included in the original report.

At the time of the property 'Check-Out' all personal items (including consumable items) should have been removed and cleaning of the property completed. Generally, no further cleaning is permitted once the 'Check-Out' inspection has commenced. Tenants should be advised of the date and time of the 'Check-Out' and provide access, or let the appointed inspector know the details of their departure of the property. Additional costs are sometimes charged by managing agents/landlords if the inspector is not able to complete the 'Check-Out' inspection due to the tenant not being ready to vacate or if they are delayed.

The 'Check-Out' report is advisory and is based on information available to the inspector at the time of the 'Check-Out'. It must not be treated as a final statement of tenant responsibility. It remains the responsibility of the agent/landlord and tenant to fully agree any issues and/or deductions (if any) from the deposit.

Issues to look out for during the tenancy...

Cleaning

Soiling is not considered to be 'Fair wear & Tear', (as defined by the House of Lords as 'reasonable use of the premises by the tenant and the ordinary operation of natural forces, i.e; the passage of time). Generally speaking, tenants are liable for the property to be cleaned to the same standard as detailed in the report at the start of the tenancy.

Soft Furnishings

Excessive discolouring which cannot be attributed to sun bleaching and/or the passage of time, soiling or damage may result in repair or cleaning costs being charged by tenants. Discolouration due to smoke, staining, burns or tears to curtains may also incur costs.

Flooring

Carpets should either be professionally cleaned or vacuumed including edges and corners depending on the level of soiling and/or the terms of tenancy agreement. Receipts for professional cleaning should be given to the inspector at the time of the 'Check-Out' inspection. Hard floors require sweeping and mopping where necessary (in accordance with any specialist cleaning materials/advice provided by the managing agent/landlord). Tenants are often charged by the managing agent/landlord for repairs or replacement costs due to soiling, staining or damage such as cigarette or iron burns.

Decoration

As specified in the majority of tenancy agreements, tenants should gain signed, written permission (keep a copy) from the managing agent/landlord prior to putting nails, pins and other fixtures into walls and ceilings and should avoid the use of tac or tape. Additional marks/fittings are often noted at the 'Check-Out' and any damage or repair work required is often charged to tenants by managing agents/landlords.

Beds & Linen

Mattresses, divan bases, pillows, and duvets are often inspected for soiling where practically possible. Costs may be incurred by tenants for clearing, compensation or a percentage of the replacement charge by the managing agent/landlord in the event that any such items are soiled beyond that noted to the report. Beds should not be made up at the time of the 'Check-Out' inspection and any linen should be left clean, pressed and folded.

Kitchen Surfaces and Sinks

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

Crockery, Chinaware, Kitchen Utensils

These items are often checked for soiling, chips and damage. If damage has occurred that is not considered as consistent with 'fair wear and tear', compensation or replacement costs may be incurred by the tenant.

Keys

All keys listed in the report should be kept safe and handed back at the 'Check-Out'. When keys get lost or are not returned to the managing agent, landlord or inspector, tenants are often charged for replacement keys or possibly for the changing of locks. Any additional keys cut during the tenancy should also be returned to the tenant.

Gardens & Exterior Areas

Most tenancy agreements state that the tenant is responsible for the maintenance of gardens and exterior areas such as driveways unless agreed in writing otherwise. This includes the cutting of lawns, weeding and maintaining the garden, paths, driveways, flowerbeds etc according to the season. If the standard is found to be below the condition as detailed to the report, (with consideration given for a change in season) tenants are often charged for necessary work to bring the affected area back the required level.