

CHECK OUT INSPECTION

FOR

ADDRESS OF PROPERTY



0845 505 6002

ON BEHALF OF

AGENT XYZ

inventoryclerk • central london		REF	41655
		DATE	21.09.2011
CHECK-OUT INSPECTION : SCHEDULE OF CONDITION		CLERK	
ADDRESS	ADDRESS OF PROPERTY		

SERVICES	LOCATION	READINGS
GAS	In basement area to front of house – meters are not labelled so unable to ascertain which belongs to flat	
ELECTRICITY	In communal hallway	989947
WATER	No meter found at property	

KEYS	DESCRIPTION	LOCATION
COMMUNAL	4 full sets of front door keys, 1 set of garden door keys, window lock keys.	
FRONT DOOR		
BACK DOOR		
WINDOWS		
OTHER		

INSTRUCTION MANUALS			
<input checked="" type="checkbox"/> OVEN	<input checked="" type="checkbox"/> DISHWASHER	<input checked="" type="checkbox"/> FRIDGE	<input type="checkbox"/>
<input checked="" type="checkbox"/> HOB	<input checked="" type="checkbox"/> MICROWAVE	<input checked="" type="checkbox"/> FREEZER	<input type="checkbox"/>
<input checked="" type="checkbox"/> HOOD	<input checked="" type="checkbox"/> WASHER	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> BOILER		<input type="checkbox"/>	<input type="checkbox"/>

TENANT(S) CONTACT DETAILS		
NAME		
PHONE		
MOBILE		
EMAIL		
ADDRESS		

GENERAL CONDITION / DECORATIVE ORDER	At inventory make/check in at year ago, the property was in excellent decorative order throughout, the wooden floors had been sanded, walls repainted and carpets downstairs in very good order. At check out, there are a number of new dilapidations which seem excessive for the amount of time the property has been let (please refer to the report below for detail). For example, there are a number of marks and holes to walls; scratch marks and pitted marks to the wooden flooring, and a number of stains to the carpets. There is also a large water stain to the ceiling in bedroom
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CLEANLINESS	Not professionally cleaned – only to a domestic standard.
WINDOWS/ DOORS	Glazing slightly dirty on exterior. Some additional light scuffs and marks to some doors.
CURTAINS / BLINDS	Curtains and blinds in the same order as at inventory make.
WALLS & FRAMES	A number of additional scuffs and marks to walls (please refer to report below), frames in similar condition as at inventory make.
FLOORING	A number of pitted marks, scratches and some staining to wooden flooring (stains particularly in kitchen); stains to carpet on stairs, and in bedrooms 1 and 2.
KITCHEN & APPLIANCES	Cleaned to a domestic standard but still food remnants in the fridge and washing machine dirty. Tube lights under kitchen units do not appear to be working
CROCKERY / CUTLERY / UTENSILS	N/A.
BATHROOMS& FITTINGS	In reasonably clean order. There are dark stain marks to the tiles in the shower unit in the bathroom; a ring stain to the shelf in the en-suite, and the washbasin in that bathroom has stains to the shelf.
FURNITURE & UPHOLSTERY	N/A
BEDDING	N/A

EXTERIOR

Garden and terrace in tidy order, just some leaf debris. However the lights in the garden are not working (advised by tenants that foxes ate the cables).

A check out inspection has been carried out referring to a copy of an inventory dated the 17th August 2010. **Unless otherwise stated, room components and dilapidations are as listed in the original inventory.** Only new dilapidations or changes to the condition of the property since the original inventory are listed below. **Items highlighted in red denote dilapidations that may not fall into normal fair wear and tear, or items missing that could be attributed to the tenant.**

UPDATED SCHEDULE OF CONDITION CONDUCTED ON 21ST SEPTEMBER 2011 AT ADDRESS OF PROPERTY

LOBBY

1. Doors – scuff marks to base of door on exterior and light scuffs near to hinged edge, finger marks on either side of door at mid level.
4. Walls – light scuffs at mid and low levels on both sides.
6. Skirting board – minor scuffs right hand side.
9. Smoke alarm – disconnected by tenant and facia missing.

RECEPTION ROOM

11. Door – dust ingress and scuffs to base on exterior and scuffs at mid level.
12. Windows – glazing slightly dirty on exterior.
17. Walls – scuffs below banister and paint chips to buttress to left of that, picture hook to left of chimney, scuffs at low level to right of chimney, a number of nail holes below screws to right hand wall and picture hook, 6 large holes and line marks above radiator, finger marks on angle to wall to right of entry door.
18. Flooring – a large number of pitted marks in front of entry door and under arch into kitchen, scratch marks by radiator to front window and dark adhesive marks, a few dark adhesive marks near to other radiator, would benefit from cleaning.
19. Heating – water marks to front window sill and light scuffs to top of other radiator cover.
20. Fireplace – further scratch marks to right hand side and ring stain to left hand side.
21. Doorframe – paint chips at mid level right hand side and liquid mark lower left hand side on interior.
22. Skirting – light scuffs all around.
34. 2 black ceramic stools – now on terrace.
35. Built-in cupboard – tops of 4 robes hooks broken, a number of scuffs and marks to walls and to interior of doors, heavy piece of wood chipping to hinged edge of left hand door on interior at mid level, 2 brown and cream striped rugs in cupboard (some dust ingress and staining), blue handled floor sweeper not seen.

KITCHEN

36. French doors – glazing slightly dirty on exterior.
38. Ceiling – liquid mark to ceiling above sink.
39. Spotlights – 1 hanging down.
40. Tube lights under units – do not appear to be working and right hand tube appears to be blown.
41. Walls – scratch marks to left of cupboard, scuffs at mid and low level to wall to right of cupboard, picture hook and plaster chip to right of French doors and scuffs and water marks under.
42. Flooring – stains to steps by french doors left hand side and dark stain and white marks to floor under steps, light long scratch marks under archway.
45. Skirting – liquid marks to right of French doors.

- 52. Built-in shelves – fingers marks to exterior, dirt ingress to shelves and ring stain to shelf 2nd from bottom.
- 53. Kitchen units – some dirt ingress to door fronts, limescale to work surface below tap unit.
- 59. Tall unit – liquid stain 3rd from bottom shelf and finger marks to door.
- 60. Tall unit – finger marks to door fronts and scuffs to base of bottom door.
- 61. Tall unit – finger marks and scuffs to base of base.
- 63. Tall unit – light scuffs to base of unit on interior **and line marks to bottom of door on exterior.**
- 65. Single unit under sink – liquid marks to interior of door and further stains to base.
- 66. Single unit – liquid marks to exterior of door.
- 67. Single unit – scuffs to interior of door.
- 81. Single unit – scuffs to interior of drawer.
- 82. Single unit – liquid marks to drawer front.
- 83. **Dishwasher – dusty to exterior door and not professionally cleaned.**
- 84-89 **Kitchen appliances not professionally cleaned.**
- 89. **Fridge freezer – not cleaned, still food remnant in freezer, freezer not defrosted and pen marks to second drawer front.**

STAIRS DOWN TO LOWER GROUND FLOOR

- 92. Scuffs to wall at top of stairs and going down the stairs, frames dusty, 3 nails at base of stairs and 1 at top of stairs, **spot stain to carpet at top of stairs and 6th step down.**

LOWER GROUND FLOOR HALLWAY

- 94. Lights – 1 not working and 1 hanging down.
- 95. Walls – 3 nail holes above radiator.
- 104. Under stairs storage – scuffs to interior of small cupboard doors, scuffs to top of second unit shelf and peeling to leading edges of all cupboards bases, scratch to top of door on interior.
- 106. **Washing machine – soap remnant in tray, hairs and mould to rubber rim, line marks to base of door on interior.**

BEDROOM 1

- 107. Door – finger marks on interior, scuff upper left hand side on exterior.
- 111. Lights – 1 not working.
- 112. Walls – scuffs at low level to left of entry door and to wall under shelves, finger marks at mid level to right hand wall below shelves, dark scuff and further scuffs above at mid level to wall right of entry door.
- 113. **Flooring – large brown stain in front of entry door and further dark stain toward centre right hand side of room, dust shading where furniture has been.**

BATHROOM

- 132. Heating – towel rail dusty.
- 138. **Shower unit – dark stain marks to tiles left hand side, limescale to shower head.**
- 139. Lavatory – slight staining to pan.

BEDROOM 2 (TO BASE OF STAIRS)

- 143. Door – scratch upper right hand side on interior.
- 147. **Ceiling – cobwebs and large water stain to centre of ceiling and right hand side.**
- 148. Lights – 1 not working, centre light dropping slightly.
- 149. Walls – 3 nails and plaster chips to right hand wall.
- 150. **Flooring – dark stain near to bathroom, dust ingress in corner by bathroom.**

EN-SUITE BATHROOM

- 169. Lights – 1 hanging down.
- 171. Flooring – small dark mark outside cupboard left hand side and further dark mark near to loo.
- 173. Heated towel rail – dusty and some dirt ingress.
- 175. Shelf – ring stain right hand side.
- 176. Lights – 1 not working.
- 181. Lavatory – slight staining to pan.
- 183. Wash basin – stains to left hand side of wash basin to shelf, needs further cleaning.

GARDEN/TERRACE

- 186. Garden - in tidy order still, leaf debris, garden lights not working.
- 187. Terrace – in tidy order, lights working.



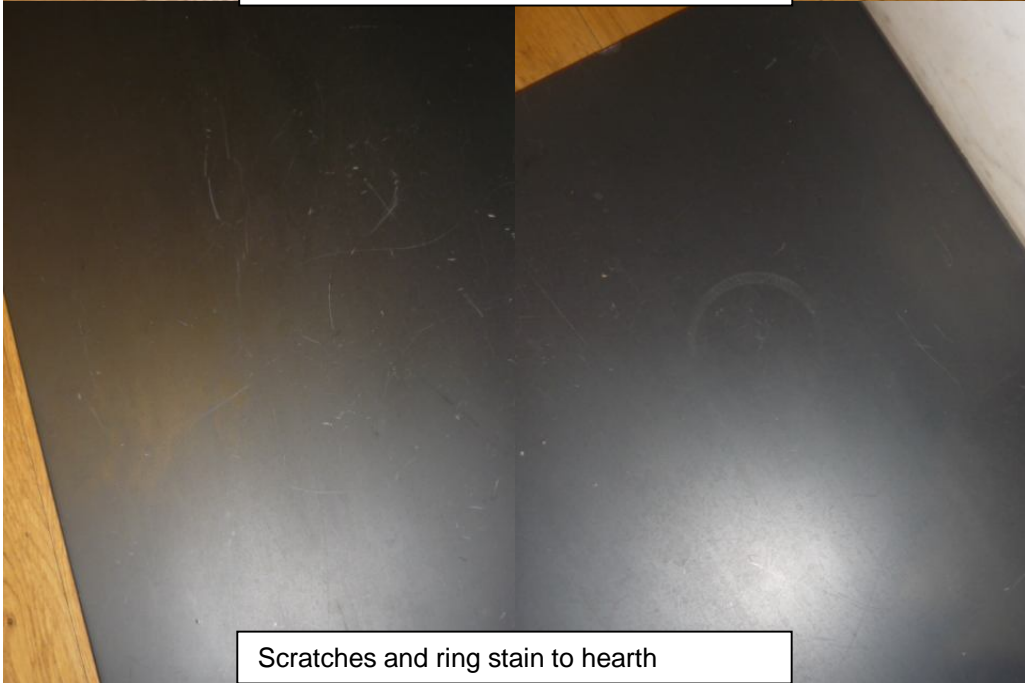
Holes in wall in Reception Room

Holes in wall in Reception Room

Marks and scratches to wooden flooring



Marks and scratches to wooden flooring



Scratches and ring stain to hearth



Stains to and around steps in Kitchen



Stains near to steps in Kitchen and line marks to kitchen unit



Stains to carpet on stairs and dark scuff marks on stairway



Washing machine dirty and stains to carpet in Bedroom 1



Dark stain marks to walls in shower unit in Bathroom





Staining to carpet in Bedroom 2



Staining to carpet in Bedroom 2



Dark marks to floor in en-suite bathroom





Stains to shelves in en-suite bathroom

