



Telephone 07526 702375

CHECK-OUT AND SCHEDULE OF CONDITION FOR



PROPERTY ADDRESS

INVENTORY ON BEHALF OF:

Date prepared:

INFORMATION FOR LANDLORDS AND TENANTS ON THE CHECK-OUT AND SCHEDULE OF CONDITION FOR:

1. Disclaimer

1.1 This inventory is a fair and accurate record of the condition of the contents and internal condition of the property in question on the date the report was conducted. It is the responsibility of the Landlord, tenant and the Instructing Party to agree the accuracy of this report.

1.2 The clerk is not a qualified surveyor or valuer therefore Total Inventory Services do not undertake to remark on the structural integrity of the property. The inventory is not to be used as a structural survey report.

1.3 The Total Inventory Services clerk will not move what they consider in their opinion as large, heavy or valuable items. Nor will they describe the contents and condition of any inaccessible areas, such as basements and lofts. Total Inventory Services will not inspect items positioned in such a manner that they cannot be readily examined. Items located in locked areas or cupboards are the sole responsibility of the Landlord and will not be included in any report.

1.4 All descriptions within a report are for identification purposes only. All colours are to mean description of colour only and not that of any metals. The report will, therefore, only describe an item as seen and will not be a judgement on either its style (antique, designer, modern etc.) or its value.

1.5 Total Inventory Services do not undertake to comment on the exact specification of or the authenticity and provenance of such items. Photographs of such items will be included in the report if deemed necessary by the clerk. All measurements are approximate.

1.6 Prior to letting, if the property has been cleaned to a professional standard including carpets, windows, external woodwork and doors, this will be recorded in the general comment sections of the inventory.

1.7 The clerk will only make a general comment on the condition of the gardens, sheds and out-buildings unless it has been agreed otherwise.

1.8 All electrical items are considered complete with plugs, bulbs, flexes etc., unless otherwise specified. Lights will be operated only to confirm functionality.

2. Safety Disclaimer

2.1 The report is a documented record of the Landlords furniture, furnishings, equipment and contents that were accessible in the property on the date of the inventory and an assessment on the visible condition of the same. It is not a guarantee of, or report on, the efficiency of, the adequacy of, or safety of, any such equipment or contents. Bunk beds and cots are not checked for safety.

2.2 Boilers, gas fires, gas cookers, water supply, smoke alarms, carbon monoxide detectors, fire alarms and radiators are not tested.

3. Furniture and Furnishings (Fire) (Safety) Regulations 1988 as amended 1993

3.1 Compliance to any relevant current safety regulations pertaining to the contents of the property are the responsibility of the Landlord. Reports produced by Total Inventory Services do not form an indication of compliance or otherwise to any such regulations.

3.2 In the case of any furniture and furnishings being subject to the above regulations, where appropriate labels indicating compliance are visible, they will be marked as such with

“resistant label seen” on the inventory. This is not to be taken as an endorsement by Total Inventory Services that the items comply or otherwise with the above regulations.

4. Smoke & Carbon Monoxide Detectors

4.1 Smoke & Carbon Monoxide detectors are not tested and it is the responsibility of the tenant to inspect detectors at regular intervals to ensure they are in full working order, as per the manufacturer’s instructions.

5. Check-Out at the End of the Tenancy

5.1 It is essential that all items are returned to their respective areas in accordance with the original inventory before the check-out inspection. Failure to comply may result in the tenant incurring additional costs as the clerk is not commissioned to locate items which are not situated as per the original inventory report and will record them as missing.

5.2 All cleaning must be thorough and completed prior to check-out. It is expected that the property will be in a similar condition of cleanliness as noted in the original inventory, particularly with regard to material items. If the standard of cleaning is not satisfactory, a managing agent or Landlord may employ a contract cleaner. The cost of which may be deducted from the tenants deposit.

Tenant signature:

Landlord signature:

Tenant name:

Landlord name

Date:

Date:

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CHECK-OUT AND SCHEDULE OF CONDITION FOR:

KEYS / INSTRUCTION MANUALS / METER READINGS

Important – Tenants are to ensure that all keys are returned to their correct places as noted on the inventory; charges will be incurred for replacing lost or broken keys.

KEYS ISSUED	PRESENT AT CHECK-OUT
Set of Property keys	Yes

INSTRUCTION LEAFLETS AT PROPERTY	PRESENT AT CHECK-OUT
None visible	

SERVICE / SUPPLIER	METER LOCATION	READING	SERIAL NUMBER
ELECTRIC	Hallway cupboard	Rate 1- 30409 Rate 2 – 15590 Total - 45999	H03C16729
GAS	n/a		
WATER	Not located		

Tenant signature Date

CHECK-OUT AND SCHEDULE OF CONDITION FOR:

NOTES REGARDING THE PROPERTY

The property is a 2 bedroom, central heated ground floor unfurnished apartment, with bathroom and allocated parking

CONTENTS AND CONDITION

Please note the following – The property prior to tenancy had been professionally cleaned including carpets, oven, hob, and extractor hood

Tenants have not left the property in the same condition.

Condition of all items is considered to be of good order unless otherwise noted.

Any marks or scratches noted are minor unless otherwise stated.

Ref	Item	Comments
1.	All woodwork	Require cleaning
	All light switches and sockets	Require cleaning
2.	<u>BEDROOM 1</u>	
	Carpet	Random black marks
	Blinds	Extremely dusty
3.	<u>BEDROOM 2</u>	
	Carpet	Random black marks
	Blinds	Extremely dusty
4.	<u>BATHROOM</u>	
	Shower cubicle	Soap scum, limescale and generally unclean
	Toilet	Pan marked above and below water line
	Floor	Foot prints and light debris

Tenant signature Date

CHECK-OUT AND SCHEDULE OF CONDITION FOR:

5.	<p><u>OPEN PLAN LIVING AREA</u></p> <p>Kitchen units</p> <p>Fridge freezer</p> <p>Behind fridge freezer</p> <p>Oven and extractor hood</p> <p>Lounge floor</p> <p>Blinds</p>	<p>Food debris and finger marks to doors</p> <p>Food particles and stains</p> <p>Thick dust, spaghetti, plastic toy</p> <p>Baked on carbon to both ovens, food debris, and filters greasy</p> <p>Numerous furniture scratches</p> <p>Extremely dusty</p>
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SAMPLE

Tenant signature Date

CHECK-OUT AND SCHEDULE OF CONDITION FOR:

PHOTOGRAPHS OF DAMAGES ETC

Limescale and soap scum between grout



Bedroom carpet marks



Tenant signature

Date

CHECK-OUT AND SCHEDULE OF CONDITION FOR:

Ovens



Behind fridge freezer

Types of furniture scratches



Tenant signature

Date