

# SMART INVENTORY SERVICE

## Check Out Report & Schedule Of Condition

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Address	
Property Type	One Bedroom Unfurnished House
Date	

This report has been carried out referring to a copy of the INVENTORY MAKE AND CHECK-IN carried out by Smart Inventory dated 22<sup>nd</sup> May 2015. The CHECK OUT REPORT serves to highlight any differences from this report and as such, any items not mentioned retain the same condition as at Inventory.



# SMART INVENTORY SERVICE

## Check Out Form

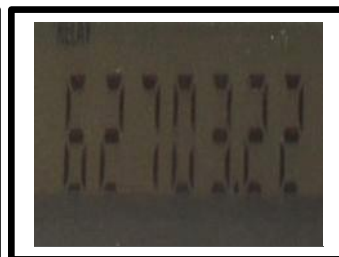
Clerk	Steve Hickling
Agent	
Property Address	
Property Type	One Bedroom Unfurnished House
Tenant Name, email & forwarding address	
Phone Number	
Gas Meter Reading & Location	N/A
Electric Meter Reading & Location	Rate 1 – 46586.49 Rate 2 – 62703.22 Hallway
Water Meter Reading & Location	N/A
Smoke detectors tested with canister	Working
Property Professionally Cleaned	Professionally cleaned – Receipt seen
Carpets Professionally Cleaned	As above
Keys	Returned to agent



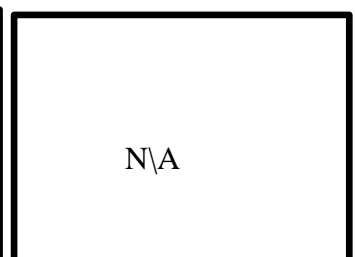
Keys



Rate 1



Rate 2



Water Meter

## Guidance Notes For Tenants



# SMART INVENTORY SERVICE

## Check Out Report

The property will be inspected as thoroughly upon check out as it was upon check in. Obvious or significant discrepancies will be reported to the Managing Agent/Landlord. The report will record all damaged/soiled/missing items and whether in the opinion of the Clerk, the tenant is responsible and thus liable for charges. However, the law allows for Fair Wear & Tear and this will be taken into consideration when the Check Out report is compiled.

If professionally cleaned at the commencement of the tenancy, the property must be professionally cleaned (or of a similar standard) for the check out. Particular areas of note are: Sanitary ware, carpets and kitchen appliances/white goods/cupboards and work surfaces. Gardens must be left in accordance with the tenancy agreement otherwise charges may be added to the Check Out report.

At the end of the tenancy all items should be ready and in the same location as listed in the Inventory. Failure to do so will result in handling charges being passed on to the tenant. Where items have not been returned to their original position and are not easily seen they made be noted as "Not Seen" on the Check Out and their replacement may be charged for. All beds should be left unmade with the linen folded. Bedding and linen should be clean and ironed where relevant. Beds (bases & mattresses) and pillows will be examined for staining and damage not previously noted on the inventory. Charges will be made in the form of cleaning charges, compensation or a percentage of the replacement cost as appropriate.

Charges may be added to the Check Out Report if marking to walls and woodwork is found to be excessive and if crockery, china, glassware and utensils are found to be chipped cracked, burnt or soiled beyond what is considered Fair Wear & Tear. If the property is furnished all items will be checked for damage and charges may be incurred if damage is considered beyond Fair Wear & Tear. At the allotted time of Check Out all cleaning must be completed, personal items removed and keys handed over. Failure to comply will result in the clerk aborting the call and further charges being added to the Check Out Report.

**The Inventory Clerk acts as an independent and reasonable body and will avoid any unnecessary criticism or derogatory comments when compiling the inventory and check out report.**

## **ENTRANCE\HALLWAY**



**Executive Member - Association Of Independent Inventory Clerks**

**Office - Suite 1881 Kemp House 152 City Road EC1V 2NX Tel – 0208 857 6665**

C/O Mac – Version 5 – March 2018

# SMART

## INVENTORY SERVICE

	DESCRIPTION	CONDITION	ACTION
1	DOOR	Threshold dusty throughout	Clean and charge to tenant
2	CEILING	No issues to report	
3	WALLS	Light rub marks, occasional light chips	Fair wear and tear no charge to tenant
4	FIXED LIGHTING	No issues to report	
5	WOODWORK	Skirting dusty	Clean and charge to tenant
6	FLOOR	Further mop required	Clean and charge to tenant
7	SOCKETS & SWITCHES	No issues to report	

### RECEPTION

	DESCRIPTION	CONDITION	ACTION
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1	DOOR	No issues to report	
2	CEILING	No issues to report	
3	WALLS	No issues to report	
4	FIXED LIGHTING	Three bulbs not working	Replace and charge to tenant
5	WINDOWS	Blinds dusty	Clean and charge to tenant
6	HEATING	Radiator indented caused by door handle	Recommend landlord fits door stop
7	WOODWORK	Skirting dusty	Clean and charge to tenant
8	FLOOR	Further mop required	Clean and charge to tenant
9	CUPBOARD OFF	No issues to report	
10	SOCKETS & SWITCHES	No issues to report	

### KITCHEN

	DESCRIPTION	CONDITION	ACTION
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1	DOOR	No issues to report	
2	CEILING	No issues to report	
3	WALLS	No issues to report	
4	FIXED LIGHTING	Four bulbs not working	Replace and charge to tenant
5	FLOOR	No issues to report	
6	SOCKETS & SWITCHES	No issues to report	
7	KITCHEN CUPBOARDS	No issues to report	
8	WORK SURFACE	No issues to report	
9	SINK	Water marked, buff and polish required	Clean and charge to tenant

### APPLIANCES

DESCRIPTION	CONDITION	ACTION
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1	HOB	No issues to report	
2	GRILL	Further wipe required	Clean and charge to tenant
3	OVEN	Heavy burnt on grease to base	Clean and charge to tenant
4	WASHING MACHINE	Heavy mildew to inner rubber seal	Clean and charge to tenant
5	FRIDGE	No issues to report	
6	FREEZER	No issues to report	

### STAIRS \ LANDING

	DESCRIPTION	CONDITION	ACTION
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1	WALLS	As per check In	
2	WOODWORK	Skirting dusty	Clean and charge to tenant
3	FLOOR	Couple of spot marks on stairs	Clean and charge to tenant
4	LANDING CEILING	As per check in	
5	WALLS	As per check in	
6	FIXED LIGHTING	As per check in	
7	WOODWORK	Skirting dusty	Clean and charge to tenant
8	FLOOR	Carpet spot marked	Clean and charge to tenant
9	CUPBOARD OFF	As per check in	
10	SOCKETS & SWITCHES	As per check in	

### BATHROOM

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1	<b>DOOR</b>	Frame rub marks to top Door as per check in	Landlord information only
2	<b>CEILING</b>	As per check in	
3	<b>WALLS</b>	Water marked and lime scale in bath area Mildew to sealant Staining to grouting	Clean and charge to tenant
4	<b>FIXED LIGHTING</b>	As per check in	
5	<b>WINDOWS</b>	Smeary	Clean and charge to tenant
6	<b>HEATING</b>	Cord and acorn missing	Repair/replace and charge to tenant
7	<b>FLOOR</b>	Orange staining around pedestal	Clean if possible if not replace and charge to tenant allowing for depreciation using the formula at the end of this report
8	<b>BATHROOM CABINET</b>	As per check in	
9	<b>SOCKETS &amp; SWITCHES</b>	As per check in	
10	<b>TOILET</b>	Lime scale under rim and below water line Seat loose	Clean and charge to tenant  Fair wear and tear – no charge to tenant
11	<b>HAND BASIN</b>	Lime scaled to base of taps Further wipe to bowl	Clean and charge to tenant
12	<b>BATH</b>	Marks to rim Mildew to sealant Waste lime scaled Monobloc marked and limescaled Limescale to shower head Power shower further wipe required Shower curtain lightly in use	Clean and charge to tenant  Clean and charge to tenant Clean and charge to tenant Clean and charge to tenant No charge to tenant

### BEDROOM

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1	DOOR	As per check In	
2	CEILING	As per check in	
3	WALLS	Occasional light rub marks	Fair wear and tear – no charge to tenant
4	FIXED LIGHTING	As per check in	
5	WINDOWS	Smearly, blind dusty	Clean and charge to tenant
6	HEATING	Dusty	Clean and charge to tenant
7	WOODWORK	Dusty	Clean and charge to tenant
8	FLOOR	Stained right of entrance Couple of spot marks	Clean and charge to tenant
9	FURNITURE	Double bed headboard and footboard with mattress left behind	Landlord may wish to keep, if not remove and charge to tenant
10	SOCKETS & SWITCHES	As per check in	

### GENERAL COMMENTS



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# SMART INVENTORY SERVICE

All appliances have been tested for power

Sanitary ware is in working order

The property has been returned in fair order but with issues as noted within this report

## DISCLAIMER

Whilst all care and diligence has been taken to provide a fair and accurate report of the condition of the property and its contents at check out, Smart Inventory Service Ltd will not be held responsible for any items missed, damaged or not seen after 7 days of the date of this report

Please note that we are unable to lift heavy items of furniture or fully test appliances Property left in lofts, cellars and locked rooms, which has not been inventoried is the sole responsibility of the landlord

Where a charge is recommended in respect of depreciation, please use the following formula for calculating the allowance

$Cost \div \text{by life expectancy} \times \text{remaining life} = \text{value}$

Signed  
(Inventory Clerk)

Name

Date

*Steve Hickling*

Steve Hickling

2018

