**Outgoing Inspection Report**

Name: {{name}}

Surname: {{surname}}

Address: {{address}}

Flat: {{flatLetter}}

|  |  |  |  |
| --- | --- | --- | --- |
| **Checklist** | **Condition** | **Notes** | **Images** |
| **Flat** | **{{flat\_status}}** | **{{flat\_notes}}** |  |
| Floor | Good |  |  |
| Door | Good |  |  |
| Lights | Good |  |  |
| Windows | Good |  |  |
| Ceiling | Good |  |  |
| Walls | Good |  |  |
| Built in Cupboards | Defective | The hinge is loose, and I can only see 1 screw in the hinge |  |
| Electricity box | Good |  |  |
| Keys | Good |  |  |
| **Bedroom / living space** | **{{lounge\_status}}** | **{{lounge\_notes}}** |  |
| Countertop | Good |  |  |
| **Bathroom** | **{{bathroom\_status}}** | **{{bathroom\_notes}}** |  |
| Basin & taps | Good |  |  |
| Toilet | Good |  |  |
| Shower | Defective | The tap is dripping even after I closed the tap |  |
| **Kitchen** | **{{kitchen\_status}}** | **{{kitchen\_notes}}** |  |
| Sink & Taps | Good |  |  |
| Countertop | Good |  |  |

Cleaned: Yes

We, the undersigned, acknowledge that we have jointly carried out the Outgoing Inspection and hereby declare the condition of the dwelling/property as above.

Tenant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Landlord: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_