|  |
| --- |
| **REF NO: ${BOOKINGID}** |

**CHECK-OUT REPORT**

**FOR**

|  |
| --- |
| **${ADDRESSLINE1}**  **${CITY}**  **${cOUNTY}**  **${postcode}**  **DATE** |
|  |
|  |

COMPANY LOGO

**${CLIENTPHONENUMBER}**

ON BEHALF OF

**${BUSINESSADDRESSLINE1}**

**${BUSINESSADDRESSLINE2}**

**${BUSINESSADDRESSLINE3}**

**${BUSINESSADDRESSLINE4}**

**DISCLAIMER**

This inventory is produced as an “as seen snapshot” of the property and its contents at the time of the inspection and is compiled as a fair and accurate record of the property’s internal condition and its contents at the time of inspection, and should not be used as an accurate description of each and every piece of furniture and equipment or as a structural survey report but can be used as a way of identifying the condition of everything recorded.

Because the individual preparing this inventory is not an expert on fabrics, woods, materials, antiques etc.: nor is a qualified surveyor or valuer, they are not required to state whether an item is antique, made of precious metals, of unique origin, or whether it is new despite the appearance obviously so.

Please be advised that items left in lofts, cellars or in locked rooms, garages and sheds that have not been noted in the inventory are the sole responsibility of the landlord, and although every reasonable effort will be made to record such rooms and items within such rooms or buildings, the individual preparing this inventory cannot be held responsible for any non-recording if there are adverse circumstances affecting access or viewing. Further, the movement of any items of heavy furniture or appliances will not be undertaken and therefore some observations may be limited where such items restrict full view.

Where inventories are completed with tenants in situ - i.e. already occupying the property - and it is deemed difficult for the individual to differentiate between that belonging to the landlord or tenant, the report may contain inaccuracies for which the individual will not be held responsible, especially if areas within the property are inaccessible or viewable through conditions prohibiting easy viewing.

It is highly recommended that validation of this inventory be completed by landlord and or tenant to confirm its accuracy. Any queries or discrepancies relating to the description or content must be addressed to the individual who prepared this report directly within 14 days of the date of inspection.

Please note that the inventory is compiled in such a way as to reflect that which the individual who prepared this report observed at the time of inspection and that any dilapidations, faults, breakages, dirt etc. is only noted if seen; otherwise that which is listed as presumed to be in good order even if that recorded is not necessarily new or perfect.

**SAFETY DISCLAIMER**

The inventory relates only to the furniture, furnishings and all landlord’s equipment and contents in the property. It is no guarantee of, or safety of any such equipment or contents, merely a record that such items exist in the property as the date of the inventory and the superficial condition of the items. None of the electrical or gas appliances have been checked as to working order and may be recorded differently by tenants following subsequent use of.

The individual who prepared this report may not be a qualified electrician, HHSRS or Fire Regulation expert and is not required to report on anything which may contravene any housing or safety regulations although they may indicate where something appears to require attention.

**FURNITURE & FURNISHINGS (FIRE) (SAFETY) REGULATIONS 1988 as amended 1993**

Relevant furniture and furnishings, which have the appropriate label complying with the above regulations, will be indicated on the inventory as “fire resistant”.

In the case of any relevant furniture and furnishings where no labels are identified and the landlord has not confirmed that such items comply with the above regulations, they will be marked with 4 asterisks (\*\*\*\*) on the inventory; this does not mean however that they do not comply, it means that no appropriate label has been seen. Where there are any loose fireguards, which are not part of a heater gas or electric fire, they will also be indicated on the inventory as being part of the fire they supposedly protect.

**SMOKE DETECTORS**

It is the tenant’s responsibility to inspect any smoke detector fitted in the property at regular intervals to ensure they are in full working order as per the manufacturer’s instructions, although it is the landlord’s responsibility to ensure the correct products are appropriately fitted.

**UTILITY METERS**

Gas, electricity, oil, water and propane readings along with serial numbers are given as a service and will be recorded providing access is reasonable and safe. Meters in unsafe condition or locations will not be read and clients notified as to the reason.

Measurement of oil tanks or propane gas will be made according to what's seen with any electronic measurement device or outside-of-tank visual inspection. Measurements will not be made via estimations or dipping of any oil tanks or similar.

**GUIDANCE NOTES FOR LANDLORDS, TENANTS AND ADJUDICATORS ON THE USE OF THIS REPORT**

This report may differ in style and content than other inventory services, and therefore it is important that relevant parties receiving this report are fully aware of how and why it is produced the way it is, and to help in this, please find below information which may assist in understanding its contents.

**THE INVENTORY**

An inventory is a report which is produced following a property inspection, listing and describing each and every component and content of a property in the context of “as seen” at the time of the inspection. As seen meaning a written and photographed “snapshot” or video, to be used as the basis of how the property’s condition and its contents were seen by the individual who prepared this report. The inventory may have additional notes or observations added by relevant parties to confirm or enhance its accuracy.

**IMPORTANT:** unless stated otherwise - either in brackets or in a separate column next to the item referred to - the listed item is assumed to be in good order, although not necessarily new or perfect.

Fair wear and tear is not considered at the time of inventory take, although the individual who prepared this report may offer an opinion as to an item’s age or condition if it helps in future identification, e.g. appears old or new.

**THE CHECK-IN**

As the name implies, this report is used to qualify the accuracy – with any additional notes or information – of the inventory at move-in by the individual who prepared this report and tenant or tenant’s representative.

**IMPORTANT:** a check-in is not a duplication or substitute for an inventory, although it may accompany or support an inventory in distinguishing anything which needs adding to or altering within the inventory.

The check-in report may vary in style according to Landlord or Letting agent’s needs, but typically will include a record of meter readings and keys recorded at time of tenant move-in.

The report may accompany, be included, or be supplied separately from the inventory, and may be used as support material in deciding apportionment with the check-out report following tenant move-out.

**THE MID-TERM**

This report, sometimes known as a management or interim inspection, is produced normally – but not always – mid-term or 3 monthly during a tenancy period. The inspection and report – although varying in style – is normally used to report on how a property is being cared for within a context of reporting problems within a property, either caused or not, by the tenant.

**IMPORTANT**: this report is used to verify that a property is being respectfully looked after and may, although unlikely, be part of a dispute process at tenancy end.

**THE CHECK-OUT**

As this name implies, the inspection and its subsequent report is intended to identify differences – whether better or worse – following tenants vacating a property at tenancy end.

**IMPORTANT**: a check-out is not a duplicate inventory but will list differences for the purpose of identifying whether a landlord - or their representative - is able to claim for damages, loss or cleanliness issues.

Individuals will not offer opinions as to apportionment or value; this is the remit of the landlord or their agent, sometimes requiring support material such as quotes or receipts.

**METER READINGS**

We endeavour to obtain utility meter serial numbers and readings as a service, providing meters are found and safe to access.

**IMPORTANT:** where a meter is either inaccessible or poses a danger to the individual then notice will be given to why and suggestions made as to how to gain the reading. Examples of unsafe include accessing water meters in public or on-street locations.

**PAPERLESS INVENTORY VERIFICATION**

We may use a paperless tenant verification system. Clients using this system are able to trigger inventory reports online to tenants through coded links, allowing them to review an inventory on-screen, with the additional ability to add observations and pictures within the allowed time period given by landlords or agents.

Property Inventory Tracker take responsibility for notifying tenants via text and email - providing correctly supplied – with messages, informing them of their ability, with all communications time and date stamped. If they do not log-in and confirm the report, after the allotted time it is deemed to have been accepted.

**IMPORTANT:** This process does not conflict or contravene that recorded by the individual, but correlates with tenant’s right to verify the inventory in their own time following move-in.

A check out inspection has been carried out referring to a copy of an inventory dated the ${BOOKINGDATE} compiled by ${CLERKNAME} and apart from any stains, marks etc. indicated on the inventory the following observations were also made:

Numbers as per Inventory:

|  |  |
| --- | --- |
| description |  |

|  |  |  |  |
| --- | --- | --- | --- |
| services | METER location | serial no. | readings |
| gas |  |  |  |
| electricity |  |  |  |
| water |  |  |  |
| oil |  |  |  |

Photographs of meters

|  |  |
| --- | --- |
| keys RETURNED | CORRESPONDENCE DETAILS |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| general condition/  decorative order |  | | |
| standard of cleaning | General cleaning: | Carpet/upholstery: | Windows: |
| Gardens |  | | |

# PHOTOGRAPHS