SCHEDULE OF CONDITION AT CHECKOUT

FLAT 2, 5 FERRY LANE

TW8 0AT

12TH APRIL 2018



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| **CLIENT:** | Thorgills |
| **INSTRUCTED BY:** | Chloe |
| **TENANT:** |  |
| **REF:** | MBPS-002 |
| **INSPECTED BY:** |  |
| **PROPERTY SIZE:** | 1 Reception/ 2 Bedrooms/ 1 Bathroom/ 1 Patio – Furnished Flat |
| **INVENTORY USED:** |  |



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| **ELECTRIC** | **GAS** | **WATER** |
| METER NUMBER:  K90A09203 | METER NUMBER: | METER NUMER: |
| READING:  Low – 23339.8  Normal – 65359.8 | READING: | READING: |
| LOCATION:  Hallway cupboard | LOCATION:  Not located | LOCATION:  Not located |
| SUPPLIER : | SUPPLIER : | SUPPLIER : |

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| **KEYS AT CHECKOUT** |
| **KEY TYPE / SERIAL NUMBER / QTY** |
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| **KEYS RECEIVED BY:** |

\*N.B – Heavy items will not be moved or inspected behind/under, for health & safety reasons. We will not be held liable should any damages/stains/marks be found during the tenancy in these areas. Should the occupant find any of the above they should, inform the landlord/agent immediately and if/where possible take photographic evidence and pass to the relevant parties.

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| **GENERAL SUMMARY** |

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| **ITEM** | | **CHECKOUT NOTES** |
| **GENERAL CONDITION** | | Professionally cleaned for end of tenancy  Domestically cleaned for the end of tenancy  Further general cleaning required  A full professional clean is required |
| **ODOUR** | | N/A |
| **DECORATIVE ORDER / WOODWORK** | | Advised freshly painted  Good order  Defects as noted  Dusty  Woodwork scuffed/ chipped |
| **FLOORING** | | Good order  Defects as noted  Vacuumed for end of tenancy  Requires further cleaning |
| **CURTAINS / BLINDS** | | Vacuumed in situ for end of tenancy  Requires further cleaning  Defects as noted  Good order |
| **UPHOLSTERY** | | Chain break connector in place  Chain tidy in place  Regulations not metal  N/A |
| **FFR LABELS** | N/A | |
| **LINEN** | None provided  Freshly laundered  Requires further cleaning | |
| **LIGHTS** | All working order  Bulbs missing/ not working | |
| **KITCHEN / APPLIANCES** | All clean order  All appliances power tested  Fridge/ freezer left shut power on  Requires further cleaning | |
| **BATHROOMS/**  **WC** | Clean  All fitments free of lime scale  Water outlets tested and working  Mildew to areas as noted  Requires further cleaning | |
| **WINDOWS** | Fitments complete  Clean to interior  Requires further cleaning | |
| **GARDEN /**  **TERRACE /** | Seasonal order  N/A  Further attention required | |

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| **MANUALS SUPPLIED AT**  **CHECKIN** | **MANUALS RETURNED AT**  **CHECKOUT** |
| **APPLIANCE / MAKE** | **APPLIANCE/MAKE** |
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| **Entrance and kitchen- diner** |  | cid:image002.png@01CCE031.93D37570 |
| Door | Scattered rubs and scuff to low level .  4 pin holes to interior door above locks |  |
| Walls | Odd rubs and scuff to walls, right hand side near fridge freezer small gap ml |  |
| Ceiling | Odd scuff |  |
| Light | Tested and working |  |
| Woodwork | Odd scuff to skirting, lifting right hand side near fridge freezer |  |
| Floor | Scattered scratches 1 x small chip forward od entrance, gap to flooring forward of fridge freezer |  |
| Radiator | Stain to pipes |  |
| Worktop | Chip to edges above washing machine |  |
| Hob | Burnt on residue to rings. Power seen |  |
| Oven | Built on grease to glass door, burnt on carbon residue to interior.  Power seen |  |
| Washing machine | Light stain to seal and residue.  Power seen |  |
| Dining chairs | Few chips to wood |  |
| Table | Scattered scratches to wood.  3- 4 brown possibly burnt marks |  |
| Units | Edge chips to shelves |  |
| Sink | Tested and working, chain detach from plug |  |
| Smoke alarm | Tested and working, green light showing |  |
| Fire angel | Tested and working, green light showing |  |
| Carbon monoxide | Unable to test due to location |  |

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| **Reception** |  | cid:image002.png@01CCE031.93D37570 |
| Walls | Odd scuff to wall |  |
| Light | Tested and working |  |
| Woodwork | Odd scuff to skirting |  |
| Additional | Left by tenant- rug, coffee table |  |
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| **Bedroom** |  | cid:image002.png@01CCE031.93D37570 |
| Walls | Odd scuff to walls |  |
| Light | Tested and working |  |
| Woodwork | Odd scuff to skirting |  |
| Floor | Wood strip loose near lhs wall and facing wall |  |
| Side unit | Odd chip to wood |  |
| Wardrobe | Scattered rubs and scuff to interior |  |
| Additional | Left by tenant- rug, table, storage unit |  |
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| **Bathroom** |  | cid:image002.png@01CCE031.93D37570 |
| Light | Tested and working |  |
| Sink | Chain detach from plug, no water in hot water tap |  |
| Bath | Stain around tapas and overflow, small residue near plug hole  Final wipe required to shower door |  |
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Safety Disclaimer

This inventory report is prepared as an ‘as seen snapshot’ of the property and its contents at the time of the designated inspection and is compiled as a fair and accurate record for the properties internal condition and contents. This does not form any part of a valuation or structural report.

This inventory is compiled on the basis that all items listed are in good order and clean. Any defects or soiling are noted where appropriate. Where inspections are carried out and the tenants’ belongings are in situ, it can be difficult for clerks to differentiate to that belonging to the landlord or tenant. Should the report contain inaccuracies the clerk (Independent Inventories (UK) Ltd) will not be held responsible.

The clerk preparing the inventory is not an expert in electrical appliances, antiques, furniture style, fabrics, flooring, etc. All descriptions within this report are for identification purposes only in order that each item can be compared to its condition at the commencement of the tenancy.

We do not undertake to move heavy items of furniture or access lofts, high-level cupboards, or any other inaccessible places. Contents which have been left in the above-mentioned areas, which have not been inventoried, are the sole responsibility on the landlord. We also do not undertake to open windows, but will confirm whether keys have been seen or not.

Any electrical appliances tested will be for power only and only where practicable. Boilers, Heating Systems, Gas Fires, Water Supply and Radiators are not tested, and Independent Inventories (UK) Ltd will not take any responsibility for units left either on or off even if on automatic timers.

The relevant utility companies must check all meter readings, as we cannot be held responsible for any discrepancies. We are not held liable should meters not be located or inaccessible to read. For Health and Safety reasons we do not expect our clerks to access high level areas which involve using ladders/chairs.

The Fire & safety Regulations regarding furnishings, gas, electrical & similar services are ultimately the responsibility of the instructing principle. Where the inventory notes FFR label seen, this should not be interpreted to mean that the item complies with the furniture & furnishings (fire) (safety) (Amendments) 1993. It is a record that the item had a label as described or similar to that detailed in the Guide to the regulations as published by the Department of Trade & Industry, January 1997, (or subsequent edition), attached at the time the inventory was complied.

It is the responsibility of the landlord/managing agent/tenant to agree between themselves the accuracy of the report, and Independent Inventories (UK) Ltd should be notified within 7 days of receipt of the report of any discrepancies within the report.

GENERAL GUIDANCE NOTES

Independent Inventories do not have site of tenancy agreements or other agreements made between the tenant, landlord and management company. As these are guidance notes only it is always advisable that the tenancy agreement is cross referenced. This report will indicate whether in our opinion the tenant is liable for the deterioration or whether it is considered fair wear & tear. Independent Inventories may suggest maintenance, cleaning or tenant’s liability at checkout, but the final responsibility of these suggestions will fall with the landlord or managing agent in respect of the original tenancy agreement. We do not suggest costs of any items, these should be sourced from the relevant contractors by the landlord or managing agent.

**CLEANING**

We recommend that a professional cleaning company is employed at the end of the tenancy, unless alternative arrangements have been agreed with the Landlord/Managing Agent. Receipts from professional cleaning and carpet cleaning companies must be present to the clerk at the checkout inspection.

If the standard of cleaning is not satisfactory most Landlords/Managing Agents will contract a cleaner and their charges will be charged to the tenant unless otherwise stated in the tenancy agreement.

**DECORATION**

It is accepted that during the course of the day to day living scuffs will appear on walls and woodwork. However should the marks be found to be excessive charges will be made to you the tenant, unless otherwise stated in the tenancy agreement.

**LIGHTING**

If the lights are working at checkin then it is normal, if lights are not working at checkout, for these to be the responsibility of the tenant to replace bulbs or to be charged accordingly, unless otherwise stated in the tenancy agreement.

**GARDENS/PATIO**

If the standard of the garden/patio is found to be untidy compared to the start of the tenancy the Landlord/Managing Agent are entitled to employ a contract gardener and the charge will be made to you the tenant, unless otherwise stated in the tenancy agreement.

**MAINTENANCE ISSUES**

We recommended should any maintenance issues arise you contact the Landlord/Managing Agent immediately so they can deal with the matter. Should we recommend items require maintenance once a property has been checked out, this is purely stating that an item will require fixing/attention, we are not advising as to whose responsibility this and your tenancy agreement will need to be checked.

**CHANGES TO PROPERTY**

We recommend that if you wish to make any changes to the décor or remove any of the Landlords belongings you contact the Landlord/Managing Agent for permission and have this confirmed in writing to ensure there are no discrepancies at the end of the tenancy.

TENANTS INFORMATION FOR CHECKING OUT OF PROPERTY

It is important at the checkout that:

1. All cleaning should be completed prior to the checkout appointment as per the tenancy agreement.
2. All personal items must be removed prior to the check out.
3. All items should be in the same location as per the inventory, any stored items should be unpacked and also returned to the same location.
4. If the Inventory clerk has to search for items or you still have belongings in the property to be removed this will result in additional charges being made to the tenant.
5. All beds should be left unmade with the linen folded. Bedding & towels should be cleaned & ironed where relevant.
6. All food items should be removed, freezers defrosted & doors left open & electricity turned off.
7. All light bulbs etc. should all be in working order as at check in.

The property should be left in a clean and tidy condition especially carpets, curtains, windows, upholstery appliances etc. We would suggest that you refer to your tenancy agreement in this matter.

If you are not ready to leave it may not be possible to carry out the checkout. In this case a return visit will be necessary resulting in a cancellation charge.

All keys to the property must be handed over at the time of checking out to the Inventory clerk or alternatively to the agents prior to the check out taking place.

The Inventory Clerk acts as an independent and reasonable body and will avoid unnecessary criticism or derogatory comments when compiling or checking the Inventory.

At the termination of the tenancy the inventory will be checked and any obvious or significant discrepancies will be reported to the Managing Agent/Instructing Principal. This report will indicate whether in our opinion the tenant is liable for the deterioration or whether it is considered fair wear & tear. Normal fair wear and tear will be assessed on the lengthy of the tenancy and type occupancy.