SCHEDULE OF CONDITION AT CHECKOUT

50 Sail Court

15 Newport Avenue

E14 2DQ

06TH OCTOBER 2020



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| **CLIENT:** | First Port Lettings |
| **INSTRUCTED BY:** | Chloe |
| **TENANT:** |  |
| **REF:** | MBPS-002 |
| **INSPECTED BY:** |  |
| **PROPERTY SIZE:** | 1 Reception/ 3 Bedrooms/ 2 Bathrooms/ 1 Kitchen – Furnished Flat |
| **INVENTORY USED:** |  |



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| **ELECTRIC** | **GAS** | **WATER** |
| METER NUMBER:  Z13QA50931 | METER NUMBER:  NA | METER NUMER:  Unknown |
| READING:  15551 | READING:  NA | READING:  Unknown |
| LOCATION:  Communal hallway riser cupboard | LOCATION:  NA | LOCATION:  Unknown |
| SUPPLIER : | SUPPLIER : | SUPPLIER : |

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| **KEYS AT CHECKOUT** |
| **KEY TYPE / SERIAL NUMBER / QTY** |
| 1 x carlf yale- bottom lock flat door |
| 1 x assec top lock flat door |
| 1 x yale green top- use unknown |
|  |
| **KEYS RECEIVED BY: CONCIERGE**  **Cover missing extractor. Light cover hanging** |

\*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** | | A full professional clean is required  Rubbish to be removed from interior of fridge |
| **ODOUR** | | N/A |
| **DECORATIVE ORDER / WOODWORK** | | Defects as noted  Dusty  Woodwork scuffed/ chipped |
| **FLOORING** | | A full professional clean is required |
| **CURTAINS / BLINDS** | | Defects as noted  Needs cleaning |
| **UPHOLSTERY** | | Defects as noted  Needs cleaning |
| **FFR LABELS** | N/A | |
| **LINEN** | None provided | |
| **LIGHTS** | Bulbs not working | |
| **KITCHEN / APPLIANCES** | All appliances power tested  Fridge/ freezer left shut power on  Requires further cleaning | |
| **BATHROOMS/**  **WC** | Water outlets tested and working  Mildew to areas as noted  Requires further cleaning | |
| **WINDOWS** | Requires further cleaning | |
| **GARDEN /**  **TERRACE /** | N/A | |

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| **MANUALS SUPPLIED AT**  **CHECKIN** | **MANUALS RETURNED AT**  **CHECKOUT** |
| **APPLIANCE / MAKE** | **APPLIANCE/MAKE** |
|  | NONE |
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cid:image002.png@01CCE031.93D37570 This camera symbol throughout the Inventory check in indicates where a photo has been taken. Photos of defects and all appliances are placed within the report

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| **ENTRANCE AND HALLWAY** |  | cid:image002.png@01CCE031.93D37570 |
| Door | Heavy black scuff low level exterior  Chip to side edges mid-level  White residue exterior left hand side mid to low level and right hand side  Residue sticker left hand side of number 50  Top pull lock sitting at an angle |  |
| Door Frame | Odd chip left hand side mid to low level |  |
| Mat | Several pulls  In use |  |
| Flooring | Showing signs of use |  |
| Skirting Board | Light defects are showing through |  |
| Walls | Scattered rubs / scuffs heavier facing wall mid to low level |  |
| Ceiling | Stress crack forward of kitchen and bedroom 1 |  |
| Light Fitting | Light dim on entrance |  |
| Radiator | Few chip / water stains to panel |  |
| Boiler Cupboard | Rubs / scuffs to wall  Door Frame – odd chip to wood  Flooring not clean, rubbish  Skirting boards scattered scuff, dusty  Light fitting tested and working  Floor needs cleaning |  |

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| **BEDROOM 1** |  | cid:image002.png@01CCE031.93D37570 |
| Door Frame | Appears in reasonably good condition  Odd scuff |  |
| Carpet Strip | Not clean |  |
| Skirting Board | Scattered rubs / scuffs dusty |  |
| Walls | Scattered rubs / scuffs heavier left hand side mid level to low level |  |
| Ceiling | Scuff to paint |  |
| Light fitting | Cord is dusty |  |
| Window | Not clean |  |
| Window Sill | Heavy stains to sill |  |
| Curtain Track | Not fitted right hand side |  |
| Curtain | Few stain to fabric |  |
| Bed | Scattered scuff to divans |  |
| Wardrobe | Very dusty to shelves and exterior |  |

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| **Living Room** |  | cid:image002.png@01CCE031.93D37570 |
| Door | Several scratches low level exterior  5 x white plastic hooks attach upper level interior |  |
| Flooring | Carpet lining showing forward of door way  Carpet fluffing near door  Blue stain near dining chairs  Few indentations  Carpet benefit from professional clean |  |
| Skirting boards | Rubs / scuffs to wood  Very dusty |  |
| Walls | Scattered rubs / scuffs to walls  Right hand side wall – heavy cut marks mid level  Back wall – heavy indents near radiator |  |
| Ceiling | Odd scuff |  |
| Access Panel | Few scuff to panel |  |
| Lighting | 1 x not working |  |
| Switches AndSockets | Dusty |  |
| Thermostat | Dusty |  |
| Wall Tiles | Final wipe required |  |
| Window 1 | Glazing not clean  2 x fittings attached to upper frame |  |
| Window Sill | Dusty.  Few stains |  |
| Window 2 | Framework and glazing not clean |  |
| Window Sill | Sill is dusty.  Few stains |  |
| Curtain Rail | 1 x rail on floor |  |
| Radiator | Water is leaking from pipe |  |
| Sofa | In use.  Dusty under cushions  Under one cushion white fluff visible. Possibly torn |  |
| Dining Table | Stains to top of table  Few stains to chair seats  1 x chair is broken |  |

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| **BEDROOM 2** |  | cid:image002.png@01CCE031.93D37570 |
| Carpet Strip | Dusty |  |
| Flooring | Heavy usage.  Heavy stains forward of doorway, bathroom and bed  Carpet – not clean |  |
| Skirting Boards | Scattered rubs/scuffs  Very dusty |  |
| Walls | Scattered rubs/scuffs to all walls  Shading low level – facing wall |  |
| Ceiling | Light shrinkage crack just in front of en-suite entrance and above wardrobes |  |
| Switches AndSockets | Needs cleaning |  |
| Windows | Not clean |  |
| Window Sill | Dusty. Few stains / scuff |  |
| Curtain Rail | Odd scuff |  |
| Curtain | Odds scuff to lining |  |
| Radiator | Dusty |  |
| Air Conditioning Unit | Dusty – opening to top right hand side |  |
| Bed | Heavy stain to mattress  Several pulls to fabric  Heavily in use |  |
| Wardrobe | Dusty to shelves  Appears to be headboard behind wardrobe |  |
| Access panel | Few scuff to panel |  |

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| **ENSUITE** |  | cid:image002.png@01CCE031.93D37570 |
| Carpet Strip | Dusty |  |
| Flooring | Heavy mould stains right hand side  Approximately 4 cracks left hand side of doorway |  |
| Skirting Boards | Few chips right hand side  Board missing under shower cubicle |  |
| Walls | Scattered rubs |  |
| Ceiling | Onset of mould to come above facing wall |  |
| WC | Set and lid odd the hinges |  |
| Worktop | Dusty |  |
| Splashback tiles | Not clean |  |
| Access Panel 1 | Few scuffs |  |
| Washbasin | Scale to plug.  Not clean |  |
| Mirror | Not clean |  |
| Mirror Tile | Not clean |  |
| Shaver Socket | Needs cleaning |  |
| Extractor Fan | Very dusty |  |
| Vanity Cupboard | Chipping to shelves  Odd rubs |  |
| Heated Towel Rail | Few stains.  Chipping to top right hand side |  |
| Shower cubicle | Door not clean  Sealant not clean  Shower hose, showerhead, riser rail  and soap dish – needs cleaning  Soap dish in clear plastic – not clean |  |
| **BEDROOM 3** |  | cid:image002.png@01CCE031.93D37570 |
| Door | Mould to low level interior  4 x pin hole around handle interior  Graze to mid level interior |  |
| Carpet Strip | Intact not clean |  |
| Flooring | Heavy draught marks around the edges  Carpet needs cleaning  Carpet pulls near door strip |  |
| Skirting Board | Very dusty  Heavy mould to skirting under back walls |  |
| Walls | Heavy rubs / scuffs .  Scratch marks low level back walls and right hand side walls  6 x black residue upper level back walls  Angle chips |  |
| Access Panel | Light scuff |  |
| Switches AndSockets | Needs cleaning  Facing wall sockets is loose and stained |  |
| Doorstop | Worn |  |
| Windows | Not clean  Upper fittings (broken) attached to upper frame |  |
| Window Sill | Stains and dust to sill |  |
| Curtain Rail | Bowing.  Secured with thread |  |
| Curtain | Needs cleaning |  |
| Bed | Scuff marks to base |  |
| Wardrobe | Dusty to shelves |  |

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| **Bathroom** |  | cid:image002.png@01CCE031.93D37570 |
| Door | Mould spot to interior |  |
| Carpet Strip | Scratched / Stained |  |
| Flooring | Heavy discolouration toward the grouting  Mould to grout leaves around WC base |  |
| Skirting Board | Mould visible heavier to corner |  |
| Walls | 1 x chip above curtain rod  Grout is discoloured , mould in bath area – heavy around bath  Mould and scratches behind radiator |  |
| Light Fitting | 1 x not working |  |
| Heating | Very dusty.  Few chips and rusty to enamel  Mould visible to cups  Fabric behind radiator |  |
| Bath | Heavy discolouration / mould around bath  2 x white fittings attached right hand side tarnishing to riser rail  Shower curtain added – not clean  Soap tray not clean  Bath panel opening top right hand side |  |
| Wash Basin | No pop up outlet not clean |  |
| Vanity Unit | Stain / dust to shelf |  |
| Mirror | Not clean |  |
| Toilet | Appears to be cracked front bowl  Yellow discoloration to seat  Not clean interior |  |
| Shower curtain | Not clean |  |

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| **Kitchen** |  | cid:image002.png@01CCE031.93D37570 |
| Door | Dusty |  |
| Carpet Strip | Intact - scratched |  |
| Skirting Boards | Dusty.  Rubs / scuffs  Kickboard loose left hand side under sink and shelves |  |
| Walls | Scattered rubs / scuffs  Grout is discoloured. Greasy behind hob |  |
| Light fitting | Not power |  |
| Switches AndSockets | Final wipe required |  |
| Radiator | Dusty |  |
| Doorstop | Slightly loose |  |
| Kitchen units | Not clean interior / exterior  Strip missing top left hand side unit shelf |  |
| Worktop | Needs cleaning.  Few stains left hand side of hob |  |
| Washing machine | Detergent tray not clean  Stain to seal  Power seen |  |
| Sink | Needs cleaning |  |
| Dishwasher | Detached.  Not clean |  |
| Extractor Hood | Greasy, sticky to touch.  Not clean  No filter paper  Bulb cover opening  Glass fittings missing to middle of extractor |  |
| Hob | 1 x front burners working  Only able to ignite 1 burner – front left hand side  Burn on residue to burners  Needs cleaning |  |
| Oven | Not clean  Greasy stains to door and interior  Carbon burn residue to interior |  |
| Fridge Freezer | Smell coming from interior  1 drawer – 2 x cracks  1 drawer – front cover detach  Not clean |  |

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| **HALLWAY** |  | cid:image002.png@01CCE031.93D37570 |
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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.

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| **CHECK OUT REPORT OF CONDITION AT: DATE: 06**/10/2020 |

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| **PROPERTY ADDRESS:** | 50 Sail Court  15 Newport Avenue  E14 2DQ |
| **CLIENT:** | First Port Lettings |
| **CONTACT:** | Denise Shaw |

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| **ELECTRIC** | **GAS** | **WATER** |
| **METER NUMBER:**  Z13QA50931 | **METER NUMBER:**  Not applicable | **METER NUMBER:**  Unknown |
| **READING:**  15551 | **READING:**  Not applicable | **READING:**  Unknown |
| **LOCATION:**  Communal hallway riser cupboard | **LOCATION:**  Not applicable | **LOCATION:**  Unknown |
| **SUPPLIER:** | **SUPPLIER:** | **SUPPLIER:** |

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| **PROPERTY DESCRIPTION** | | | | | | |
| **ROOM** | **QTY** | **ROOM** | | **QTY** | **EXTERIOR AREAS** | **QTY** |
| RECEPTION | 1 | BATHROOMS | | 2 | FRONT GARDEN | 0 |
| OFFICE | 0 | WC | | 0 | REAR GARDEN | 0 |
| BEDROOMS | 3 | UTILITY | | 0 | SWIMMING POOL | 0 |
| DRESSING ROOM | 0 | STORE ROOM | | 0 | GARAGE | 0 |
| STAIRCASE & LANDINGS | 0 | CELLAR | | 0 | ANNEX | 0 |
| STUDY | 0 | BALCONY | | 0 |  |  |
| KITCHEN | 1 |  | |  |  |  |
| □ HOUSE □ FLAT | | | □ UNFURNISHED □ FURNISHED | | | |

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| **GENERAL SUMMARY** |

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| **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 :-  □ Cleaning company present :- | **FURTHER COMMENTS**  □ Tenants items left in property  □ Rubbish to be removed | |
| **ODOUR** | □ Pet □ Smoking □ Cooking | □ N/a | |
| **DECORATIVE ORDER/**  **WOODWORK** | □ Advised freshly painted  □ Defects as noted □ Dusty  □ Woodwork scuffed/chipped |  | |
| **FLOORING** | □ Professionally cleaned for end of tenancy  □ Vacuumed for end of tenancy |  | |
| **CURTAINS / BLINDS** | □ Professionally cleaned for end of tenancy  □ Vacuumed in situ for end of tenancy |  | |
| **UPHOLSTERY** | □ Professionally cleaned for end of tenancy  □ Vacuumed in situ for end of tenancy  □ Defects as noted | □ N/A |
| **LINEN** | □ In use □ 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 left open power off □ Freezer left open power off  □ Fridge left shut power on □ 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 / exterior | □ Requires further cleaning |
| **GARDEN /**  **TERRACE** | □ Seasonal order | □ N/A  □Further attention required |
| **TELEPHONE** | □ Handset Provided □ None provided |  |

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| **CLEANING RECEIPT SUPPLIED** | □ None provided |

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| **Company name**  **& Amount** |  |

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| **MISSING MANUALS** |
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\*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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| **TENANTS FORWARDING DETAILS** | |
| **NAME:**  **ADDRESS:**  **TEL:**  **EMAIL:** |  |

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| **KEYS** | | | |
| **KEY TYPE** | **SERIAL NUMBER** | | **QTY** |
| carlf yale- bottom lock flat door |  | | 1 |
| assec top lock flat door |  | | 1 |
| yale green top- use unknown |  | | 1 |
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| **KEYS RECEIVED BY:**  □ AGENT □ TENANT □ LANDLORD □ CONCIERGE □ BUILDER  □ Management keys used □ None provided  \*Tick as applicable | | | |
| **NAME PRINTED:**  Elaf  **……………………………………………………..** | | **SIGNATURE :**  **…………………………………………………….** | |

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| **CLIENT CALLED AT** | | |
| **TIME:** | **VOICE MESSAGE LEFT FOR:** | **SPOKEN WITH:** |

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| **IN ATTENDANCE AT CHECK OUT** | | |
| **INDEPENDENT INVENTORY CLERK** | **NAME PRINTED**  ……………………………………………… | **SIGNATURE**  ……………………………………..………….. |

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| **In attendance:**  □ LANDLORD □ TENANT □ INVENTORY CO. □ RELOCATION REP |

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| **NAME PRINTED**  ………………………………..……………… | **SIGNATURE**  ………………………………..……………….. |