

Check Out Report

For

Flat 7 Green Court, 21 Teirney Road, Balham, SW12 1FF

Date Of Report - 20-06-2016

Report Prepared By -Ruth Clayton



Report Instructed By -Mayfair Lettings (Green Park)



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About the Report

This Report:

This report provides an impartial and easy to follow Inventory / Check In / Check Out / Schedule of Condition for each of the main features of the property on a room by room basis, together with details of its contents if present. It has been prepared on the understanding that where no comment on the condition of an element or item is made by the inventory assessor, the element or item is taken to be in good serviceable condition and without defects. This report will specifically comment on, and identify defects or elements in poor condition that have been observed during the inspection and will be described in the narrative of the report / evidenced in the photographs contained in the report.

Where the words 'silver', 'chrome', 'oak', 'pine', etc are used, it is understood that this is a description of the colour and type of the item and not the actual fabric. The description of the listed items is for identification purposes only. New items will only be described as such when they are in a new building, still in their wrappings, or with a receipt. Reference to wall numbers, i.e. wall #1, will always be the wall that the door or entrance way is situated in and then round in an anti clockwise motion from there.

Where an inventory report is compiled at an old property, it must be understood that the condition of the fabric and contents are normally age worn and age marked unless otherwise noted.

What this report does not tell you:

The person preparing this report is not an expert on fabrics, woods, materials, antiques etc: nor a qualified surveyor or Valuer. This report will not necessarily mention structural defects and does not give any advice on the cost of any repair work, or the types of repair which should be used. Fixtures and fittings are listed and described; they are not tested and no comment is made as to the working condition.

What is inspected?

The inventory assessor carries out a visual inspection of the inside of the main building together with any contents and will carry out a general inspection of the exterior elements, gardens, contents and any permanent outbuildings. Inaccessible areas and loft areas will not be inspected.

Belongings left by the landlord in a locked room or outbuildings will not be included and are the sole responsibility of the landlord. Items of little monetary value are listed and described generically; i.e. a bookshelf could be described as containing 'a number of paperback books'. Similar items will include used bedding, used kitchen utensils, tableware etc.

Ownership and Copyright:

This report remains the property of the company / person producing the report and shall not be used or copied without their written permission.

About the Inspection

The Smoke And Carbon Monoxide Alarm (England) Regulations 2015

As of 1st October 2015: Only standard battery driven smoke alarms & CO detectors are tested, where possible. This test will be for power only and is not a statement that the alarms are in full working order should an incident occur. The inventory clerk will take no responsibility for damage or malfunction during the testing of such alarms.

Emergency Fitting Of Smoke Alarms And Carbon Monoxide Detectors

On the occasion that inventory clerk has been instructed by the Landlord / Agent, in writing or email, to fit either or both smoke alarm(s) or carbon monoxide detector(s) to a property whilst conducting a report, the clerk is not liable for any damage to paintwork or other surfaces when the temporary fixing tape used to secure the smoke alarm(s) / carbon monoxide detector(s) is removed.

WORLD FIRST - Unique 'Before & After' Check Out Report Style

We offer the Worlds first 'Before & After' style Check Out report. Instead of having two separate documents (Inventory / Check In & Check Out), we have amalgamated the two reports into one, to produce this new type of report that we call the 'Before and After' Check Out.

Here's how it works:

1. The report is produced in a 'Landscape format'
2. The page is split 50/50 down the middle with a dividing line
3. On the left side of the page you have the original information from the Inventory / Check In (Before)
4. On the right side of the page you have the Observations made at Check Out (After)

Using the original Inventory / Check In report completed by us, when new Observations (damages, cleanliness issues, missing property or any other positive or negative change), are added to the Check Out side, the corresponding items from the original Inventory / Check In are displayed on the left side so an easy and quick comparison including full text and evidential photographs can be made.

Items from the original Inventory / Check In that have not been commented on in the Check Out are not displayed. Why? There is no need to read about an item if it is in the same condition at the end of the tenancy as it was at the start. This makes the report succinct, easy to read and saves time flipping from one report to another, time and time again making this new style report 80% faster to check than traditional methods. Ask us for more information.

All Reports Available in 58+ Languages

Please contact us and we can arrange a copy of the completed report in any one or more of the following languages within minutes:

Afrikaans, Arabic, Azerbaijani, Belarusian, Bengali, Brazilian, Bulgarian, Burmese, Chinese - Cantonese, Chinese - Mandarin, Croatian, Czech, Danish, Dutch, English, Estonian, Filipino, Flemish, French, German, Greek, Gujarati, Hakka, Hindi, Hmong, Hungarian, Italian, Japanese, Javanese, Korean, Latvian, Lithuanian, Malay / Indonesian, Nepalese, Northern Min / Simplified Chinese, Persian / Farsi, Polish, Portuguese, Punjabi, Romanian, Russian, Serbo-Croatian, Slovak, Somali, Spanish, Swedish, Tamil, Telugu, Thai, Turkish, Turkmen, Ukrainian, Urdu, Uzbek, Vietnamese, Wu, Xiang.

Check Out Report Guidance:

If the inspection carried out is a Check Out Report we will base our observations on the information detailed in the original Inventory / Schedule Of Condition / Check In report carried out at the start of the tenancy.

Tenant guidance notes

It is expected that the property and its contents will be in a similar condition of cleanliness as noted in the original inventory. If the standard of cleaning is not satisfactory, most managing agents or Landlords will employ a contract cleaner - the cost of which will be deducted from the tenant's deposit. Where professional cleaners are used, receipts should be retained and produced if required. If these receipts are available to the clerk when conducting the Check Out they will be photographed into the report.

All cleaning must be thorough and the property left tidy at the end of the tenancy. The main areas for concern are set out below:

CARPETS should be professionally cleaned before the end of a tenancy in accordance with the inventory or tenancy agreement and vinyl / tiled flooring should be left clean and free from cracks or tears.

CURTAINS should be professionally cleaned before the end of a tenancy in accordance with the inventory or tenancy agreement.

The **DECOR** throughout the property should be in the same state and condition as at the start of the tenancy as detailed within the original inventory. Charges may be incurred if picture hooks, nails, screws or screw holes etc have been added and not removed and the area made good, with painting in to match the surrounding wall colour / shade. Charges may also be incurred where excessive wear is noted or the colour / shade of paint differs from the surrounding / original wall colour.

Remove finger prints and excessive marks from the decor. Whilst reasonable wear and tear is expected, your fingerprints to walls and doors will be considered a cleaning issue.

FRIDGES / FREEZERS should be defrosted and left switched off and open to avoid smelling.

APPLIANCES - Cookers, Ovens, Hobs, Extractor Hoods and Microwaves should be cleaned of burnt on deposits and grease and doors / seals cleaned.

OTHER APPLIANCES - Tumble Dryers, Washing Machines and Dishwashers should have filters emptied, soap drawers cleaned of deposits and doors / seals cleaned.

CONDENSATION / MOULD - Modern double glazing can effectively seal a property similar to plastic bag, trapping moisture inside that can lead to mould forming where air is slow to circulate or comes in contact with a cold surface, including behind static furniture - wardrobes, chest of drawers, sofas etc and on walls that are next to windows or are exterior walls, also at wall corners adjoining ceilings etc. It is the tenants responsibility to ensure the condensation / mould does not form within the property. We advise tenants to use a good quality dehumidifier daily, to remove excess moisture within the air to elevate / stop mould forming.

DID YOU KNOW - The average adult breathes out as much water vapour as they do going to the toilet each day! This on top of the water vapour created from cooking, drying clothes and showering is the main driver for creating condensation and mould within the home.

GARDENS - Where applicable should be left in a neat and tidy order, the lawns having been cut,

borders and planters weeded, hedges trimmed and pathways/patios weeded and swept.

IMPORTANT:

This report must be signed by the tenant(s) and returned / or amendments submitted, to the issuing agent within 7 days from the commencement of the tenancy. If the report is not returned by the tenants within this timescale, any future discrepancies will not be admissible.

Property Information

General:

Property Furnished	Furnished
Property Type	Apartment / Flat
Property Style	Purpose Built
Stopcock Location	Under Kitchen Sink
Security Alarm	None

Utility Meters:

Utility	Location	Serial Number	Reading	Meter type	Comments	Date Recorded
Electric Meter	Kitchen Wall Unit - Behind Door	L88A22760	None	None	None	NA



Keys And Sundries: (3)

Item	Type	Location	Serial #	No. Received (.Check-Out)
1	Mortice Key	Front Door Lower Lock	None	None
Comment:	None			



Item	Type	Location	Serial #	No. Received (.Check-Out)
2	Yale Key	Main Building Door	None	None
Comment:	None			



Item	Type	Location	Serial #	No. Received (.Check-Out)
3	Yale Key	Front Door Upper Lock	None	None
Comment:	None			



Safety:

Type	Status	Comment	Valid To Date
Windows Locks / Keys	Present	None	NA
Gas Safety Certificate	Present	None	NA

Smoke Alarms & CO2 Detectors:

Type	Location	Status	Comment	Date Tested
Smoke Detector	Hallway Ceiling	None	None	NA



Inspection Notes:

NA

State Of Cleanliness:

Area	State	Cleaning Receipt Date
Overall Cleanliness	Cleaned To A Good Domestic Standard - Accept Where Noted (If Applicable)	NA
Hard Flooring	Light Cleaning Required Throughout	NA
Windows (Inside)	Cleaned To A Good Domestic Standard - Accept Where Noted (If Applicable)	NA
Windows (Outside)	Cleaned To A Good Domestic Standard - Accept Where Noted (If Applicable)	NA
Curtains and Blinds	Cleaned To A Good Domestic Standard - Accept Where Noted (If Applicable)	NA
Mattress(es)	Cleaned To A Good Domestic Standard - Accept Where Noted (If Applicable)	NA
Furnishings	Cleaned To A Good Domestic Standard - Accept Where Noted (If Applicable)	NA
Kitchen Overview	Cleaned To A Good Domestic Standard - Accept Where Noted (If Applicable)	NA
Oven / Hob / Cooker / Extractor Hood	Cleaned To A Good Domestic Standard - Accept Where Noted (If Applicable)	NA
White Goods	Cleaned To A Good Domestic Standard - Accept Where Noted (If Applicable)	NA
Bathroom Overview	Cleaned To A Good Domestic Standard - Accept Where Noted (If Applicable)	NA
Bath / Shower / Furniture	Cleaned To A Good Domestic Standard - Accept Where Noted (If Applicable)	NA

Inspection Areas:

1: Entrance Hallway



1.1 Security

Serial #	Element	Element Description	Observation (Check Out)
1.1.1	Entry Phone / Video		Not Working



1.1.1 Not Working

2: Lounge



2.1 Walls

Serial #	Element	Element Description	Observation (Check Out)
2.1.1	Walls		Scrape To Upper Wall RHS Of Door.



2.1.1 Scrape To Upper Wall RHS Of Door.

2.2 Rug

Serial #	Element	Element Description	Observation (Check Out)
2.2.1	Rug		Item Not Seen As Detailed On Inventory Page 26.; Tenants State Landlord / Agent Gave Permission Via Email To Store Item In Garage.



2.2.1 Item Not Seen As Detailed On Inventory Page 26.; Tenants State Landlord / Agent Gave Permission Via Email To Store Item In Garage.

2.3 Sofa

Serial #	Element	Element Description	Observation (Check Out)
2.3.1	Sofa		Item Not Seen As Detailed On Inventory Page 26.; Tenants State Landlord / Agent Gave Permission Via Email To Store Item In Garage.



2.3.1 Item Not Seen As Detailed On Inventory Page 26.; Tenants State Landlord / Agent Gave Permission Via Email To Store Item In Garage.

2.4 Broadband Router

Serial #	Element	Element Description	Observation (Check Out)
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2.4.1	Broadband Router	Item Not Seen As Detailed On Inventory Page 28.; Tenants State Landlord / Agent Gave Permission Via Email To Store Item In Garage.
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2.4.1 Item Not Seen As Detailed On Inventory Page 28.; Tenants State Landlord / Agent Gave Permission Via Email To Store Item In Garage.

3: Kitchen

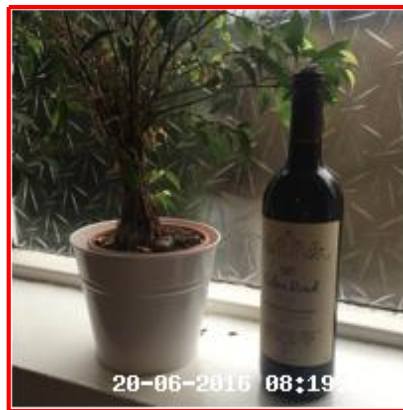


3.1 Kitchen Units

Serial #	Element	Element Description	Observation (Check Out)
3.1.1	Kitchen Units		<p>Items Left By Outgoing Tenants With Instructions To Give To New Incoming Tenants.</p> <p>Sticky Grease To Tops Of Wall Units - Especially Above Cooker Area</p>



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3.1.1 Sticky Grease To Tops Of Wall Units - Especially Above Cooker Area



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3.2 Washing Machine

Serial #	Element	Element Description	Observation (Check Out)
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3.2.1	Washing Machine		Rubber Seal Stained / Dirty
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3.2.1 Rubber Seal Stained / Dirty

3.2.1 Rubber Seal Stained / Dirty

3.3 Fridge

Serial #	Element	Element Description	Observation (Check Out)
3.3.1	Fridge		Food / Drink Present – Remove at Tenants Cost



3.3.1 Food / Drink Present

3.3.1 Food / Drink Present

3.4 Freezer

Serial #	Element	Element Description	Observation (Check Out)
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3.4.1	Freezer		Food / Drink Present; Requires Defrosting – Tenant cost
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3.4.1 Food / Drink Present; Requires Defrosting

3.4.1 Food / Drink Present; Requires Defrosting

4: Bathroom



4.1 Lighting

Serial #	Element	Element Description	Observation (Check Out)
4.1.1	Surface Mounted		Base Repaired By Tenants.



4.1.1 Base Repaired By Tenants.

4.2 Extractor Fan

Serial #	Element	Element Description	Observation (Check Out)
4.2.1	Extractor Fan		Vent Dusty / Dirty – Tenants liable



4.2.1 Vent Dusty / Dirty

4.3 Toilet

Serial #	Element	Element Description	Observation (Check Out)
4.3.1	Toilet		Discoloured Limescale To Throat



4.3.1 Discoloured Limescale To Throat

4.4 Shower

Serial #	Element	Element Description	Observation (Check Out)
4.4.1	Shower - Curtain & Pole		Curtain Changed From Original.



4.4.1 Curtain Changed From Original.

4.5 Accessories

Serial #	Element	Element Description	Observation (Check Out)
4.5.1	Medicine Cabinet		Door Now Closes Properly - Repaired By Tenant.



4.5.1 Door Now Closes Properly - Repaired By Tenant.

5: Bedroom 1



5.1 Walls

Serial #	Element	Element Description	Observation (Check Out)
5.1.1	Walls		Scrapes To Upper Wall LHS Of Window.



5.1.1 Scrapes To Upper Wall LHS Of Window.

5.2 Bed

Serial #	Element	Element Description	Observation (Check Out)
5.2.1	Bed		Item Not Seen As Detailed On Inventory Page 63.; Tenants State Landlord / Agent Gave Permission Via Email To Store Item In Garage.



5.2.1 Item Not Seen As Detailed On Inventory Page 63.; Tenants State Landlord / Agent Gave Permission Via Email To Store Item In Garage.

6: Garage

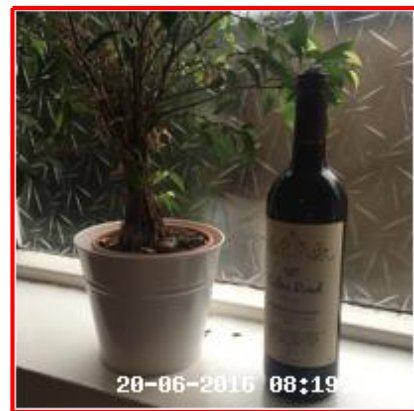
OBSERVATIONS SUMMARY (Check Out)

Ref	Description	Evidence
1.1.1	Entrance Hallway Security / Entry Phone / Video Not Working	
2.1.1	Lounge Walls / Walls Scrape and Scuff Mark To Upper Wall RHS Of Door.	
2.2.1	Lounge Rug / Rug Item Not Seen As Detailed On Inventory Page 26.; Tenants State Landlord / Agent Gave Permission Via Email To Store Item In Garage.	
2.3.1	Lounge Sofa / Sofa Item Not Seen As Detailed On Inventory Page 26.; Tenants State Landlord / Agent Gave Permission Via Email To Store Item In Garage.	

2.4.1 Lounge
Broadband Router / Broadband Router
Item Not Seen As Detailed On Inventory Page
28.; Tenants State Landlord / Agent Gave
Permission Via Email To Store Item In
Garage.



3.1.1 Kitchen
Kitchen Units / Kitchen Units
Items Left By Outgoing Tenants With
Instructions To Give To New Incoming
Tenants.



3.1.1 Kitchen
Kitchen Units / Kitchen Units
Sticky Grease To Tops Of Wall Units - Especially
Above Cooker Area





3.2.1 Kitchen
Washing Machine / Washing Machine
Rubber Seal Stained / Dirty



3.3.1 Kitchen
Fridge / Fridge
Food / Drink Present





3.4.1 Kitchen
Freezer / Freezer
Food / Drink Present; Requires Defrosting



4.1.1 Bathroom
Lighting / Surface Mounted
Base Repaired By Tenants.



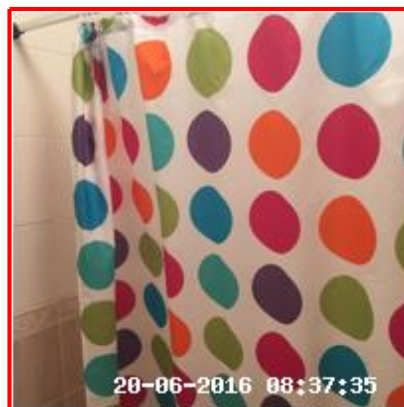
4.1.1 Bathroom
Extractor Fan / Extractor Fan
Vent Dusty / Dirty



4.2.1 Bathroom
Toilet / Toilet
Discoloured Limescale To Throat



4.3.1 Bathroom
Shower / Shower - Curtain & Pole
Curtain Changed From Original.



4.3.1 Bathroom
Accessories / Medicine Cabinet
Door Now Closes Properly - Repaired By
Tenant.



5.1.1 Bedroom 1
Walls / Walls
Scrapes To Upper Wall LHS Of Window.



5.2.1 Bedroom 1
Bed / Bed
Item Not Seen As Detailed On Inventory Page 63.; Tenants State Landlord / Agent Gave Permission Via Email To Store Item In Garage.




Declarations

TENANTS DECLARATION:

Whilst every care has been taken to ensure the accuracy of this report, the Landlord and the Tenants are reminded that it is their responsibility to check the accuracy of its contents.

I / we acknowledge receipt of this report and will advise any proposed amendments in accordance with the instructions highlighted in the "About The Report" section.

Tenant First Name	Tenant Last Name	Tenant Email	Tenant Type	Tenant Telephone Number	Tenant Signature
Peter	Jones	Jones555@gmail.com	Tenant Present At Check In	Not Entered	

Assessor Declarations:

I Confirm that this report reflects my assessment of the property.

Assessor First Name	Assessor Last Name	Assessor Signature
Ruth	Clayton	