

Ideal Inventories UK

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CHECK IN REPORT

(This report is to be read in conjunction with the full professional inventory)

**SAMPLE PROPERTY
SAMPLE ROAD
SAMPLE TOWN
SAMPLE POST CODE**

SAMPLE DATE

SAMPLE AGENT

In Attendance:

Clerk	Print SIAN MCCATTY
Tenant	Print SAMPLE TENANT

CHECK OUT PROCEDURES

GUIDANCE NOTES FOR LANDLORDS AND TENANTS

At the Check Out Assessment a clerk will make a comparative assessment of the property against the Inventory/Check In.

HELPFUL HINTS FOR CHECK OUT

The following notes are to assist with a smooth and efficient Check Out at the end of your tenancy, thus ensuring a minimum delay in returning your security deposit.

Use the following points together with your Tenancy Agreement:-

- **CLEANING** – This should be thorough. Main areas of concern are: Bathrooms, Kitchens (including kitchen appliances, units, shelves, ovens, cooker hoods and refrigerators) windows, hard floors, woodwork, wardrobes and drawer units.

If the standard of cleaning is not satisfactory most Agents or Landlords will employ a contract cleaner and the charges will be added to the dilapidations report.

- **CARPETS/CURTAINS** – Carpets and curtains should be professionally cleaned. You will be charged to clean any staining or compensatory costs towards any further damages such as cigarette burns. If a carpet is marked or damaged, you may be charged for part or all of the replacement costs.
- **CROCKERY, CUTLERY AND UTENSILS** – These items will be checked for soiling, chips, burn marks, loose handles or suchlike. If damage has occurred beyond fair wear and tear, compensation or replacement costs will be added to the dilapidation report.
- **REFRIGERATOR/FREEZER** – To be left defrosted, clean and switched off.
- **DECORATIONS** – It is accepted that during normal day to day living a few finger marks will appear on the walls. However if found to be excessive, charges will be added to the dilapidation report. Examples: Hooks and nails driven into walls, excessive furniture rubbing, tears in wallpaper and excessive damage to woodwork.
- **BEDS** – Beds, mattresses and pillows will be examined for staining and damage not previously recorded on the inventory. Charges will be made in the form of compensation or a percentage of the replacement costs. Linen should be left clean and pressed.
- **POLISHED FURNITURE** – This will be checked for scratches, ring marks, soiling and damage to joints. Repair and re-polishing costs are particularly high therefore you are requested to take steps to protect polished furniture.
- **INVENTORY ITEMS** – It is the tenant's responsibility to ensure all inventory items are returned to their original place at the end of the tenancy.
- **GARDEN** – If the owner has not employed a gardener at the property, you will be required to cut the lawn, weed beds and generally maintain the garden.
- **CHIMNEYS** – To be swept during the last month of tenancy (where appropriate).
- **KEYS** – All keys listed on the inventory should be kept safely and handed back at the end of the tenancy. You will be charged for any replacement keys.
- **BROKEN OR LOST ITEMS** – It is advised to replace these before the Check Out assessment.

Signature.....

Date.....

DISCLAIMER

Ideal Inventories UK can not be held responsible for any errors or omissions if they have not conducted the original Inventory. No liability will be accepted where the Instructing Principal fails to supply the correct, or supplies incomplete, documentation for the Check In appointment.

1. GENERAL CONDITION

- Scuff marks to mid and lower level walls noted
- Scattered angular chips and wear to woodwork throughout
- Some damp staining noted to walls where noted
- Domestically cleaned with some areas missed to bathroom
- Glazing – Recently cleaned to interior
- Floors – Vacuumed and Mopped throughout
- Rear garden cut back and swept

2. MAINTENANCE REQUIREMENTS AT CHECK IN

- Bathroom extractor Fan – Requires attention
- Fridge glass shelf to be replaced
- Shower hose (in cubicle) to be replaced
- Security light at front of property – Requires attention

3. METER READINGS

SERVICE SUPPLIER	DETAILS	METER READING
Gas (SAMPLE)	Outside property	0301.53
Electric (SAMPLE)	Reception room 2	02116.9

4. KEYS

KEYS	DESCRIPTION	COMMENT
Front Door	1 x Yale 1 x Chubb	2 Sets
Rear Door	1 x Yale	1 Key
Other	Windows	3 Keys

5. MANUALS

Oven	<u>X</u>
Fridge/Freezer	<u>X</u>
Dishwasher	<u>X</u>
Washing Machine	<u>X</u>
Boiler	<u>X</u>

6. CHECK IN SUMMARY

Front of Property	
Other	One green plastic '313' dust bin with lid One white metal dustbin with lid Three recycling crates Glazing – Not freshly cleaned Security light – Not working

Entrance Hallway	
Front Door	Paintwork flaking Scattered angular chips (some heavy) to frame and door edges Dusty to ledges interior and exterior Rub marks to lower level Glazing – Not freshly cleaned
Ceiling	Cobwebs to edges and corner No obvious marks
Flooring	Vacuumed and Mopped Scattered minor chips to laminate edges
Walls	Scuff marks to mid and lower level walls, heavy to LHS Patchy paintwork
Woodwork	Scattered angular chips and wear throughout, heavier to reception room door frames Light dust to top edge of skirting board
Lighting	1/1 working

Reception Room One	
Ceiling	Shrinkage cracking noted
Flooring	Vacuumed and Mopped Light wear on entry Scattered angular chips to laminate edges Replacement beading noted below window unit
Walls	Scuff and usage marks noted at mid and lower level Damp staining evident to mid level of LHS wall. Paintwork faking Patchy paintwork to back and LHS wall

Signature.....

Date.....

Woodwork	Angular chips and wear throughout, heavy to door frame and edge Gapping noted between skirting top edge and wall Light dust to top of skirting
Lighting	1/1 working
Glazing	Recently cleaned to interior Splash marks noted to lower level panes and frames No damage seen to glass
Curtains/Blinds	Not freshly laundered – Aged condition, discoloured Paper blinds – Numerous tears, splash marked

Reception Room Two	
Ceiling	Shrinkage cracking noted
Flooring	Vacuumed and Mopped Notable scratches fro door opening/closing Scattered angular chips to laminate edges
Walls	Minor scuff marks at mid and lower level Furniture marks to LHS wall at mid level Six filled holes to LHS of kitchen door
Woodwork	Gapping noted between top of skirting and join with wall Scattered angular chips and wear throughout, heavy to door frame and edge Light dust to top of skirting boards. Some patches of discolouration TELEWEST broadband junction box noted to facing wall
Lighting	As inventory
Glazing	Recently cleaned to interior No damage seen to glass

Kitchen	
Ceiling	Orange splash marks to centre Black splash marks to centre Damp staining and damage to RHS wall
Flooring	Requires finishing clean 3 cracked tiles Several gaps to grouting on entry. Grouting cracking in places
Walls	Damp staining and damage noted to upper level of RHS wall Minor scuff and usage marks to mid and lower level Light shrinkage cracking noted No damage seen to tiles
Woodwork	Dusty Some discolouration to back wall Angular chips and wear
Lighting	6/6 working
Glazing	Recently cleaned to interior No damage seen to glass

Storage Units	Minor residual usage marks to handles otherwise clean order Minor chips noted to laminate edges No unit front seen to freezer
Work Surface	Clean Condition No damage seen
Oven/Extractor Fan	Clean Condition Ignition - Faulty
Sink	Clean Condition
Refrigerator/Freezer	Clean Condition Not defrosted One glass shelf requires replacing – Cracked plastic bracket Large crack to freezer bottom drawer Replacement freezer – ZANUSSI ZFT610W

Reception Room Three	
Ceiling	Leaf debris to exterior Not freshly cleaned to interior or exterior. No damage seen to plastic Washing machine waste pipe noted to RHS
Flooring	Vacuumed and Mopped No damage seen
Walls	Minor scuff and usage marks noted to mid and lower level
Woodwork	Minor rub marks noted
Lighting	1/1 working
Glazing	Recently cleaned to interior No damage seen
Other	Red broom – Not seen Silver plastic mop – Not seen

Stairway to 1st Floor and landing	
Ceiling	Light shrinkage cracking noted Usage marks surrounding loft hatch
Flooring	Vacuumed and Mopped Light wear to varnish in traffic area
Walls	Scuff marks to mid and lower level wall
Woodwork	Scattered angular chips to skirting boards Two large notable chips to landing spindles Dusty between spindles
Lighting	1/1 working

Signature.....

Date.....

Bathroom	
Ceiling	Paintwork flaking heavily over shower cubicle Shrinkage cracking noted
Flooring	Requires finishing clean Discolouration to grouting surrounding bath
Walls	Two filled holes to LHS wall Paintwork cracked and flaking at upper level of RHS and facing wall Scuff and usage marks at mid and lower level Heavy mildew discolouration to grouting throughout
Woodwork	Discoloured in areas Scattered angular chips Heavy dust to boiler cupboard door
Lighting	8/8 working Shower cubicle collar rust/scaled
Glazing	Recently cleaned to interior No damage seen to glass
Bath	Clean Condition Heavy mildew spotting to sealant Scale noted to hand held shower head and taps
Shower	Heavy scale to shower cubicle seal Heavy mildew discolouration to grouting Shower hose – requires replacing – Split at head end
Hand basin	Clean Condition Crazed cracking to interior
W.C	Requires Cleaning
Other	Discolouration to unit drawer interiors Replacement washing machine – INDESIT IWC6125

Bedroom Two	
Ceiling	Light shrinkage cracking noted Cobwebs to edges and corners
Flooring	Vacuumed and Mopped
Walls	2 filled holes to LHS wall centre 1 picture hook Scuff and usage marks to mid and lower level
Woodwork	Door catching on opening/closing Scattered angular chips throughout Light dust to top of skirting boards and sill
Lighting	1/1 working Glass shade noted
Glazing	Recently cleaned to interior No damage seen

Signature.....

Date.....

Curtains/Blinds	Poor condition Several tears to paper
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Bedroom One	
Ceiling	Cob webs to edges and corners Areas of discolouration to centre Shrinkage crack on entry
Flooring	Vacuumed and Mopped Marks consistent with age and use Two notable scuff marks to LHS on entry Minor chips to laminate edges
Walls	Damp staining evident to lower level LHS of facing wall 3 filled holes to back wall 1 picture hook
Woodwork	Angular chips and wear to door frame and edge Scattered chips to skirting boards Dusty to top of skirting boards 3 single brass hooks to reverse of door at UL
Lighting	3/3 working Dusty
Glazing	Recently cleaned to interior No damage seen
Curtains/Blinds	Poor condition Several tears to paper

Garden/Exterior
<ul style="list-style-type: none"> • Recently tended • Leaf debris to edges – Requires sweeping

7. TENANT’S COMMENTS

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I/We confirm that we have checked the property with the Inventory Clerk today and agree with the above Check In Report Summary.

Tenant _____ **Date** _____

Landlord _____ **Date** _____

Clerk _____ **Date** _____

Signature.....

Date.....