

# *Ideal Inventories UK*

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## **CHECK OUT REPORT**

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

**SAMPLE HOUSE NUMBER  
SAMPLE ROAD  
SAMPLE TOWN  
SAMPLE POST CODE**

**SAMPLE DATE**

**In Attendance:**

<b>Clerk</b>	<b>Print</b> <b>SIAN MCCATTY</b>
<b>Tenant</b>	<b>Print</b> <b>SAMPLE TENANT</b>

**CHECK OUT REPORT**

**This report has been compiled independently of the Landlord and Estate Agent. It is to be read in conjunction with the full professional inventory at all times.**

**Items listed represent depreciations or charges which in Ideal Inventories UK opinion are the liability of the tenant. Costs are for guidance only and are subject to contractor's estimates and retail pricelists. It is acknowledged that terms of the Tenancy Agreement may overrule recommendations made.**

**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 Out appointment.**

**Landlord: SAMPLE NAME**

**Property: SAMPLE ADDRESS**

**Duration of Tenancy: SAMPLE**

**Meter Readings:**

<b>Electric</b>	<b>SAMPLE SERIAL NUMBER SAMPLE READING</b>
<b>Gas</b>	<b>SAMPLE SERIAL NUMBER SAMPLE READING</b>
<b>Water</b>	<b>SAMPLE SERIAL NUMBER SAMPLE READING</b>

**Telephone: -**

**Heating: TURNED OFF**

**Keys: FOUR FULL SETS RETURNED AT CHECK OUT (ONE FURTHER SET TO BE RETURNED)**

**Windows and Doors: LEFT LOCKED AND SECURE**

**Alarm: N/A**

**Outside Space: TIDY**

**Forwarding Address: SAMPLE ADDRESS**

**Signature.....**

**Date.....**

**Hallway**

- Front Door – Painted red gloss. Dusty to edges. Rub marks to lower level. Minor angular chips to closing edge
- Ceiling – Painted white. No obvious marks
- Flooring – Poorly vacuumed to edges. Requires finishing clean
- Carpet – Poorly vacuumed. Spot marked. Not shampooed
- Walls – Scuff marks at mid and lower level due to narrow high traffic area. Usage marks surrounding switches and sockets
- Woodwork – Scattered angular chips. Dust to tops of skirting boards and door frames
- Lighting – 2/3 working (as Check in)

**Reception Room One**

- Ceiling – Painted white. No obvious marks. Cobwebs to corners
- Carpets – Poorly vacuumed underneath furniture, heavy dust and sweet paper seen under sofas. Not shampooed. Spot marked on entry. 7” stain below window unit RHS
- Walls – Minor light scuff marks to mid level back and RHS wall. Notable furniture marks below window unit
- Woodwork – Light dust to top of skirting boards and frames. Scattered angular chips to door frame and closing edge of door
- Glazing – Not freshly cleaned inside or out. No damage seen to glass
- Curtains – Not freshly laundered. Minor mildew spotting to RHS curtain lining. Pulley system faulty
- Blinds – Light dust to slats. Good working order
- Lighting – 2/5 working. Dusty
- Furniture – Sofas require vacuum between seat cushions
- Other – Heavy scuff marks to hearth. No damage seen to tiles

**Kitchen**

- Ceiling – Water damage and damp stain noted to centre and LHS. Shrinkage cracking noted to centre and surrounding light fittings. Cobwebs to corners
- Flooring – Poorly vacuumed. Requires finishing clean. Residual spot marks to grouting in areas
- Walls – Light usage marks to RHS wall at mid level. No damage seen to tiles. Some splash marks to tiles. Heavy discolouration to sealant behind sink unit
- Woodwork – Dust and residual splash marks to skirting board. Require finishing wipe
- Glazing – Not freshly cleaned inside or out. No damage seen to glazing
- Blind – Pull cord lengthened. Light dust to slats
- Lighting – 12/13 working. Dusty. One spot light collar loose fitting
- Storage Units – Require further cleaning. Light wear to laminate edge. One loose drawer handle to RHS of built in oven. Lower level hinge requires tightening to upper level unit LHS of fridge/freezer
- Appliances – Require further cleaning. Not tested
- Other – One tea towel rod missing. One small rip noted to corner of one dining chair seat area

**Outside Space/Patio**

- Good seasonal order
- Tidy

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**Shower room**

- Ceiling – Painted white. Minor mildew spotting over shower cubicle
- Flooring – Poorly vacuumed. One notable tear to vinyl LHS of hand basin pedestal
- Walls – No obvious marks. No damage seen to tiles
- Woodwork – Dusty to top edge of door frame. One notable chip to LHS of door frame. Minor angular wear to closing edge
- Lighting – 1/1 working
- Suite – Requires further cleaning. Discolouration below W.C water waterline. Light scale to shower head. No damage seen

**Stairway to 1<sup>st</sup> Floor and Landing**

- Ceiling – Painted white. No obvious marks
- Flooring – Poorly vacuumed to edges. Not shampooed. Lightly dust shaded to edges and in traffic area. Large spot mark to centre of 4<sup>th</sup> tread.
- Walls – Minor scuff marks to mid and lower level. Heavy dust to high level ledge
- Woodwork – Dust to top of skirting
- Newel posts, spindles and handrail – Dust between spindles. 6<sup>th</sup> spindle loose
- Lighting – 6/6 working

**Bedroom One (Rear)**

- Ceiling – Painted white. No obvious marks. Large shrinkage crack through centre
- Flooring – Poorly vacuumed. Not shampooed. Minor spot marks on entry. Dust shading to edges
- Walls – Light scuff marks to mid and lower level of LHS and RHS wall. 1 further picture hook seen to back wall
- Woodwork – Dust to tops of skirting boards. Scattered angular chips noted to reverse of frame lower level LHS and closing edge of door
- Glazing – Not freshly cleaned inside and out. No damage seen to glass
- Blind – Light dust to slats. No adjustment rod seen
- Lighting – 1/1 working
- Furniture – N/A

**Bedroom Two (Front LHS)**

- Ceiling – Painted white. No obvious marks. Light cobwebs to corners
- Flooring – Poorly vacuumed. Not shampooed. Shading throughout traffic area
- Walls – No marks seen
- Woodwork – Light dust to top of door frame, door edges and top of skirting boards
- Glazing – Not freshly cleaned inside and out. One large crack to lower level LHS pane (as Check in)
- Curtains – Not freshly laundered. No marks or damage seen
- Lighting – 1/1 working
- Furniture – N/A

**Bedroom Three (Front RHS)**

- Ceiling – Painted white. No obvious marks
- Flooring – Poorly vacuumed. Not shampooed. Dust shading to edges. No arks or damage seen
- Walls – Minor usage marks surrounding switches and sockets

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<ul style="list-style-type: none"> <li>• <u>Woodwork</u> – Heavy dust to LHS wall skirting board. Minor angular chips and wear to closing edge of door. Light rub marks to lower level of fitted wardrobe door</li> <li>• <u>Glazing</u> – Not freshly cleaned inside and out. No damage seen to glass</li> <li>• <u>Blinds</u> – Light dust t slat. One splinter crack to 4<sup>th</sup> slat. Good working order</li> <li>• <u>Lighting</u> – 1/1 working</li> <li>• <u>Furniture</u> – N/A</li> </ul> <p><b><u>Bathroom</u></b></p> <ul style="list-style-type: none"> <li>• <u>Ceiling</u> – Large shrinkage crack through centre. Heavy mildew spotting over bath. Paintwork cracked and flaking to LHS wall</li> <li>• <u>Flooring</u> – Poorly vacuumed. Requires finishing clean. Notable yellow staining in front of bath (AS Check In)</li> <li>• <u>Walls</u> – Some discolouration to grouting. One large tile to LHS of toilet roll holder. Heavy mildew spotting to sealant surrounding bath and hand basin</li> <li>• <u>Lighting</u> – ¾ working</li> <li>• <u>Suite</u> – Tiles to bath panel loose. Further cleaning required to suite. Smear marks to mirrors. Glass beaker not seen. LHS wall mounted beaker holder loose. Vanity unit door hinge loose. Spider cracking noted to hand basin. One flip top bin not seen</li> </ul>
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**SUMMARY**

- This is a three bedroom furnished house with outside space
- Tenant were present at Check Out inspection to hand over keys but did not stay for duration of inspection
- The Landlord was not present at Check Out inspection
- The property had been completely emptied of the Tenants property
- The property had been domestically cleaned with several areas missed
- Carpets had been poorly vacuumed. Carpets had not been shampooed
- Hard flooring had been poorly vacuumed and require finishing clean throughout
- Fair Wear and tear has been noted in dilapidation report
- None of the electrical appliances were tested for working order

**DILAPIDATION REPORT**

<p>CLEANING/DILAPIDATIONS SCHEDULE (No. corresponds to Inventory)</p>	<p>TO ESTIMATE</p>
<ul style="list-style-type: none"> <li>• <b><u>GENERAL CLEANING</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>COST TO TENANT</u></b> The property had been domestically cleaned with several areas missed prior to Check In inspection.  Further cleaning is required before the start of next Tenancy.  The following areas were missed prior to Check Out:</li> </ul>

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	<ol style="list-style-type: none"> <li>1. Carpets throughout were poorly vacuumed with dust shading to edges</li> <li>2. Hard Floors – Dust remain to edges and corners throughout property. All hard floors require finishing clean</li> <li>3. Dust, heavy in areas remained to the tops of all skirting board</li> <li>4. Splash marks were noted to kitchen and bathroom skirting boards and require finishing wipe</li> <li>5. Sofas require vacuum between seat cushions</li> <li>6. Glazing – Requires cleaning throughout</li> <li>7. Blind – Dust remains to blind throughout property</li> <li>8. Bathroom and Down stairs W.C/Shower room – requires further clean</li> <li>9. Kitchen – Requires full clean</li> </ol>
<ul style="list-style-type: none"> <li>• <b><u>DECORATIVE ORDER</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>NO COST TO TENANT</b> Acceptable Fair Wear and Tear to walls and woodwork for length of Tenancy</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>HALLWAY LIGHTING</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>MAINTENANCE ISSUE</b> Faulty electrics – to be tested</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>KITCHEN CEILING</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>MAINTENANCE ISSUE</b> Damp staining and water damage</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>KITCHEN UNITS</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>MAINTENANCE ISSUE</b> One drawer handle requires tightening One unit front door hinge requires tightening</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>RECEPTION ONE LIGHTING</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>COST TO TENANT</b> 3 replacement bulbs required</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>RECEPTION ROOM ONE CURTAINS</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>COST TO TENANT</b> Faulty pulley</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>RECEPTION ROOM CARPET</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>COST TO TENANT</b> Notable stain below window unit</li> </ul>

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<ul style="list-style-type: none"> <li>• <b><u>RECEPTION ROOM ONE HEARTH</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>SOME COST TO TENANT</b> Heavy scuff marks</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>KITCHEN LIGHTING</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>COST TO TENANT</b> 1 replacement bulb required</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>KITCHEN BLIND</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>COST TO TENANT</b> Pull cord lengthened</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>KITCHEN UNITS</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>COST TO TENANT</b> One tea towel holder missing</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>KITCHEN CHAIR</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>COST TO TENANT</b> One rip to corner of one chair</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>SHOWER ROOM CEILING</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>COST TO TENANT</b> Mildew spotting - ? sufficiently ventilated during tenancy</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>SHOWER ROOM RADIATOR</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>COST TO TENANT</b> Rust spots - ? sufficiently ventilated during tenancy</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>STAIRWAY TO 1<sup>ST</sup> FLOOR SPINDLE</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>MAINTENANCE ISSUE</b> 6<sup>th</sup> spindle loose</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>BEDROOM ONE BLIND</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>COST TO TENANT</b> Replacement rod required</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>BEDROOM TWO GLAZING</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>ATTENTION TO LANDLORD</b> One pane of glass to be replaced before start of next Tenancy</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>BATH PANEL</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>MAINTENANCE ISSUE</b> Tiles loose - ? reported during tenancy</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>BATHROOM VANITY UNIT</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>? COST TO TENANT</b> Loose door hinge - ? reported during Tenancy</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>BATHROOM LIGHTING</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>COST TO TENANT</b> 1 replacement bulb required</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>BATHROOM CEILING</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>MAINTENANCE ISSUE</b> Paintwork flaking – Redecorating recommended before start of next tenancy</li> </ul>
<ul style="list-style-type: none"> <li>• <b><u>BEDROOM THREE BLIND</u></b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>COST TO TENANT</b> One splinter crack noted to slat</li> </ul>

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<ul style="list-style-type: none"><li>• <b><u>ITEMS NOT SEEN</u></b></li></ul>	<ul style="list-style-type: none"><li>• <b>COST TO TENANT – FOR REPLACEMENT</b> One flip top bin - bathroom</li></ul>
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**Clerk** \_\_\_\_\_ **Date** \_\_\_\_\_

**Landlord** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature**.....

**Date**.....