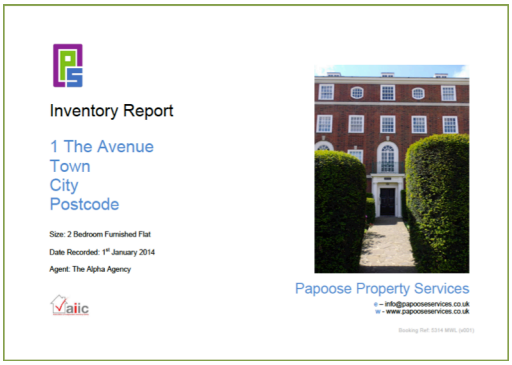
What works best for you?

Landscape with integrated check out report


Inventory Report

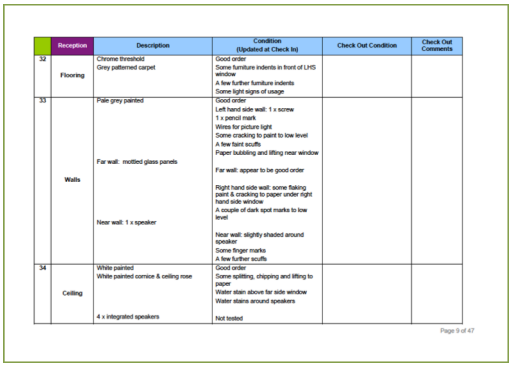
1 The Avenue
Town
City
Postcode

Size: 2 Bedroom Furnished Flat

Date Recorded: 1st January 2014

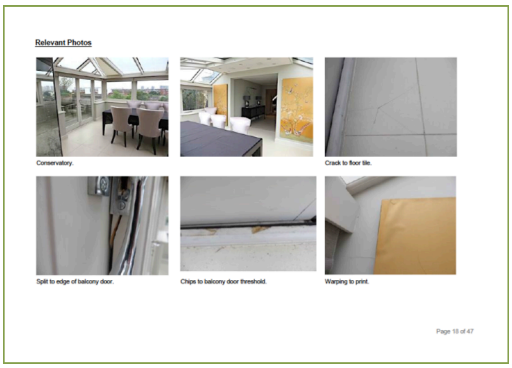
Agent: The Alpha Agency

Papoose Property Services



	Reception	Description	Condition (Updated at Check In)	Check Out Condition	Check Out Comments
32	Flooring	Chrome threshold Grey patterned carpet	Good order Some furniture indents in front of LHS window A few further furniture indents Some light signs of usage		
33	Walls	Pale grey painted Far wall: mottled glass panels Near wall: 1 x speaker	Good order Left hand side wall: 1 x screw 1 x pencil mark Wires for picture light Some cracking to paint to low level A few faint scuffs Paper bubbling and lifting near window Far wall: appear to be good order Right hand side wall: some flaking paint & cracking to paper under right hand side window A couple of dark spot marks to low level Near wall: slightly shaded around speaker Some finger marks A few further scuffs		
34	Ceiling	White painted White painted cornice & ceiling rose 4 x integrated speakers	Good order Some splitting, chipping and lifting to paper Water stain above far side window Water stains around speakers Not tested		

Page 9 of 47


Relevant Photos

Conservatory.

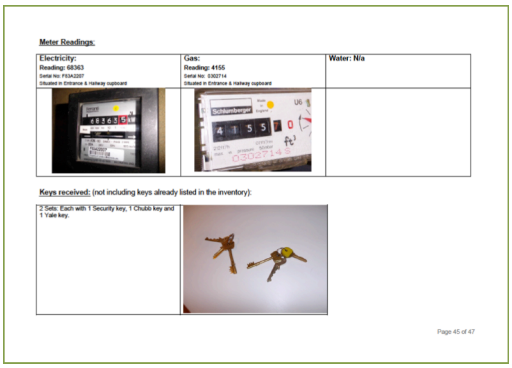
Crack to floor tile.

Split to edge of balcony door.

Chips to balcony door threshold.

Warping to print.

Page 18 of 47


Meter Readings:

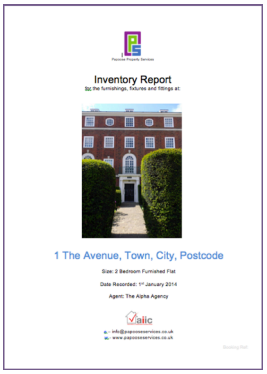
Electricity:	Gas:	Water: N/a
Reading: 68363 Serial No: F3A2207 Situated in Entrance & Hallway cupboard	Reading: 4155 Serial No: 5302714 Situated in Entrance & Hallway cupboard	

Keys received: (not including keys already listed in the inventory):

2 Sets: Each with 1 Security key, 1 Chubb key and 1 Yale key.

Page 45 of 47

Portrait with separate check out report


Inventory Report

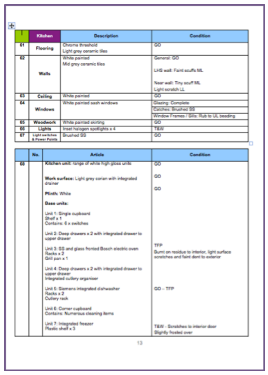
for the furnishings, fixtures and fittings at:

1 The Avenue, Town, City, Postcode

Size: 2 Bedroom Furnished Flat

Date Recorded: 1st January 2014

Agent: The Alpha Agency



	Kitchen	Description	Condition
61	Flooring	Chrome threshold Light grey ceramic tiles	GD
62	Walls	White painted Mid grey ceramic tiles	General: GD LHS wall: Faint scuffs ML Near wall: Tiny scuff ML Light switch x1 LL
63	Ceiling	White painted	GD
64	Windows	White painted sash windows	Glazing: Consistent Kitchen: Brushed SB Window Frames / Sills: Rub to LL reading
65	Woodwork	White painted skirting	GD
66	Lights	Inset halogen spotlights x 4	T&W
67	Light switches & Power Points	Brushed SS	GD

No.	Article	Condition
68	Kitchen unit: range of white high gloss units Work surface: Light grey corian with integrated drainer Plinth: White Base units: Unit 1: Single cupboard Shelf x 1 Contains: 6 x switches. Unit 2: Deep drawers x 2 with integrated drawer to upper drawer Unit 3: SS and glass fronted Bosch electric oven Racks x 2 Grill pan x 1 Unit 4: Deep drawers x 2 with integrated drawer to upper drawer Integrated cutlery organiser Unit 5: Siemens integrated dishwasher Racks x 2 Cutlery rack Unit 6: Corner cupboard Contains: Numerous cleaning items Unit 7: Integrated freezer Plastic shelf x 3	GD GD GD TFP Burnt on residue to interior, light surface scratches and faint dent to exterior GD - TFP T&W - Scratches to interior door Slightly hooked over

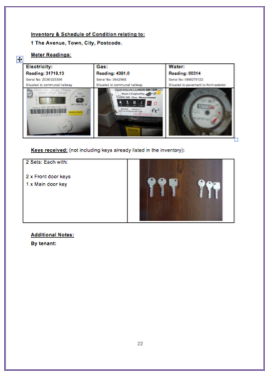
Relevant Photos

Cracking to exterior doorframe

Mark to carpet

Damage to ceiling around light fitting

Example of wear to angles to walls


Inventory & Schedule of Condition relating to:

1 The Avenue, Town, City, Postcode.

Meter Readings:

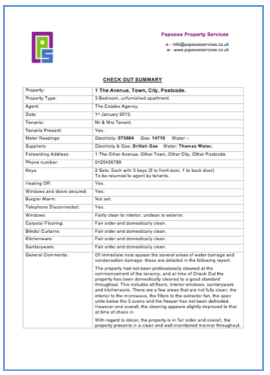
Electricity:	Gas:	Water:
Reading: 31715.13 Serial No: 87A01599 Situated in communal hallway	Reading: 4381.0 Serial No: 5A2266 Situated in communal hallway	Reading: 00314 Serial No: 00007012 Situated in basement by front door

Keys received: (not including keys already listed in the inventory):

2 Sets: Each with:

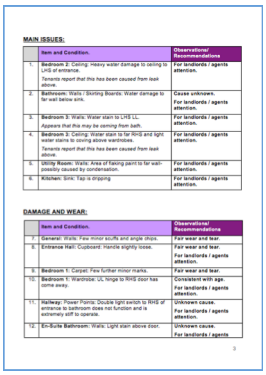
2 x Front door keys
1 x Main door key

Additional Notes:
By tenant:


Papoose Property Services

CHECK OUT SUMMARY

Property:	1 The Avenue, Town, City, Postcode.
Property Type:	3 Bedroom, unfurnished apartment
Agent:	The Estates Agency.
Date:	1st January 2015
Tenants:	Mr & Mrs Tenant.
Tenants Present:	Yes.
Meter Readings:	Electricity: 075864 Gas: 14710 Water: -
Suppliers:	Electricity & Gas: British Gas Water: Thames Water.
Forwarding Address:	1 The Other Avenue, Other Town, Other City, Other Postcode.
Phone number:	01234567890
Keys:	2 Sets: Each with 3 keys (2 to front door, 1 to back door) To be returned to agent by tenants.
Heating On:	Yes.
Windows and doors secured:	Yes.
Burglar Alarm:	Not set.
Telephone Disconnected:	Yes.
Windows:	Fairly clean to interior, unclean to exterior.
Carpets/ Flooring:	Fair order and domestically clean.
Blinds/ Curtains:	Fair order and domestically clean.
Kitchenware:	Fair order and domestically clean.
Sanitaryware:	Fair order and domestically clean.
General Comments:	Of immediate note appear the several areas of water damage and condensation damage- these are detailed in the following report. The property had not been professionally cleaned at the commencement of the tenancy, and at time of Check Out the property has been domestically cleaned to a good standard throughout. This includes all floors, interior windows, sanitaryware & kitchen units. The only area that was not left clean was the top of the interior to the microwave, the filters to the extractor fan, the oven units below the 2 ovens and the freezer has not been defrosted. However and overall, the cleaning appears slightly improved to that at time of check in. With regard to odour, the property is in fair order and overall, the property presents in a clean and well maintained manner throughout.


MAIN ISSUES:

	Item and Condition.	Observations/ Recommendations
1.	Bedroom 2: Ceiling: Heavy water damage to ceiling to LHS of entrance. Tenants report that this has been caused from leak above.	For landlords / agents attention.
2.	Bathroom: Walls: Slotting Boards: Water damage to far wall below sink.	Cause unknown. For landlords / agents attention.
3.	Bedroom 3: Walls: Water stain to LHS LL. Appears that this may be coming from bath.	For landlords / agents attention.
4.	Bedroom 3: Ceiling: Water stain to far RHS and light water stains to coving above wardrobes. Tenants report that this has been caused from leak above.	For landlords / agents attention.
5.	Utility Room: Walls: Area of flaking paint to far wall- possibly caused by condensation.	For landlords / agents attention.
6.	Kitchen: Sink: Tap is dripping	For landlords / agents attention.

DAMAGE AND WEAR:

	Item and Condition.	Observations/ Recommendations
7.	General: Walls: Few minor scuffs and angle chips.	Fair wear and tear.
8.	Entrance Hall: Cupboard: Handle slightly loose.	Fair wear and tear. For landlords / agents attention.
9.	Bedroom 1: Carpet: Few further minor marks.	Fair wear and tear.
10.	Bedroom 1: Wardrobe: LL hinge to RHS door has come away.	Consistent with age. For landlords / agents attention.
11.	Hallway: Power Points: Double light switch to RHS of entrance to bathroom does not function and is extremely stiff to operate.	Unknown cause. For landlords / agents attention.
12.	En-Suite Bathroom: Walls: Light stain above door.	Unknown cause. For landlords / agents

PHOTOGRAPHS:

Bedroom 1

Hallway

Bedroom 2

Bedroom 2

En-suite Shower Room

En-suite Shower Room

Bedroom 3

Bedroom 3

Full samples available on request