

Check Out Report



Client Name: ABC Letting
Produced By: Suzi Smith
Property Address: 72 Temple Drive, Heatherton, Derby, DE33 9YF
Property Description: 3 Bedroom Unfurnished Detached
Date: 23rd January 2014
Tenant(s) Name: Mr Brian Sole, Miss Sharon Stroud



Tenants' Initials:

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Sample

Inventory Guidance Notes

Check Out: Guidance Notes to Tenants

You are reminded that it is your responsibility at the beginning of the tenancy to note any specific discrepancies on the inventory that you do not agree with i.e. marks on walls, carpets etc. If no such additional notes are made by the tenants at the start of the tenancy, the inventory will be deemed as accepted as read. If no inventory is available, notes may be made on the Check In report.

The inventory report (where available) has been prepared by the agent. The condition of the property at the start of the tenancy, as described in the inventory will be compared to the condition of the property at the end of the tenancy. Details of any alterations to the property after the inventory has been agreed upon should be noted on a separate addendum sheet and agreed by the tenant and the managing agent/landlord.

At the end of the tenancy a "Check Out" report will be conducted to determine any changes to the inventory. **Disclaimer**

This check out report has been prepared by an inventory clerk who is not an expert in buildings, furnishings, decoration, woods, antiques or a qualified surveyor and is not intended to form any part of a survey.

This check out relates only to the furniture and all the landlord's equipment and contents in the property. It is no guarantee, or report on, the adequacy of, or safety of, any such equipment or contents, merely a record that such items exist in the property at the date of preparing the inventory and the superficial condition of same.

The inventory clerk will not take water meter readings unless the meter is clearly visible within the property or attached to an exterior wall at low/accessible level.

Windows throughout the property have not been tested for function or operation. Descriptions are purely based on the superficial appearance of windows, frames and locks. We can accept no liability arising from any failure of the windows or parts thereof to function properly at all.

The inventory clerk cannot undertake the testing of appliances and is not qualified to report on the safety of any appliances other than a general visual inspection of condition. All electrical items are deemed to be complete with fixings (plugs, cables etc) unless otherwise stated.

Furniture & Furnishings (Fire) (Safety) Regulations 1988 - (1993)

The fire and safety regulation regarding furnishing, gas, electrical and similar services are ultimately the responsibility of the instructing principal. Where the inventory notes "Fire Regulation Label Attached", this should not be interpreted to mean the item complies with the "furniture and 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" published by the Department of Trade and Industry January 1997 (or subsequent date). It is not a statement that the item can be considered to comply with the Regulations.

Loft & Cellars Disclaimer

Loft and cellars are not covered on this inventory unless they are converted and safely accessible.

Contents will therefore not be noted at commencement or check out.

Locked Rooms Disclaimer

Belongings left by the owner in a locked room or outbuildings, will not be inventoried and are the sole responsibility of the landlord.

Heavy Items Disclaimer

Heavy items of furniture such as kitchen appliances, wardrobes and beds, will not be moved and the inventory clerk will not be responsible for the condition of any flooring underneath, or areas surrounding such items that cannot be seen.

All items should be returned to their original position(as detailed on the inventory); this includes stored or boxed items not used during the tenancy. Any items listed as "Not Seen/Found" could result in replacement cost or charge being made to the tenant. Managing agents/landlord may also charge for the removal of unapproved items left by the tenant at the end of the tenancy that were not included in the original inventory.

At the time of the property check out, all personal items (including consumable items) should have been removed and cleaning of the property completed. No further cleaning will be permitted once the check out inspection has commenced. The tenant will have been advised of the date and time of the check out and must provide access, or let the appointed clerk know the details of their departure from the property. Additional costs may be incurred if the clerk is not able to complete the checkout inspection due to the tenant not being ready to vacate or if they are delayed by more than 20 minutes by the tenant.

The check out report is advisory and is based on information available to the clerk at the time of the check out. It must not be treated as final statement of tenant responsibility. It remains the responsibility of the agent/landlord and tenant to fully agree any issues and/or deductions from the deposit.

Cleaning

Soiling is not considered to be fair wear and tear, (as defined by the House of Lords as "reasonable use of the premises by the tenant and the ordinary operation of natural forces, i.e the passage of time). The tenant is liable for the property to be cleaned to the same standard as detailed to the inventory at the start of the tenancy. All cleaning should be carried out using the correct cleaning materials for different surfaces; this includes but is not exclusive to: bath, shower tray, toilet and bathroom furniture, windows, worktops, carpets and laminate flooring.

Soft Furnishings

Excessive discolouring which cannot be attributed to sun bleaching and/or the passage of time, soiling or damage may result in repair or cleaning costs being charged to the tenant. Discolouration due to smoke, staining, burns or tears to curtains may also incur costs to the tenant.

Flooring

Carpets should either be professionally cleaned or vacuumed including edges and corners depending on the level of soiling and/or the terms of the tenancy agreement. Receipts for professional cleaning should be given to the clerk at the time of the check out inspection. Hard floors require sweeping and mopping where necessary (in

accordance with any specialist cleaning materials/advice provided by the managing agent/landlord). The tenant may be charged by the managing agent/landlord for repairs or replacement costs due to soiling, staining or damage such as cigarette or iron burns.

Decoration

As specified in the majority of tenancy agreements, the tenant should gain permission from the managing agent/landlord prior to putting nails, pins and other fixtures into walls and ceilings and should avoid the use of tac or tape. Additional marks/fittings will be noted at the check out and any damage or repair work required in order to make good may be charged to the tenant by the managing agent/landlord. Fair wear and tear will be taken into consideration although charges may be made for tearing or damage to wallpaper, excessive chips and plaster damage which may be caused by nails, pins and picture hooks.

Beds & Linen

Mattresses, divan bases, pillows and duvets will be inspected for soiling where practically possible. Costs may be incurred by the tenant for cleaning, compensation or a percentage of the replacement charge by the managing agent/landlord in the event that any such items are soiled beyond that noted in the inventory. Beds should not be made up at the time of the check out inspection and any linen should be left cleaned, pressed and folded.

Kitchen Surfaces & Sinks

Kitchen surfaces and sinks will be inspected for knife cuts, cup marks, scorch and burn damage. Using appropriate items such as chopping boards and heat pads will help prevent damage.

Crockery, Chinaware, Kitchen Utensils

All items will be checked for soiling, chips and damage. If damage has occurred that is not considered as consistent with fair wear & tear, compensation or replacement costs may be incurred by the tenant.

Garden & Exterior Areas

Most tenancy agreements state that the tenant is responsible for the maintenance of gardens and exterior areas such as driveways unless expressly agreed otherwise. This includes the cutting of lawns, weeding and maintaining the garden, paths, driveways, flowerbeds etc according to the season. If the standard is found to be below the condition as detailed in the inventory, (with consideration given for a change in season) the tenant may be charged for necessary work to bring the affected area back to the required level.

Keys

All keys listed in the inventory to the property must be handed back to the Landlord or Landlords representative at the end of the tenancy. This includes additional keys that have been supplied or obtained during the tenancy. Should any keys be lost or not returned to the managing agent, landlord or inventory clerk, the tenant may be charged for replacement keys or possible for the changing of locks.

All items listed are in good condition and cleaned to a good domestic standard, unless otherwise stated.

Glossary of Terms

Condition

- 1. Brand new, unused condition** - still in wrapper or with new tags/labels attached.
- 2. Good condition** - signs of slight wear, generally lightly worn.
- 3. Fair condition** - signs of age, frayed, small light stains and marks, discolouration.
- 4. Poor condition** - Extensive signs of wear and tear, extensive stains/marks/tears/ chips. Still functional.
- 5. Very poor condition** - extensively damaged/faulty items, large stains, upholstery torn and/or dirty, pet odours/hairs.

Cleanliness

1. Professionally Clean

Everything immaculate, sparkling and dust free, appliances and sanitary ware spotless. Carpets steam cleaned, vacuumed. Floors swept. All furniture in order and clean. Linen freshly laundered.

Cleaned to a high professional standard by a professional cleaner, receipt seen.

Name of the company and date carried out.

2. Cleaned to a professional standard or hotel clean

Everything immaculate, sparkling and dust free, appliances and sanitary spotless. Carpets steamed cleaned, vacuumed. Floors swept. All furniture in order and clean.

Linen freshly laundered. Cleaned to a professional standard but no receipt seen.

3. Good Domestic Standard

Flooring vacuumed and swept. Appliances cleaned and free of loose dirt. Some carbon deposits to appliances may be visible but no loose debris or grease to the touch. Dust may be visible to areas not often seen - cupboards, tops of door frames etc. Sanitary ware in clean condition - no dust/soap deposits/loose hairs etc.

4. Average Domestic Clean

Domestic clean, but signs of dust to woodwork, kitchen units marked, appliances need additional cleaning. Carpets vacuumed and floors swept.

Dust/hairs to sanitary ware - requiring further cleaning.

5. Cleaned to a poor standard

Carpets need vacuum, all items dusty or dirty, kitchen and bathrooms require further cleaning to either a good domestic standard or to a professionally clean standard as applicable.

6. Not Cleaned

Property requires cleaning to a good domestic standard or professional standard to make available for next tenant as applicable.

Sample

Tenants

Mr Brian Sole
Miss Sharon Stroud

Alarm & Door Code

Alarm Code: 6666
Alarm Panel Location: Entrance Hall

Locations

Stop Cock Location: WC
Boiler Location: In the garage
Fuse box Location: In the garage

Sample

Meter Readings

Type	Location	Serial Number / Supplier	Check In Reading	Check Out Reading
Electricity 1	In the garage	DD44433E /	12345	12345
Electricity 2				
Gas	In the garage	A126D4Y /	34256	34256
Water				



Keys

Purpose	Type	Quantity
Front Door	Yale	1
Back Door	Yale	1
Side Door		1
Patio	Yale	1



Set of keys

Tenants' Forwarding Address

66 Kindley Avenue
 Manchester
 M66 4DS

Tenants' Initials:

Front Garden

Drive Way

Item	Description	Condition	Check In Comments	Check Out Comments
Tarmac	1 x , Black tarmac to the front drive.			

Lawn

Item	Description	Condition	Check In Comments	Check Out Comments
Grass	1 x , Grass to front garden	Cut and tidy		

Lighting

Item	Description	Condition	Check In Comments	Check Out Comments
Lighting	1 x , Outside wall mounted black bulkhead light with frosted shade and bulb. 1 x outside wall mounted black bulkhead motion detector light.			

Front Door / Entrance Hall / Hallway

External Door and Frame

Item	Description	Condition	Check In Comments	Check Out Comments
Door(s)	1 x White, UPVC door with 2 patterned glazed top panels and 2 white bottom solid panels.			
Door Handle(s)	1 x , White door handle			
Door Bell	1 x White, Bell Push			

Item	Description	Condition	Check In Comments	Check Out Comments
Letter plate	1 x White, letter plate, with black trim.			Letter plate has a crack on the outside flap to the left hand side approx 3" long

Ceiling

Item	Description	Condition	Check In Comments	Check Out Comments
Ceiling	1 x artexed, painted, white emulsion, ceiling.			

Lighting

Item	Description	Condition	Check In Comments	Check Out Comments
Lighting	1 x White, single pendant, With energy saving working bulb. Small	White paint mark round the top edge of the white pendant casing next to the ceiling.		

Walls

Item	Description	Condition	Check In Comments	Check Out Comments
Walls	1 x Wallpaper, with a driftwood style pattern and painted a pale yellow colour. Right wall before the kitchen door has 2 fitted raw plugs with screws inside, painted the same as wall colour.	3 marks to the left wall on entering the entrance hall each approximately 15cm to 20cm. Wallpaper joins on the third sheet as you enter entrance hall have risen.		

Woodwork

Item	Description	Condition	Check In Comments	Check Out Comments
Skirting	1 x Wood, painted, white			

Tenants' Initials:

Floor

Item	Description	Condition	Check In Comments	Check Out Comments
Laminate	1 x , Dark oak effect laminate floor with dark stained wood edging.			

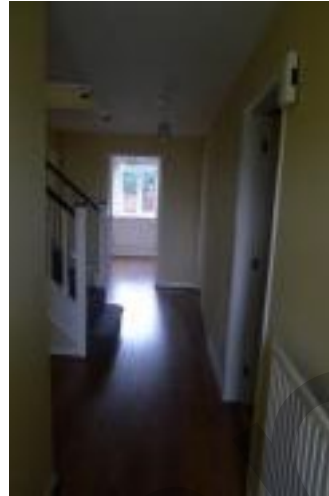
Heating

Item	Description	Condition	Check In Comments	Check Out Comments
Radiator	1 x Single Radiator without Thermostat Valve, cream colour			Radiator has been painted red

Sockets/Switches

Item	Description	Condition	Check In Comments	Check Out Comments
Socket Outlet	1 x White plastic, single socket(s)			
Light Switch	2 x White plastic, double switch			
Light Switch	1 x Chrome colour, flat plate style, double dimmer, switch.			

Sample



WC

Internal Door and Frame

Item	Description	Condition	Check In Comments	Check Out Comments
Frame & Architrave	1 x wood, frame, painted, White	10No small brown circles all round the frame each approximately the size of a 5 pence.		
Door(s)	1 x White, 6 panel solid door			
Hinges	3 x Brass effect, hinges			
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle, Lockable, with a white plastic coat hook.			

Ceiling

Item	Description	Condition	Check In Comments	Check Out Comments
Ceiling	1 x artexed, painted, white emulsion, ceiling.			

Lighting

Item	Description	Condition	Check In Comments	Check Out Comments
Lighting	1 x White, single pendant, fitted, with working bulb.			

Walls

Item	Description	Condition	Check In Comments	Check Out Comments
Walls	1 x painted, a pale yellow colour. Stopcock tap to right of the toilet.			

Windows and Sills

Item	Description	Condition	Check In Comments	Check Out Comments
Window	1 x White, uPVC, top opening, window(s), with patterned glass.	Good condition		
Window Handle(s)	1 x White, lockable, handle(s), with key in the handle.			
Sill	1 x , Brown beige speckled tiles with a brown inner square design.			

Floor

Item	Description	Condition	Check In Comments	Check Out Comments
Laminate	1 x , Dark oak effect laminate floor			

Woodwork

Item	Description	Condition	Check In Comments	Check Out Comments
Skirting	1 x Wood, painted, white, with dark brown stained edging.			

Heating

Item	Description	Condition	Check In Comments	Check Out Comments
Radiator	1 x Single Radiator without Thermostat Valve, Painted, a cream colour.	Right hand side connector is cracked across the top in half.		

Sockets/Switches

Item	Description	Condition	Check In Comments	Check Out Comments
Light Switch	1 x White plastic, single switch			

Basin

Item	Description	Condition	Check In Comments	Check Out Comments
Basin	1 x wall mounted, Ceramic, cream basin made by Stelrad Boulton. Black plug on stainless steel chain. 3 tile splash back. 2 outer tiles brown beige speckled with brown square inner design. Centre tile same as outer tiles but with a flower design.			

Taps	1 x Chrome Single Hot and Cold Taps			
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Toilet

Item	Description	Condition	Check In Comments	Check Out Comments
Toilet	1 x ceramic, toilet, flush handle, with a plastic toilet seat, of cream colour made by Stelrad Boulton.			

Furnishings

Item	Description	Condition	Check In Comments	Check Out Comments
Mirror	1 x Small, wall mounted, unframed, oblong, mirror, above the basin.			



Lounge

Internal Door and Frame

Item	Description	Condition	Check In Comments	Check Out Comments
Frame & Architrave	1 x wood, frame, painted, White			
Door(s)	1 x White, painted 10 panel glazed doors with single glazed patterned glass.			
Hinges	3 x Brass effect, hinges			

Tenants' Initials:

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Item	Description	Condition	Check In Comments	Check Out Comments
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle			
Miscellaneous	1 x , Brass effect catch fitted to top of left door.			
Ceiling				
Item	Description	Condition	Check In Comments	Check Out Comments
Ceiling	1 x artexed, painted, white emulsion, with white coving all the way round approx 14cm deep.			
Lighting				
Item	Description	Condition	Check In Comments	Check Out Comments
Lighting	2 x , Black speckle 3 spiral ceiling light with frosted shades and working bulbs. 3 x fitted wall lights, half moon design painted magnolia with working bulbs.			
Walls				
Item	Description	Condition	Check In Comments	Check Out Comments
Walls	1 x painted, Wallpaper, magnolia		Black heat marks above the radiator	
Windows and Sills				
Item	Description	Condition	Check In Comments	Check Out Comments
Window	1 x uPVC, White, window(s), With 2No fixed clear panes with double glazed clear glass.			
Sill	1 x Wood, Painted, White, with plastic arched strip to window.			Coffee cup ring stain to the middle of the sill

Item	Description	Condition	Check In Comments	Check Out Comments
Curtain Pole	1 x , Brass effect colour curtain pole with matching finials. Join in the pole approx 40cm from the left. 23No brass effect curtain rings. 3No brass effect brackets. Pull cords with white plastic ends.	Brass effect is very tarnished to all items.		
Curtains	1 x , Dark pink plain suede style curtains with cream lining which hang to below the window sill.			

Patio/French Doors

Item	Description	Condition	Check In Comments	Check Out Comments
Frame & Architrave	1 x , White uPVC frame			
Door(s)	1 x , White uPVC clear double glazed sliding patio doors with brass effect lockable handle			
Lock	1 x , FUHR multi-lock			
Curtain Pole	1 x , Brass effect curtain pole with matching finials. Join in the pole approx 60cm from the left. 3 x brass effect brackets. 24 x brass effect curtain hooks			
Curtains	1 x , Pink plain suede style curtains with cream lining. Curtains hang to the floor.	Black speckled marks to the bottom of both curtains. Fading to both curtains.		

Floor

Item	Description	Condition	Check In Comments	Check Out Comments
Carpet	1 x Fitted, twist style, dark, cream, brown, carpet			

Woodwork

Item	Description	Condition	Check In Comments	Check Out Comments
Skirting	1 x Wood, painted, Off white.	Marks to skirting under double socket situated by the pillar wall.		

Heating

Item	Description	Condition	Check In Comments	Check Out Comments
Radiator	1 x Wall mounted, White, Double Radiator without Thermostat Valve			

Sockets/Switches

Item	Description	Condition	Check In Comments	Check Out Comments
Socket Outlet	5 x White plastic, double socket(s)			
Telephone Point	1 x White, Single Socket, Broadband Socket, and 1No Virgin Media socket and panel.			
TV/ Satellite	1 x White, aerial socket.			

Furnishings

Item	Description	Condition	Check In Comments	Check Out Comments
Fire Surround	1 x Cream, Wooden, effect, fire surround, with scroll design to top panel and 2 flower designs to the side panels. Beige/cream marble effect back panel and hearth.			
Fire	1 x Inset, black, gas, fire, with black artificial coal pieces.			



Curtains very faded to the bottom left corner with black marks

Reception 1

Internal Door and Frame

Item	Description	Condition	Check In Comments	Check Out Comments
Frame & Architrave	1 x wood, frame, painted, White			
Door(s)	1 x White, 6 panel solid door			
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle			
Threshold	1 x , Brass effect strip to floor.			

Ceiling

Item	Description	Condition	Check In Comments	Check Out Comments
Ceiling	1 x artexed, painted, white emulsion			
Lighting				
Item	Description	Condition	Check In Comments	Check Out Comments
Lighting	1 x White, single pendant, with energy saving working bulb. Cream medium lampshade with grey line design.			
Walls				
Item	Description	Condition	Check In Comments	Check Out Comments
Walls	1 x lining paper, painted, white	Previous border outline all round the walls approx 30cm from ceiling. Both corners of walls on the window wall are patchy.		
Windows and Sills				
Item	Description	Condition	Check In Comments	Check Out Comments
Window	1 x White, uPVC, 1 side opening, window(s), with clear double glazed glass.			
Window Handle(s)	1 x White, lockable, handle(s), with key.			
Sill	1 x Wood, Painted, White, with plastic trim edging to window.	Marks to sill all over and chipped paint.		
Curtain Pole	1 x , White plastic rail fitted on 5No white plastic brackets.			

Item	Description	Condition	Check In Comments	Check Out Comments
Curtains	1 x , White lined curtains with square pattern design and tassels to each corners.			

Woodwork

Item	Description	Condition	Check In Comments	Check Out Comments
Skirting	1 x Wood, painted, Off white.	Marks to all of skirting.		

Sockets/Switches

Item	Description	Condition	Check In Comments	Check Out Comments
Socket Outlet	2 x White plastic, double socket(s)			
Telephone Point	1 x Single Socket, With extension socket.			
Light Switch	1 x White plastic, single switch			

Heating

Item	Description	Condition	Check In Comments	Check Out Comments
Radiator	1 x Single Radiator without Thermostat Valve, cream colour.			

Sample



Kitchen

Internal Door and Frame

Item	Description	Condition	Check In Comments	Check Out Comments
Frame & Architrave	1 x wood, frame, painted, White			
Door(s)	1 x White, 6 panel solid door			
Hinges	3 x Brass effect, hinges			
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle			
Threshold	1 x Brass Effect, strip.			

Ceiling

Item	Description	Condition	Check In Comments	Check Out Comments
Ceiling	1 x artexed, painted, white emulsion			

Tenants' Initials:

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23rd January 2014
 Hudson Inventory Services
 Manor Court, London Road, Shardlow, Derby, DE72 2GR

Lighting

Item	Description	Condition	Check In Comments	Check Out Comments
Lighting	1 x Chrome effect, round design triple spotlight with working bulb(s)		1 bulb missing	

Walls

Item	Description	Condition	Check In Comments	Check Out Comments
Walls	1 x painted, light blue to 2No walls and white paint on the window wall and wall above kitchen units. 1 x plastic white hook to left wall. 1x picture hook to the right of the window.			

Floor

Item	Description	Condition	Check In Comments	Check Out Comments
Vinyl	1 x , Dark grey square tile design vinyl.			

Woodwork

Item	Description	Condition	Check In Comments	Check Out Comments
Skirting	1 x Wood, painted, white, with timber edging with a light stain colour.			

Windows and Sills

Item	Description	Condition	Check In Comments	Check Out Comments
Window	1 x White, uPVC, window(s), with 2No side openings and fixed middle pane. Clear doubled glazed glass.			
Window Handle(s)	1 x White, lockable, handle(s), with 1No key.			
Sill	1 x Tiled, with dark blue 10cm square tiles.			

Tenants' Initials:

Item	Description	Condition	Check In Comments	Check Out Comments
Blind	1 x Roman, Red, Blind, with Pull Cord, fitted on 2No timber square brackets to each end.			
Heating				
Item	Description	Condition	Check In Comments	Check Out Comments
Radiator	1 x Wall mounted, White, Double Radiator without Thermostat Valve			
Sockets/Switches				
Item	Description	Condition	Check In Comments	Check Out Comments
Socket Outlet	2 x White plastic, double socket(s)			
Socket Outlet	1 x , 1 x white plastic, single socket 1 x cooker switch with single socket			
Light Switch	1 x White plastic, single switch			
Wall and Base Units				

Item	Description	Condition	Check In Comments	Check Out Comments
Units Style	<p>1 x Fitted, White base and wall units with white shelves and beech shaker style doors comprising:</p> <p>1 x single door base unit with 1 white shelf and top drawer.</p> <p>1 x double door base unit with no shel and 2 dummy fixed drawers.</p> <p>1 x single door base unit with 2 wire rack swing shelves and 1 top drawer.</p> <p>2 x single door base units with 1 white shelf and 1 top drawer.</p> <p>1 x 3No drawer base unit with cutlery tray to top drawer and metal rod dividers to bottom 2 drawers.</p> <p>1 x oven housing with single cupboard doors to top and bottom and 1 shelf in each.</p> <p>1 x wall unit with corner unit. 2 shelves in the unit and 1 shelf to the corner unit. No doors.</p> <p>1 x double door wall unit with 2 shelves.</p> <p>2 x single door wall units with frosted glass to doors and 2 clear glass shelves.</p> <p>1 x single door wall unit with 2 shelves</p>			
Doors/Drawers Style & Colour	1 x Beech, Shaker Style			
Door/Drawer Handles	1 x Chrome, Rod & Bar Handles, to all opening doors and drawers.			
Work Surface				
Item	Description	Condition	Check In Comments	Check Out Comments
Work Surface	1 x Midnight granite effect, worktop with 2 black metal joining strips.			
Sink				

Item	Description	Condition	Check In Comments	Check Out Comments
Sink	1 x Stainless steel, 2 bowl sink with drainer and 2 stainless steel plugs. 1 x chrome mixer taps with tall arched spout.			
Appliances				
Item	Description	Condition	Check In Comments	Check Out Comments
Extractor/Cooker Hood	1 x Wall mounted, brushed steel, with 2 lights, chimney hood, and double mesh, by New World			Very greasy and needs cleaning
Hob	1 x Stainless steel, Gas, 4 ring, New World hob with cast-iron pan supports.			
Oven	1 x Built in, stainless steel, electric, double oven, by New World. Top oven/grill has 1 shelf with large tray and stainless steel detachable handle. Bottom oven has 2 shelves and 1 tray.			Oven tray is full of grease. Oven door has grease stains all over
Manuals	1 x Oven			

Sample



Top oven / grill



Kitchen Oven



Sample

Utility Room

Ceiling

Tenants' Initials:

Item	Description	Condition	Check In Comments	Check Out Comments
Ceiling	1 x artexed, painted, white emulsion			
Lighting				
Item	Description	Condition	Check In Comments	Check Out Comments
Lighting	1 x White, single pendant, with bulb(s), and small wired lampshade with smaller wired oval shape glass effect design.			
Walls				
Item	Description	Condition	Check In Comments	Check Out Comments
Walls	1 x painted, white, Dark blue square tiles to wall area between work surface and kitchen units.			
Floor				
Item	Description	Condition	Check In Comments	Check Out Comments
Vinyl	1 x Dark, Grey effect square vinyl.			
Woodwork				
Item	Description	Condition	Check In Comments	Check Out Comments
Skirting	1 x Wood, painted, white			
Wall and Base Units				
Item	Description	Condition	Check In Comments	Check Out Comments
Units Style	1 x Fitted, Double Door Wall Unit, 2 Interior Shelves, 2 x 6 compartment wine rack.			
Doors/Drawers Style & Colour	1 x Birch, Shaker Style, doors.			

Item	Description	Condition	Check In Comments	Check Out Comments
Door/Drawer Handles	1 x Chrome, Rod & Bar Handles			

Sockets/Switches

Item	Description	Condition	Check In Comments	Check Out Comments
Socket Outlet	1 x White plastic, double socket(s)			
Light Switch	1 x White plastic, double switch			

Appliances

Item	Description	Condition	Check In Comments	Check Out Comments
Fridge/Freezer	1 x white colour, Free standing, top and bottom style, 3 Shelves, 2 plastic drawers, with 4No small white plastic shelves and 1No long plastic drawer to door. Multi airflow no frost Daewoo. 3No plastic drawers to freezer with light blue fronts.	Dirt to inner seal area on freezer door		

External Door and Frame

Item	Description	Condition	Check In Comments	Check Out Comments
Door(s)	1 x uPVC, White, double glazed patterned top panel with raised white panel to the bottom.			
Lock	1 x , FUHR multi-lock			
Door Handle(s)	1 x , White lockable handle,			



Reception 2

Internal Door and Frame

Item	Description	Condition	Check In Comments	Check Out Comments
Frame & Architrave	1 x wood, frame, painted, White			
Door(s)	1 x White, painted, 6 panel solid door			
Hinges	3 x Brass effect, hinges			
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle			
Door Stop	1 x Brass effect, door stop, with white rubber end.			

Ceiling

Item	Description	Condition	Check In Comments	Check Out Comments
Ceiling	1 x artexed, painted, white emulsion			

Tenants' Initials:

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Lighting

Item	Description	Condition	Check In Comments	Check Out Comments
Lighting	1 x White, single pendant, with bulb(s), And wire frost			

Walls

Item	Description	Condition	Check In Comments	Check Out Comments
Walls	1 x painted, magnolia, with a wallpapered feature wall with a grey brown lined effect wallpaper			

Windows and Sills

Item	Description	Condition	Check In Comments	Check Out Comments
Window	1 x White, uPVC, 3 section square bay window comprising of 2 fixed clear double glazed side panels and 1 front section with fixed middle pane and 2 side openings with clear double glazed glass.			
Window Handle(s)	1 x White, straight, lockable, handle(s)			
Sill	1 x Wood, Painted, White			
Curtain Pole	1 x , White plastic track with 2No pull cords			
Curtains	1 x , Burgundy lined curtains with flowers of mixed colours.			

Floor

Item	Description	Condition	Check In Comments	Check Out Comments
Laminate	1 x , Dark oak effect laminate floor with stained wood edging.			

Woodwork

Item	Description	Condition	Check In Comments	Check Out Comments
Skirting	1 x Wood, painted, white			

Heating

Item	Description	Condition	Check In Comments	Check Out Comments
Radiator	1 x Wall mounted, White, Single Radiator without Thermostat Valve			

Sockets/Switches

Item	Description	Condition	Check In Comments	Check Out Comments
Socket Outlet	1 x White plastic, double socket(s)			
Light Switch	1 x White plastic, single dimer, with silver dimmer knob			

**Stairs / Landing**

Tenants' Initials:

32 / 55

23rd January 2014
Hudson Inventory Services
Manor Court, London Road, Shardlow, Derby, DE72 2GR

Ceiling

Item	Description	Condition	Check In Comments	Check Out Comments
Ceiling	1 x artexed, painted, white emulsion, with a loft access panel			
Smoke Alarm	1 x Battery Operated Smoke Alarm			

Lighting

Item	Description	Condition	Check In Comments	Check Out Comments
Lighting	1 x White, single pendant, with bulb(s), and small wire style lampshade with small opaque oval pieces.			

Floor

Item	Description	Condition	Check In Comments	Check Out Comments
Carpet	1 x Fitted, dark, cream, brown, speckled effect carpet.			

Woodwork

Item	Description	Condition	Check In Comments	Check Out Comments
Skirting	1 x Wood, painted, white			

Walls

Item	Description	Condition	Check In Comments	Check Out Comments
Walls	1 x Wallpapered & painted, magnolia			

Sockets/Switches

Item	Description	Condition	Check In Comments	Check Out Comments
Socket Outlet	1 x White plastic, single socket(s)			

Tenants' Initials:

Item	Description	Condition	Check In Comments	Check Out Comments
Light Switch	2 x White plastic, single switch			

Stairs / Handrail

Item	Description	Condition	Check In Comments	Check Out Comments
Stairs / Handrail	1 x Wooden spindles, painted white and handrails stained dark mahogany.			



Airing Cupboard

Internal Door and Frame

Item	Description	Condition	Check In Comments	Check Out Comments
Frame & Architrave	1 x wood, frame, painted, White			

Item	Description	Condition	Check In Comments	Check Out Comments
Door(s)	1 x White, 6 panel solid door			
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle			
Threshold	1 x Brass Effect, strip			
Ceiling				
Item	Description	Condition	Check In Comments	Check Out Comments
Ceiling	1 x artexed, painted, white emulsion			
Sockets/Switches				
Item	Description	Condition	Check In Comments	Check Out Comments
Socket Outlet	1 x White plastic, single socket(s)			



Sample

Bathroom 1

Internal Door and Frame

Item	Description	Condition	Check In Comments	Check Out Comments
Frame & Architrave	1 x wood, frame, painted, White			
Door(s)	1 x White, painted, 6 panel solid door, with small white plastic hook.			
Hinges	3 x Brass effect, hinges			
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle, Lockable			
Door Stop	1 x Brass effect, door stop			

Ceiling

Item	Description	Condition	Check In Comments	Check Out Comments
Ceiling	1 x artexed, painted, white			

Floor

Item	Description	Condition	Check In Comments	Check Out Comments
Tile	1 x , Grey/white effect tiles with light grey grouting.	Good condition		

Windows and Sills

Item	Description	Condition	Check In Comments	Check Out Comments
Window	1 x White, uPVC, 1 side opening, window(s), with double glazed patterned glass			
Window Handle(s)	1 x White, straight, lockable, handle(s), with key			
Sill	1 x Tiled, cream effect large tiles			

Tenants' Initials:

Lighting

Item	Description	Condition	Check In Comments	Check Out Comments
Lighting	1 x White, single pendant, with bulb(s), with small frosted glass lampshade with small clear squares design			

Heating

Item	Description	Condition	Check In Comments	Check Out Comments
Radiator	1 x Wall mounted, Chrome, Flat Towel Rail			

Bath

Item	Description	Condition	Check In Comments	Check Out Comments
Bath	1 x White, fitted, P-shaped bath, Whirlpool bath, with a chrome plug on a chain.			Good condition and clean
Bath Panel	1 x Plastic, white, side, panel			
Shower	1 x Chrome, Wall Mounted Shower, with riser rail, chrome shower hose and shower head. Chrome soap tray fixed to riser rail.			Good condition and clean

Toilet

Item	Description	Condition	Check In Comments	Check Out Comments
Toilet	1 x White, ceramic, Back to wall, toilet, with flush button, with a plastic toilet seat			

Basin

Item	Description	Condition	Check In Comments	Check Out Comments
Basin	1 x wall mounted, Square, Ceramic, White, 2 piece full pedestal, basin, with chrome inset plug.			

Item	Description	Condition	Check In Comments	Check Out Comments
Taps	1 x , Chrome lever style handle mixer taps with tall arched spout			

Shower

Item	Description	Condition	Check In Comments	Check Out Comments
Shower Screen	1 x Clear, D End, Hinged Door, Silver, hinge. Round chrome handle to door.			

Fixture / Fittings

Item	Description	Condition	Check In Comments	Check Out Comments
Toilet Roll Holder	1 x Chrome, Freestanding, toilet roll holder with chrome toilet brush holder.			

Sockets/Switches

Item	Description	Condition	Check In Comments	Check Out Comments
Socket Outlet	1 x White plastic, Mains shaver socket			
Light Switch	1 x White plastic, single switch			



Bedroom 1

Internal Door and Frame

Item	Description	Condition	Check In Comments	Check Out Comments
Frame & Architrave	1 x wood, frame, painted, White			
Door(s)	1 x White, 6 panel solid door			
Hinges	3 x Brass effect, hinges			
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle			
Threshold	1 x Brass Effect, strip.			

Ceiling

Item	Description	Condition	Check In Comments	Check Out Comments
Ceiling	1 x artexed, painted, white emulsion			

Tenants' Initials:

39 / 55

Lighting

Item	Description	Condition	Check In Comments	Check Out Comments
Lighting	1 x White, single pendant, with bulb(s), with small fabric cream lampshade with grey line design.			

Walls

Item	Description	Condition	Check In Comments	Check Out Comments
Walls	1 x painted, white	A hole to left side of the window the size of a small raw plug. A crack to the left of the small hole above from the ceiling about 20cm long.		

Floor

Item	Description	Condition	Check In Comments	Check Out Comments
Carpet	1 x Fitted, dark brown speckled carpet.			

Woodwork

Item	Description	Condition	Check In Comments	Check Out Comments
Skirting	1 x Wood, painted, white			

Windows and Sills

Item	Description	Condition	Check In Comments	Check Out Comments
Window	1 x White, uPVC, double side Openers, window(s), with clear double glazed glass			
Window Handle(s)	1 x White, lockable, handle(s), with 1 key			

Item	Description	Condition	Check In Comments	Check Out Comments
Sill	1 x Wood, Painted, White	Lots of marks to the window sill.		
Blind	1 x Roman, Red, Blind, on metal track(s), with Pull Cord			

Heating

Item	Description	Condition	Check In Comments	Check Out Comments
Radiator	1 x White, Single Radiator with Thermostat Valve			

Sockets/Switches

Item	Description	Condition	Check In Comments	Check Out Comments
Socket Outlet	2 x White plastic, double socket(s)			
Light Switch	1 x White plastic, single switch			

Wardrobes

Item	Description	Condition	Check In Comments	Check Out Comments
Single Door Wardrobe	1 x Fitted, cream doors with cream raised border design. Cream round door knobs. 2 x cream single cupboard doors and 2 x cream double cupboard doors. 2 x cream fitted corner shelves. 1 x fitted light with frosted shade.	Light not working.		



Bedroom 1 En Suite

Internal Door and Frame

Item	Description	Condition	Check In Comments	Check Out Comments
Frame & Architrave	1 x wood, frame, painted, White			
Door(s)	1 x White, 6 panel solid door			
Hinges	3 x Brass effect, hinges			
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle, Lockable			
Threshold	1 x Brass Effect			

Ceiling

Item	Description	Condition	Check In Comments	Check Out Comments
Ceiling	1 x artexed, painted, white			

Lighting

Item	Description	Condition	Check In Comments	Check Out Comments
Lighting	1 x White, single pendant, with bulb(s)			

Walls

Item	Description	Condition	Check In Comments	Check Out Comments
Walls	1 x painted, white, to the top half of the walls. Bottom wall area tiled with pink/cream colour tiles and 7No Flower design tiles			

Windows and Sills

Item	Description	Condition	Check In Comments	Check Out Comments
Window	1 x White, uPVC, top opening, window(s), with patterned double glazed glass			

Window Handle(s)	1 x White, lockable, handle(s), with key			
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Floor

Item	Description	Condition	Check In Comments	Check Out Comments
Vinyl	1 x Light, Beige, Cream, speckled design			

Woodwork

Item	Description	Condition	Check In Comments	Check Out Comments
Skirting	1 x Wood, painted, white			

Heating

Item	Description	Condition	Check In Comments	Check Out Comments
Radiator	1 x White, Single Radiator with Thermostat Valve			

Sockets/Switches

Tenants' Initials:

Item	Description	Condition	Check In Comments	Check Out Comments
Socket Outlet	1 x White plastic, Mains shaver socket			
Light Switch	1 x pull cord, with white plastic end.			
Toilet				

Item	Description	Condition	Check In Comments	Check Out Comments
Toilet	1 x ceramic, wall mounted, toilet, flush handle, with a plastic toilet seat, by Stelrad Doulton in a light peach colour.	Sticker mark to the left of the flush handle.		

Basin

Item	Description	Condition	Check In Comments	Check Out Comments
Basin	1 x round, Ceramic, 1 piece full pedestal, basin, with Single Hot and Cold Taps, with inset plug. Made by Stelrad Doulton.			

Bath

Item	Description	Condition	Check In Comments	Check Out Comments
Shower	1 x , Mira 88 wall mounted shower with chrome rod and cream shower head. Pink/peach coloured tiles with 6No flower design tiles. Pink/peach shower tray with white silicone to the edges. 3 section silver effect sliding doors with patterned glass inserts. Pink/peach colour fitted soap tray to shower	Grout dirty in areas.		

Fixture / Fittings

Item	Description	Condition	Check In Comments	Check Out Comments
Toilet Roll Holder	1 x Wall Mounted, Peach coloured toilet roll holder.			
Towel Holder	1 x , Fitted peach/pink colour round hand towel holder. 1 x fitted peach/pink colour long towel rail.			



Sample

Bedroom 2

Internal Door and Frame

Item	Description	Condition	Check In Comments	Check Out Comments
Frame & Architrave	1 x wood, frame, painted, White			
Door(s)	1 x White, 6 panel solid door			

Item	Description	Condition	Check In Comments	Check Out Comments
Hinges	3 x Brass effect, hinges			
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle			
Threshold	1 x Brass Effect, strip			

Ceiling

Item	Description	Condition	Check In Comments	Check Out Comments
Ceiling	1 x artexed, painted, white			

Lighting

Item	Description	Condition	Check In Comments	Check Out Comments
Lighting	1 x White, single pendant, with bulb(s), and round medium plain cream lampshade			

Walls

Item	Description	Condition	Check In Comments	Check Out Comments
Walls	1 x painted, white, 1 x small brass effect picture hook to the left of the window.	Dent approx 10cm to wall above right double socket on wall opposite the fitted wardrobes.		

Floor

Item	Description	Condition	Check In Comments	Check Out Comments
Carpet	1 x Fitted, dark brown/light brown speckled carpet.	New January 2014		

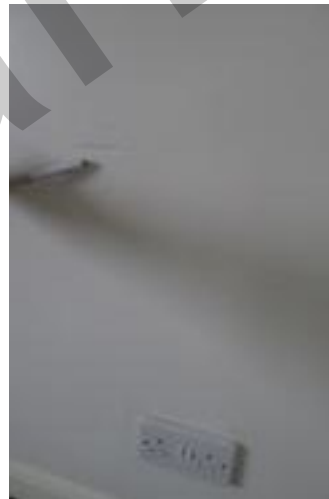
Woodwork

Item	Description	Condition	Check In Comments	Check Out Comments
Skirting	1 x Wood, painted, white			
Windows and Sills				
Item	Description	Condition	Check In Comments	Check Out Comments
Window	1 x White, uPVC, double side Openers, window(s), with fixed middle pane and clear doubled glazed glass.			
Window Handle(s)	1 x White, lockable, handle(s), with 2 keys			
Curtain Pole	1 x , White plastic curtain rail			
Curtains	1 x , White lined curtains with design to the bottom.			
Heating				
Item	Description	Condition	Check In Comments	Check Out Comments
Radiator	1 x White, Single Radiator with Thermostat Valve			
Sockets/Switches				
Item	Description	Condition	Check In Comments	Check Out Comments
Socket Outlet	2 x White plastic, double socket(s)			
Telephone Point	1 x White, Single Socket			
TV/ Satellite	1 x White, socket			
Light Switch	1 x White plastic, single switch			
Wardrobes				

Item	Description	Condition	Check In Comments	Check Out Comments
Triple Door Wardrobe	<p>1 x , Fitted wardrobe comprising: 3 x white double doors with mirror to the top and bottom of each door. White round handles to each door. 2 wardrobes have a top shelf and a fitted clothes rail to each with plain pink carpet to the floor area. 1 wardrobe has a top shelf, 6 smaller shelf compartments and a 6 drawer unit with white round drawer knobs. 4 x brass effect hinges to each door.</p>			

Fixture / Fittings

Item	Description	Condition	Check In Comments	Check Out Comments
Picture Hooks	1 x , Brass effect small picture hook to the left of the window.			



Dent approx 10cm to wall
above right double socket
on the wall opposite the
fitted wardrobes

Bedroom 3

Internal Door and Frame

Item	Description	Condition	Check In Comments	Check Out Comments
Frame & Architrave	1 x wood, frame, painted, White			
Door(s)	1 x White, 6 panel solid door			
Hinges	3 x Brass effect, hinges			
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle			
Threshold	1 x Brass Effect, Strip			

Ceiling

Item	Description	Condition	Check In Comments	Check Out Comments
Ceiling	1 x artexed, painted, white emulsion			

Lighting

Item	Description	Condition	Check In Comments	Check Out Comments
Lighting	1 x White, single pendant, with bulb(s), and medium round fabric white lampshade with clear type crystals and dangling clear type crystals.			

Walls

Item	Description	Condition	Check In Comments	Check Out Comments
Walls	1 x painted, white, on one wall. 2No walls painted pale blue with 4No white clouds painted on one wall.			

Floor

Item	Description	Condition	Check In Comments	Check Out Comments
Carpet	1 x Fitted, cord Style, cream, brown, carpet			

Woodwork

Item	Description	Condition	Check In Comments	Check Out Comments
Skirting	1 x Wood, painted, white			

Windows and Sills

Item	Description	Condition	Check In Comments	Check Out Comments
Window	1 x White, uPVC, double side Openers, window(s), with clear double glazed glass			
Window Handle(s)	1 x White, lockable, handle(s), with 2No keys.			
Sill	1 x Wood, Painted, White			
Curtain Pole	1 x , White plastic curtain rail with white pull cord.			
Curtains	1 x , Navy blue lined curtains with 2No red patch triangles and 3No light blue gingham patch triangles to each curtain.			

Heating

Item	Description	Condition	Check In Comments	Check Out Comments
Radiator	1 x White, Single Radiator with Thermostat Valve			

Sockets/Switches

Item	Description	Condition	Check In Comments	Check Out Comments
Socket Outlet	2 x White plastic, single socket(s)			
Socket Outlet	1 x , White plastic, double socket			
Light Switch	1 x White plastic, single switch			

External Door and Frame

Item	Description	Condition	Check In Comments	Check Out Comments
Miscellaneous	1 x , Brass effect door stop fitted to wall with no end.			

Garage

Garage Door

Item	Description	Condition	Check In Comments	Check Out Comments
Garage Door	1 x Double door, White, manual opening, up and over garage door with locking handles.			

Internal Door and Frame

Item	Description	Condition	Check In Comments	Check Out Comments
Frame & Architrave	1 x wood, frame, painted, White			
Door(s)	1 x White, flush panel door			

Item	Description	Condition	Check In Comments	Check Out Comments
Hinges	3 x Brass effect, hinges			
Door Handle(s)	1 x Brass Effect, Victorian Scroll Handle, Lockable			
Lock	1 x Brass effect, 5 lever mortice lock			

Ceiling

Item	Description	Condition	Check In Comments	Check Out Comments
Ceiling	1 x , Plastered ceiling			

Lighting

Item	Description	Condition	Check In Comments	Check Out Comments
Lighting	1 x White, single pendant, with bulb(s)			

Walls

Item	Description	Condition	Check In Comments	Check Out Comments
Walls	1 x , 1 x Myson Apollo Fanfare boiler 1 x fuse box.			

Sockets/Switches

Item	Description	Condition	Check In Comments	Check Out Comments
Socket Outlet	1 x White plastic, single socket(s)			
Light Switch	1 x White plastic, double switch			
Light Switch	2 x White, single switch(s)			



Rear Garden

Boundaries

Item	Description	Condition	Check In Comments	Check Out Comments
Fence	1 x , Fence panels to all sides of the boundaries.	Good condition.		

Lawn

Item	Description	Condition	Check In Comments	Check Out Comments
Grass	1 x , Grass area to garden.	Cut and tidy.		

Patio

Item	Description	Condition	Check In Comments	Check Out Comments
Decking	1 x , Dark green colour painted timber patio decking with boundary.			



Sample

Declaration

We certify that this report is a fair description of the condition of the property and its contents fixtures and fittings at the date of our visit. Where provided, reference has been made to the original inventory.

We have made comments where applicable on issues of damage and fair wear and tear based on our experience in the lettings industry. However, any actions or repairs suggested in this report are subject to the terms of any prior agreement between the landlord and tenant and are also subject to the terms of the tenancy agreement itself.

Signed (Tenants)

Name

Date

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Signed (Landlord / Agent / Clerk)

Name

Date

.....

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Check Out Started:

Check Out Finished:

