

Check Out Keys



Prepared on behalf of Example Inventories Ltd

Property inspected by Clerky Clerk

Address

123 Sample Street
Sample City
Sampleshire
AB1 2CD



Carried Out

September
8th 2020

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Notes

ABBREVIATIONS & TERMINOLOGY

L.L. - Lower Level

M.L. - Mid Level

U.L. - Upper Level

R.H.S. - Right Hand Side

L.H.S. - Left Hand Side

S.S. - Stainless Steel

N.T. - Not Tested

O.D.U. - **'Old Defects Under'** used where an item of décor, e.g. a wall, has been painted but chips or other minor defects are still visible under the paintwork. Only used to cover defects/damage accrued through normal wear and tear and does not imply any defects to the buildings general structure.

M.C.A. - **'Marks Consistent with Age'** is used where an item of furniture is of old condition and any marks or defects are those expected with normal, long term, use of the item.

Other Terms:

'Structural crack' is used to imply a visible settlement crack or joining crack, it does not imply defects to the buildings structure that would normally be found by a professional surveyor.

'As new' will be used only where it is obvious, at the time of inventory, that the item is new.

'Signs of wear' & **'Use marked'** are used to imply that an item is showing marks or minor defects expected through normal use of that item.

'Well worn' is used to imply that an item is in old condition with signs of wear consistent with normal use of that item.

'Good antique condition' is used to imply that an item of old furniture is in a well-maintained condition.

'Dirty' where removal of material would require cleaning supplies.

'Dusty' implies a covering of dust removable with a vacuum or duster.

'Tacky to touch' where an item may look clean but is sticky/tacky when touched

Notes:

This inventory will be checked at the end of the tenancy and all items should be ready and in the same location listed. If the inventory clerk has to search for items, it could result in charges being made to the tenant.

Guidelines for Landlords and Tenants

Please note that the inventory clerks are not responsible for the following:

1. Testing showers / taps
2. Testing appliances
3. Moving furniture
4. Checking electrical items
5. Opening windows
6. Flushing toilets
7. Checking heating systems / radiators
8. Checking alarms
9. Inspecting loft contents
10. Removing and inspecting boxed items – it is the duty of the landlord / tenant to have all accountable items ready to check
11. Specifying names of plants / shrubs and trees – a general description will be made.

Please ensure that instruction manuals are at the property for the tenants use.

Please ensure that all keys are tagged.

Location of the water meter will also be required at the time of the inventory compilation if it is to be read.

Checking Out Procedures

1. All items should be placed in the rooms as described on the inventory,

2. All china, glassware, crockery, kitchen utensils etc should be clean and accessible.
3. Anything packed away for the duration of the tenancy must be unpacked, cleaned and placed in the correct location.
4. It is expected that the property will be in a similar condition of cleanliness as at the check in and when you vacate there must be no trace of the previous occupant – see cleaning below.
5. All keys must be available and clearly labelled.
6. You must be ready to vacate the property and hand over any keys at the appointed time.

The following notes have been written to help facilitate a problem free tenancy. Should the Inventory Clerk have to search for missing items it may result in charges being made to the tenant. Heavy items of furniture that have been moved should also be returned to their original positions.

The Managing Agent of Landlord must be informed of any items removed or added to the property. Failure to do so may result in charged being made for the replacement of items removed.

Cleaning

To a standard that shows there is no trace of your occupancy for a new tenant. For example, this means that there should be no loose peas left in the freezer, no tissues under a sofa or finger marks around light switches. This is achievable without a professional company being employed but if you do not have the time your agent can recommend professional cleaners to help either before or just after you vacate. In particular:

Sanitary ware, windows, hard floors, woodwork, cooker hoods, ovens, kitchen appliances (including units), shelves, refrigerators, wardrobes, drawer units and bedding.

Carpets

All carpets should be thoroughly vacuumed. Depending on the agreement and / or length of tenancy, they should be professionally cleaned. You will be charged to clean any staining or soiling. Compensation costs will be made towards any further damage such as cigarette / iron burns or stains. If a carpet is badly marked or damaged you may be charged for part or all of the cost of a replacement.

Crockery, China, Utensils

These items will be checked for soiling, chips, burn marks, loose handles to pans or any other damage. If damage has occurred beyond reasonable wear and tear, compensatory costs will be added to the Check Out Report.

Decorations

It is accepted that during day-to-day living a few marks and scuffs will appear on walls and woodwork. However, should the marking be found excessive, charges will be added to the Check Out Report.

For example: hooks and nails driven in to walls without permission, excessive furniture rubbings, pencil or crayon marks, tears to wallpaper, excess damage to woodwork.

Keys

Please note that all sets of keys (as noted on the original inventory) must be returned at the time of Check Out. Failure to comply may result in the Check Out appointment being aborted, the cost of which will be chargeable to you as indeed may a new set of locks and keys.

Check Out Appointment

It is important that:-

1. All cleaning has been completed prior to this time.
2. All personal items removed.
3. The property is ready to be handed over and ready to vacate.

If you are not ready to leave it may not be possible to carry out the Check Out. In this case a return visit will be needed and a charge for the aborted visit will be made.

At the termination of the tenancy, the inventory will be checked and any obvious or significant discrepancies will be reported to the Managing Agent / Instructing Principal. This report will indicate whether, in our opinion, the tenant is liable for the deterioration or whether it is considered to be fair wear and tear. Normal fair wear and tear will be assessed on the length of tenancy and the type of occupancy.

Please note that Royal Mail provide information about redirection of post and have a FREE service to notify companies of your new address including banks, gas, electricity, water, DVLA etc. so that they do not have to be notified separately. This can be found at – <http://www.royalmail.com/portal/rm/jump2?catId=400126&mediaId=11200120>

Condensation – Looking After Your Home

There is always some moisture in the air. Warm air holds much more moisture than cold air. When warm air hits a cold surface it cools down and cannot hold onto all the extra moisture produced by everyday activities, so some of this moisture appears as small droplets of water – most noticeable on windows or where there is little movement of air. **If not properly dealt with this extra moisture can lead to mould growth on walls, furniture, window frames and even clothes. Mould growth can cause paint blistering and wallpaper to peel off, it can also rot any fabric.**

Modern improvements like wall insulation, draught proofing and sealed window units minimise draughts and help keep heat in your home. However, they also stop moisture escaping which means that you must make a little extra effort these days to avoid condensation problems.

Excessive mould build up gives off tiny seeds called ‘spores’ – these spores float in the air you breathe and can aggravate conditions such as asthma and other allergies. If your property is prone to condensation build up this can be avoided with daily attention to the problem.

Steps you can take to help reduce condensation:

Dry all windows, windowsills, and any other surfaces that have become wet. Ensure you wring out the cloth thoroughly, do not dry on the radiator.

If possible, always hang your washing outside. If this is not possible, you could hang it in the bathroom, with the door closed, and window slightly open for ventilation. **Do not dry washing on radiators as this will add to the moisture already in the air.**

If you use a tumble dryer, ensure it is well ventilated to the outside, or that it is of the new condensing type.

Try to ventilate your kitchen when in use, either by opening a window slightly, or using the extractor fan. Try to ventilate both kitchens and bathrooms for at least twenty minutes after use.

If your property is prone to condensation then daily use of a de-humidifier unit can be very beneficial. These come in all shapes and sizes, cost very little to run and draw out the excess moisture from the air helping to keep the condensation under control.

Disclaimers

This inventory is undertaken by Stef Cooke Inventory Services and provides a fair and accurate record of the condition and contents of the property, and the property's internal condition. It is the responsibility of the landlord and the tenant or the respective agents to agree between themselves the accuracy of this report.

The person preparing the inventory is not an expert in fabrics, woods, materials, antiques etc, nor a qualified surveyor. The inventory should not be used as an accurate description of each piece of furniture and equipment, or as a structural survey report. Plants and shrubs are not listed. If any additional items are to be listed, this will be at the Landlords request only.

Property left in lofts, cellars and locked rooms, which have not been inventoried, are the sole responsibility of the landlord.

The Fire and Safety Regulations regarding Furnishings, gas, electrical and similar services are ultimately the responsibility of the Instructing/principal. Where the inventory notes 'fire label seen', are seen this should not be interpreted to mean that the item complies with the "Furniture and Furnishings (fire) (safety) (Amendments) 1993."

This is a record that the item had a label as described or similar to that detailed in the Guide to the Furniture & Furnishings (Fire) (Safety) Regulations as published by the Department of Trade and Industry, January 1997, (or subsequent edition), attached at the time of the inventory compiled. It is not a statement that the item can be considered to comply with the regulations.

Also, whilst all care and diligence will be undertaken regarding sleeved plugs, heavy appliances and obstructing furniture will not be moved, and therefore full responsibility will remain with either the acting agent or the landlord.

Smoke & CO Alarm Tests – 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. We will take no responsibility for any malfunction or damage which may occur during the testing of alarms.'

1. SCHEDULE OF CONDITION	
Item	Condition
1.1 General condition of property	Good clean condition
1.2 Heating / Water	Left on, set low
1.3 Fridge / Freezer	Left off and open
1.4 Doors and windows secured	Yes
1.5 Pets during tenancy	No
1.6 Alarm set	NA
1.7 Tenant notes	Mirror in bathroom fell off during end of tenancy clean, by tenant

2. METER READINGS		
Item	Serial Number	Reading
2.1 Electric Meter	Location: At front door Serial No: D08W538412	1: 74547 4: 23405 T: 97953
2.2 Water Meter	Location: Hall cupboard Serial No: 19MA071746	00047



Ref # 2.1



Ref # 2.1



Ref # 2.1



Ref # 2.2

3. KEYS HANDED OVER AT CHECK OUT

Item	Description
3.1 Yale	x 9, including 2 x communal door and 4 x flat door
3.2 Mortice	None
3.3 Window Lock	x 7
3.4 Gas / Electric Meter	x 1
3.5 Remote / Security Fob	x1, car park barrier



Ref #3

4. RECEIPTS PROVIDED AT CHECK OUT

Item	Description
4.1 Cleaning	Tenant advised to forward to Agent.
4.2 Carpet Cleaning	Tenant advised to forward to Agent

5. ALARMS

Item	Location	Test Result
5.1 Smoke Alarm(s)	Hallway and bedroom	Alarm tested for power only. Audible alarm noted
5.2 Heat Sensor Alarm(s)	Kitchen	Alarm tested for power only. Audible alarm noted

6. MANUALS / CERTIFICATES

Item	Description
6.1 Household Appliance Manuals	Kitchen

6. MANUALS / CERTIFICATES (CONT.)



Ref #6

Declaration

I/We the undersigned, affirm that if I/we do not comment on the Inventory in writing within seven days of receipt of this Inventory then I/we accept the Inventory as being an accurate record of the contents and condition of the property.