

Check Out Report

Conducted by



On Behalf Of

Example Report

Property Address:

Address Line 1

Address Line 2

Post Code

Date

Date



Disclaimer

This check out report has been put together by Acorn Inventories Ltd. It compares the condition of the property at the end of tenancy with that at the start of tenancy. It is the responsibility of the landlord or agent and tenant to agree upon the accuracy of the report. Where no comment is made upon the condition of an item, it is deemed to be free from noticeable damage or uncleanness.

Where the inventory report has been conducted by a company other than Acorn Inventories Ltd, the clerk can only use the information provided on this initial report as a point of comparison at check out. Therefore we cannot be held responsible for inadequacies on this initial report and any issues that may arise from this.

Working Order	This report notes the presence of items of furniture, fixtures, furnishings, electrical equipment and appliances included in the tenancy. The report is no guarantee of the adequacy, working order or safety of any item noted.
Structure and fabric of the property	This report is not intended to form any part of a survey and does not comment on the functionality of the property
Descriptions	The terms silver, chrome, brass, gold, aluminium, copper, pine, oak, etc relate to the description of the colour and appearance of the item and not to the composition of the item
Soft Furnishings	The inventory report may contain a reference to 'fire safety labels' this is a comment on a label that refers to fire safety and is attached to an item of furniture. It is not a guarantee that the specified furniture complies to any current legislation
Ancillary Rooms and Areas	Any room that is excluded from the tenancy will not be noted on the report. Loft spaces and cellars will not be included unless they are habitable areas included within the tenancy
Windows and doors	Whilst comment is made on windows and doors they are not tested to ensure that they are in working order
Heavy items	Heavy items of furniture such as beds, wardrobes, bed-settees, large mattresses, kitchen appliances and furniture etc will not be moved and no responsibility can be taken by the inventory provider for areas or items that cannot be fully inspected

Notes Relating To This Property:

Decorations	The property is in reasonable decorative order, unless otherwise stated
Cleanliness	The property is clean unless otherwise stated
Carpets	Are vacuumed but have not been steamed cleaned, unless stated otherwise
Curtains	In fair order but have not been cleaned, unless stated otherwise
Appliances	Clean except where stated otherwise
Windows	Clean internally, reasonably clean externally, unless stated otherwise
Garden	The garden is tidy, unless stated otherwise
General	All power points, light switches, television and telephone points are white plastic unless otherwise stated.

General Description and Condition

Overall Condition: The property needs further light cleaning throughout.

Please note:

All items listed on this report are to be taken as in good, clean condition unless discrepancies are stated afterwards in brackets.

All light bulbs are in working order unless noted in brackets afterwards.

None of the electrical appliances have been checked as to working order.

How to use this report:

This report will compare the condition of the property at end of tenancy with that at the start of tenancy. It will detail where any potential damage has been found within a property. It will provide a description of each issue and may include a photograph for further detail.

The report then provides a 'Liability' column for the customers use when assessing the report's findings to attribute which party is liable for certain areas of damage. If applicable, the clerk that compiles the report may give their professional opinion on whether the liability lies if the customer has requested this. This is a guide only.

Entrance Hallway



Light clean required

Tenant



Lights - one bulb not working



Tenant

Smoke detector working

Water Tank Cupboard

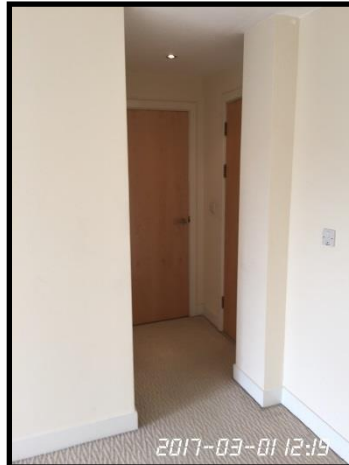


Light clean required



Tenant

Bedroom One



Light clean required

Tenant



Lights - two bulbs not working

Tenant



En-suite



Light clean required

Tenant



Floor - hair line crack running through four tiles in front of WC



Tenant

Bedroom Two

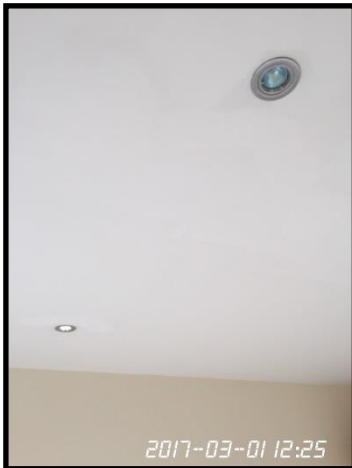


Light clean required

Tenant



Lights - two bulbs not working



Tenant

Window - tape marks around one panel



Tenant



Living Room



Light clean required

Tenant



Lights - two bulbs not working

Tenant



Kitchen



Light clean required

Tenant





Lights – three bulbs not working

Tenant



Smoke detector working

Bathroom



Light clean required

Tenant



Lights - one bulb not working



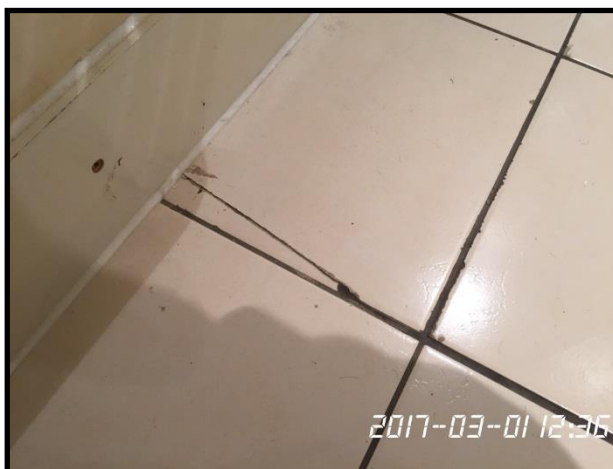
Tenant

Shower head holder - unable to tighten properly so difficult to adjust the position



Tenant

Floor - one tile cracked beneath heated towel rail



Tenant

Meter Readings

	Location	Serial Number	Ingoing Reading	Outgoing Reading
Gas	N/A			
Electric	Obtained by management company		12466	
Water	N/A			
Other	N/A			

Meter Pictures

Gas	Electric	Water