

Check-Out Unfurnished



PROPERTY ADDRESS

DATE COMPLETED

REPORT PRODUCED BY

DISCLAIMERS

General Information

An Inventory report is produced to provide a fair and accurate record of the general visual condition of the property, in terms of decorative order, cleanliness, condition of contents and/or fixtures and fittings.

An Inventory Remake report is an update to an Inventory report. Inventory Remake reports are provided where the previous Inventory was completed by the Live Organisation Ltd, T/A Live Letting Exchange [LLE] within the previous twelve months, and where no material changes to the property or its contents have been made.

Check-In reports are produced to evidence the Check-In arrangements for the ingoing Tenant(s) of a property. Such reports do not by themselves, comprise an Inventory report. Where an Inventory or an Inventory Remake has been separately compiled, it will be specifically referred to within the Check-In report.

Check-Out reports are produced to provide a general, relative description of the property, in relation to the original Inventory or Inventory Remake report, and Check-In report. A description of any discrepancies will be listed, which will include differences in the condition of items, items which are missing and items which are now present that were not originally listed.

Periodic reports are produced to evidence that the property is generally being looked after by the Tenant and that there are no particular problems with the property. A Periodic report is not compiled against the original Inventory or Inventory Remake report, nor provides a check upon the living habits of the Tenants – such as housekeeping standards, unless this impacts negatively on the property itself.

All reports include digital photographic records; the number of photographs will vary depending upon the nature and size of the property, and type of report produced.

Reports do not comprise a building survey and will not comment upon the basic fabric of the building.

Fair wear and tear judgements are not included within any reports, nor any liability commented upon as to the responsibility of a Tenant or Landlord for noted dilapidations or damages.

All reports will be delivered by e-mail PDF attachment to the Instructing Party [IP]. No part of any report may be reproduced without the express permission of LLE.

Inventory Clerks

Inventory Clerks are not qualified surveyors or valuers, nor are they experts in fabric, materials, valuables or antiques.

Preparation of reports

Reports are prepared in accordance with the instructions provided by the IP, which may be overruled by these Terms and Conditions.

Where certain specific matters are required to be covered within a

Items listed within reports but not fully inspected

- Heavy or awkward items of furniture will not be moved to check the condition beneath or behind the item
- Bed linen, towels and other similar items which are heavily soiled
- Windows are not opened to determine whether they open and close correctly

Furniture & Furnishings (Fire) (Safety) Regulations 1988, as amended

It is not the responsibility of LLE to verify if the furniture and furnishings comply with the Regulations, but a check will be made to see if the various items have a fire safety label attached; this should not, however, be interpreted as confirming that the Regulations have been complied with, or that the furnishings are compliant.

The Electrical Equipment (Safety) Regulations 1994

The Plugs & Sockets (Safety) Regulations 1994

Where the relevant certificates have been noted on the report as seen, this should not be interpreted that the items to which the certificates relate can be considered as compliant – it is merely a documentary note that the certificate existed on the date of the Inventory Clerks visit to the property.

The Gas Safety (Installation and Use) Regulations 1994 as amended

Where the relevant Gas Safety Certificate has been noted on the report as seen, it should not be interpreted that the gas appliances contained within the property are compliant – it is merely confirmation that the certificate existed on the date of the Inventory Clerk's visit to the property.

Testing of Appliances and Supplies

It is not the responsibility of LLE to test electrical, heating, or plumbing appliances. A visual check of all such appliances will be made and any defects relating to the physical appearance noted.

Any fire alarms/equipment and security systems are not tested.

LLE take no responsibility for checking whether the correct number and type of Smoke Alarm(s) or Carbon Monoxide Alarm(s) have been installed in the correct position(s) within the property.

Keys

LLE will not accept responsibility for any lost or unaccounted keys.

Amendment to reports

Any discrepancies regarding the content or descriptions detailed within the report should be brought to the attention of LLE, in writing, within seven days of the report date; otherwise it is accepted that the report is accurate.

Limited Financial Liability

Where the IP alleges that an Inventory report or Inventory Remake report contains omissions or discrepancies, LLE will be limited only to the financial liability of the cost of the report, to the IP, excluding VAT.

Where the IP alleges that a Check-In report contains omission or discrepancies, LLE will be limited only to the financial liability of the

report, which would not in the ordinary course of business be commented upon, LLE must be notified in writing, in advance, at the point of instruction.

Reports are exclusively prepared for the purpose of residential lettings. No obligation, or duty of care, is owed to any other person, or persons, or for any other purpose.

The inventory of a room is generally carried out left to right from the point of entry.

Report Descriptions

All descriptions within a report are for identification purposes only, e.g. where the words 'gold', 'silver' or other similar descriptions are used, they refer to the colour of the item and not the metal.

Any reference made to appliances and/or services are for identification purposes only, and should not be regarded as them being in working order, or as complying with safety regulations.

Measurements, where stated, within a report are approximate and are provided for guidance purposes only.]

Meter Readings

Provided the Inventory Clerk is able to locate the gas, electricity and oil meters, the applicable readings are included within a report. It should be noted, that where meters are located above head height, within cellars, beneath overgrowth, under steps, or behind rubbish/stored items, the Inventory Clerk will not attempt to take readings.

Water meter readings, where applicable, will be taken assuming the meter is sited on the property and can easily be read. Where the water meter is located below ground on public land, such as pavements, the Inventory Clerk will not attempt to take a reading.

For all meter readings, it is the IP's responsibility to inform, or make the Inventory Clerk aware of the locations of any such meters. If the Inventory Clerk is unaware of, or is unable to locate the meters, the meters will remain unread. In these instances, LLE will not look to arrange a complimentary revisit to the property, on behalf of the IP.

Rooms excluded from reports

- Lofts and attics
- Cellars
- Inaccessible rooms
- Poorly lit rooms
- Rooms housing a dog, or any other potentially dangerous animal (unless the owner is present)
- Outbuildings (unless previously negotiated)

Items excluded from reports

- Perishable items, such as houseplants, garden plants and food items
- Garden livestock, such as fish in ponds
- Contents of garden sheds and garages (other than garden tools)
- Trivial household items, such as cleaning materials and light bulbs

Items listed within reports, but not itemised or counted

- General property contents, such as books, CD's, DVD's
- Extensive amounts of crockery, cutlery or ornaments
- High level items, above head height

cost of the report, to the IP, excluding VAT. It should be noted, that in instances where the IP has not furnished the Inventory Clerk with an up-to-date, legible and clearly set-out Inventory report or Inventory Remake report, to use at the Check-In visit, then no financial liability will exist.

Where the IP alleges that a Check-Out report contains omissions or discrepancies, LLE will be limited only to the financial liability that would have been brought against the Tenant by the Landlord, up to the full value of the deposit held, should the omissions or discrepancies have been listed within the report, ensuring that the Landlord does not enjoy betterment, fair wear and tear has been accounted for and the most appropriate cause of action is being taken. It will be necessary for the IP to prove that a loss has been suffered by their Client and to provide copies of any documentation, and/or information requested.

Where the IP alleges that a Periodic report contains omissions or discrepancies, LLE will be limited only to the financial liability of the cost of the report, to the IP, excluding VAT.

No financial liability will be payable on any report, should the IP have overdue payment terms with LLE.

LLE will have no financial liability for any indirect or consequential loss, suffered by the IP or its Clients, where there has been a delay in the production of any report.

Except in the case of Periodic reports, where a report is completed with a Landlord or Tenant residing in the property, our ability to conduct a full inspection may be restricted. In such instances, LLE accepts no financial liability for any omissions or discrepancies.

Complaints

Circumstances regarding Inventory, Inventory Remake, Check-In and Periodic reports giving cause for alleged complaint must be notified by the IP to LLE within seven days of the report date.

Circumstances regarding Check-Out reports giving cause for alleged complaint must be notified by the IP to LLE within thirty days of the report date.

Alleged complaints received outside of the timeframes stated above will not be considered, or investigated.

Court Hearings

In the event that a report is required to be used in evidence in any Court of Law, the report cannot legally be used unless the IP has settled all outstanding applicable charges and confirmation of this must be sought from LLE in writing


Schedule of Condition

Area	Description	Comments
1.1 General Description	2 bedroom part furnished end of terrace house with uPVC glazing and gas central heating	
1.2 General Cleanliness	Domestic standard	
1.3 General Decorative Order	As noted	
1.4 General condition of carpets and/or floor coverings	Generally as at check-in	
1.5 Signs of Pets	No	N/A
1.6 Signs of Smoking?	No	N/A
1.7 Cleanliness of Kitchen Area and Including White Goods	Domestic standard Requires further clean in places	
1.8 Cooker and Oven	Smeary Some burnt on grease to oven door and grill pan	
1.9 Cleanliness of Bathroom(s)	Requires further clean	

1.10 Sanitary Ware	Stains to toilet bowl	
1.11 Windows	Some smeary	
1.12 Curtains/Window Coverings	As noted	
1.13 Garden	Not maintained	


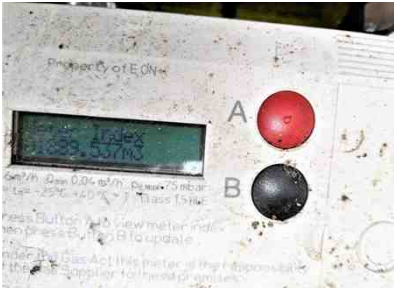
Keys/Meters/Alarms

Keys

Keys	Count	Description
Front Door	key 2	Yale
		
Back Door	key 5	Yale
Other Keys	key 6	Window Keys
Other Keys	key 1	1 x Meter Cupboard Key + 1 x Radiator Key

Meters

Meters	Serial No	Reading
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Electric Meter	19L3703537 - Located to left of front door	05140
		
Gas Meter	E6524398361961 - Located to right of front door	01889
		

Alarms

Type	Description	Working
Smoke Alarm	Lounge + Landing	Yes

Additional Information

Has the tenant witnessed the checking of all alarms?	No	
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From a visual inspection only of the property and its contents is there any evidence of any Health and Safety matter that requires attention or investigation?	No	No.
Does the property have any other urgent works that require attention?	No	No.

Other Property Information

Location of Garage/Parking Space	On road parking	
Permit Required?	No	N/A
Location of Main Switches and Fuses	Lounge	
Location of Main Stop Cock	Unit under kitchen sink	
House Alarm	No	N/A

Property Rooms

1. Front Garden



Condition During Check-Out

As per inventory except:

Not maintained

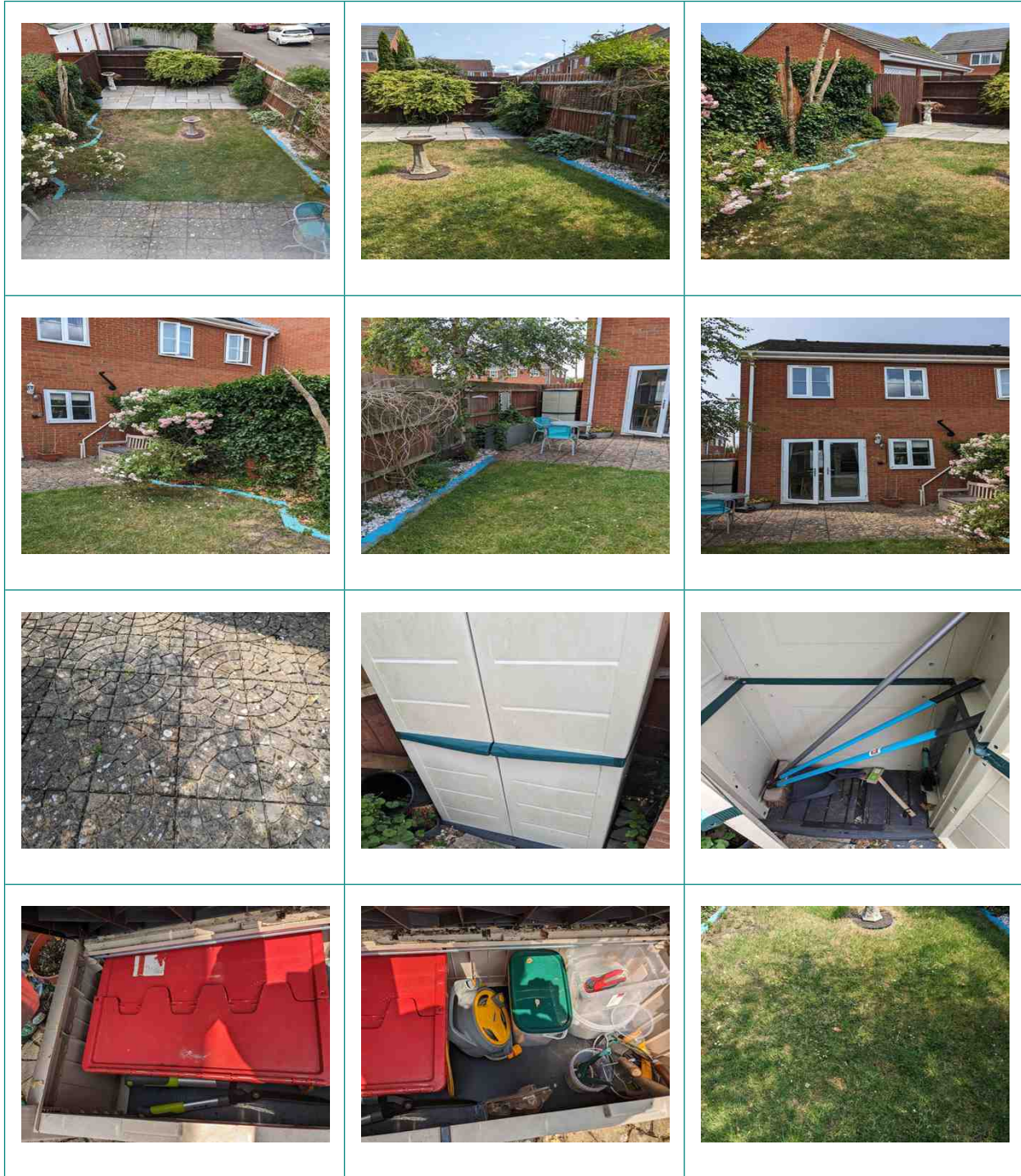
Front Door:

Grubby to high level

Several scuffs to left of letterbox

Discoloured towards edges

2. Back Garden



Condition During Check-Out

As per inventory except:

Not maintained

Paving:

Occasional weeds

Additional weathering

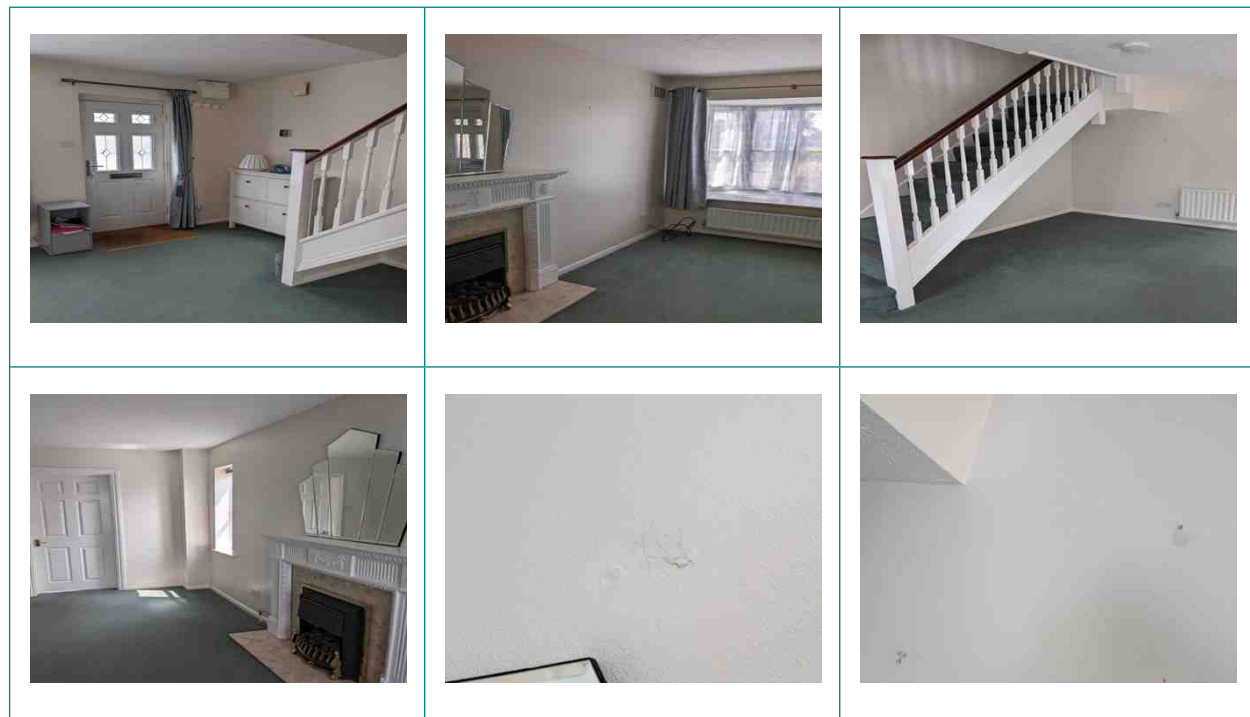
Lawn:

Grass long/weeds/very patchy

Cream Storage Unit:

Grubby

3. Lounge







Condition During Check-Out

As per inventory except:

Windows:

Some marks to far left sill

Curtains:

Occasional spot marks to linings

Cleat very loose

Walls:

Several filled screw holes above fireplace

1 x Screw + 1 x nail + 1 x picture hook at mid-high level to facing wall

Fireplace:

Number of light marks to mantel

Nano 2 Hub:

Not seen

Sofa:

Removed

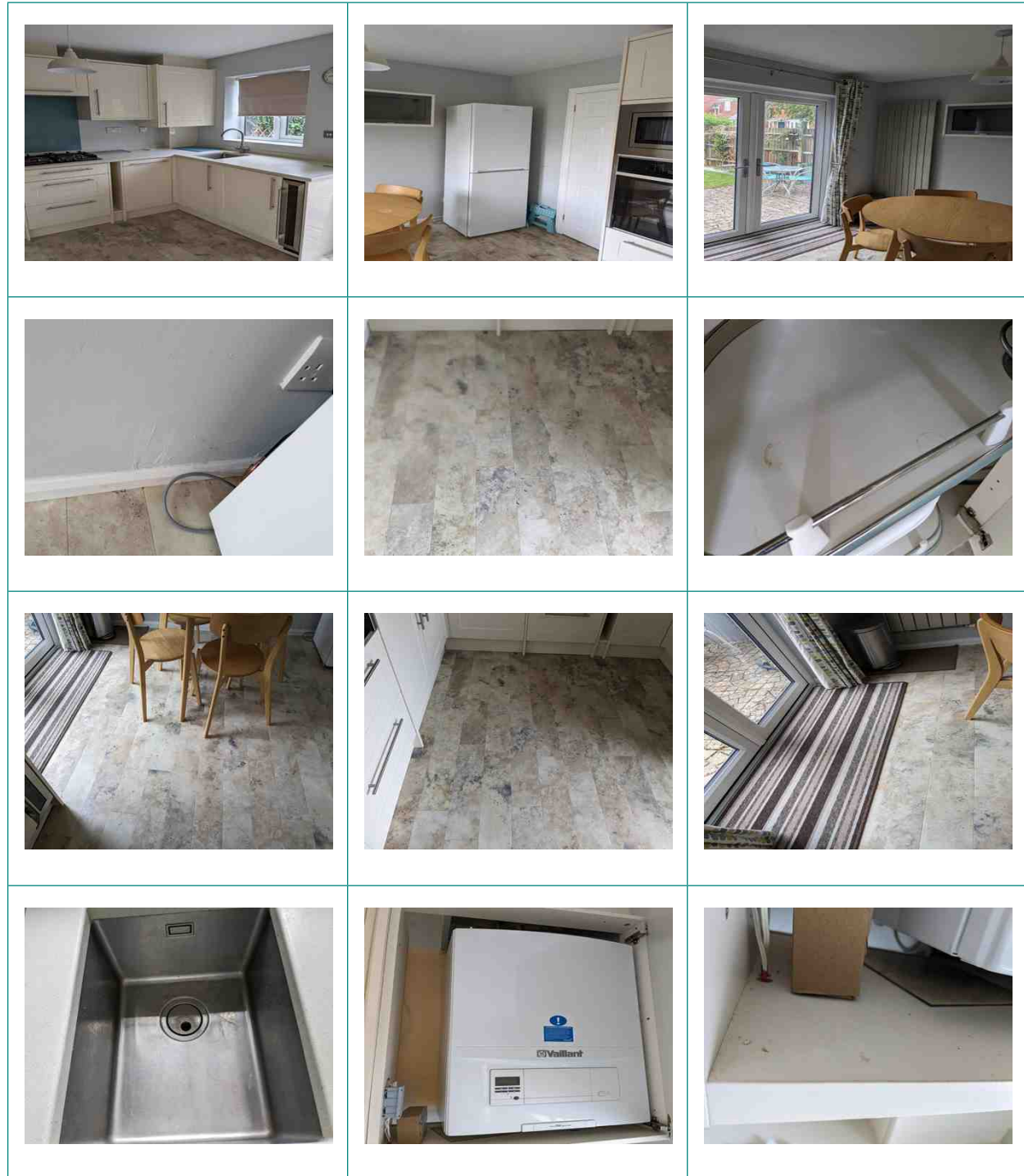
Additional Items:

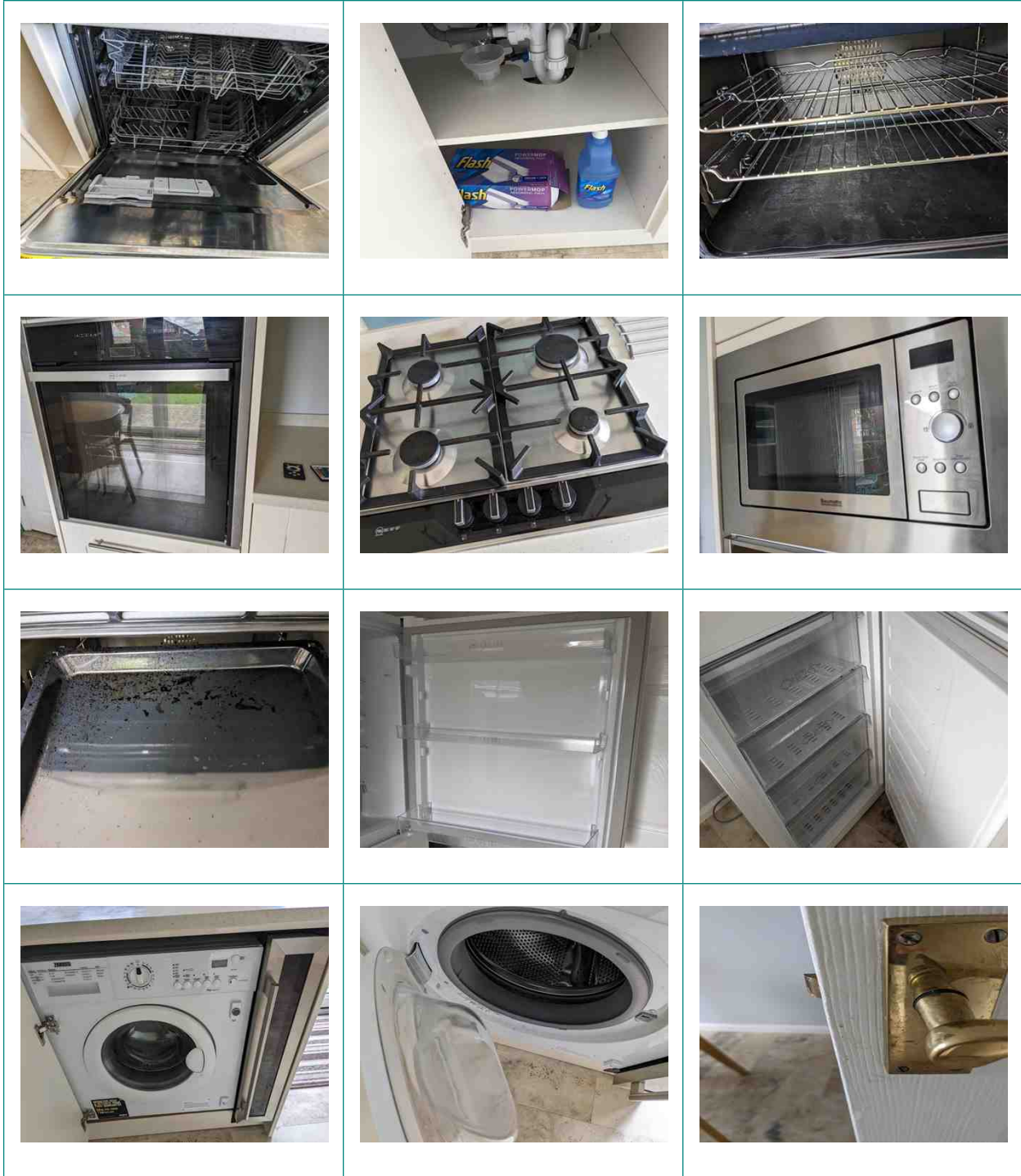
Smart meter unit

Old style telephone

White lamp shade

4. Kitchen





Condition During Check-Out

As per inventory except:

Door:

Grubby marks towards external handle

French Doors:

Glass smeary

Windows:

Require further clean inside and out

Blind:

Number of marks

Light Shades:

Dusty

Walls:

Painted over defects + number of marks at mid-low level to right wall

Light marks above splash-back

Switches & Sockets:

Require further clean

Flooring:

Good order as visible

Brown door mat

Kitchen Units:

Require further clean in places

Hob:

Smeary

Oven:

Smeary to exterior

Some burnt on grease to door and grill pan

Liner to base

Boiler:

Dusty to base of unit

Fridge/Freezer:

Consistent with use

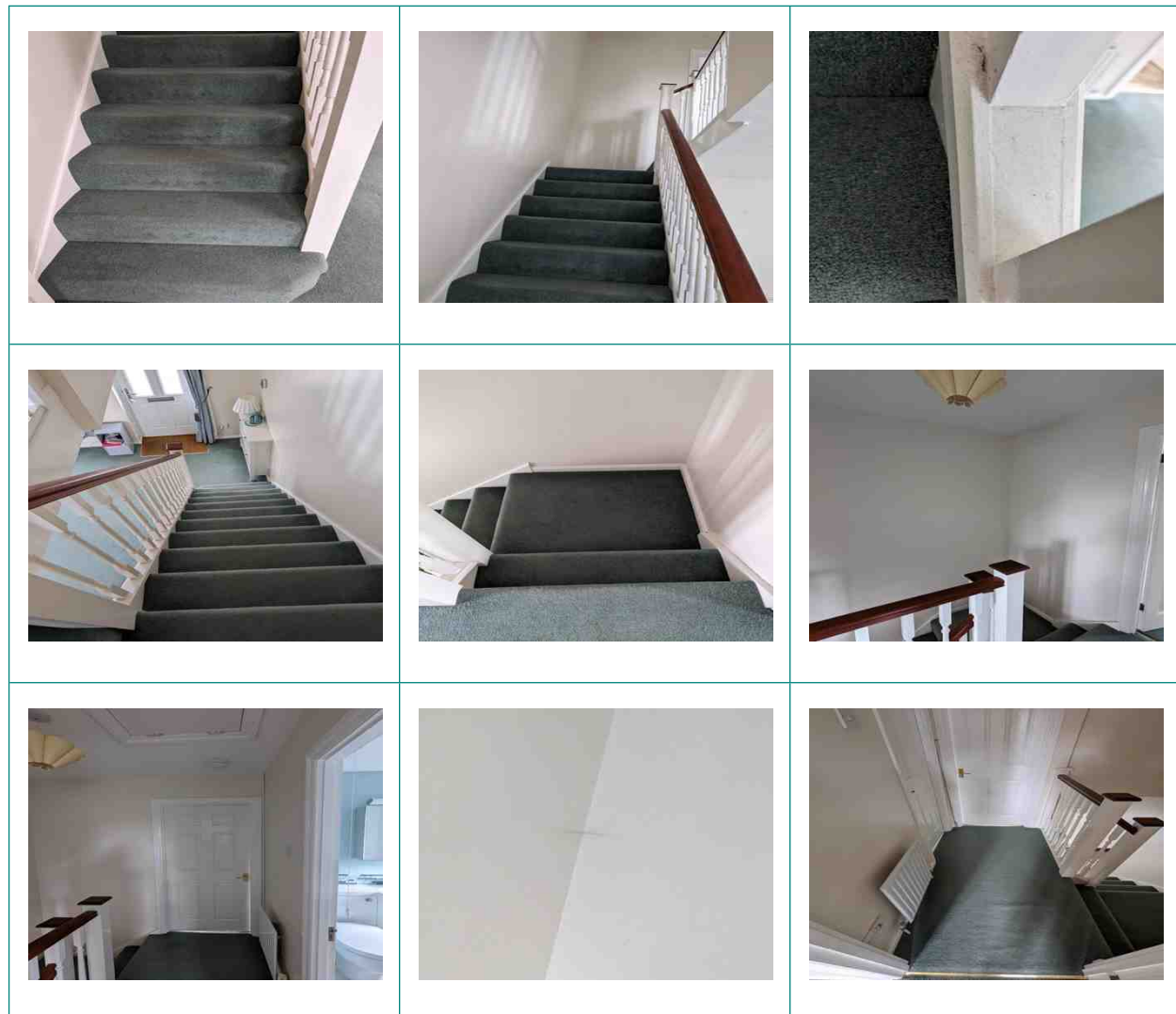
Washing Machine:

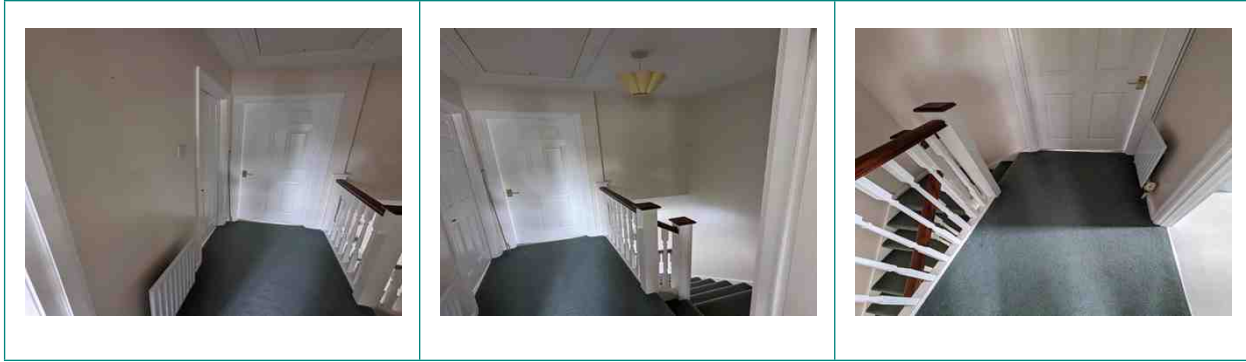
Dispenser requires further clean

Dishwasher:
Door requires further clean
Machine slightly loose to integral door

Kettle:
Not seen

5. Stairs/Landing





Condition During Check-Out

As per inventory except:

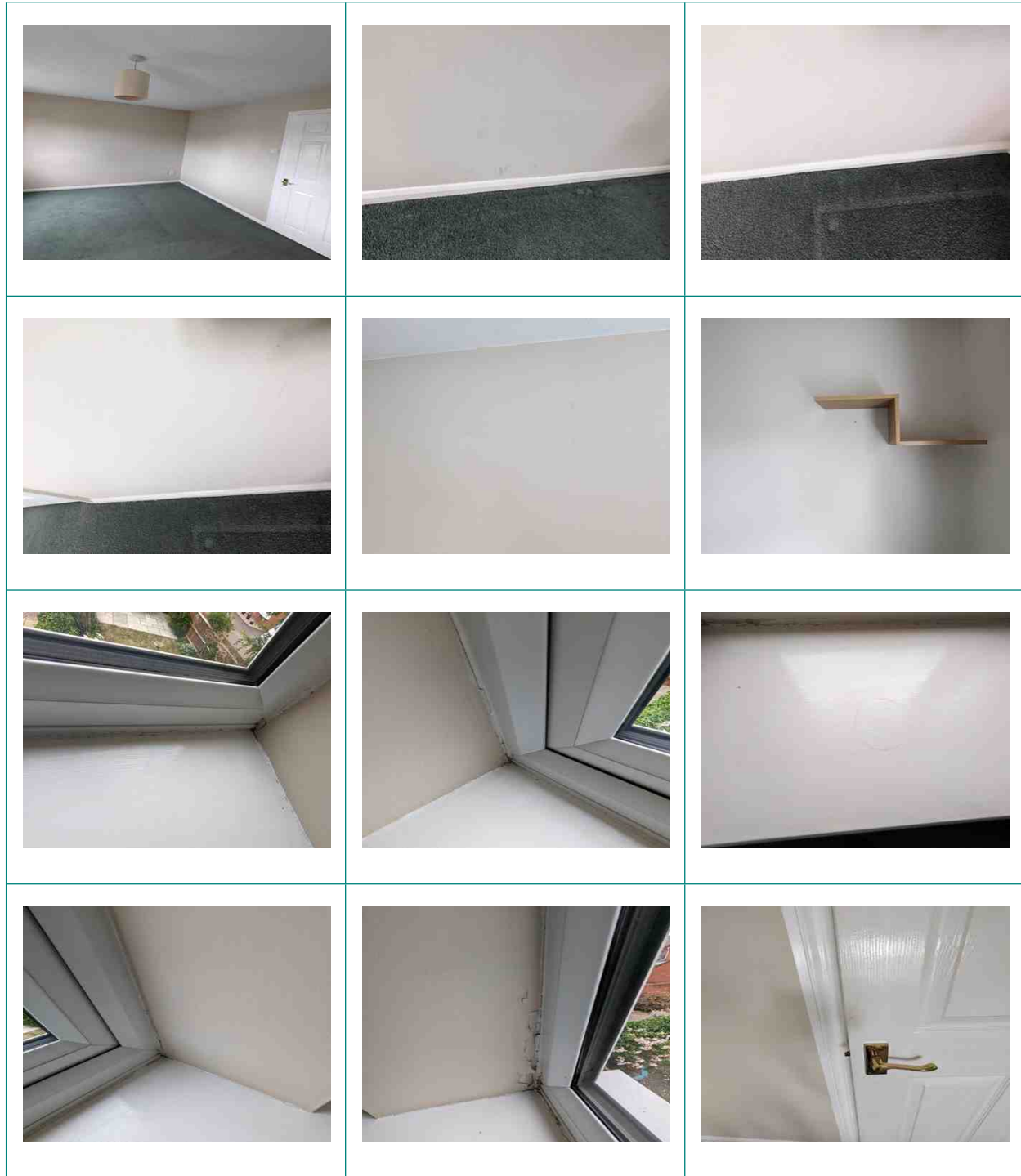
Walls:
Cobweb above stairway

Walls:
2 x nails at mid-high level to left wall

Banister:
Dusty

6. Bedroom 1





Condition During Check-Out

As per inventory except:

Door:

Grubby towards internal handle

Windows:

Sealant starting to discolour at low level

Ring stain to right sill

Curtains:

Appear dusty

Light Shade:

Dusty

Walls:

1 x nail to left wall

1 x pin to right wall

Flaking at low level to right window reveal

Small chip above TV point

Shelf:

Rail removed

7. Bedroom 2





Condition During Check-Out

As per inventory except:

Door:

Patchy to reverse

Windows:

Some movement to frames and sills

Curtains:

Heavy discolouration to reverse

Light Shade:

Replaced with cream shade

Very dusty

Walls:

2 x chips at mid-high level towards near left corner

Starting to flake at low level to left window reveal

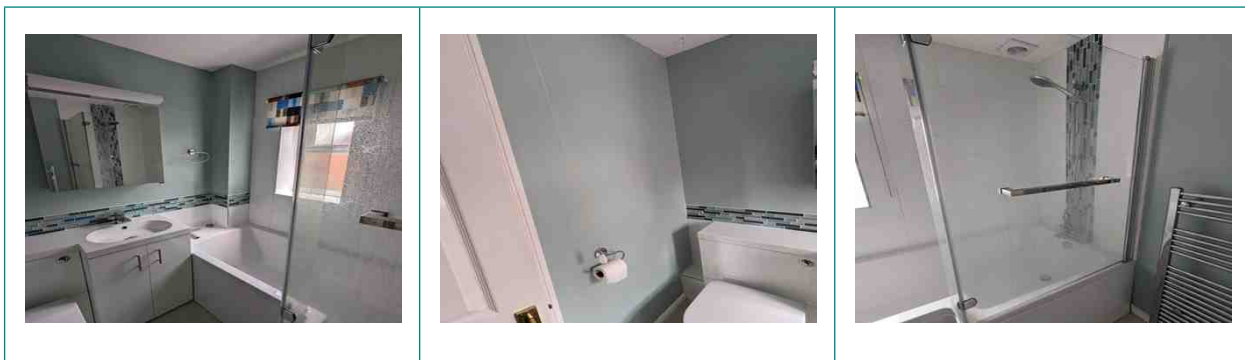
Carpet:

Rippling to right

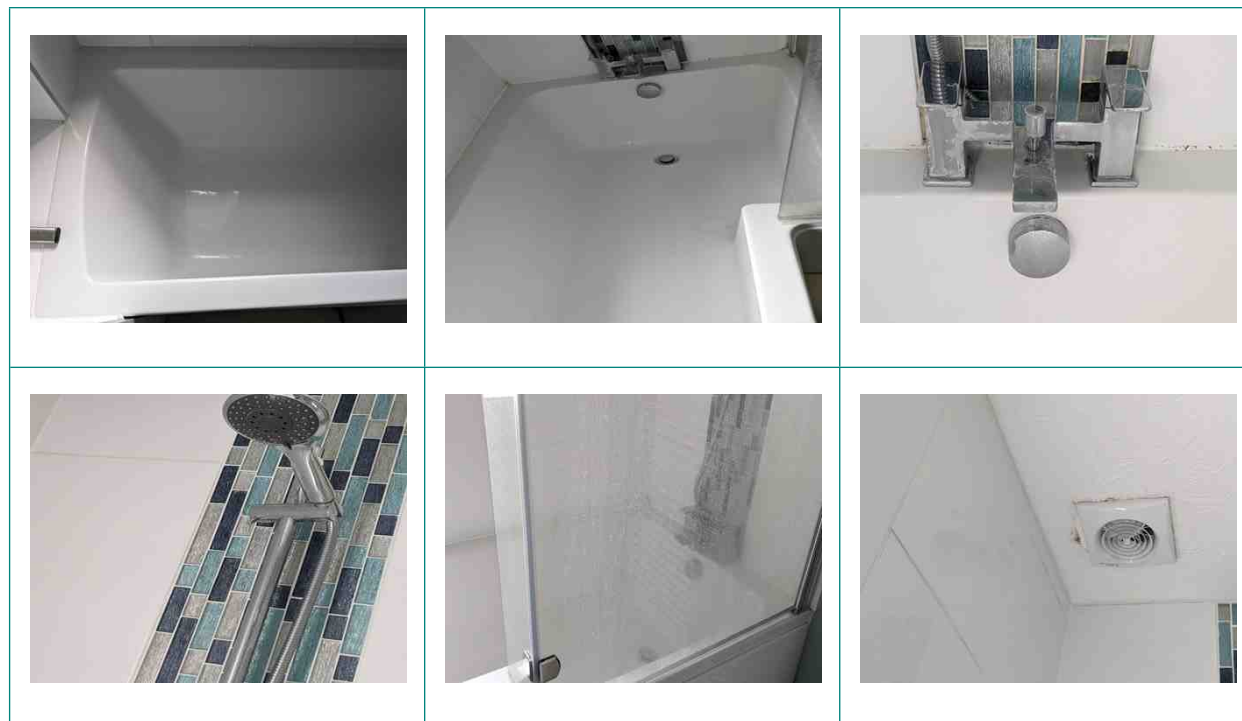
Dyson Vacuum Cleaner:

Not seen

8. Bathroom 1







Condition During Check-Out

As per inventory except:

Door:

Handles tarnished

1 x hook loose

Ceiling:

Some marks around extractor fan

Walls:

4 x pin holes + shading to left on entry

Some painted over defects

Tiles water marked

Heated Towel Rail:

Requires further clean

W.C:

Stains to toilet bowl

Bath:

Some scaling to taps
Requires further clean

Shower Screen:
Heavily water marked

Hand Basin:
Scaling towards waste
Tap very smeary

Check-Out Property Checks

Appliance Switched Off and unplugged	NO
Fridge Freezer de-frosted and cleaned	YES
Rubbish removed from property	YES
Doors and Windows Locked	NO

Declaration

I/We the undersigned, affirm that if I/We do not comment on the Inventory by email 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 and that smoke and Carbon Monoxide Alarms, where fitted, have been tested for an audible alarm and recorded accordingly.

If the tenant(s) does not sign the report or comments within the review period, they are deemed to have agreed to the content of the report.

Signature	
Print Name	-
I am the	Inventory Clerk
Date	04/07/2023
Tenants Comments	Tenant Not Present
Tenants Forwarding Address	Tenant Not Present