

Check Out Report

Property Address:

Date of Report:

Report Reference:

The following notes were taken at the time of check-out, which should be read in conjunction with any Inventory referred to and the check in report.

Inventory Report Dated: Unfurnished Inventory 26/01/2013

Check In Report Dated: Check In Unfurnished 26/01/2013

Periodic Inspection Reports Dated:

Electric Meter Number D07C19136
Reading 19985

Electric Meter Number n/a
Reading n/a

Gas Meter Number 2007: 650926
Reading 04096
Gas Safety Certificate at Property

Water Meter 00450

Oil Tank Reading n/a



Location of Main Switches/Fuses
Location of Water Meter
Location of Main Stop Cock
House Alarm
Code

Entrance hall storage cupboard
Cupboard in communal hallway
Entrance hall storage cupboard
No



Keys provided to the property:

Front Door	2 x Yale Upper Lock & 2 x Yale Lower Lock
Back Door	n/a
Other exterior Doors	Yes 2 x Fobs for Security Gate/Communal Door
	1 x Silca Key Communal Door
Garage Door	n/a
Other keys	Yes 41 x Window Key + 3 x in situ
	1 x Chubb Water Meter Cupboard
Keys returned via post?	No

Location of Garage/Parking Space Permit? Parking spaces to front of building
No

Cable or Satellite Connected Not known

Appliances switched off and unplugged? Yes

Fridge/Freezer de-frosted and cleaned? Yes

Are there any signs of smoking? No

Are there any signs of pets having lived in the property? No

Rubbish removed from property? Yes

Doors and Windows Locked? Yes

Other Notes?



Rooms & Contents

Interior of Property

As per inventory.

Entrance Hall



As per inventory except:

Walls:

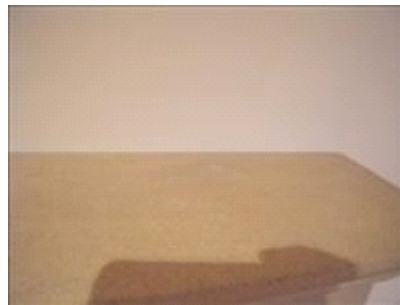
Number of scuffs at mid-low level to left of storage cupboard



Storage Cupboard:
2 x panels and miscellaneous fixings on shelf
Small black plastic bin

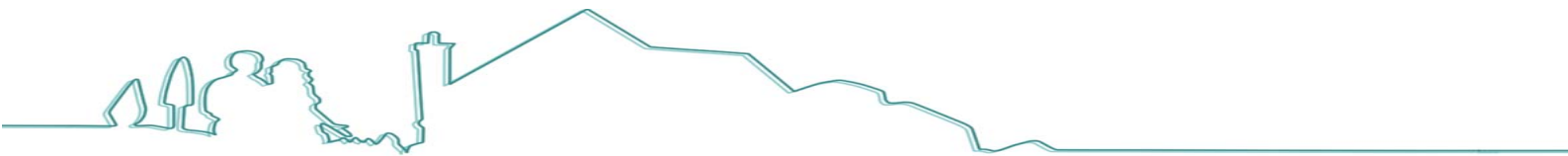


Lounge



As per inventory except:

Windows:
Glass smeary to exterior



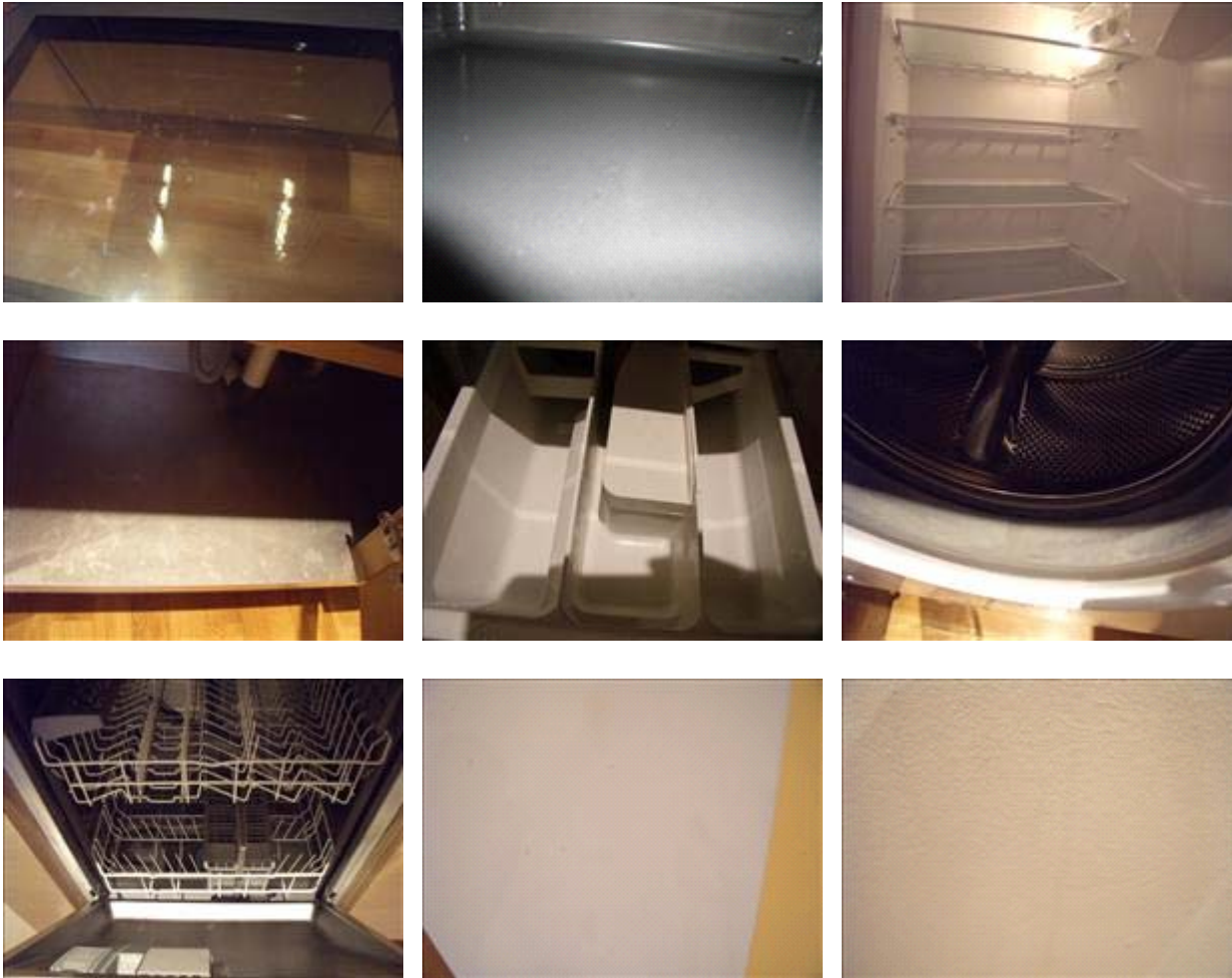
Blinds:
Dusty towards cords

Walls:
Several discoloured marks at low level to far right corner
Light marks above mantel

Fireplace:
Additional marks to mantel and hearth

Kitchen





As per inventory except:

Ceiling Spotlights:
1 x not working

Walls:
Scattered discoloured marks at mid-low level to left wall
Discoloured patches to panel to hob

Floor Units:
Unknown cover in bottom drawer
Dustpan and brush not seen

Oven:
Discoloured marks to glass door

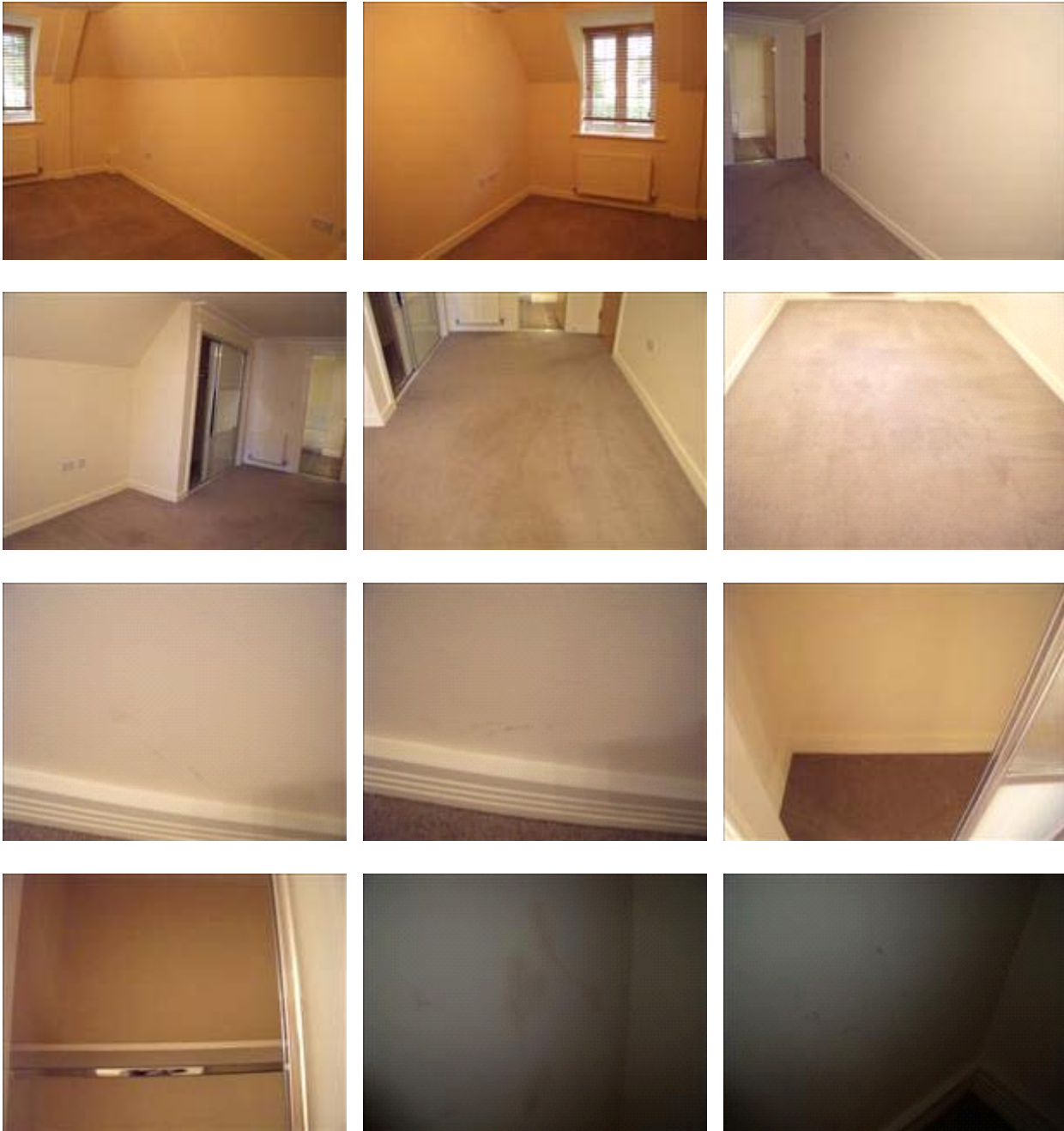


Fridge/Freezer:
Clean

Cooker Hood:
Lights in working order
Lens in place
Clean



Bedroom 1





As per inventory except:

Windows:

Glass smeary to exterior
Light usage marks to sill

Blinds:

Dusty towards cords

Walls:

Odd scuffs/marks at mid-low level to left wall

Carpet:

Vacuum lines

Fitted Wardrobe:

Hanger scuffs to rear wall

Number of scuffs/marks at mid-low level to walls to left

Bathroom 1







As per inventory except:

Flooring:

Grout starting to discolour in places

W.C:

Seat and lid slightly loose

Bath:

Small red spot mark to bottom

Light debris

Shower Cubicle:

Glass smeary

Extractor Fan:

Cobwebs present

Bathroom Cabinet:

Hand cleaner

White Toilet Brush Set:

Not seen



Manuals



As per inventory.

Meters and Keys



Electric meter is located in the entrance hall storage cupboard.

Gas meter is located to the rear of the building.

Water meter is located in the utility cupboard in the communal entrance hall.

Keys as listed.

Returned to Chancellors, Ascot.





Tenants Comments:

Cleaners due to return to amend issues the following day
 Blinds
 Windows
 Bath
 Underside of units above hob
 around oven

Tenants Forwarding Address:

Date:

Time:

Signed _____	(tenant 1)	date _____
Signed _____	(tenant 2)	date _____
Signed _____	(tenant 3)	date _____
Signed _____	(tenant 4)	date _____
Witness/Clerk Signature _____		date _____

Signature of Tenant(s)





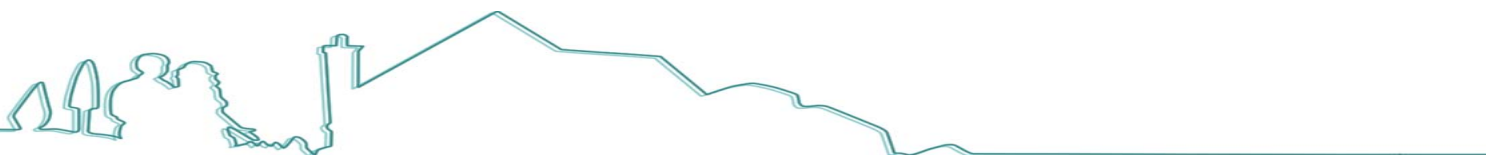
Notes

This report has been produced to evidence the check-out arrangements for the tenants of the property. It does not by itself comprise an inventory or schedule of condition.

Where an inventory has been separately compiled and periodic inspection visits carried out they will be specifically referred to within this check out report and, as a consequence, form part of the check out report.

The tenants should carefully read the inventory report, the periodic inspection report(s) and the notes relating to them as they will be used to determine any dilapidation charges at check-out stage.

The following notes have been taken at the time of check-out, which should be read in conjunction with any inventory and periodic inspection report referred to in the check out report.



Please complete the following section to Summarise the overall condition:

AREA	COMMENT
General Cleanliness?	Professionally cleaned, please see report for invoice
General Decorative Order?	Odd scuffs/marks
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
Have Carpets and other Floor Coverings been cleaned and returned in good order?	Yes
General Cleanliness of Kitchen Area?	Clean
Cooker and Oven Clean?	Yes Clean
Is the Bathroom Clean?	Yes Clean apart from glass smeary to shower cubicle and cobwebs to extractor fan
Sanitary Ware Clean?	Yes Clean
Windows Clean?	No Smeary to exterior
Curtains Clean?	No Blinds dusty towards cords
Garden Tidy?	Yes n/a
Any Other Areas of Concern?	No



Terms and Conditions

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 antiquities.



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 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

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
- Curtains or blinds will not be drawn to determine whether they open and close correctly, should the appearance of the curtain, fixing or pole appear fragile

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 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.

