



HJ INVENTORIES

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CHECK OUT REPORT

(This report is to be read in conjunction with the full professional Inventory)

Property Address: **Sample**

Date: **Sample**

In Attendance:

Tenant	Print
	Sign

Clerk	Print
	Sign

CHECK OUT REPORT

This report has been compiled independently of the Landlord and Estate Agent. It is to be read in conjunction with the full professional Inventory at all times.

Items listed represent depreciations or charges, which in HJ Inventories opinion are the liability of the tenant. Costs are for guidance only and are subject to contractor's estimates and retail price lists. It is acknowledged that terms of the Tenancy Agreement may overrule recommendations made.

HJ Inventories cannot be held liable or take responsibility for any errors or omissions if they have not conducted the original Inventory. No liability will be accepted where the Instructing Principal fails to supply the correct, or supplies in complete, documentation for the Check Out appointment.

Agent: Sample

Property: Sample

Tenant: Sample

Duration of Tenancy: 12 months

Meter Readings:

Electric	033968
Gas	18838
Water	N/A

Keys: 2 x Yale

Windows and Doors: Crack to front door glass

Outside space: Tidy

Forwarding address:

General Condition:

Domestically clean to a poor standard

Scuff marks to living room and hallway walls throughout

Chips to woodwork throughout

Items were left in storage cupboard under stairs

Carpets:	Marked throughout in traffic areas Not professionally cleaned as Check In
Curtains/ Blinds:	Replacement made No damage seen to blinds
Windows:	No damage seen
Doors:	Sliding door to kitchen faulty

Decorative Order:

Poor decorative order throughout

Marks to walls in living room and hallway

Chips to woodwork throughout

Change in wall colour throughout

Cleaning:

Poor domestic clean throughout

Windows had not been cleaned since Check In

Flooring:

No damage seen. Poor domestic clean

Furniture

Sofa found to be worn

Bed upholstery stained

Bedroom furniture dusty

SUMMARY

This is a three bedroom furnished house with outside space
One tenant was present at Check Out inspection
The Landlord was not present at Check Out inspection
Tenants had changed several times during tenancy agreement
The property had been cleaned to a poor domestic standard
Carpets had not been professionally cleaned as Check In
The property was not left in a similar condition to Check In – see report
Wear and tear has been noted in dilapidation report
Items in loft were not inspected
The garden was left in a tidy order
None of the electrical appliances were tested for working order as Check In
A full set of keys were not returned at Check Out

DILAPIDATION REPORT

CLEANING/DILAPIDATIONS SCHEDULE	TO ESTIMATE
Scuff marks to wall all M.L and L.L throughout	Beyond Fair Wear and Tear – Some cost to tenants
Chips to paintwork at L.L doors	Fair Wear and Tear
Carpets marked in traffic area throughout. Not professionally cleaned as Check In	No damage seen beyond Fair Wear and Tear Cost to Tenants
Light brown patterned shade in Entrance	Not seen – Cost to Tenants
Indesit freezer	Broken front door and top drawer compartment – Cost to Tenants
Under stairs storage	No bulb – Cost to Tenants
Burgundy Persian style rug	One not seen
Door to kitchen	No longer sliding – Cost to Tenants
Kitchen sink	Stained ++ (poor cleaning) – cost to Tenants
Black plastic glass coffee filter	Not seen – Cost to Tenants
Green plastic flip-top bin	Not seen – Cost to Tenants
Six bowls (dinner service)	3 seen – Cost to Tenants
Salt & Pepper shaker	Not seen – Cost to Tenants
7 storage jars (6 lids)	Not seen – Cost to Tenants
1 white/blue patterned bowl	Not seen – Cost to Tenants
1 wooden chopping board	Not seen – Cost to Tenants
7 oval straw mats	Not seen – Cost to Tenants
Red/green stripe oven mitt	Not seen – Cost to Tenants
1 tea towel	Not seen – Cost to Tenants
Free standing white oven	Poorly cleaned – Cost to Tenants
Microwave	Poorly cleaned – Cost to Tenants
Ironing Board	Damaged cover – Fair Wear and Tear
Bamboo framed mirror	Not seen – Cost to Tenants
Grey speckled lamp base	Not seen – Cost to Tenants
Large pine chest drawers (Bedroom 1)	Loose front - maintenance
Mirror above fireplace (Bedroom 2)	Not seen – Cost to Tenants

2 Cream lamp bases with yellow shades (Bedroom 2)	Not seen – Cost to Tenants
2 Cream mats with blue trim (Bedroom 2)	Not seen – Cost to Tenants
Beige carpet (Bedroom 3)	Marked stained++
Green framed print ducks (Bedroom 3)	Not seen – Cost to Tenants
White enameled Bath	Poor cleaning – Cost to Tenants
Silver framed Vogue print	Not seen - Cost to Tenants
White china rabbit	Not seen – Cost to Tenants
Small straw basket	Not seen – Cost to Tenants
Green framed ‘Wind in the Willows’ poster	Not seen – Cost to Tenants
Wooden bird house	Not seen – Cost to Tenants

Clerk

Date

Tenant

Date

Landlord

Date