




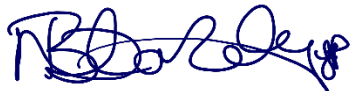


End-of-Tenancy/Checkout Report

Property  : ADDRESS LINE 1
Town/City,
County,
Post Code























Date of this report  : DD MMM YYYY

Next report due  : N/A


Clerk  : 
N. Blakeley


On behalf of  : 
Whitegates (Branch)
Telephone: 01234 567 890
email@whitegates.co.uk

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Tenant Confirmation

Is the Tenant present for this appointment  ? **No**

Tenant Declaration  :

"I confirm I am present for this End-of-Tenancy/Check-out Appointment. I confirm I have handed-over all keys for the Property and I understand that the Clerk will act as custodian of them whilst returning them to my Agent/Landlord. I confirm that, after the appointment has finished, the Property will be locked and I will no longer be permitted access for any reason. If I am the only Tenant present for this appointment; I am signing on behalf of any and all joint Tenants."

Tenant  :

Deposit Deduction Recommendation

The recommended deposit deduction compensatory amount, to remedy the issues recorded within this End-of-Tenancy/Checkout Report is: **£105.00**

Acronyms

TBA:

Clarification, confirmation, or a quote is required from the Agent/Landlord. Please note the figure above does not include entries within this End-of-Tenancy/ Check-out Report marked 'ETBA'.

NSC:

No separate cost has been recommended, as it is expected that previous or subsequent entries within this End-of-Tenancy/ Check-out Report will address such issues.

ALC:

The Agent/Landlord has already provided a compensatory cost amount by means of TBA clarification, confirmation, or quote.

 **Potential Issues**

Urgent: Is there any issue at the Property that is classed as urgent or requires emergency action by the Agent/Landlord?

No

Pets: Is there evidence of pets at the Property? Including, but not limited to pet food, food bowls, baskets/beds, animal hairs, excrement, chew toys, grooming products, animal cages etc.

No

Smoking: Is there evidence of smoking in the Property? Including, but not limited to odours, burn marks to surfaces, furniture, flooring, and carpets. Ash trays, cigarette ends, discolouration/stains to decoration, ingrained odours within fabrics etc.

No

Sub-letting: Is there evidence of sub-letting at the Property? Including, but not limited to additional furniture/beds/sleeping bags, clothing and shoes, personal bathroom items and general personal belongings identified as not belonging to the Tenant(s).

No

Incorrect use of heating: Is the heating system being used incorrectly at this Property during wintry weather? Is the Property cold during winter months? Radiators/heaters not at least lukewarm, no residual heat in rooms? Individual rooms/areas cold due to heaters/radiators being turned-off independently from the central heating system?

No

Malicious damage/misuse: Is there evidence of malicious damage or misuse at the Property? Including, but not limited to damaged appliances, furniture, doors, and sanitary ware, such as broken basins, toilets or damaged baths and shower cubicles etc.

No

Utility Meter Readings

Gas/Oil 

Electricity 

Water 

| | | | |
|------------------------|----------------------|------------|----------------------|
| Is there a supply? | Yes | Yes | Yes |
| Is there meter access? | Yes | Yes | Yes |
| Where is the meter? | Kitchen, under sink. | Hall. | Kitchen, under-sink. |
| What is the meter no? | E6S18622202361 | 23L3114918 | 13KA133224 |
| Is the meter pre-pay? | No £ | No £ | |
| What is the reading? | 00091 | 01229 | 00291 |



Property Overview

What type of dwelling is this property? **Flat (purpose-built).**

How many bedrooms does this property have? **2 bedrooms.**

How many bath/shower rooms at this property?: **1 bath/shower room.**

Is this property furnished? **No, unfurnished.**

Does this property have any outbuildings/sheds? **No, no outbuildings/sheds.**

Does this property have gardens/external areas? **No, no gardens.**

Does this property have a garage? **No, no garage.**

Provision of Heating

Central heating system, with wall-mounted radiators: **Yes**

Wall-mounted independent electric convection/storage heaters: **No**

Free-standing mains-powered electric convection heaters: **No**

Under-floor heating system: **No**

Gas/electric fire/stove: **No**

Safety

Is there is at least one smoke alarm/detector that is mounted to the ceiling on every floor within this property, where there is currently living accommodation? **Yes**

Is there a carbon-monoxide alarm/detector present in any room currently used as living accommodation which also contains a fixed combustion appliance? **Yes**

Structure & Ventilation

Are there any visible structural defects that could potentially cause condensation and/or mould within this property? **No**

Is there a working ventilation system in place at the property? **Yes**

Household Status

Is the central heating/ heating system/ heaters/ fire switched-off at this property? **Yes**

Are the appliances switched-off at this property? **Yes**

Are all the windows locked at this property? **No**

Is the garage locked at this property? **N/A**

Are the outbuildings/sheds locked at this property? **N/A**

Is the intruder alarm system armed at this property? **N/A**

[1] Hall, Stairs & Landing

By comparison to the descriptive condition recorded within the Inventory Report:

| | |
|--|-----------|
| Is cleaning required? Are there any cleanliness issues in this room/area and/or its contents? | No |
| Are there any additional damages to this room/area and/or its contents? Are there any additional damages to this room/area and/or its contents? | No |

| Ref: | Comment and/or observation: | Action: | Cost £: |
|------|---|---------|---------|
| - | * There are no further comments and/or observations for this room/area. * | | - |

Sub-total: £ **0.00**

Issues and damages noted above that are not deemed to be fair wear and tear, have supporting photographs on the following page(s)



End-of-Tenancy/Checkout Report



The following photographs were captured for the purposes of preparing this Independent Inspection Report. They are provided solely to support the findings of the Clerk and in no way should be deemed the only basis of evidence.



 **[2] Lounge/Diner**

By comparison to the descriptive condition recorded within the Inventory Report:

| | |
|---|-----------|
| Is cleaning required? Are there any cleanliness issues in this room/area and/or its contents? | No |
| Are there any additional damages to this room/area and/or its contents? Are there any damages? | No |

| Ref: | Comment and/or observation: | Action: | Cost £: |
|------|---|---------|---------|
| - | * There are no further comments and/or observations for this room/area. * | | - |

Sub-total: **£ 0.00**

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[3] Kitchen

By comparison to the descriptive condition recorded within the Inventory Report:

| | |
|--|----|
| Is cleaning required? Are there any cleanliness issues in this room/area and/or its contents? | No |
| Are there any additional damages to this room/area and/or its contents? Are there any additional damages to this room/area and/or its contents? | No |

| Ref: | Comment and/or observation: | Action: | Cost £: |
|------|--|----------|---------|
| 3.1 | Item(s) discarded/left behind by the outgoing Tenant(s): - Microwave (moisture damaged). * There are no further comments and/or observations for this room/area. * | DISPOSE. | 20.00 |

Sub-total: **£ 20.00**

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3.1A



3.1B

↳ [4] Passage

By comparison to the descriptive condition recorded within the Inventory Report:

| | |
|--|-----------|
| Is cleaning required? Are there any cleanliness issues in this room/area and/or its contents? | No |
| Are there any additional damages to this room/area and/or its contents? Are there any additional damages to this room/area and/or its contents? | No |

| Ref: | Comment and/or observation: | Action: | Cost £: |
|------|---|---------|---------|
| - | * There are no further comments and/or observations for this room/area. * | | - |

Sub-total: £ **0.00**

Issues and damages noted above that are not deemed to be fair wear and tear, have supporting photographs on the following page(s)





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[5] Bathroom

By comparison to the descriptive condition recorded within the Inventory Report:

| | |
|---|------------|
| Is cleaning required? Are there any cleanliness issues in this room/area and/or its contents? | Yes |
| Are there any additional damages to this room/area and/or its contents? Are there any damages? | No |

| Ref: | Comment and/or observation: | Action: | Cost £: |
|------|--|--------------|---------|
| 5.1 | General cleaning required x1 hour. | CLEAN. | 25.00 |
| 5.2 | <p>The Tenant has attempted to clean, but this is not to the same or similar standard as noted on the original Inventory & Condition Report. For example, furniture and surfaces have smear marks in places, skirtings and floor edges, switches and sockets are dusty and have light debris in places. Ceilings and elevated levels of walls have dust/cob webs in places.</p> <p>* There are no further comments and/or observations for this room/area. *</p> | OBSERVATION. | NSC |

Sub-total: **£ 25.00**

Issues and damages noted above that are not deemed to be fair wear and tear, have supporting photographs on the following page(s)



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8 The Uplands
24 April 2024 14:48



8 The Uplands
24 April 2024 14:49



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24 April 2024 14:48



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24 April 2024 14:49



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24 April 2024 14:48



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24 April 2024 14:49



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24 April 2024 14:48



8 The Uplands
24 April 2024 14:49





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5.1A



5.1B



5.1C

[6] Bedroom 2 (left)

By comparison to the descriptive condition recorded within the Inventory Report:

| | |
|--|------------|
| Is cleaning required? Are there any cleanliness issues in this room/area and/or its contents? | No |
| Are there any additional damages to this room/area and/or its contents? Are there damages? | Yes |

| Ref: | Comment and/or observation: | Action: | Cost £: |
|------|---|---------------|---------|
| 6.1 | <p>Walls – excessive blue/white tack or tape/sticker residue-type marks and associated damages are now present across x1 wall(s). (x0 walls recorded with such damages on inventory report).</p> <p>* There are no further comments and/or observations for this room/area. *</p> | COMPENSATION. | 30.00 |

Sub-total: **£ 30.00**

Issues and damages noted above that are not deemed to be fair wear and tear, have supporting photographs on the following page(s)



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6.1A



6.1B



6.1C



6.1D

[7] Bedroom 1 (right)

By comparison to the descriptive condition recorded within the Inventory Report:

| | |
|---|------------|
| Is cleaning required? Are there any cleanliness issues in this room/area and/or its contents? | No |
| Are there any additional damages to this room/area and/or its contents? Are there any damages? | Yes |

| Ref: | Comment and/or observation: | Action: | Cost £: |
|------|---|---------------|---------|
| 7.1 | Ceiling/walls - several patches of heavy and excessive mould staining and deposits now present. | COMPENSATION. | 30.00 |
| 7.2 | Mould and associated damages caused due to the lifestyle of the Tenant(s) as there are no structural defects or lack of ventilation facilities. The Property has ventilation facilities that are in working order. * There are no further comments and/or observations for this room/area. * | OBSERVATION. | NSC |

Sub-total: £ **30.00**

Issues and damages noted above that are not deemed to be fair wear and tear, have supporting photographs on the following page(s)



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7.1A



7.1B



7.1C



External, Cellar, Garage, Outbuildings etc

Lawn areas:

Borders:

Tress/shrubs:

Pathways:

Decking:

Driveway:

Fencing:

Is there any rubbish/any discarded items giving an untidy external appearance?

| Ref: | Comment and/or observation: | Action: | Cost £: |
|------|---|---------|---------|
| - | * There are no further comments and/or observations for this room/area. * | | - |

Sub-total: £ 0.00

Issues and damages noted above, that are not deemed to be fair wear and tear have supporting photographs on the following page(s)



Disclaimer

The Report

This document and any supporting documents including photographs detailing the cosmetic condition of internal decoration and content of the Property.

The Property

The dwelling that this Report relates to and which your tenancy agreement refers to.

The Clerk

The person instructed to prepare this Report by means of an agreed appointment time at the Property, authoring this report and producing it for the relevant parties.

The Agent

The company instructed by the Landlord to conduct an agreed service which can include but is not limited to promoting the Property to let, arranging references, performing credit checks, and managing maintenance of the Property.

The Landlord

The person who owns the Property; they may instruct a wholly managed service with the Agent; in which case no contact may be made with them. However, if the Landlord has chosen to give you their contact information you should clarify with the Agent when it is appropriate to use this in place of reporting issues directly to them.

This Report is prepared as an 'as seen overview' of the Property and its contents at the time of the inspection and compiled as a fair and accurate record of the internal decoration and condition of contents. It should not be interpreted as a structural survey report.

Specific guidance and/or instructions provided by your Agent/Landlord should be adhered to and supersede any information given by us.

The Clerk is not an expert on fabrics, woods, materials, or antiques; nor are they a qualified surveyor or valuation specialist, they are not required to state whether an item is antique, made of precious metals, of unique origin or whether an item is brand new (despite its appearance so).

Items left in loft spaces, cellars or in locked rooms, garages and garden sheds which have not been noted on this Report remain the sole responsibility of the Landlord.

The movement of heavy furniture or appliances will not be undertaken and therefore some observations may be reduced where such items restrict full view. The Clerk is not responsible for inaccuracies caused by the Tenant(s) being in-situ and it is deemed difficult to differentiate between items belonging to the Landlord or Tenant(s).



The Report is no guarantee of the safety of items or equipment, merely a record that such items or equipment exist within the Property on the date of inspection.

Supporting Information

During the inspection, various methods of recording the condition and contents of the Property may be used. These include but are not limited to digital voice recordings, electronic typed documents, hand-written notes, high quality digital photographs, virtual 360 capture and video footage. All means contribute to the production of the Report but may not be included on the final typed Report.

Photographs

The guidance given by the adjudication services states: Where photographs may be lacking, not clear, or if it becomes a case of one parties' word against another, they will rely on the written text contained within the Inventory and Check-out Reports submitted, if they are asked to adjudicate over a deposit dispute.

What is not assessed for working order?

The following items will be listed within this Report and their state of cleanliness recorded, along with any obvious signs of damage, but will not be assessed for working order, unless previously agreed with the Agent/Landlord.

- Kitchen appliances.
- All electrical items.
- Radiators/heaters/fires.
- Power sockets/isolator switches.
- Central heating systems/thermostats.

Any defects or faulty equipment should be reported to your Agent/Landlord immediately.

What is assessed for working order?

- Taps are opened and sinks, wash basins and baths are checked for drainage.
- Toilets are checked for blockages, seats and lids are checked to be secure.
- Extractor fans in kitchens and bathrooms.
- Extractor hood fans and lights in kitchens.
- Smoke detectors.
- Carbon-monoxide detectors.

The Clerk is not a qualified electrician, therefore items noted as being in working order is not a guarantee to mean fully operational working order; merely that items appear as such (power-on).



What other items will/will not be checked?

All drawers, cupboards and wardrobes will be opened and closed. Runners, hinges, handles and doors will be inspected. Curtains and window blinds will be checked to ensure they are securely fixed and in working order. They will be opened fully to inspect for any soiling or damage.

All mattresses are inspected on both sides for staining, tears/other damage, and general cleanliness. Loft/roof spaces will not be inspected unless they have been properly converted into a living space. Utility meter readings and photographs are taken during the inspection where accessible; if this is not possible, this will be recorded on the Report under the Utility Meters section.

Cleanliness

Where there is no reference to cleanliness and no additional comments added by either party:

- there is an assumption that there are no cleanliness issues.

Damages

Where there is no reference to damage and no additional comments added by either party:

- there is an assumption there is no damage and all items are in working condition.

Lighting

Where lights or light fittings are noted, and no additional comments added by either party:

- there is an assumption that they are working, and no bulbs are out.

Overview

The Report produced and any photographs taken provide a fair and accurate record of the condition and contents of the Property as the professional opinion of the Clerk on the date the inspection was conducted. It remains the sole responsibility of the Landlord/Agent and the Tenant(s) to check, verify and agree the accuracy of the Report prior to any actions being taken.





Tenant Guidance Notes

The following information has been provided to help facilitate a problem-free move at the end of your tenancy. You should ensure you refer to your individual tenancy agreement for specific instructions and guidance from your Agent/Landlord.

General

All items should be returned to the location captured on the Report to ensure they can easily be identified by the Clerk. Searches will not take place to find omitted items and the Check-out Report will mark these items as missing/to be replaced.

Cleaning

Cleaning is expected throughout the Property, with particular attention given to sanitary ware, windows, flooring, appliances, and kitchen units. It is expected that the Property and its contents will be in a similar condition to that on the Inventory.

Carpets

All carpets should be thoroughly vacuumed. Depending on your tenancy agreement they may have to be professional cleaned; evidence by means of a receipt may be required.

Decoration

It is accepted during normal day-to-day living that a few marks and scuffs will appear on some internal decoration. However, this must be deemed fair wear and tear. Excessive markings/stains/scuffs will be recorded on the Check-out Report. Screw/nail holes, pencil/crayon marks and over-painting from re-decoration will not be considered fair wear and tear and you may be apportioned liability.

A typical tenancy agreement requires any re-decoration (even if deemed an improvement by the Tenant(s)) should have written permission by the Agent/Landlord. Ensure you check your individual tenancy agreement for guidance on this. If you re-decorate without the required permission (even if deemed you have improved the condition) you may be apportioned liability.

Keys

All keys recorded on the Report must be kept safe and handed over at the end of your tenancy agreement either to the Clerk carrying out your Check-out Appointment or your Agent/Landlord as instructed. Any copies you make of keys must also be returned at this time. If keys are lost, replacements should be provided.



At the end of your tenancy agreement

All personal items and belongings of the Tenant(s) should be removed from the Property and any external areas, including garden sheds, outhouses, garages, and gardens before the Check-out Appointment is conducted. Failure to do this will result in a charge being recommended for the removal of such items.

All items within the Property should be returned to their original locations as noted on the Report. Items unseen due to being removed, misplaced, or hidden will result in a charge being recommended for their replacement. If the Report was marked as 'Professionally Cleaned' at the start of your tenancy, the Property should be returned to the same standard. Proof of this by means of a sales receipt will be required and must be given to the Clerk during the Check-out Appointment.

Common charges recommended following Check-out/End-of-Tenancy Inspections include, but are not limited to:

- Discolouration to tile grouting in kitchens, bathrooms, and WC's.
- Lime scale deposits, mould and tarnishing to taps, shower heads and plug holes.
- Mould to mastic sealants around baths, cubicles and behind wash basins and sinks.
- Food deposits and burnt-on grease to hobs, ovens, grills, and pans.
- Mould forming to shower cubicle and bath screen door seals.
- Light bulbs, including supply and fit and missing light shades.
- Nail/screw holes, dents, excessive scuff marks, tape, and blue/white tack-type markings.
- Stains, tears and burn marks to flooring, including laminates, hardwood, carpets, and vinyl.
- Stains, tears and burn marks to furniture, upholstery, curtains, and window blinds.
- Stained and soiled bedding and mattresses.
- Replacement of missing/unseen items.
- Damaged light switches, aerial and power sockets.
- Overgrown/unkept gardens and untidy external areas including weeding.
- Redecorating without evidence of written permission.
- Damaged locks and missing keys.
- Replacement smoke detectors or replacement batteries if no longer working.
- Disposal of rubbish left within or outside the Property.
- Cleaning to bring the Property back to the same standard recorded on the Report.



? Definitions

Cosmetic Condition

As new

Has the appearance of a newly purchased item, either remains in original packaging or it is clearly obvious. For example, carpets do not get laid in their original packaging, but it will be obvious they are brand new.

Good condition

Very minor or slight signs of wear, lightly worn appearance making it clear the item is not brand new. There is no obvious damage, defect, or cosmetic blemish of note.

Average condition

Signs of general wear and typical ageing, carpets may have fraying to edges, minor faint spot marks in footfall areas, minor shading, and discolouration in places for example. Still perfectly acceptable and functional.

Below average condition

Extensively worn appearance, with obvious and excessive tears/scuff marks/chips, staining or scratches to surfaces of furniture, carpets, bedding, and equipment. Still functional, however may create unhappy tenants who may disagree on functionality based on personal expectations.

Poor condition

Items or equipment clearly broken as they may be in pieces, have parts missing or collapsed. Large tears, large burn marks, large holes in furniture surfaces, unstable furniture due to missing fixings etc. Carpets, bedding, and equipment with the above damage covering large areas of their surfaces. Likely not functional or fit-for-purpose, replacement requests from tenants would be warranted.



Cleanliness Condition

Clean

Has the appearance of being clear of dust, litter, debris, lint, hairs, dust, or cobwebs. No action of any sort is required to rectify.

Not clean

Dust/cobwebs

Generally, when referring to ceilings, elevated levels of walls or light fittings. Nothing more than high-level dusting should be required to resolve the issue.

Light debris

Generally, when referring to carpets and floor coverings, this may mean tiny amounts of leaves for example that have blown over the threshold, or lint or cotton fibres on carpets. Another example could be a small collection of crumbs in kitchen cupboards or under salad trays in fridges etc. Nothing more than a vacuum of carpets, sweep of hard floors, or dustpan and brush should be required to resolve the issue.

Heavy debris

Generally, when referring to carpets and floor coverings, this may mean copious amounts of leaves for example that have blown over the threshold, dried or crumbled mud that has been walked-in, large amounts of lint or cotton fibres across carpets, carpet remnants and off-cuts from newly fitted carpets, heavy brick dust or broken plaster following refurbishment works.

Stained

Generally, when referring to carpets, beds, mattresses, and linen. Marked or discoloured in some way from its original appearance and it is clear it would be difficult to remove. If vacuuming or wiping with a damp cloth would not remove from a carpet, or a washing machine would not remove from fabrics for example.

Soiled

Generally, when referring to beds, mattresses, linen, and curtains. Excessively stained and marked or discoloured to such an extent that it would be unreasonable to think a replacement item was not required immediately. Likely not-functional or fit-for-purpose, replacement requests from tenants would be warranted.

