





Inventory & Condition Report

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


























Date of this report  : DD MMM YYYY

Next report due  : Mid-term/Interim Inspection

Clerk  : 
N. Blakeley

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

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Utility Meter Readings

Gas/Oil 

Electricity 

Water 

Is there a supply?

Yes

Yes

Yes

Is there meter access?

Yes

Yes

No

Where is the meter?

Kitchen.

External, side.

Not seen.

What is the meter no?

B17001123303

17L0026454

Not seen.

Is the meter pre-pay?

No £

No £

What is the reading?

06339

009932



No Water Meter
Photograph

Property Overview

What type of dwelling is this property? **Bungalow (semi-detached).**

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? **Yes, but no Tenant access.**

Does this property have gardens/external areas? **Yes, Tenant responsible.**

Does this property have a garage? **Yes, but no Tenant access.**

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: **Yes**

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?

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

Structure & Ventilation

Are there any visible structural defects that could potentially cause condensation and/or mould within this property?

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

Household Status

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

Are the appliances switched-off at this property?

Are all the windows locked at this property?

Is the garage locked at this property?

Are the outbuildings/sheds locked at this property?

Is the intruder alarm system armed at this property?

📍 Useful Locations

Mains water stop-tap: **Kitchen, under-sink.**

Thermostatic control: **Kitchen (portable).**

Electric fuseboard: **Kitchen.**

Intruder alarm panel: **Kitchen.**

🧹 Cleanliness Standard




Where this Report is noted as 'Professionally Cleaned', the Property should be returned professionally cleaned at the end of your tenancy. The Agent/Landlord is entitled to see evidence of such. A domestic clean may not be sufficient. The standard of cleanliness of this property is:

DOMESTICALLY CLEANED.




Appliances & Equipment

	Manufacturer	Model/Serial No.
Washing machine:		
Dishwasher:		
Tumble dryer:		
➔ Oven/cooker:	NEW WORLD	90700916
➔ Hob:	NEW WORLD	-
Extractor hood:		
Refrigerator:		
Freezer:		
Fridge/freezer:		
➔ Boiler:	NOT SEEN	-
➔ Alarm panel:	UNBRANDED	-
➔ Thermostat:	WORCESTER	DIGISTAT
Television:		
Vacuum cleaner:		

 [1] Kitchen




Ref:	 Entry/Item:	 Description:	 Tenant Comments:
Internal Decoration			
11	Ceiling		
	Plastic cladding/panelling with gold trim.	Clean. Average condition.	
13	Walls		
	White emulsion over textured wallpaper.	Clean. Average condition overall. One screw and one hook on Hall wall.	
15	Wall fixings		
	- Intruder alarm panel.	Clean. Average condition overall. Secure. Untested. Yellowing and discoloured.	
	- Thermostat control.	Clean. Average condition overall. Secure. Untested. Yellowing and discoloured.	
	- Two-tier wooden shelf above radiator finished in white satin paint.	Clean. Average condition. Secure.	
16	Skirting boards		
	Small profile timber skirting finished in white satin paint.	Clean. Average condition.	
17	Flooring		
	Beech-effect laminate flooring.	Clean. Average condition.	
18	Rugs/mats		
	- Dark fabric door mat.	Clean. Average condition.	
Doors & Windows			
D1	External doors		
	White uPVC stable-style door, frosted glass pane, silver lever handles, letterbox.	Clean. Average condition overall. Key(s) not present. Upper hinge cover is missing. Handles worn and tarnished.	
D2	Internal doors		
	Single-panelled door finished in white satin paint, fitted with silver lever handles.	Clean. Average condition.	
D3	Door frames		
	Standard profile timber frame finished in white satin paint.	Clean. Good condition.	
D4	Windows		
	White uPVC unit, three panes / one opener, fitted with a silver lever handle.	Clean. Average condition overall. Key(s) not present. Hinge caps missing. Mould spot staining around the mastic sealant.	

 [1] Kitchen

Ref:	 Entry/Item:	 Description:	 Tenant Comments:
	White uPVC unit, one pane / no openers.	Clean. Average condition.	
	D5 Window sills Ceramic tiled sills.	Clean. Good condition.	
	D6 Curtain poles/rails Two white plastic curtain tracks.	Clean. Average condition. Secure.	
	D7 Curtains Pair of green fabric curtains.	Clean. Good condition.	
	Pair of cream fabric curtains.	Clean. Good condition.	
Heating			
	H1 Radiators/heaters Wall-mounted single-panelled radiator, finished in white satin paint.	Clean. Average condition. Secure. Untested.	
Lighting & Electrical			
	L1 Power sockets White plastic power socket(s).	Clean. Good condition. Untested.	
	L3 Light switches One double white plastic light switch.	Clean. Average condition. Tested and working.	
	L4 Ceiling lighting Two brass/chrome fittings, each with three halogen-style spotlights.	Clean. Average condition. All in working order.	
	L8 Detectors Wall-mounted carbon-monoxide detector.	Clean. Good condition. Tested and working.	
Appliances			
	A4 Oven/cooker Black-fronted double oven. Oven compartment with two wire shelves. Grill compartment with single wire shelf and grill tray.	Clean overall. Average condition overall. Untested. Minor burnt-on deposits across the grill tray.	
	A5 Hob Cream and brown four-ring gas hob, with hinged glass cover.	Clean. Average condition. Untested.	
Kitchen - Specific			
	K1 Work surfaces White and grey mottled mdf work surfaces.	Clean. Good condition.	



[1] Kitchen

Ref:	 Entry/Item:	 Description:	 Tenant Comments:
K2	Tiling/splashbacks White mottled ceramic wall tiles with white grouting.	Clean. Good condition overall. Four filled masonry plugs left of high-level units.	
K3	Kitchen units Traditional dark-stained panelled unit doors fitted with wooden knob handles, matching kickboards.	Clean. Average condition.	
K5	Sink Stainless steel sink and double drainer, fitted with a stainless steel twist-style mixer tap.	Clean. Average condition. Taps checked and in working order. Plug hole checked and draining. Plug is present.	
Other items of note			
Items for this room/area, not already listed above: * There are no additional comments and/or observations for this room/area. *			



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.



P.1



P.5



P.2



P.6



P.3



P.7



P.4



P.8



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.



P.9






P.10






P.11



↳ [2] Passage

Ref:	 Entry/Item:	 Description:	 Tenant Comments:
Internal Decoration			
	I1 Ceiling White emulsion over artex. Loft access hatch fitted with a silver latch and lock.	Clean. Good condition overall. Loft hatch locked, no key present.	
	I3 Walls White emulsion over textured wallpaper.	Clean. Average condition overall. Two nails on Kitchen wall.	
	I5 Wall fixings - Twenty adhesive mirror tiles.	Clean. Average condition. Secure.	
	I6 Skirting boards Small profile timber skirting finished in white satin paint.	Clean. Average condition.	
	I7 Flooring Beech-effect laminate flooring.	Clean. Average condition.	
Doors & Windows			
	D2 Internal doors Six plain wooden doors finished in white satin paint, fitted with silver lever handles.	Clean. Good condition.	
	D3 Door frames Standard profile timber frames finished in white satin paint.	Clean. Good condition.	
Heating			
	H1 Radiators/heaters Wall-mounted single-panelled radiator, finished in white satin paint.	Clean. Good condition. Secure. Untested.	
Lighting & Electrical			
	L1 Power sockets White plastic power socket(s).	Clean. Good condition. Untested.	
	L3 Light switches One double white plastic light switch.	Clean. Good condition. Tested and working.	
	L4 Ceiling lighting Circular fitting with large opaque glass shade.	Clean. Good condition. Working order.	
	L8 Detectors Ceiling-mounted smoke detector.	Clean. Good condition. Tested and working.	

↳ [2] Passage

Ref:	 Entry/Item:	 Description:	 Tenant Comments:
Other items of note			
<p>Items for this room/area, not already listed above: Built-in storage cupboard fitted-out with two wooden shelves: décor and contents as per photograph(s).</p> <p>Housing:</p> <ul style="list-style-type: none"> - Security safe (key present). <p>* There are no additional comments and/or observations for this room/area. *</p>			



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P.1



P.5



P.2



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P.3






P.7






P.4

 **[3] Bathroom**




Ref:	 Entry/Item:	 Description:	 Tenant Comments:
Internal Decoration			
I1	Ceiling		
	Plastic panelling/cladding with metallic trim.	Clean. Good condition.	
I3	Walls		
	High-level: grey mottled ceramic wall tiles with white grouting.	Clean. Good condition.	
	Mid-low level: burnt orange mottled ceramic wall tiles with white grouting.	Clean. Good condition.	
I5	Wall fixings		
	- Plastic vanity cupboard with three mirrored doors.	Clean. Below average condition. Secure. Plastic is yellowing and discoloured. Mirrors are pitted and tarnished.	
	- Redundant chrome shower head bracket above bath.	Clean. Average condition. Secure.	
I7	Flooring		
	Salmon mottled ceramic floor tiles with grey grouting.	Clean. Good condition.	
Doors & Windows			
D2	Internal doors		
	Plain wooden door finished in white satin paint, fitted with silver lever handles, twist-style lock.	Clean. Good condition overall. Single adhesive hook attached on the inside.	
D3	Door frames		
	Standard profile timber frame finished in white satin paint.	Clean. Good condition.	
D4	Windows		
	White uPVC frosted unit, one pane / one opener, fitted with a silver lever handle.	Clean. Average condition overall. Key(s) not present. Mould staining around the mastic sealant. Hinge covers missing.	
D5	Window sills		
	Ceramic tiled sill.	Clean. Good condition.	
D6	Curtain poles/rails		
	White plastic curtain track.	Clean. Good condition. Secure.	
D7	Curtains		
	Pair of white leaf-patterned curtains.	Clean. Average condition.	

[3] Bathroom

Ref:	 Entry/Item:	 Description:	 Tenant Comments:
Heating			
H1	Radiators/heaters Wall-mounted white metal heated towel rail.	Clean. Below average condition. Secure. Untested. Heavy pitting, tarnishing and rusting across the lower bars.	
Lighting & Electrical			
L3	Light switches One white plastic rose with pull-cord light switch.	Clean. Good condition. Tested and working.	
L4	Ceiling lighting Four recessed halogen-style spotlights.	Clean. Good condition. All in working order.	
L9	Extraction Wall-recessed extractor fan.	Clean. Good condition. Tested and working.	
Bathroom - Specific			
B2	Wash basin White ceramic wash basin with pedestal, stainless steel twist-style taps.	Clean. Good condition. Taps checked and in working order. Plug hole checked and draining. Plug is present.	
B3	Toilet White ceramic toilet fitted with a white plastic seat and lid, chrome push-style flush.	Not clean. Good condition. Flush checked and working normally. Seat and lid are fixed secure. Hairs and dust deposits across underside of seat/lid, ingrained deposits below the water line.	
B4	Bath White acrylic curved bath with matching side and end panels, stainless steel twist-style mixer tap.	Clean. Good condition. Taps checked and in working order. Plug hole checked and draining. Plug is present.	
B5	Shower Chrome twist-style mixer shower with chrome hose, chrome shower head, chrome shower head support rail.	Clean. Good condition. Secure. Untested.	
B6	Screen/curtains Clear glass enclosure with white frame, single sliding door.	Clean. Good condition. Secure.	
B7	Shower tray White acrylic shower tray with fully enclosed moulded enclosure with integrated seat.	Clean. Good condition overall. Minor mould spot staining to mastic seal between enclosure and tray.	



[3] Bathroom

Ref:	 Entry/Item:	 Description:	 Tenant Comments:
Other items of note			
<p>Items for this room/area, not already listed above: Built-in storage fitted with two plain sliding doors finished in white satin paint, with chrome D-style handles; décor and contents as per photograph(s).</p> <p>* There are no additional comments and/or observations for this room/area. *</p>			



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P.1



P.5



P.2



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P.13



P.10



P.14



P.11






P.15






P.12



[4] Bedroom 1 (rear-left)

Ref:	Entry/Item:	Description:	Tenant Comments:
Internal Decoration			
I1	Ceiling Plastic cladding/panelling.	Clean. Average condition.	
I3	Walls White emulsion over textured wallpaper and plaster.	Clean. Average condition overall. Two screw holes behind entry. Two picture hooks, one nail along Bedroom 2 wall. Six masonry plugs above the window.	
I6	Skirting boards Small profile timber skirting finished in white satin paint.	Clean. Good condition.	
I7	Flooring Grey mottled twist-pile carpet.	Clean. Average condition overall. Imprints and shading to previous footfall and furniture areas. Minor/faint brown patches in discolouration visible in places throughout the room.	
Doors & Windows			
D2	Internal doors Plain wooden door finished in white satin paint, fitted with silver lever handles.	Clean. Good condition.	
D3	Door frames Standard profile timber frame finished in white satin paint.	Clean. Good condition.	
D4	Windows White uPVC unit, three panes / two openers, fitted with silver lever handles.	Clean. Good condition. Key(s) not present.	
D5	Window sills Timber sill finished in white satin paint.	Clean. Good condition.	
Heating			
H1	Radiators/heaters Wall-mounted single-panelled radiator, finished in white satin paint.	Clean. Good condition. Secure. Untested.	
Lighting & Electrical			
L1	Power sockets White plastic power socket(s).	Clean. Good condition. Untested.	
L3	Light switches One single white plastic light switch.	Clean. Good condition. Tested and working.	
PROPRT360  0333 012 4165  hello@proprt360.com  www.proprt360.com			Page 21 of 43

[4] Bedroom 1 (rear-left)

Ref:	 Entry/Item:	 Description:	 Tenant Comments:
L4	Ceiling lighting One white plastic rose with flex to standard bulb, no shade.	Clean. Good condition. Working order.	
Other items of note			
<p>Items for this room/area, not already listed above:</p> <ul style="list-style-type: none"> - Portable dehumidifier. Average condition. Untested. <p>* There are no additional comments and/or observations for this room/area. *</p>			



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P.1



P.5



P.2



P.6



P.3



P.7



P.4



P.8






[5] Bedroom 2 (rear-centre)

Ref:	Entry/Item:	Description:	Tenant Comments:
Internal Decoration			
I1	Ceiling White emulsion over plaster.	Clean. Good condition.	
I3	Walls White emulsion over textured wallpaper.	Clean. Average condition overall. Two residue marks to the far wall. Paper lifting to seams in places.	
I6	Skirting boards Small profile timber skirting finished in white satin paint.	Clean. Average condition.	
I7	Flooring Oak-effect laminate flooring with beading-surround.	Clean. Average condition overall. Separating to joints in several places. Beading is missing and damaged in several places. Square cut-out section in front of power socket.	
Doors & Windows			
D1	External doors Pair of white uPVC patio doors fitted with silver lever handles.	Clean. Good condition. Key(s) not present.	
D2	Internal doors Plain wooden door finished in white satin paint, fitted with silver lever handles.	Clean. Good condition.	
D3	Door frames Standard profile timber frame finished in white satin paint.	Clean. Good condition.	
D4	Windows White uPVC unit, two panes / one opener, fitted with a silver lever handle.	Clean. Good condition. Key(s) not present.	
D5	Window sills Timber sill finished in white satin paint.	Clean. Good condition.	
D6	Curtain poles/rails Two wooden batons painted white, each with metallic curtain pole bracket fixings, no poles, no curtains.	Clean. Good condition. Secure.	
Heating			
H1	Radiators/heaters Wall-mounted double-panelled radiator, original condition.	Clean. Good condition. Secure. Untested.	



[5] Bedroom 2 (rear-centre)

Ref:	 Entry/Item:	 Description:	 Tenant Comments:
Lighting & Electrical			
L1	Power sockets White plastic power socket(s).	Clean. Good condition. Untested.	
L3	Light switches One single white plastic light switch.	Clean. Good condition. Tested and working.	
L4	Ceiling lighting Two brass fittings, each with three standard bulbs with an opaque glass shade.	Clean. Good condition. All in working order.	
Other items of note			
Items for this room/area, not already listed above:			
* There are no additional comments and/or observations for this room/area. *			



End-of-Tenancy/Checkout Report



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P.1



P.5



P.2



P.6



P.3



P.7






P.4






P.8



 **[6] Dining Room**

Ref:	 Entry/Item:	 Description:	 Tenant Comments:
Internal Decoration			
I1	Ceiling		
	White emulsion over plaster.	Clean. Good condition.	
I2	Coving		
	Standard profile coving finished in white emulsion.	Clean. Good condition.	
I3	Walls		
	White emulsion over textured wallpaper. Stone archway leading to Lounge.	Clean. Average condition overall. Archway stones are loose to-the-touch, lower-left of the Lounge opening. Bedroom 2 wall has eight over-painted screws and masonry plug holes, heavy scuff mark top-right. Left of patio doors has two patches of touching-up. Wall opposite entry has three screw holes. Left of right of archway has single nail and screw hole.	
I6	Skirting boards		
	Small profile timber skirting finished in white satin paint.	Clean. Good condition.	
I7	Flooring		
	Grey mottled twist-pile carpet.	Clean. Average condition overall. Imprints and shading to previous furniture and footfall areas.	
Doors & Windows			
D1	External doors		
	Pair of white uPVC patio doors fitted with silver lever handles.	Clean. Good condition. Key(s) not present.	
D2	Internal doors		
	Plain wooden door finished in white satin paint, fitted with silver lever handles.	Clean. Good condition.	
D3	Door frames		
	Standard profile timber frame finished in white satin paint.	Clean. Good condition.	
D6	Curtain poles/rails		
	Light wood curtain pole, no curtains.	Clean. Good condition. Secure.	
Heating			
H1	Radiators/heaters		
	Wall-mounted single-panelled radiator, finished in white satin paint.	Clean. Good condition. Secure. Untested.	

 **[6] Dining Room**

Ref:	 Entry/Item:	 Description:	 Tenant Comments:
Lighting & Electrical			
L1	Power sockets White plastic power socket(s).	Clean. Good condition. Untested.	
L3	Light switches One single white plastic light switch.	Clean. Good condition. Tested and working.	
L4	Ceiling lighting Circular opaque glass dome fitting.	Clean. Good condition. Working order.	
Other items of note			
Items for this room/area, not already listed above: * There are no additional comments and/or observations for this room/area. *			



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P.1



P.5



P.2



P.6



P.3



P.7






P.4






P.8

 [7] Lounge

Ref:	 Entry/Item:	 Description:	 Tenant Comments:
Internal Decoration			
	I1 Ceiling White emulsion over plaster.	Clean. Good condition.	
	I2 Coving Standard profile coving finished in white emulsion.	Clean. Good condition.	
	I3 Walls White emulsion over textured wallpaper. Stone archway leading to Dining Room.	Clean. Good condition overall. Archway stones are loose to-the-touch, lower-right of the Dining Room opening. Two picture hooks right of archway. One picture hook within left recess, one on chimney breast, one right recess. Kitchen wall has three hooks. Left of archway has single hook.	
	I6 Skirting boards Small profile timber skirting finished in white satin paint.	Clean. Good condition.	
	I7 Flooring Grey mottled twist-pile carpet.	Clean. Average condition overall. Imprints and shading to previous furniture and footfall areas, slightly ingrained brown discolouration in front of previous sofa area.	
Doors & Windows			
	D4 Windows White uPVC unit, three panes / two openers, fitted with silver lever handles.	Clean. Average condition overall. Key(s) not present. Mould staining to the mastic sealant around the frame.	
	D5 Window sills Timber sill finished in white satin paint.	Clean. Good condition.	
	D6 Curtain poles/rails Dark wood curtain pole, no curtains.	Clean. Good condition. Secure.	
	D8 Window blinds White fabric vertical-slat blind.	Clean. Good condition. Secure. Tested and working.	
Heating			
	H1 Radiators/heaters Two wall-mounted panelled radiators, finished in white satin paint.	Clean. Good condition. Secure. Untested.	



[7] Lounge

Ref:	 Entry/Item:	 Description:	 Tenant Comments:
H2	Fireplace and fire Marble-style hearth and surround, grey painted frame and mantle, two glass display doors. Brass and black-framed ornamental fire.	Clean. Good condition. Untested.	
Lighting & Electrical			
L1	Power sockets White plastic power socket(s).	Clean. Good condition. Untested.	
L3	Light switches One single white plastic light switch.	Clean. Good condition. Tested and working.	
L4	Ceiling lighting Circular opaque glass dome fitting.	Clean. Good condition. Working order.	
Other items of note			
Items for this room/area, not already listed above: * There are no additional comments and/or observations for this room/area. *			



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P.1

29 Woodleigh Crescent
17 April 2024 12:06



P.5

29 Woodleigh Crescent
17 April 2024 12:06



P.2

29 Woodleigh Crescent
17 April 2024 12:06



P.6

29 Woodleigh Crescent
17 April 2024 12:06



P.3

29 Woodleigh Crescent
17 April 2024 12:06



P.7

29 Woodleigh Crescent
17 April 2024 12:07



P.4

29 Woodleigh Crescent
17 April 2024 12:06



P.8

29 Woodleigh Crescent
17 April 2024 12:07



External, Cellar, Garage, Outbuildings etc

Lawn areas: **Seasonal order. Neat and tidy.**

Borders: **Seasonal order. Neat and tidy.**

Tress/shrubs: **Seasonal order. Neat and tidy.**

Pathways: **Weathered. Weeds.**

Decking: **Seasonal order. Weathered.**

Driveway: **Weathered. Weeds.**

Fencing: **Seasonal order. Weathered.**

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

No

Storage Areas

Including under-stair cupboard and equivalent/ similar built-in storage areas and/ or similar:

Any such areas are clear of any accumulation of rubbish or discarded previous Tenant(s)/ Landlord possessions. As such, these areas must be returned in the same way at the end of the tenancy.

Front & Back Yards

Including any equivalent/ similar areas, outbuildings, sheds and/ or similar:

Any such areas are clear of any accumulation of rubbish or discarded previous Tenant(s)/Landlord possessions. Pathways and borders are in seasonal order and free from weeds. As such, these areas must be returned in the same way at the end of the tenancy.

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E.1



E.5



E.2



E.6



E.3



E.7



E.4



E.8



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E.9



E.10



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.



Declaration, Acceptance & Signature

Property  :

ADDRESS LINE 1

Town/City,


County,

Post Code



Tenant declaration  :

"This Report and any photographs included within it provide a true, fair, and accurate record of the cosmetic condition, decoration, and contents of the stated Property on the date that it was produced. By signing this document, I agree to the above statement on behalf of all joint Tenant(s)."


Tenant name (PRINTED)  :

Tenant signature  :

Date signed  :

Clerk  :

N. Blakeley

On behalf of  :

whitegates



Whitegates (Branch)

Telephone: 01234 567 890

email@whitegates.co.uk

