

CHECK-OUT REPORT

Property Address:

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Check-Out Details:

Date: *
Time: *
Assessor: *

[AAH Management Ltd. T/A Adept Property Services](#)

[Brayford, Newton Lane, Whiteparish, Salisbury, Wiltshire, SP5 2QQ](#)

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GENERAL INFORMATION	
Agent/Landlord:	*
Tenant Name:	*
Length of Tenancy:	6 months

PROPERTY INFORMATION			
Telephone disconnected:	Unknown	Service Provider:	Unknown
Alarm – on/off:	N/A	<i>Code should be separately supplied to Agent/Landlord</i>	
Central Heating - on/off:	Off	Water Heating - on/off:	Off
Windows/Doors Secured:	Yes		
Professional Cleaning Receipt:	No	Company:	N/A
Other comments:	N/A		

KEYS RETURNED			
Type	Quantity	Type	Quantity
Front door	2		
Reception double doors	2		
Reception single door	1		
Windows	6		
Unknown	1		

SAFETY CERTIFICATION			
Type	Seen – Yes/No	Expiry Date	Location
GAS	No	-	-
ELECTRICITY	No	-	-

METER READINGS			
Type	Ref/Serial No.	Reading	Supplier
Gas	*	- £ 8. 31 <i>(Emergency credit used)</i>	Unknown
Electric	*	£ 0.95	Unknown
Water	*	01116 (91)	Unknown
Oil/LPG	-	-	-

Key for **Type** column: **D** = Damaged **FWT** = Fair wear & tear **M** = Missing
 NW = Not Working **INFO** = Info for Agent/Landlord **A** = Added
 Ref = Number of corresponding image in Images section









MAINTENANCE REPORT			
Room	Item/Area	Type (Ref)	Comments/Findings
Approach	Front door	FWT A	Frame with damp spots throughout Door with 4 additional light sticky residues to the mid-section – assume will be removed by cleaning
Hallway	Smoke detector	A	Now present to ceiling – tested with button and sounding at time of check-out
	Skirting	FWT	Lightly rubbed to left of front door
	Back door	FWT	Light scuffing under light switch
	Front door	FWT INFO	Door scuffed to the mid left Key in situ to lock (this key only works the front door internal lock)
	Front door curtain	M	Track present but single turquoise eyelet curtain no longer present (was incorrect type of curtain for this track)
	Door to kitchen	FWT	Frame with 3 heavier rubs to the lower left not larger than 3cm. Door with light scuff with 2 minor rubs to upper centre
	Key hook batten	A	Added to back wall in pale wood with 5 small brass hooks
	Under stair cupboard 1	INFO A	Pair of shoes and large Christmas stocking no longer present (assumed removed by landlord) Small tent in bag now present
	Left hand wall	A FWT	1 nail Lightly spot marked to centre
	Door stop	A	Added to left hand wall in brass and black rubber (rubber end currently detached)
	Facing wall coat hook batten	FWT	1 hook slightly bent
	Radiator	FWT	2 paint rubs to lower centre of front
	Door to under stair cupboard 2	FWT A	Door with 3 surface scuffs to upper left Slim line black metal rail in packet now to interior
Kitchen	Light fitting	FWT	1 bulb surround support come away and repaired with tape
	Back wall	FWT A	Slightly heavier scuffing to lower centre 5cm and 1cm 1 picture hook
	Door to hallway	FWT	Light cracking to right wall join. Frame with further rubbing to the right hand side
	Left hand wall	FWT	Very light scuffing to immediate left of tiling
	Facing wall	FWT	Occasional slight spot mark over tiling
	Facing wall venetian blind	INFO	As per inventory requires cleat or similar for pull cord child safety
	Facing wall worktop	FWT	Smear mark heavier to left of sink 7cm x 2cm
	Right hand wall	A	2 small holes to the upper right

MAINTENANCE REPORT			
Room	Item/Area	Type (Ref)	Comments/Findings
		FWT	Paint rubbing 4cm and 0.6cm to right of cooker hood
	Right wall upper level	FWT	Heavier veneer lifting to right hand front left and centre section. Boiler to interior of cupboard with sliding glass front no longer staying up (catch broken)
	Cooker hood	FWT	Filters with patchy discoloration throughout
	Hob	FWT	Control knob indicators with very slight wear (less than 5%)
	Right wall lower level	INFO/D (1)	Veneer heavily lifting, heat damaged and split to left edge of right cupboard front with elephant tape repair over primarily in area 7cm x 10cm – assumed from heat from oven, specific cause unknown
	Oven	NW	Main oven internal light bulb not working
	Right wall window sill	FWT	2cm paint mark to the right hand side
	Right wall venetian blind	INFO	As per inventory pull cord requires cleat or similar for child safety
Cloakroom	Back wall	FWT	Now with various grubby marks and scuffs to $\frac{3}{4}$ height
	Facing wall	FWT	Occasional light grubby mark to $\frac{3}{4}$ height
	Hand basin	FWT	Small amount of movement in cold tap upon use
Reception room	Ceiling light	NW (2)	Was 1 bulb now 2 bulbs not working
	Coving	A	2 tacks added to the facing wall
	Flooring	INFO	Requires cleaning - due to poor light and dark colour of carpet difficult to assess fully although assumed will be improved sufficiently with cleaning as no heavy or specific marks or damage currently evident
	Back wall	FWT A	Occasional very light mark to the mid and lower level 1 small bent nail
	Back wall radiator	FWT	1cm flake to lower right of front
	Left hand wall	INFO FWT	Section of paper no longer missing to the right hand corner 3cm paper rub to the lower right
	Left hand wall light	NW/M (3)	Both bulbs missing
	Facing wall	INFO A	1 nail and 1 small hole now 2 small holes, cream painted batten with previous fixing holes still present over both doors Double satellite cable now coming through to lower right of double doors to garden
	Facing wall light switch	FWT	Assumed working although appears loose to mechanism
	Facing wall radiator	FWT	3 small scuffs to the lower right
	Right hand wall	A	Double satellite cable now coming through to the lower left

MAINTENANCE REPORT			
Room	Item/Area	Type (Ref)	Comments/Findings
	Miscellaneous	M	Unable to locate used roll of wallpaper, Virgin Media wireless router box with cables, and Virgin Media receiver box with power lead and controller
Stairwell	Walls	FWT	2 shallow indents over 1 st picture hook, slightly heavier scuffing and paint rubbing in 5 areas to half landing mid-level
		A/D (4)	8 picture hooks and 4 small holes added (excessive for wall area)
	Skirting	FWT	1cm surface chip and 1.5cm flake to right of tread 2
	Flooring	INFO	Carpet requires cleaning – assumed will be improved sufficiently once cleaned
	Woodwork	FWT	Newel posts and particularly 2 sections of hand rail would benefit from repainting soon
Landing	Smoke detector	INFO INFO	No longer detached from bracket Tested with button and sounding at time of check-out
	Light pendant	NW (5)	1 of 2 bulbs not working
	Skirting	FWT	Lightly rubbed to left of airing cupboard
	Flooring	INFO	Requires cleaning – assumed will be improved sufficiently once cleaned
	Door to cupboard 1	A (6)	Toilet brush, bag containing blue and red Lilo type item, red bucket containing miscellaneous sheet, shower curtains and weighing scales - all now in cupboard
	Door to airing cupboard	FWT M (7) A (8) M	Internal flooring with 2.5cm white mark to the right side Bulb missing from internal light rose Interior now with 3 flattened cardboard boxes and pair of crutches 6 used light shades, pair of shoes and roll of wrapping paper - no longer to interior
	Facing wall	FWT	Now with occasional light scuff and grubby mark to ¾ height
	Window	INFO	Key returned with property keys
	Door to bathroom	FWT	4.5cm surface scratch to upper left of door
Bedroom 1	Light shade	A	3 section chrome framed shade with numerous hanging crystal effect beads now present – appears sound and complete
	Flooring	FWT D (9)	Existing fraying and gapping at door to landing now in area 3cm x 70cm 3.5cm diameter residue mark between centre and cupboard with black residue spots in area 4cm x 3cm between centre and left hand wall
		INFO	Carpet requires cleaning – it is assumed remainder of marks will be improved sufficiently by cleaning
	Door to landing	FWT	Existing picture hook now broken to end
	Door to built in cupboard	FWT A	Upper knob slightly loose Some miscellaneous hangers now to interior

MAINTENANCE REPORT			
Room	Item/Area	Type (Ref)	Comments/Findings
	Facing wall	FWT	0.6cm paint rub to the lower left
	Right hand wall	INFO	4 previous rawl plugs now evident to top of window alcove (assumed present prior to check-in)
	Window	INFO	Key returned with property keys
Bathroom	Flooring	FWT	1cm indent between centre and door, 1.1cm narrow indent to front right of radiator
	Left hand wall	FWT	Heavier grout discoloration to boxing behind toilet and to vertical line directly over toilet
	Window	INFO	Key returned with property keys
	Hand basin	FWT	0.1cm porcelain defect to front right top edge, cold tap slightly loose in fixing
	Toothbrush holder	A	Chrome plastic suction style with frosted plastic fitted tumbler – now present
	Bath panel	INFO	Replaced prior to or during tenancy now off white melamine panel effect – veneer lifting to top and lower edges and at edges of right hand panel – would benefit from replacement soon
	Shower curtain	INFO FWT	Now dolphin patterned blue plastic (generally sound) Rail with some surface wear
Bedroom 2	Ceiling	FWT	1cm paint flake over door
	Light shade	A	3 section chrome frame with numerous hanging clear and red crystal effect beads – all appears complete and sound
	Flooring	INFO INFO	No heavy or specific marks evident, although difficult to fully assess due to dark colour of carpet and poor light at time of check-out Carpet requires cleaning
	Back wall	FWT	Slightly heavier scuffing to mid and lower centre section
	Door to landing	FWT	Frame with 3 rubs to the right hand side
	Left hand wall	A (10) A	Black stick on text added to centre approx. 90cm x 50cm – please ensure permission sought 1 small hole to upper centre
	Radiator	FWT	2 scuffs to centre, heavier discoloration upper right corner
	Window sill	FWT	Light brown ring marks to centre and more lightly to the right side
	Right hand wall	FWT A	6 heavier paint rubs to the lower left not larger than 1.5cm, 2 heavier scuffs to centre 1 picture hook
	Miscellaneous	A	4 net curtain rods now to corner of room
Bedroom 3	Flooring	INFO	Requires cleaning – assumed will be improved sufficiently once cleaned
	Back wall	FWT	Grubby marks to left of doorway, occasional lighter scuff and grubby mark to the mid and lower level otherwise
	Door to landing	FWT	Frame with 1cm heavy rub to the upper left
	Left wall door stop	FWT	Out of shape

MAINTENANCE REPORT			
Room	Item/Area	Type (Ref)	Comments/Findings
	Facing wall	FWT INFO	Grubby marks under window particularly 3 x 1cm Curtain batten still present over window with 7 previous fixing holes
	Right hand wall	A FWT	Small sticker to the mid left Some heavier grubby marks to mid and lower centre and left hand side
Front garden	2 x doormats	FWT	Now 1 x doormat
Rear of property	Single door	FWT	Rain guard strip appears to be missing from base leaving 3 capped fixings
	Double door	FWT	Light scuffing and discoloration to threshold
Rear garden	Side gate	FWT	In line with inventory, structure weak and now coming away to the left hand side – gate requires attention
	Patio raised bed	FWT	Rose type shrub no longer present
	Lawn area	INFO	Poor grass growth area generally improved – grass now slightly patchy to centre and to edges
	Left bed	FWT	No longer present with 3 slabs laying
	Large right hand shrub	M (11)	No longer present
	Shed	A	Blue and grey plastic hose reeler with matching hose, 1 watering can, length of plastic tubing, pair of shears – now present
	Rear right raised bed	A	3 small solar lanterns now present
	Clothes line	A	Now present running between borders on single support pole

IMAGES			
Ref	Image	Ref	Image
1		1	
2		3	
4		4	
5		6	

IMAGES			
Ref	Image	Ref	Image
7		8	
9		9	
10		11	

If the words 'domestic' or 'professional' have been used to describe standards of cleaning, please see the Disclaimer page of this report for a brief explanation.

INTERIOR CLEANLINESS	
Item	Comments/Findings
Doors:	Surface clean but some require dusting to panel edges with some minor wiping at handles
Windows:	Require cleaning
Ceilings/Lights:	Occasional light cobweb, some dust to hanging fitments
Walls:	Painted walls generally clean, wall tiles require light wiping in places
Paintwork:	Generally clean but with some settled dust heavier to tops of door frames, some light debris to cloakroom sill
Radiators/Heaters:	Light dust to tops and lower fronts with some minor cobwebs and dust to rears
Carpets/Flooring:	Hard floors require light wiping in places. Reception carpet requires vacuuming. In line with maintenance section, all carpets require cleaning to remove some grubby discoloration and spots. Heavier cleaning required to cupboard flooring particularly hallway cupboards
Curtains/Blinds:	Kitchen blinds require cleaning
Surfaces/Furniture:	Domestically clean
Kitchen units/tops:	Require further wiping in places with heavier wiping to under sink cupboard
Kitchen Appliances:	Require further light wiping slightly more so to sink, heavier cleaning required to interior of oven to remove some burnt on grease and smear to door glass
Sanitary Ware:	Requires further wiping more so to hand basins and toilets particularly to interior of cloakroom toilet
EXTERIOR CLEANLINESS/CONDITION	
Item	Comments/Findings
Windows/Doors:	Require cleaning
Grass:	As per inventory requires cutting
Borders/Beds:	As per inventory some weeds and dropped leaves
Paved/Hard Areas:	Similarly to inventory some light weed/grass growth to joints with some dropped leaves, but now with some debris to rear patio and heavy dropped leaves to front
Garage:	N/A
Gutters:	Visibly clear

GENERAL CHECK-OUT COMMENTS

- **Both wheelie bins to front, both full – please note grey wheelie bin very heavy and may not be emptied by Council.**

TENANT DECLARATION

I/We confirm that the damage and discrepancies detailed in this Check-Out Report are an accurate description of the property as at the Check-Out date as stated on page 1.

I/We know of no other damage or discrepancy or incident occurring that may result in consequential damage or deterioration. If such damage or loss becomes evident within 14 days of today's date, or before a new Tenant occupies the property, whichever is the sooner, I/we accept the Landlord's or Landlord's Agent's right to reassess the extent of the damage and discrepancies noted in this Report.

I/We confirm that I/we have handed back all keys relating to the property and none have been lost or lent to any other parties (without permission of the Landlord or Landlord's Agent) during the Tenancy.

When considering the damage and discrepancies noted in this Report, I/we would like to make the following comments:

Signed by Tenant(s)

Print Name

Date

DISCLAIMER

The aim of this Check-Out Report is to provide a fair, balanced and accurate record of the changes to the contents and internal and external make-up of the property (as set out in a relevant Inventory Report) at the time and date of assessment as noted on page 1 of this Report. Adept Property Services cannot be held responsible for any items missed, or damage not seen, after 48 hours from the time of assessment, after the property is re-occupied, or after anyone enters the property to carry out any kind of maintenance or cleaning work, whichever is the sooner. Please also note that we cannot be held responsible for any damage or discrepancies not seen at time of assessment due to lack of access or line of site, or due to cleaning issues such as soil or scale. It is the responsibility of the Tenant and the Landlord, or the respective Agents, to agree between themselves the accuracy and relevancy of this report, taking into account any other matters which may not be known to Adept Property Services. **We recommend that a visit is made to the property by the Landlord, or Landlord's Agent, before returning any deposit to the respective Tenant(s).**

Adept Property Services and its Assessors, are not experts in fabrics, woods, materials, antiques etc., nor are our Assessors qualified Surveyors. This report should therefore not be used as an accurate description, or statement of authenticity, of any item within or part of the property, nor should it be used as a structural survey report. Our services relate only to the furniture, furnishings, fittings, surfaces, and other equipment and contents in the property. Please also note this report makes no guarantee as to the safety of any such items; it is merely a record that such items exist in the property at the specified date, and the superficial condition of the same. We do not move furniture or equipment and we do not assess lofts, cellars, and locked rooms, items that are visibly packed for storage, boxes, or any other inaccessible places. It is also not normal practice to individually itemise or assess books, audio or video media, plants or shrubs, consumable items, cleaning items or miscellaneous items found in sheds, garages, cupboards or store areas. Where measurements are stated in relation to a property part or item (or its condition), such measurements are approximate. Unless otherwise stated all switches and sockets (i.e. power, light, aerial, telephone, etc.), and light pendants, are white plastic. Guttering is viewed from ground level only.

No electrical, gas or fuel reliant appliances/items will be checked as to their working order, however we will where possible check that light bulbs are working at time of a property assessment, but we make no guarantee as to the reliability or safety of these items. Where possible smoke/heat alarms and carbon monoxide alarms will be tested using their test button (only) however we make no guarantee as to the reliability, safety or working order of these items, and no guarantee as to compliance with the relevant 2015 (or subsequent) regulations is given. We also take no responsibility for damage or malfunction caused during the testing of such alarms. Please note it is the Landlord's (or Tenant's) responsibility to regularly inspect and maintain any such alarms fitted in the property to ensure that they are in full working order at all times.

Where possible and safe to do so the function of windows and doors will be checked, but no guarantee as to their working order or level of security is given, and no liability is accepted for the security of the property when affected by any fault with such a window or door. Compliance with the 2014 (or subsequent) regulations relating to window blind pull cord safety is the sole responsibility of the Landlord or Agent; we will however where possible note any obvious breaches of the regulations at the relevant point of the report.

The Fire & Safety Regulations regarding furnishings, gas and electrical items, and similar services, are ultimately the responsibility of the Landlord or Agent. Where there is a note on this Report stating "FFR label seen" this should not be interpreted to mean that the item complies with the "Furniture & Furnishings (Fire) (Safety) (Amendments) 1993" (or subsequent date). It is a record that the item had a label as described or similar to that detailed in the "Guide" published by the Department of Trade & Industry January 1997 (or subsequent date) at the time of the property assessment. It is not a statement that the item can be considered to comply with the Regulations. Ensuring the property is free from Legionnaires' disease, and carrying out appropriate risk assessments, is the responsibility of the Landlord or Agent, and no mention of this will be made in this report.

If the words 'domestic' or 'professional' have been used to describe cleaning, 'domestic' refers to cleaning to an everyday standard with all soil, residue and dust removed. Some minor scale, watermarks and smear may remain in places, with minor burnt on grease spots possibly remaining to cooking appliances. 'Professional' refers to completely clean to include removal of all scale, watermarks, smear and dust, with all burnt on grease removed from cooking appliances. Carpets will also have been wet/steam cleaned. *This standard of cleaning is usually only achieved by a professional cleaning company (who should provide a receipt and guarantee their work).*