



EAGLE INVENTORY

Independent Inventory Services

CHECK-OUT

page 1

DATE : dd month year

PROPERTY ADDRESS :

Address line one
Address line two
Address line three
Address line four
Postcode

INSTRUCTED BY :

Address line one
Address line two
Address line three
Address line four
Postcode

Ideally the check-out is completed with the tenant(s) present and is to ensure an accurate appraisal of the property condition at the end of tenancy to compare with the Inventory and check-in report prepared at the start of tenant occupancy. In the absence of an Inventory then this check-out report will provide a summary of overall condition and cleanliness highlighting, where possible, any potential issues and confirmation of utility meter readings. Advice and guidance regarding tenant or landlord liability is provided in the event of dilapidations arising and noted on this report.

Electricity meter



Gas meter



Water meter



READINGS : 77702.64

08758.807

00332.718

SERIAL No. : S96101905

2006 : 481180

14M603249

LOCATION : Cupboard in reception

Wall box by front door

Access on driveway

PROVIDER: Electricity Company
(contact No.) (0333 000 0000)

Gas Company
(0333 000 0000)

Water Company
(0845 000 0000)

Summary Report

	Check-In condition	Check-Out condition
1 General property condition and cleanliness	Generally good condition, good domestic clean, many areas present as recently refurbished	Good condition, cleaned to a high standard throughout, occasional light usage marks
2 Decoration	Good condition, good domestic clean, cobwebs to many corners	Same as Check-In except most cobwebs removed, very occasional usage scuffs and marks to some walls
3 Skirting and wood work	Good condition, good domestic clean, occasional dust	Same as Check-In except most dust removed
4 Lighting	All bulbs present but one not working, good domestic clean	Following bulbs n/w : outside front door ; 3x reception : 3x kitchen
5 Flooring	Ground floor coverings in good order, carpets to stairs and first floor in fair condition, good domestic clean	Same as Check-In
6 Windows	Generally good condition, some handles fair, good domestic clean	Same as Check-In
7 Blinds	Generally good condition, some slats dusty, average clean	Same as Check-In except mostly clean and dust removed
8 Kitchen units	Good condition, good domestic clean	Same as Check-In
9 Oven	Good condition, good domestic clean	Same as Check-In
10 Hob	Good condition, good domestic clean	Same as Check-In
11 Hob extractor	Replacement item, good condition but poorly cleaned	Cleaned to a good standard
12 Fridge/freezer	Good condition, average domestic clean	Good condition, good domestic clean
13 Washing machine	Good condition, good domestic clean	Same as Check-In
14 Dishwasher	Good condition, good domestic clean	Good condition but waste water evident in base

	Check-In condition	Check-Out condition
15 Sanitary ware	Good condition, good domestic clean	Same as Check-In except 1x ensuite toilet seat broken
16 Heating	Gas central heating, radiators appear in good order, not tested	Same as Check-In
17 Outside patio/gardens	Reasonably tidy for time of year, mature borders, seasonal length grass	Similar to Check-In except some border bushes have grown and may require a trim and general tidy up. The grass has been recently cut.
-----		-----
END		

Dilapidations

Kindly note that any rooms/items not referred to in this report have been duly checked and have been found to be in similar condition to that stated on the Inventory, allowing for fair wear & tear.

For the purposes of guidance, with the aid of accepted industry standards, responsibility is directed as to consequent liability of the tenant, the landlord or allowing for normal fair wear & tear.

Comments are subject to the terms of the Tenancy Agreement, the wording of which may overrule.

REPLACEMENT COST suggests that the missing/damaged item may need to be replaced at full cost.

APPORTIONMENT COST suggests an allowance be made for age, quality & condition of damaged item.

FAIR WEAR & TEAR suggests that there is usual and acceptable wear with no resulting cost.

MAINTENANCE suggests landlord responsibility for correction and/or repair.

LANDLORD'S DISCRETION means if the item is ignored the Inventory will simply be suitably updated.

1



Description :
Mortice lock stiff and difficult to rotate.

Comment :
Maintenance issue (L/L).

9



Description :
Turn-a-lock very stiff and difficult to operate.

Comment :
Maintenance issue (L/L).

31



Description :
Area of white candle wax spillage on window sill.

Comment :
Tenant liability, cleaning cost, landlord's discretion.

32



Description :
Right side blind cord stuck, unable to operate
Comment :
Maintenance issue (L/L).

33



Description :
Very small crack to bottom corner exterior window pane.
Comment :
Tenant liability (disputable), apportionment cost if agreed.

42



Description :
Minor crack to left end bottom shelf plastic front.
Comment :
Fair wear & tear, no tenant liability.

50



Description :
Minor yellow stain to worktop.
Comment :
Tenant liability, cleaning cost, landlord's discretion.

52



Description :
Dripping tap, fitment loose.
Comment :
Maintenance issue (L/L).

57



Description :
Waste water evident to base, possible clogged filter.
Comment :
Tenant liability, cleaning cost, landlord's discretion.

75



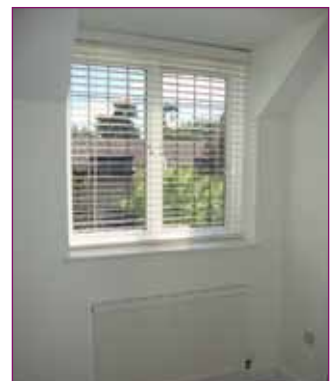
Description :
Front fitments to top of blinds, 1x detached, 1x loose.
Comment :
Maintenance issue (L/L).

85



Description :
Toilet seat cracked/broken to rear fitment.
Comment :
Tenant liability, apportionment cost, landlord's discretion.

98



Description :
Blind is restricted and will only rise half way.
Comment :
Maintenance issue (L/L).

100



Description :
LED push light n/w (recorded as very dim @ Check-In).
Comment :
Maintenance issue (L/L).

100



Description :
Plastic door retainer added to door & frame.
Comment :
Tenant repair liability (unless landlord permission granted).

103



Description :
Plastic door retainer added to door & frame.
Comment :
Tenant repair liability (unless landlord permission granted).

116



Description :
Garden shrub and bushes in need of a seasonal trim.
Comment :
Tenant liability or maintenance issue (See Tenancy Agreement).

117



Description :
Interior shelf/seating appears detached at one end.
Comment :
Tenant liability (disputable) or maintenance issue (L/L).

118



Description :
Wooden garden seat (right) in deteriorating condition.
Comment :
Fair wear & tear.

Keys to be returned



KEYS RETURNED TO AGENT

- 2x front door yale
- 2x front door mortice
- 2x star lock

(12x keys in all - 4x less than at Check-In)

KEYS LEFT IN PROPERTY

- 1x meter box
- 2x star lock
- 1x rear patio
- 1x unknown yale
- 1x unknown mortice



Detector/alarms :	Present	Tested	Location(s)
SMOKE	Yes	Yes	(1) Ground floor hallway (2) Reception (3) Kitchen and (4) Upstairs Landing
CARBON MONOXIDE	Yes	Yes	Wall over cupboard in bedroom 2

General

Telephone disconnected :	Not known	Windows/doors secured :	Yes
Heating/water :	Both left ON (min temp on thermostat)	Carpets pro-cleaned :	No receipt seen
Fridge/freezer :	Both left ON	Property pro-cleaned :	No receipt seen
Pets during tenancy :	Not known	Intruder alarm set :	N/A

Tenant's forwarding details

Contact number No details - tenant not present at Check-Out

Email No details - tenant not present at Check-Out

Forwarding address No details - tenant not present at Check-Out

.....