XYZ Lettings
123 Sample Street, Sample Town YO1 5DE
Email: info@xyzlettings.com
Tel: 01234 456789

Check Out Report

09/11/2015

1 ABC Street, London, N1 3EA

Landlord:	Mr Edward Holmes
Tenant:	Rachel Birch
Report Completed On:	09/11/2015 00:00
Report Completed By:	Rachel Lightfoot / XYZ Lettings

Association of Residential Letting Agents ARLA
The Property Ombudsman
SAFE AGENT

Check Out Report for 1 ABC Street, London, N1 3EA

Powered by TouchRight

Contents

Check Out | Meter Readings | Electric and Gas 3
Check Out | Meter Readings | Water and Oil 3
Check Out | Keys 4
Check Out | Forwarding Address 4
Check Out | Safety 5
Check Out Checklist | Services 5
Check Out | Schedule of Condition 6
Check Out | Comments 7
Check Out | Terms and Conditions 10
Check Out | Declaration 10

Powered by TouchRight

Check Out | Meter Readings | Electric and Gas

Electric meter location	To the rear/side of property in a meter box
Electric meter reading	7493
Electric meter serial number	H14C14484
Gas meter location	n/a
Gas meter reading	n/a
Gas meter serial number	n/a

Meter photos

09/11/2015

Check Out | Meter Readings | Water and Oil

Water meter location	Front of gates left side
Water meter reading	00588
Water meter serial number	08M140077
Oil meter location	n/a
Oil meter reading	n/a

Powered by TouchRight

Check Out | Meter Readings | Water and Oil - Continued

Meter photos

09/11/2015

Check Out | Keys

Keys received from the Tenant/s	2 x back door keys 2 x front door keys - 1 x in kitchen drawer 1 x meter key - in kitchen drawer 1 x post box key - in kitchen drawer (post box lock broken/missing)

Keys photo

09/11/2015

Check Out | Forwarding Address

Names of Tenant/s present at Check Out	Completed in absence
Tenant/s forwarding address	n/a

Powered by TouchRight

Check Out | Safety

Smoke alarms present	Yes
All smoke alarms tested and working	Yes - all tested and working
CO detector present	No
CO detector tested and working	No - unable to test
Further comments:	Mains linked

Check Out Checklist | Services

Gas on	N/A
Electric on	Yes
Water on	Yes
Heating on	N/A
Boiler on	N/A
Immersion on	N/A

Powered by TouchRight

Check Out | Schedule of Condition

Grass/lawns	A. Recently cut
Garden/grounds	A. Well maintained and tidy
Exterior windows	C. Below standard
Interior windows	C. Below standard
Carpets/flooring	E. Marked/stained or scratched (where noted)
Decor	C. In average condition - medium wear and tear
Kitchen	D. Below standard
Oven	D. Below standard
Kitchen appliances	D. Below standard
Light fittings	C. Light bulbs not present as listed
Mould and mildew	B. Slight mould/mildew as noted
Bathroom/s and sanitaryware	D. Below standard
Overall cleanliness of the property	C. Attention required as noted
Check Out Comments	Lots of rubbish left to the side of the property - mouldy mattresses and various bulky items Items left inside property - bed, towels etc Internal doors are good but dusty and not clean

Powered by TouchRight

Check Out | Comments

Check Out Comments

#	Item	Description	Condition	Notes
1	Front/Side Area	Front Door	Good	Paint thin and cracking to the door Door sticks to the bottom - hard to open/close

09/11/2015

2	Postbox	Black metal postbox	Average	Faded, lock broken, not secure

09/11/2015

Powered by TouchRight

Check Out | Comments - Continued

#	Item	Description	Condition	Notes
3	Lounge lighting	1 x ceiling with shade 2 x plaster wall lights		Tear to paper shade All working

09/11/2015

4	Kitchen fridge/freezer	Indesit	Poor	Not clean Salad box drawer front broken

09/11/2015

09/11/2015

5	Kitchen hob	4-ring electric hob	Poor	Scuffs to rings

09/11/2015

Powered by TouchRight

Check Out | Comments - Continued

#	Item	Description	Condition	Notes
6	Side passage	Volume of rubbish	Very Poor	Left

09/11/2015

Powered by TouchRight

Check Out | Terms and Conditions

Disclaimer

This report is intended to document the condition of the property at the END of the tenancy. It has been compiled by comparing the condition of the property against the inventory at the start of the tenancy to establish if the property condition has changed.

The report may cover findings for which the outgoing tenant is liable, and it may cover findings that the landlord needs to be aware of generally. Just simply because an item is listed in this report does not mean that the tenant is liable.

This Check Out Summary does not guarantee the safety of any equipment or contents at the property, merely a record that such items exist at the property at the date of preparing the report.

This Check Out Summary has been prepared by a representative of The Company who is not a qualified surveyor, qualified trades person or qualified to value to the contents of the property.

The Company will make every possible endeavour to record all utility meter readings at the Check Out. However, it is not always possible to locate or access the correct meters (especially in communal blocks).

Check Out | Declaration

Tenant/s Signature

Signed by n/a.

Agent Signature

Signed by R Lightfoot.