

Check-out Document

Address	Example address	House Type	Flat/Apartment
		Detachment	N/A
Front Elevation		Side Elevation	Rear Elevation
			

22/09/2014

Check-out

Check-out Details

Property	Example address
Property Manager	Example agent
Landlord Name	Unknown
Prepared by (Name of Clerk)	Sarah Jones
Date Vacated	22/09/2014
Date Inspected	22/09/2014
Inspected By	
Photo	

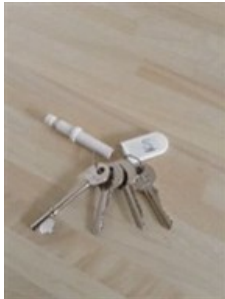
Inspector Comments

Inspector Comments
This check out is based on the inventory done by Agent dated 17/05/07 . The tenant has lived at the property since May 2007 . This check out report only reflects items noted as being in a different condition to that stated on the in going inventory/check in report. The property has not been cleaned.

Tenants

Name	Tenant did not attend
Mobile	
Other Phone	
Email	

Key Details

Key Description (all keys)	3 Yale type keys. 1 Chubb like key
Notes	
Are All Fobs Working?	N/A
Keys Photo	

Cleaning

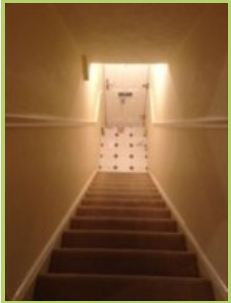
Is Cleaning Needed?	Yes
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Carpets Need Cleaning?	Yes
Windows Need Cleaning?	No
<div>Bulbs</div> <div>Bulbs Out</div>	0

Stairs & Landing

Overview Comments





Cleaning & Maintenance noted



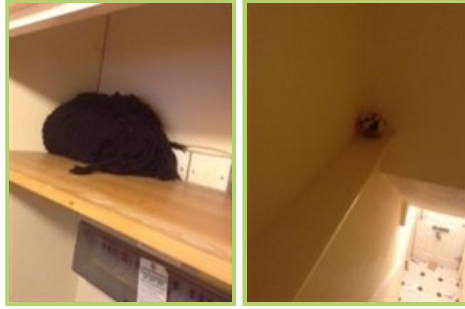
Cleaning Issues

Issue	Photos
Carpets & flooring dirty. Smell of cat	 
Paintwork dirty	 

Maintenance Issues

Issue	Photos
Walls heavily marked	   

Remove item



Sample Only - Real report may differ in content and style

Bedroom

Overview Comments


Cleaning & Maintenance noted



Cleaning Issues

Issue	Photos
Carpet dirty & marked	 
Room has not been cleaned	   

Maintenance Issues

Issue	Photos
Bulb missing	

Paint chipping from sill



Sample Only - Real report may differ in content and style

Living Room

Overview Comments

Cleaning & Maintenance noted



Cleaning Issues

Issue


Photos

Carpet stained & dirty



Room has not been cleaned.



Maintenance Issues	
Issue	Photos
Both bulbs out.	
Ceiling & walls discoloured	   

Kitchen

Overview Comments

Cleaning & Maintenance noted



Cleaning Issues

Issue

Photos

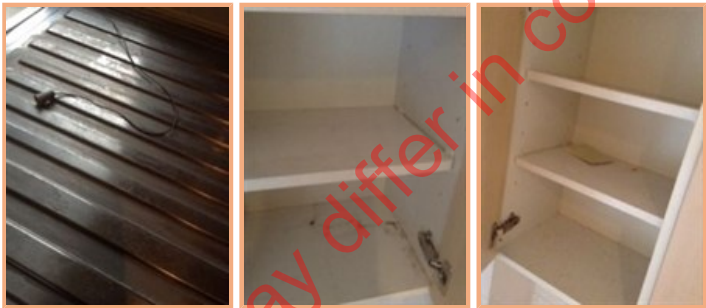
All appliances dirty



Appliances cont...



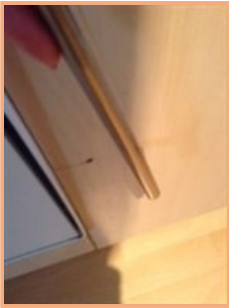
Room has not been cleaned



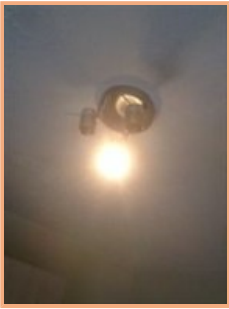
Maintenance Issues

Issue	Photos
Blind broken	
Remove items	

Handle broken to unit rhs of oven



2 bulbs out



Sample Only - Real report may differ in content and style

Bathroom/Toilet

Overview Comments

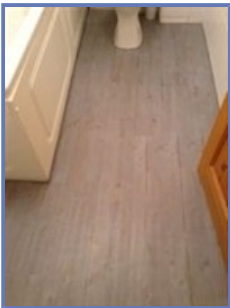
Cleaning & Maintenance noted



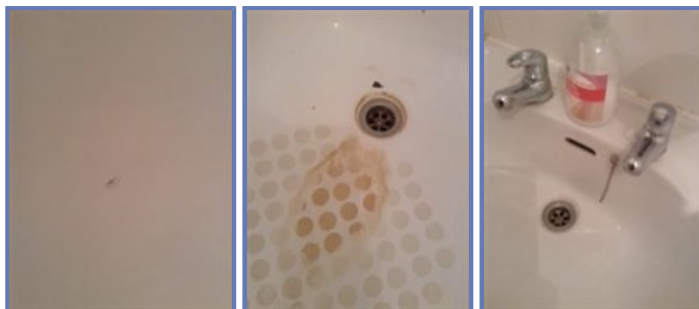
Cleaning Issues

Issue	Photos
Room has not been cleaned	

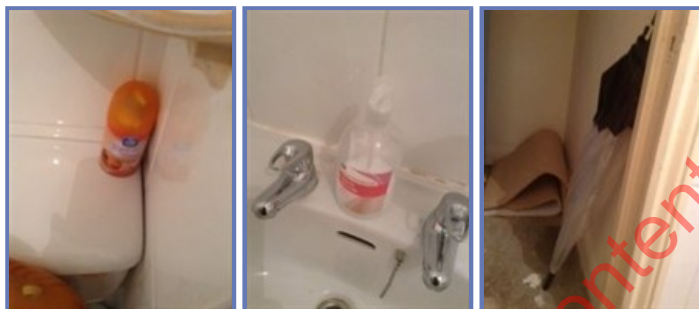
Maintenance Issues

Issue	Photos
Flooring changed	

Plug missing. Chips to enamel & staining to bath.



Remove items



Utilities

Item	Details	Photo
Gas Meter	Reading: No gas at the property	
Electric Meter	Reading: 77205 £10.45 Serial Number: example	
Water Meter	Reading: Unable to locate	