

# Check-out Inventory Report



1 Example House, Example Street,  
Example City, Exampshire, England,  
EG1 1EG

**TENANT NAME**  
A Tenant

**TENANCY TYPE**  
Single


**REPORT CONFIRMED BY**  
An Inspector

**TENANCY START DATE**  
14/10/2020






**TENANCY END DATE**  
06/05/2021

**PROPERTY VISIT DATE**  
06/05/2021

 [View Photo Gallery](#)

 [View 360° Gallery Tour](#)

## This report contains

-  Check-out Inventory details: Record of appliance manuals (if any present); Record of key handover; Record of meter readings (where accessible).
-  Compliance checklists.
-  Habitation Compliance Checklist
-  Detailed descriptions and schedule of condition and cleanliness for all fixtures and fittings.
-  Disclaimer and check-out guidance details.

## Maintenance Action Required

Name	Status
<b>Entrance/Hallway</b>	
Front Door	 Landlord responsibility  Repair
Smoke Alarm	 Landlord responsibility  Replace
<b>Kitchen</b>	
Oven	 Tenant responsibility  Clean

## Report Information

### Previous State

15th October 2020

Pets are permitted by the Landlord.

### Current State

6th May 2021

The tenants advise that they have had 1 dog at the property in accordance with the pet clause in the tenancy agreement.

# Glossary of Terms

For guidance, please find a glossary of terms used within this report:

## Condition

**Very Poor:** Extensively damaged/faulty. Examples: large stains; upholstery torn; very dirty.

**Poor:** Extensive signs of wear and tear. Examples: stains/marks/tears/chips.

**Fair:** Signs of age. Examples: frayed; small light stains/marks; discolouration.

**Good:** Signs of slight wear. Examples: generally lightly worn.

**New Item:** Still in wrapper or with new tags/labels attached. Recently purchased, installed or decorated.

## Cleanliness

**Very Poor:** Not cleaned. Requires cleaning to a good or excellent standard.

**Poor:** Item dusty or dirty. Requires further cleaning to either good or excellent standard.

**Fair:** Evidence of some cleaning, but signs of dust or marks.

**Good:** Item cleaned and free of loose dirt.

**Excellent:** Item immaculate, sparkling and dust free.

## Photo Terms

### Captured (external device)

The date provided by the image file itself, usually set by the device that captured it.

### Captured (via App)

The date a photo was taken within the platform mobile App. This is a more reliable source than the above.







### Captured (certified by inspector)

The date a photo was taken according to the inspector (defaulting to the inspection date).

### Added

The date on which the photo was added to the platform.





## Status Icons

-  Changed since the last report.
-  Disagreed by tenant
-  Repair
-  Beyond fair wear and tear
-  Replace
-  Missing



# Schedule of Cleanliness and Condition

## General Overview

Room/Space	Description	Condition	Cleanliness	Photos
Entrance/Hallway	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	 360° photo
Living Room/Lounge	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	 360° photo
Balcony	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	 360° photo
Kitchen	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	 360° photo
Utility/Laundry Room	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	 360° photo
Toilet	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	 360° photo



# Check-out Inventory Details

## Check-out Inventory Procedures

**YES** Keys handed back match-up with Check-In

**YES** Appliance manuals photographed & handed over

**YES** All tenant items, rubbish & food removed

**YES** Doors and windows locked before exit

## Tenant Forwarding Address

1 New Street New Town Newshire EG2 2EG

## Action Required by Tenant

N/A

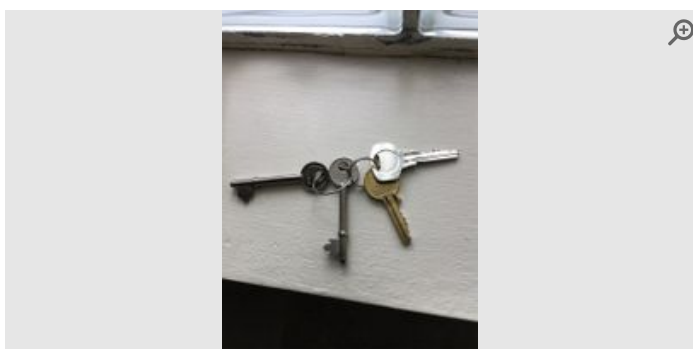
## Action Required by Landlord

Replacement of smoke alarm in Entrance Hallway and repair to letterbox cover on the front door.

## Key Photos

### Previous State

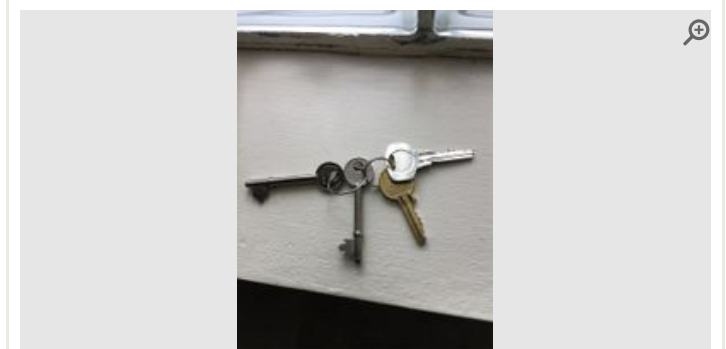
15th October 2020



Provided by	Inspector
Captured (Certified by inspector)	15/10/2020
Added	15/10/2020

### Current State

6th May 2021



Provided by	Inspector
Captured (Certified by inspector)	06/05/2021
Added	06/05/2021

## Appliance Manual Photos

### Previous State

15th October 2020

### Current State

6th May 2021



Provided by **Inspector**

Captured (Certified by inspector) **15/10/2020**

Added **15/10/2020**



Provided by **Inspector**

Captured (Certified by inspector) **06/05/2021**

Added **06/05/2021**



# Utility Details

## Gas - Standard Meter

**Supplier**

**Serial Number (MSN)**

**Location**

G4 K5010488 11 01

Exterior/cabinet (front)

**Serial  
Photo**

**Location  
Photo**



Provided by	<b>Inspector</b>
Captured (via App):	<b>14/10/2020 11:12 AM</b>
Added	<b>14/10/2020</b>

Provided by	<b>Inspector</b>
Captured (via App):	<b>14/10/2020 11:12 AM</b>
Added	<b>14/10/2020</b>

## Access Details

Date	Notes	Reading
14/10/2020		26888.633
06/05/2021		05893.473

**Previous State**  
15th October 2020

**Current State**  
6th May 2021



Provided by	<b>Inspector</b>
Captured (via App):	<b>14/10/2020 11:12 AM</b>
Added	<b>14/10/2020</b>



Provided by	<b>Inspector</b>
Captured (External device)	<b>04/04/2018</b>
Added	<b>06/05/2021</b>



## Electricity - Single Rate Meter

Supplier

Serial Number (MSN)

Location

18M1174905

Garage

Serial  
Photo

Location  
Photo



Provided by **Inspector**  
 Captured (via App): **14/10/2020 11:10 AM**  
 Added **14/10/2020**

Provided by **Inspector**  
 Captured (via App): **14/10/2020 11:10 AM**  
 Added **14/10/2020**

### Access Details

Date	Notes	Reading
14/10/2020		24710
06/05/2021		67580.9

### Previous State

15th October 2020

### Current State

6th May 2021














Provided by **Inspector**  
 Captured (via App): **14/10/2020 11:11 AM**  
 Added **14/10/2020**

Provided by **Inspector**  
 Captured (External device) **06/05/2021**  
 Added **06/05/2021**

# Room Details

The small thumbnail images in this section can be used as a reference point. **Larger copies** of these images can be found in the **'Room Image Library'** section towards the end of this report.

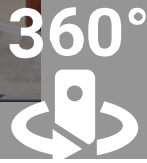
1 Entrance/Hallway					
Item	Date	Description	Condition	Cleanliness	Photos
General Overview 1.1	Previous State 15th October 2020	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	 360° photo
	Current State 6th May 2021	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	 360° photo
Front Door 1.2	Previous State 15th October 2020	Wood double glazed. Opaque glass. Lever handle. Chrome handle. Yale lock. Chrome Letterbox Free of marks and scratches to front side and reverse. Glazing in a good clean condition.	● Good	● Good	 3 photos
		<p> <b>Disagreed by tenant - 15th October 2020</b> <span style="float: right;">● <b>The inspector agreed</b></span></p> <p><b>Information provided by tenant</b> Letterbox is not fixed properly and falls off. Security chain is missing.</p> <p><b>The inspector responded to the above tenant comments with the following:</b> I agree with the tenant's comments and evidence.</p>			
	Current State 6th May 2021	Wood double glazed. Opaque glass. Lever handle. Chrome handle. Yale lock. Chrome Letterbox Free of marks and scratches to front side and reverse. Glazing in a good clean condition. Interior letterbox cover is broken - noted at check-in.	● Good	● Good	 1 photo
		<p><b>Information provided by inspector:</b> Letterbox cover requires replacement.</p> <p> <b>Landlord responsibility</b> <span style="float: right;"> Repair</span></p>			
Smoke Alarm 1.3	Previous State 15th October 2020	Ceiling mounted alarm. Test function working. Note to tenant: Please test periodically.	● Good	● Good	 N/A
	Current State 6th May 2021	Ceiling mounted alarm. Test function not working. Requires replacement.	● Fair	● Good	 1 photo
		<p> <b>Landlord responsibility</b> <span style="float: right;"> Replace</span></p>			

## Entrance/Hallway Photos

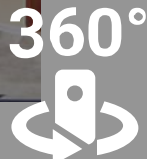
### General Overview

**Previous State**  
15th October 2020

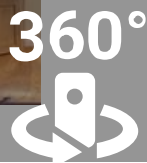
**Current State**  
6th May 2021



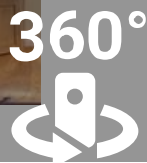
Provided by	<b>Inspector</b>
Captured (External device)	<b>15/10/2020</b>
Added	<b>15/10/2020</b>
Reference	<b>1.1.1</b>



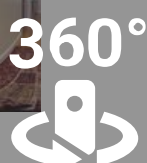
Provided by	<b>Inspector</b>
Captured (External device)	<b>06/05/2021</b>
Added	<b>06/05/2021</b>
Reference	<b>1.1.1</b>



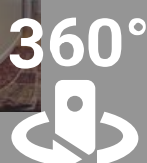
Provided by	<b>Inspector</b>
Captured (via App):	<b>15/10/2020 10:39 AM</b>
Added	<b>15/10/2020</b>
Reference	<b>1.1.2</b>



Provided by	<b>Inspector</b>
Captured (Certified by inspector)	<b>06/05/2021</b>
Added	<b>06/05/2021</b>
Reference	<b>1.1.2</b>



Provided by	<b>Inspector</b>
Captured (External device)	<b>15/10/2020</b>
Added	<b>15/10/2020</b>
Reference	<b>1.1.3</b>



Provided by	<b>Inspector</b>
Captured (External device)	<b>06/05/2021</b>
Added	<b>06/05/2021</b>
Reference	<b>1.1.3</b>

**Front Door**

**Previous State**  
15th October 2020

**Current State**  
6th May 2021



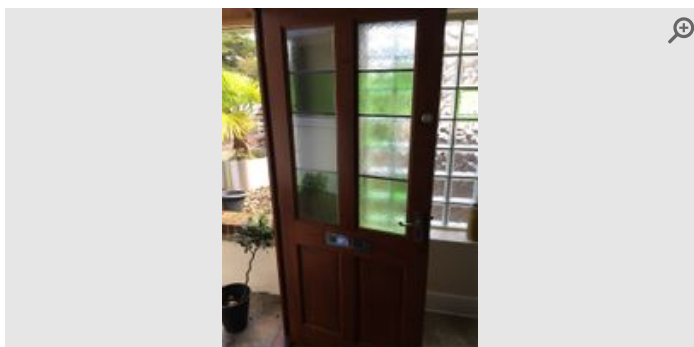
Provided by	<b>Inspector</b>
Captured (Certified by inspector)	<b>15/10/2020</b>
Added	<b>15/10/2020</b>
Reference	<b>1.2.1</b>



Provided by	<b>Inspector</b>
Captured (Certified by inspector)	<b>06/05/2021</b>
Added	<b>06/05/2021</b>
Reference	<b>1.2.1</b>



Provided by	<b>Inspector</b>
Captured (Certified by inspector)	<b>15/10/2020</b>
Added	<b>15/10/2020</b>
Reference	<b>1.2.2</b>



Provided by	<b>Inspector</b>
Captured (via App):	<b>14/10/2020 11:01 AM</b>
Added	<b>14/10/2020</b>
Reference	<b>1.2.3</b>

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## Smoke Alarm

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Provided by	<b>Inspector</b>
Captured (Certified by inspector)	<b>06/05/2021</b>
Added	<b>06/05/2021</b>
Reference	<b>1.3.1</b>

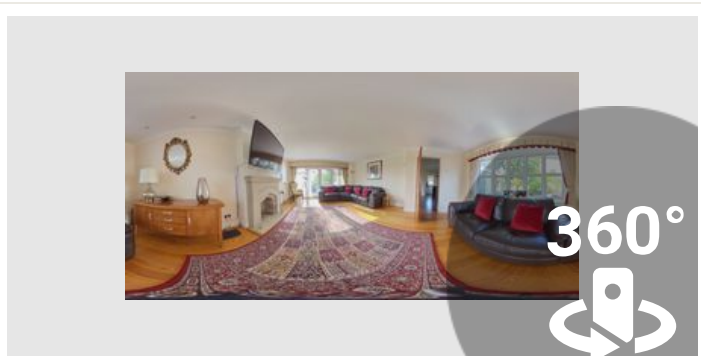
## 2 Living Room/Lounge

Item	Date	Description	Condition	Cleanliness	Photos
General Overview 2.1	Previous State 15th October 2020	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	360° photo
	Current State 6th May 2021	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	360° photo

### Living Room/Lounge Photos

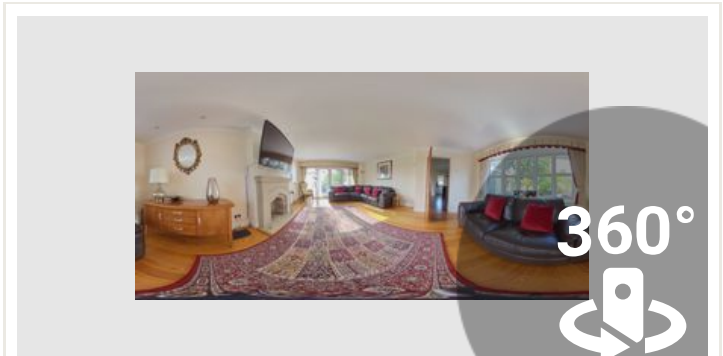
#### General Overview

##### Previous State 15th October 2020

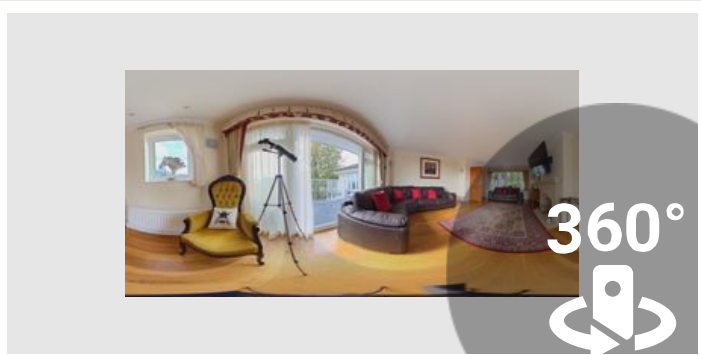


Provided by	Inspector
Captured (via App):	14/10/2020 11:23 AM
Added	14/10/2020
Reference	2.1.1

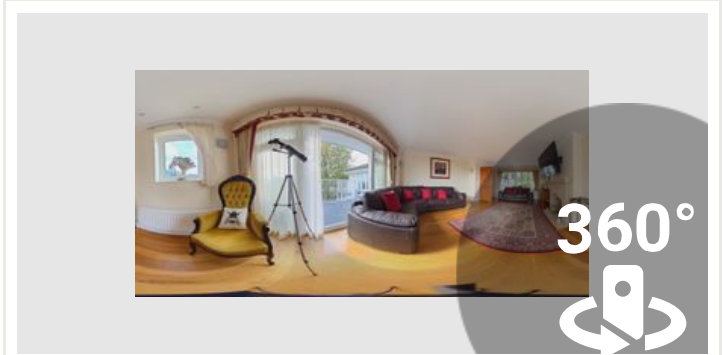
##### Current State 6th May 2021



Provided by	Inspector
Captured (Certified by inspector)	06/05/2021
Added	06/05/2021
Reference	2.1.1



Provided by	Inspector
Captured (via App):	14/10/2020 11:24 AM
Added	14/10/2020
Reference	2.1.2



Provided by	Inspector
Captured (Certified by inspector)	06/05/2021
Added	06/05/2021
Reference	2.1.2

### 3 Balcony

Item	Date	Description	Condition	Cleanliness	Photos
General Overview 3.1	Previous State 15th October 2020	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	360° photo
	Current State 6th May 2021	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	360° photo

### Balcony Photos

#### General Overview

#### Previous State 15th October 2020

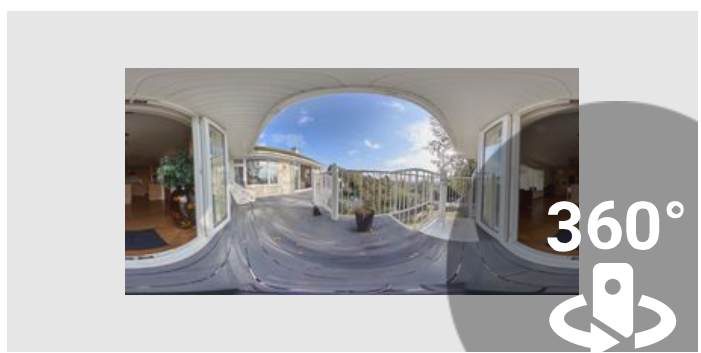


Provided by	<b>Inspector</b>
Captured (via App):	<b>14/10/2020 10:45 AM</b>
Added	<b>14/10/2020</b>
Reference	<b>3.1.1</b>

#### Current State 6th May 2021



Provided by	<b>Inspector</b>
Captured (Certified by inspector)	<b>06/05/2021</b>
Added	<b>06/05/2021</b>
Reference	<b>3.1.1</b>



Provided by	<b>Inspector</b>
Captured (via App):	<b>14/10/2020 10:45 AM</b>
Added	<b>14/10/2020</b>
Reference	<b>3.1.2</b>



Provided by	<b>Inspector</b>
Captured (Certified by inspector)	<b>06/05/2021</b>
Added	<b>06/05/2021</b>
Reference	<b>3.1.2</b>

## 4 Kitchen

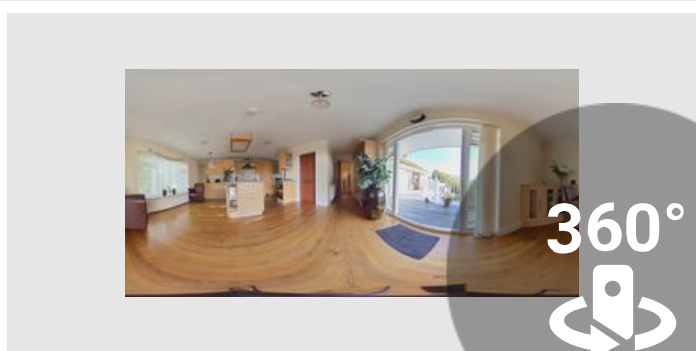
Item	Date	Description	Condition	Cleanliness	Photos
General Overview 4.1	Previous State 15th October 2020	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	360° photo
	Current State 6th May 2021	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	360° photo
Oven 4.2	Previous State 15th October 2020	Oven and grill. Chrome rack x 3. Grill tray & rack Free of grease and food residue inside. Seal intact and door hinge functioning smoothly.	● Good	● Good	2 photos
	Current State 6th May 2021	Oven and grill. Chrome rack x 3. Grill tray & rack. Burnt carbon residue inside Seal intact and door hinge functioning smoothly.	● Fair	● Poor	1 photo
<b>Tenant responsibility</b>					Clean

## Kitchen Photos

### General Overview

#### Previous State

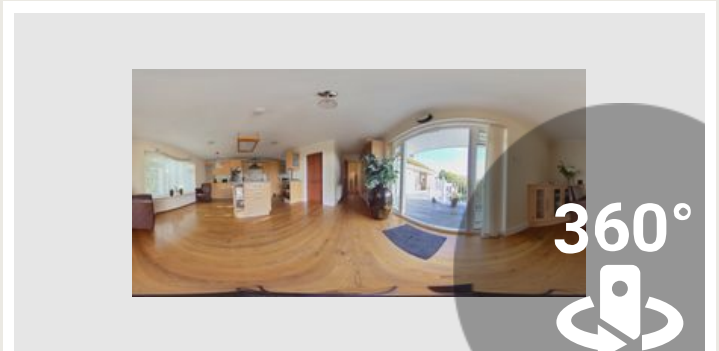
15th October 2020



Provided by	<b>Inspector</b>
Captured (via App):	<b>14/10/2020 10:48 AM</b>
Added	<b>14/10/2020</b>
Reference	<b>4.1.1</b>

#### Current State

6th May 2021



Provided by	<b>Inspector</b>
Captured (Certified by inspector)	<b>06/05/2021</b>
Added	<b>06/05/2021</b>
Reference	<b>4.1.1</b>





Provided by	<b>Inspector</b>
Captured (via App):	<b>14/10/2020 10:48 AM</b>
Added	<b>14/10/2020</b>
Reference	<b>4.1.2</b>



Provided by	<b>Inspector</b>
Captured (Certified by inspector)	<b>06/05/2021</b>
Added	<b>06/05/2021</b>
Reference	<b>4.1.2</b>



Provided by	<b>Inspector</b>
Captured (via App):	<b>14/10/2020 10:48 AM</b>
Added	<b>14/10/2020</b>
Reference	<b>4.1.3</b>



Provided by	<b>Inspector</b>
Captured (Certified by inspector)	<b>06/05/2021</b>
Added	<b>06/05/2021</b>
Reference	<b>4.1.3</b>

## Oven

### Previous State

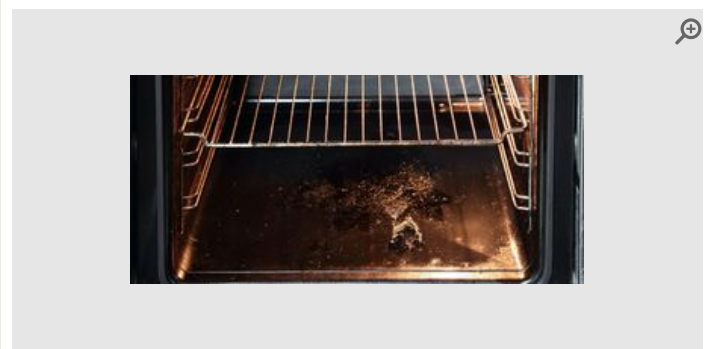
15th October 2020



Provided by	<b>Inspector</b>
Captured (via App):	<b>14/10/2020 11:07 AM</b>
Added	<b>14/10/2020</b>
Reference	<b>4.2.1</b>

### Current State

6th May 2021



Provided by	<b>Inspector</b>
Captured (Certified by inspector)	<b>06/05/2021</b>
Added	<b>06/05/2021</b>
Reference	<b>4.2.1</b>



Provided by	<b>Inspector</b>
Captured (via App):	<b>14/10/2020 11:07 AM</b>
Added	<b>14/10/2020</b>
Reference	<b>4.2.2</b>

## 5 Utility/Laundry Room

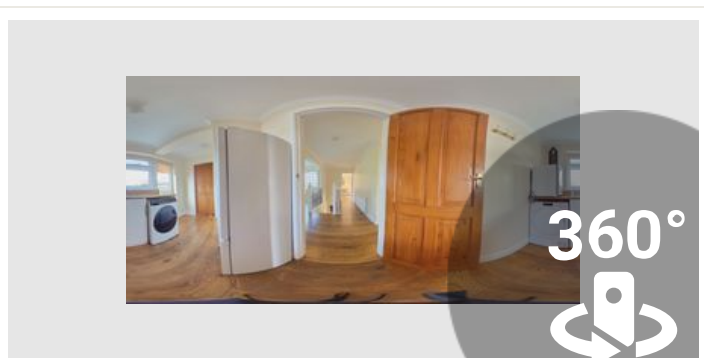
Item	Date	Description	Condition	Cleanliness	Photos
General Overview 5.1	Previous State 15th October 2020	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	360° photo
	Current State 6th May 2021	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	360° photo

### Utility/Laundry Room Photos

#### General Overview

##### Previous State

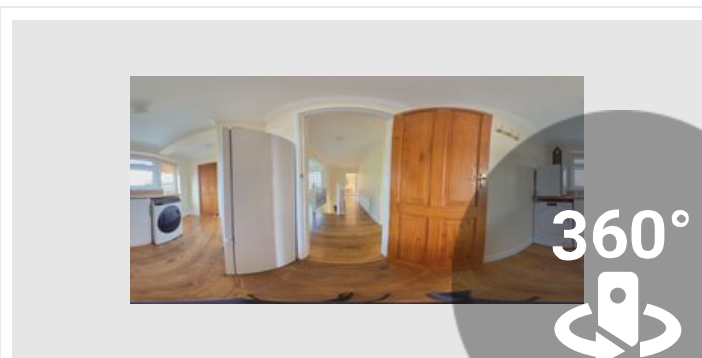
15th October 2020



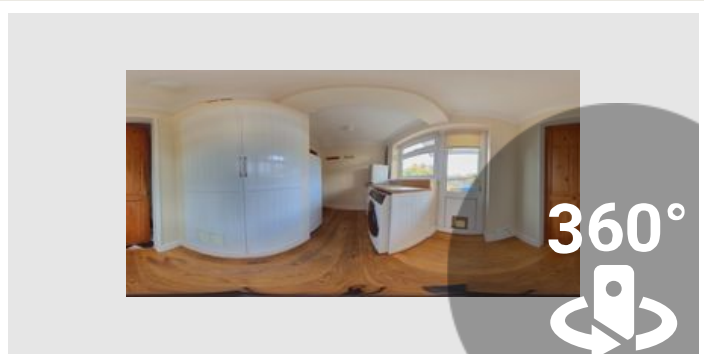
Provided by	Inspector
Captured (via App):	14/10/2020 10:51 AM
Added	14/10/2020
Reference	5.1.1

##### Current State

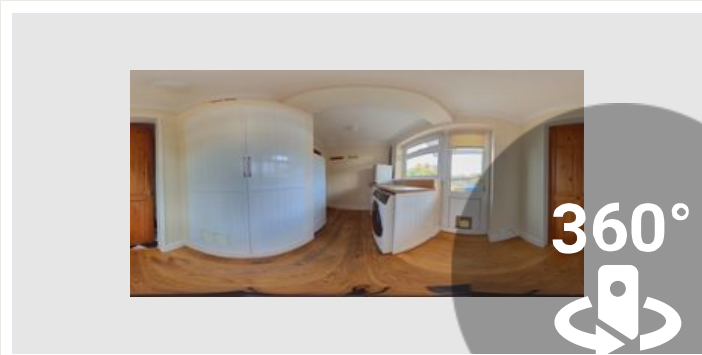
6th May 2021



Provided by	Inspector
Captured (Certified by inspector)	06/05/2021
Added	06/05/2021
Reference	5.1.1





Provided by	Inspector
Captured (via App):	14/10/2020 10:51 AM
Added	14/10/2020
Reference	5.1.2



Provided by	Inspector
Captured (Certified by inspector)	06/05/2021
Added	06/05/2021
Reference	5.1.2

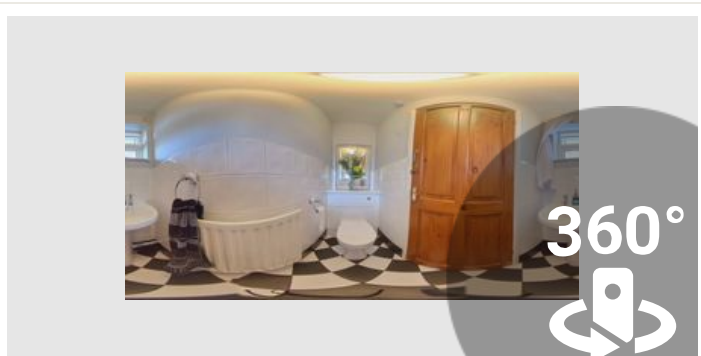
## 6 Toilet

Item	Date	Description	Condition	Cleanliness	Photos
General Overview 6.1	Previous State 15th October 2020	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	 360° photo
	Current State 6th May 2021	Clean and tidy. Neutral smell (no smoking or pet odours).	● Good	● Good	 360° photo

### Toilet Photos

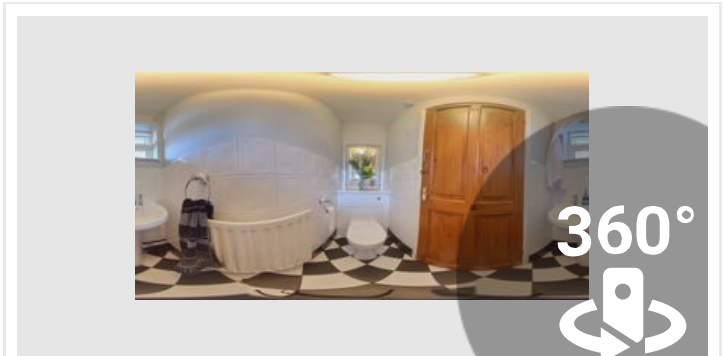
#### General Overview

##### Previous State 15th October 2020



Provided by	<b>Inspector</b>
Captured (via App):	<b>14/10/2020 10:52 AM</b>
Added	<b>14/10/2020</b>
Reference	<b>6.1.1</b>

##### Current State 6th May 2021



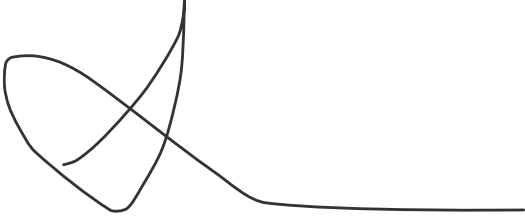
Provided by	<b>Inspector</b>
Captured (Certified by inspector)	<b>06/05/2021</b>
Added	<b>06/05/2021</b>
Reference	<b>6.1.1</b>

# Declaration

Was the tenant present during the inspection

NO

Inspector Signature



**Name:**  
An Inspector

**Date:**  
10/05/2021 at 4:12pm

## Disclaimer

The term 'Inspector' is used hereafter to define the Inventory Hive software user that is responsible for completing this property report. It is the duty and ultimate responsibility of the Inspector and Tenant to agree upon the accuracy of this report.

This report has been prepared by an inspector who is not an expert in buildings, furnishings, decorations, woods, antiques or a qualified surveyor.

This report relates only to the furniture and all the landlord's equipment and contents in the property. It is no guarantee, or report on, the adequacy of, or safety of, any such equipment or contents, merely a record that such items exist in the property at the date of preparing the report and the superficial condition of same.

The inspector will not take water readings unless the meter is clearly visible within the property or attached to an exterior wall at low accessible level.

Windows throughout the property have not been tested for function or operation. Descriptions are purely based on the superficial appearance of windows, frames and locks. The inspector can accept no liability arising from any failure of the windows or parts thereof to function properly at all.

Inspectors do not check gas or electrical appliances and give no guarantee with regard to the safety or reliability of such items. It should be noted that inspectors are not required to inspect smoke or carbon monoxide alarms, testing such alarm 'test functions' may occur. However, this is no guarantee, or report on, the adequacy of these alarms. It is merely a record that batteries were present (if tested) upon completion of this report.

The inspector cannot undertake to move heavy items of furniture or to make searches in inaccessible locations such as loft spaces, cellars, locked rooms and high level cupboards, or to unpack items. Inspectors reserve the right not to handle or move items deemed to be fragile or valuable. In addition, the inspectors reserve the right not to handle items that may be of a health hazard and to generalise/summarise on such items deemed to be unsuitable for further inspection.

### Furniture and furnishings (Fire) Safety Regulations 1988 – (1993)

The fire and safety regulation regarding furnishings, gas, electrical and similar services are ultimately the responsibility of the instructing principle. Where the report notes "Fire Label Present", this should not be interpreted to mean the item complies with the "furniture and furnishings (fire) (safety) (amendments) 1993". 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 and Industry January 1997 (or subsequent date). It is not a statement that the item can be considered to comply with the regulations.

### Safety Certificate and Legislation Compliance

The safety certificate and legislation compliance checklists in this report are no guarantee, or report on, the adequacy of, or safety of, any such liability contents, merely a record that such steps have been offered by the Inventory Hive software to highlight issues that may exist at the property at the date of preparing this report. Inventory Hive accepts no responsibility for the contents of these steps. It is the responsibility of the Inspector and Tenant to agree upon the accuracy of these steps.

### Health & Safety / Insurance Risk-Avoidance Steps

The safety certificate and legislation compliance checklists in this report are no guarantee, or report on, the adequacy of, or safety of, any such liability contents, merely a record that such steps have been offered by the Inventory Hive software to highlight issues that may exist at the property at the date of preparing this report. Inventory Hive accepts no responsibility for the contents of these steps. It is the responsibility of the Inspector and Tenant to agree upon the accuracy of these steps.

## **Guidance Notes to Tenants**

### **What should I know about the check-out process?**

At the beginning of the tenancy it is important to note any specific discrepancies on the report that you do not agree with i.e marks on walls, carpets, etc. If no such additional notes are made via the electronic process at the start of the tenancy, the report will be deemed as accepted as read.

The condition of the property at the start of the tenancy, as described in the report will be compared to the condition of the property at the end of tenancy. Details of any alterations to the property after the report has been agreed upon will be recorded by an inspector (Inventory Hive user).

A 'Check-Out' report will be conducted to determine any changes to the report. The tenant should gain permission from the managing agent/landlord if they wish to remove or store any items during the tenancy and this should be confirmed in writing by the managing agent/landlord.

The inspector cannot undertake to move heavy items of furniture or to make searches in inaccessible locations such as loft spaces, cellars, locked rooms and high level cupboards, or to unpack items. Inspectors reserve the right not to handle or move items deemed to be fragile or valuable. In addition, the inspector reserves the right not to handle items that may be of a health hazard and to generalise/summarise on such items deemed to be unsuitable for further inspection.

### **What should I know before the check-out report is created?**

All items should be returned to their original position (as detailed on the report); this includes stored or boxed items not used during the tenancy. Any items listed as 'Item Missing' can often result in a replacement cost or a charge being made. Managing agents/landlords may also charge for the removal of unapproved items left by a tenant at the end of the tenancy that were not included in the original report.

At the time of the property 'Check-Out' all personal items (including consumable items) should have been removed and cleaning of the property completed. Generally, no further cleaning is permitted once the 'Check-Out' inspection has commenced. Tenants should be advised of the date and time of the 'Check-Out' and provide access, or let the appointed inspector know the details of their departure of the property. Additional costs are sometimes charged by managing agents/landlords if the inspector is not able to complete the 'Check-Out' inspection due to the tenant not being ready to vacate or if they are delayed.

The 'Check-Out' report is advisory and is based on information available to the inspector at the time of the 'Check-Out'. It must not be treated as a final statement of tenant responsibility. It remains the responsibility of the agent/landlord and tenant to fully agree any issues and/or deductions (if any) from the deposit.

## **Issues to look out for during the tenancy...**

## Cleaning

Soiling is not considered to be 'Fair wear & Tear', (as defined by the House of Lords as 'reasonable use of the premises by the tenant and the ordinary operation of natural forces, i.e; the passage of time). Generally speaking, tenants are liable for the property to be cleaned to the same standard as detailed in the report at the start of the tenancy.

## Soft Furnishings

Excessive discolouring which cannot be attributed to sun bleaching and/or the passage of time, soiling or damage may result in repair or cleaning costs being charged to tenants. Discolouration due to smoke, staining, burns or tears to curtains may also incur costs.

## Flooring

Hard floors require sweeping and mopping where necessary (in accordance with any specialist cleaning materials/advice provided by the managing agent/landlord). Tenants are often charged by the managing agent/landlord for repairs or replacement costs due to soiling, staining or damage such as cigarette or iron burns.

## Decoration

As specified in the majority of tenancy agreements, tenants should gain signed, written permission (keep a copy) from the managing agent/landlord prior to putting nails, pins and other fixtures into walls and ceilings and should avoid the use of tac or tape. Additional marks/fittings are often noted at the 'Check-Out' and any damage or repair work required is often charged to tenants by managing agents/landlords.

## Beds & Linen

Mattresses, divan bases, pillows, and duvets are often inspected for soiling where practically possible. Costs may be incurred by tenants for clearing, compensation or a percentage of the replacement charge by the managing agent/landlord in the event that any such items are soiled beyond that noted to the report. Beds should not be made up at the time of the 'Check-Out' inspection and any linen should be left clean, pressed and folded.

## Kitchen Surfaces and Sinks

Kitchen surfaces and sinks are often inspected for knife cuts, cup marks, scorch and burn damage. Using appropriate items such as chopping boards and heat pads will help prevent damage.

## Crockery, Chinaware, Kitchen Utensils

These items are often checked for soiling, chips and damage. If damage has occurred that is not considered as consistent with 'fair wear and tear', compensation or replacement costs may be incurred by the tenant.

## Keys

All keys listed in the report should be kept safe and handed back at the 'Check-Out'. When keys get lost or are not returned to the managing agent, landlord or inspector, tenants are often charged for replacement keys or possibly for the changing of locks. Any additional keys cut during the tenancy should also be returned to the agent.



## Gardens & Exterior Areas

Most tenancy agreements state that the tenant is responsible for the maintenance of gardens and exterior areas such as driveways unless agreed in writing otherwise. This includes the cutting of lawns, weeding and maintaining the garden, paths, driveways, flowerbeds etc according to the season. If the standard is found to be below the condition as detailed to the report, (with consideration given for a change in season) tenants are often charged for necessary work to bring the affected area back the required level.