

CHECK OUT

Ref:

Front of House Photo

Property Address	<i>Property Address</i>
Property Description	3 bedroom furnished house
Prepared on behalf of	Private Landlord
Date of Inspection	18 <sup>th</sup> July 2016
Property Inspector	Mark Davis
Tenants Present	Yes

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## DISCLAIMER AND GENERAL GUIDELINES

- This inventory report is a description of contents and condition of the property at the time of the inspection. The clerk that has compiled this inventory is not an expert on materials, woods, fabrics or antiques, and they are not a qualified surveyor or undertaking a valuation of the property.
- This report is not a structural survey report, but a compiled list of all furnishings. This report relates only to furniture, furnishings and landlords equipment. It is not a guarantee or safety record for these contents, just the fact that these items were present at the time of the inspection.
- No heavy items such as beds, wardrobes and appliances will be moved by our staff. All areas that require being included in the inventory should be made ready for clerk prior to arrival.
- Items in boxes, bags or containers are assumed to be awaiting removal from the property, and unless informed by the landlord these areas will not be inspected.
- Items in locked rooms or inaccessible areas will not be inspected. Items that are left in lofts, cellars, garages and sheds are the sole responsibility of the landlord. These items will not be included in the inventory unless advised by the landlord.
- Our clerks are not aware of newly purchased items. The term new will only be used if such items are in their unopened packaging.
- Newspapers, magazines, perishables, plants, videos cassettes, DVD's, CDs and books and other similar items will not be listed individually, but as collections. These areas however will be photographed.
- Smoke alarms and CO Detectors are tested power only and should not be taken to mean that the alarms are in full working order. No responsibility is taken for any damage or malfunction occurring during the testing of such alarms.
- No gas or electrical appliances have been tested as to working order.
- All items are described so that they can be easily identifiable at the checkout. References to colour, shape and size are approximate and purely to aid identification.
- Where the report states "Fire Label seen", this should not be interpreted to mean that the item complies with the "Furniture & 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 "Furniture & Furnishings"(Fire) (Safety) Regulations as published by Department of Trade Industry, January 1997 (or subsequent edition) attached at the time the report was compiled. It is not a statement that the item can be considered to comply with the regulations.
- This report does not constitute a contract or an offer.
- We have taken great care to ensure the accuracy of this report, but it is the responsibility of both landlord and tenant to read this report carefully, and to inform **PANTHER PROPERTY SERVICES** of any amendments or changes that need to be made within 10 days of **receiving this report**. If we do not hear from you, either by email or telephone, then the report will be deemed as accepted by all parties.
- No changes to the report can be made after this time. If changes are required, an addendum must be created and signed by the landlord and tenant. This document will then be used along with the Inventory to complete the check in/out.

## DISCLAIMER AND GENERAL GUIDELINES

### Guidance notes during the tenancy

- Tenants are advised to consult the agent/landlord before making any decorative changes to the property, including putting up pictures and installing cable or satellite TV. Charges may occur if any areas are damaged.
- It is the tenant's responsibility to keep the property in good clean condition abiding by the contract signed with the agent/landlord throughout the tenancy.



### Guidance notes for the Check Out

- At the end of the tenancy, all personal items must be removed from the property and the property, including outside areas must be cleaned ready for the check-out inspection.
- If the tenant has not completely vacated, personal items still remain, or the end of tenancy clean has not been carried out, the check-out inspection may be cancelled. This may incur further charges.
- All items of furniture and contents must be returned to the positions listed on the original inventory, including any items that were stored away and not used during the tenancy. Failure to do this may incur further charges.
- If the property was professionally cleaned at the start of the tenancy, it is strongly advised that property is professionally cleaned at the end of the tenancy by a professional cleaning company. Failure to do this may incur further charges.
- All keys including copies made must be handed back to the agent/landlord or check-out inspector at the check-out appointment. If tenants still hold keys, the check-out inspection may be cancelled and this may incur further charges.
- Any damages, dilapidations or missing items may incur charges.
- If items are replaced, tenants are advised to consult the agent/landlord by email and make them aware of such changes. The landlord/agent should then advise the checkout clerk before or at the appointment of the checkout.
- Tenants are advised to retain copies of all emails and communications with the landlord/agent for future reference.
- Tenants are advised that the utility bills must be settled and paid, and accounts closed if the utilities were in their name at the end of the tenancy. If the utilities were in the landlords name throughout the tenancy they should consult the landlord regarding actions to be taken in this matter.

### Liability for damages

- On check out inspections we assess liability for damages and changes to the supporting documents. This is a guide only to assist Property Management and the landlord to assign costs for replacement or repair. Panther Property Services do not have the authority to make the final decision on these issues. Our abbreviations are as follows.
- **FWT:** Fair wear and tear - Conditions or damages caused by general usage.
- **TT:** Tenant liability - Conditions or damages caused by the tenant.
- **LL:** Landlords attention - Conditions or damages to be maintained by the landlord.
- ✓ Description of item - Conditions and cleanliness are as per supporting document.

**METER READINGS**

ELECTRICITY		PHOTO
<b>Reading:</b> <b>Serial:</b> <b>Location:</b>	09098 Z13N036979 Cupboard off Bedroom One	
GAS		PHOTO
<b>Reading:</b> <b>Serial:</b> <b>Location:</b>	00072.016 D16000234566 Cupboard off Bedroom One	
WATER		PHOTO
<b>Reading:</b> <b>Serial:</b> <b>Location:</b>	Not located	N/A

**KEYS**

<b>MAIN KEYS</b>		<b>PHOTO</b>
<b>Description:</b>	N/A	
<b>Action:</b>	Taken from the tenant and given directly to the landlord at the property	
<b>OTHER KEYS</b>		<b>PHOTO</b>
<b>Description:</b>	N/A	
<b>Action:</b>		

**SUPPORTING DOCUMENTS**

- **Report:** Inventory and Check-in
- **Provided by:** Panther Property Services
- **Dated:** 14<sup>th</sup> June 2016

**NB:** All items and comments are as per supporting documents unless detailed in this report  
 This report must be read with the supporting document.

**OVERALL SCHEDULE OF CONDITION**

<b>ITEM</b>	<b>CONDITION</b>	<b>COMMENT</b>
<b>DECORATIVE CONDITION:</b>	The overall condition of the property is in fair order. Marks throughout as noted.	
<b>OVERALL CLEANLINESS:</b>	The overall cleanliness is domestically cleaned.	
<b>DOORS</b>	Good order.	Good condition.
<b>WINDOWS</b>	Fair order.	Some smear marks seen to the exterior.
<b>CURTAINS &amp; BLINDS</b>	Good order.	Appear clean.
<b>CEILING</b>	Overall good condition.	Good order.
<b>LIGHTS</b>	Good order.	Tested and working.
<b>WALLS</b>	Fair order.	Some light scuff marks seen to low level.
<b>FLOORS &amp; CARPETS</b>	Good condition.	Some furniture indentations seen in places. Some light shading seen in places.
<b>HEATING</b>	Good condition.	Not fully tested.
<b>SOCKETS &amp; SWITCHES</b>	Good condition.	Some finger marks seen. Not fully tested.
<b>WOODWORK</b>	Good condition.	Some light chip marks seen in places.
<b>CUPBOARDS</b>	Good overall condition.	Good order.
<b>FURNITURE</b>	Good condition.	Good order.
<b>BATHROOM SUITE</b>	Good condition.	Appears domestically cleaned.
<b>KITCHEN SUITE</b>	Good condition.	Appears domestically cleaned.
<b>APPLIANCES</b>	Good order.	Tested for power. Not fully tested. Appear domestically cleaned.
<b>MISCELLANEOUS ITEMS</b>	Good order.	Good condition.
<b>OUTSIDE AREAS</b>	Good order.	Weathered in places.

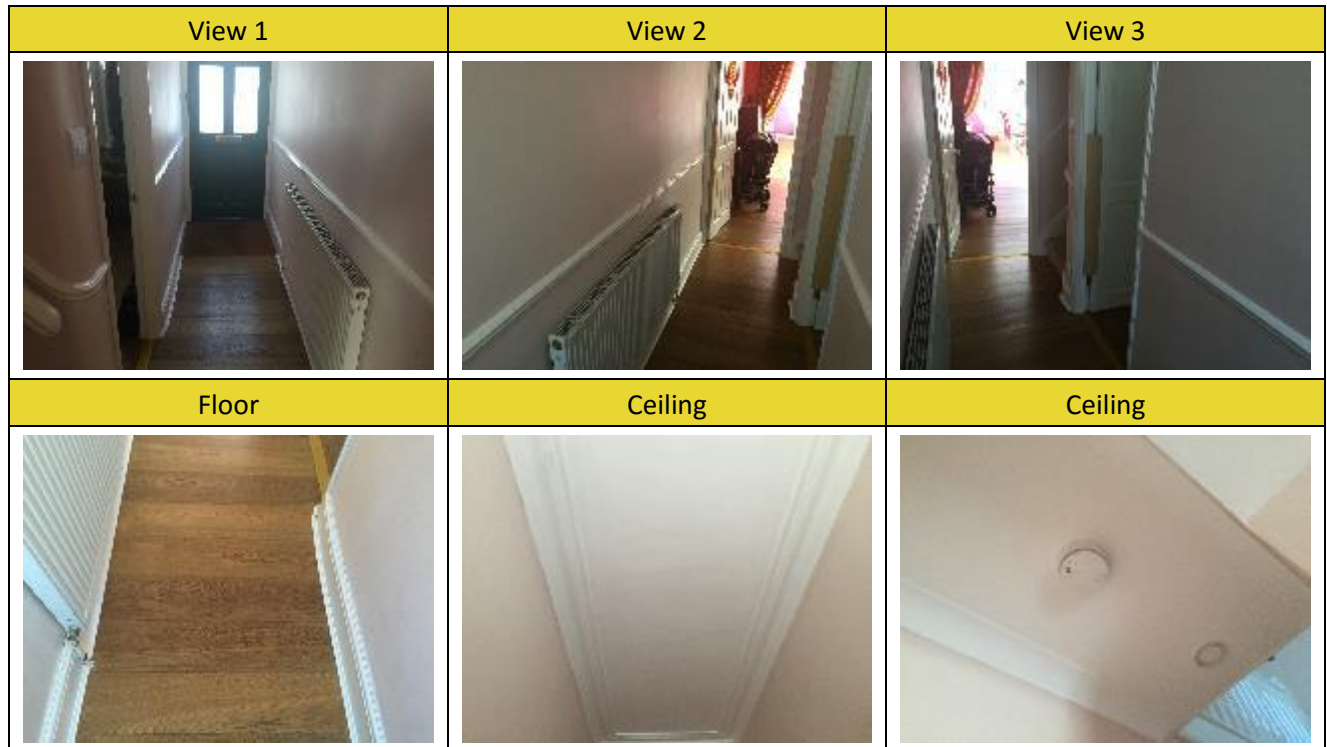
**FRONT APPROACH**



REF	ITEM	CONDITION AT CHECK IN	CONDITION AT CHECK OUT	LIABILITY
1.	<b>WALLS</b>	As per supporting document	✓	N/A
2.	<b>FLOOR</b>	As per supporting document	✓ Slightly weathered in places and some weed showing.	FWT
3.	<b>MISC ITEMS</b>	As per supporting document	✓	N/A



**ENTRANCE AND HALLWAY**

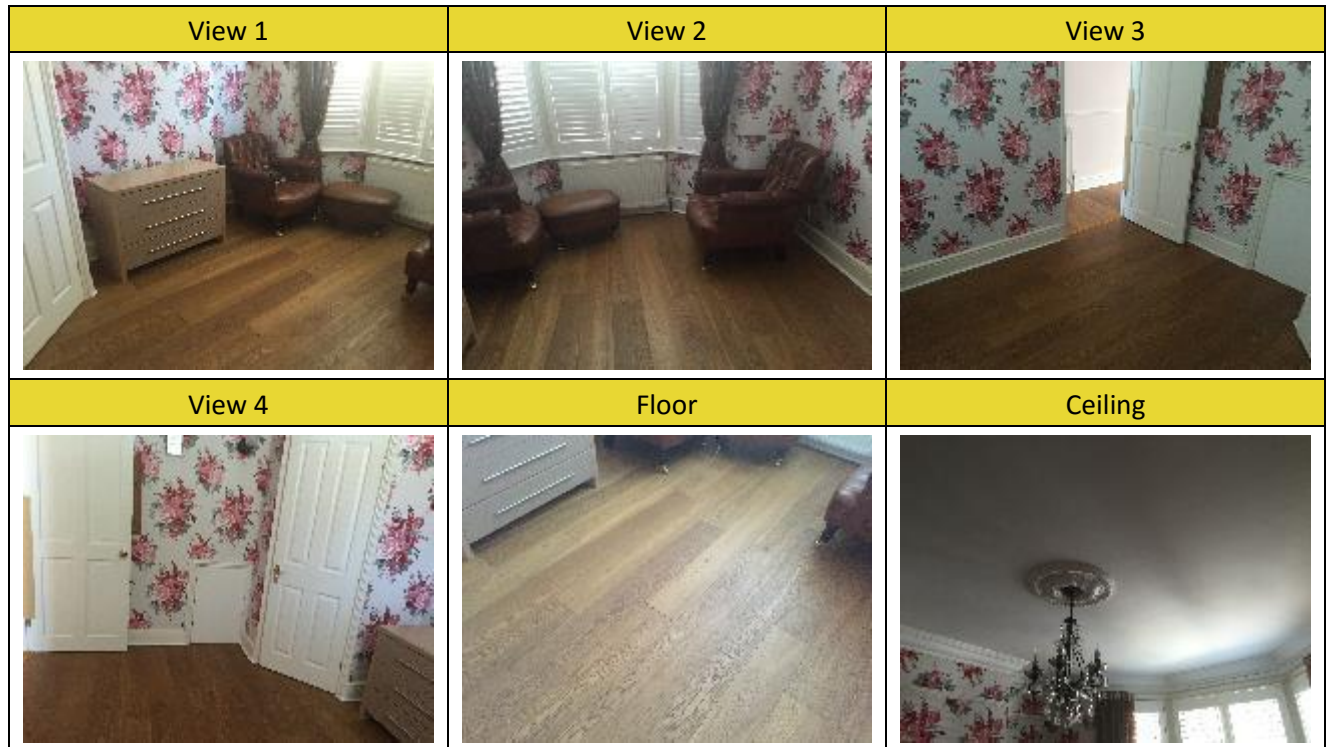


REF	ITEM	CONDITION AT CHECK IN	CONDITION AT CHECK OUT	LIABILITY
4.	<b>DOOR</b>	As per supporting document	✓	N/A
5.	<b>CEILING</b>	As per supporting document	✓	N/A
6.	<b>WINDOWS</b>	As per supporting document	✓ Some stains to exterior.	FWT
7.	<b>CURTAINS</b>	As per supporting document	✓	N/A
8.	<b>LIGHTS</b>	As per supporting document	✓ Tested and working.	N/A
9.	<b>WALLS</b>	As per supporting document	✓ Some further scuffs to mid to low level.	FWT
10.	<b>FLOOR</b>	As per supporting document	✓ Some further scratching to the flooring.	FWT
11.	<b>HEATING</b>	As per supporting document	✓ Not fully tested.	N/A
12.	<b>WOODWORK</b>	As per supporting document	✓ Some further chips.	FWT

**ENTRANCE AND HALLWAY**

<b>REF</b>	<b>ITEM</b>	<b>DESCRIPTION</b>	<b>CONDITION AT CHECK OUT</b>	<b>LIABILITY</b>
13.	<b>SOCKETS &amp; SWITCHES</b>	As per supporting document	✓ Some finger marks seen. Not fully tested.	FWT
14.	<b>CUPBOARDS</b>	As per supporting document	✓	N/A
15.	<b>FURNITURE</b>	As per supporting document	✓	N/A
16.	<b>MISC ITEMS</b>	As per supporting document	✓	N/A

**BEDROOM 1 / FRONT RECEPTION**



REF	ITEM	CONDITION AT CHECK IN	CONDITION AT CHECK OUT	LIABILITY
17.	DOOR	As per supporting document	✓	N/A
18.	CEILING	As per supporting document	✓	N/A
19.	WINDOWS	As per supporting document	✓ Slightly smeared to the exterior.	FWT
20.	CURTAINS	As per supporting document	✓	N/A
21.	LIGHTS	As per supporting document	✓ Tested and appear working.	N/A
22.	WALLS	As per supporting document	✓ Some scuff marks from mid to low level.	FWT
23.	FLOOR	As per supporting document	✓ Some further scratching seen in places.	FWT
24.	HEATING	As per supporting document	✓ Not fully tested.	N/A
25.	WOODWORK	As per supporting document	✓ Some chips seen in places.	FWT

**BEDROOM 1 / FRONT RECEPTION**

REF	ITEM	DESCRIPTION	CONDITION AT CHECK OUT	LIABILITY
26.	<b>SOCKETS &amp; SWITCHES</b>	As per supporting document	✓ Some finger marks seen. Not fully tested.	FWT
27.	<b>CUPBOARDS</b>	As per supporting document	✓	N/A
28.	<b>FURNITURE</b>	As per supporting document	✓	N/A
29.	<b>MISC ITEMS</b>	As per supporting document	✓	N/A

**EN-SUITE 1**

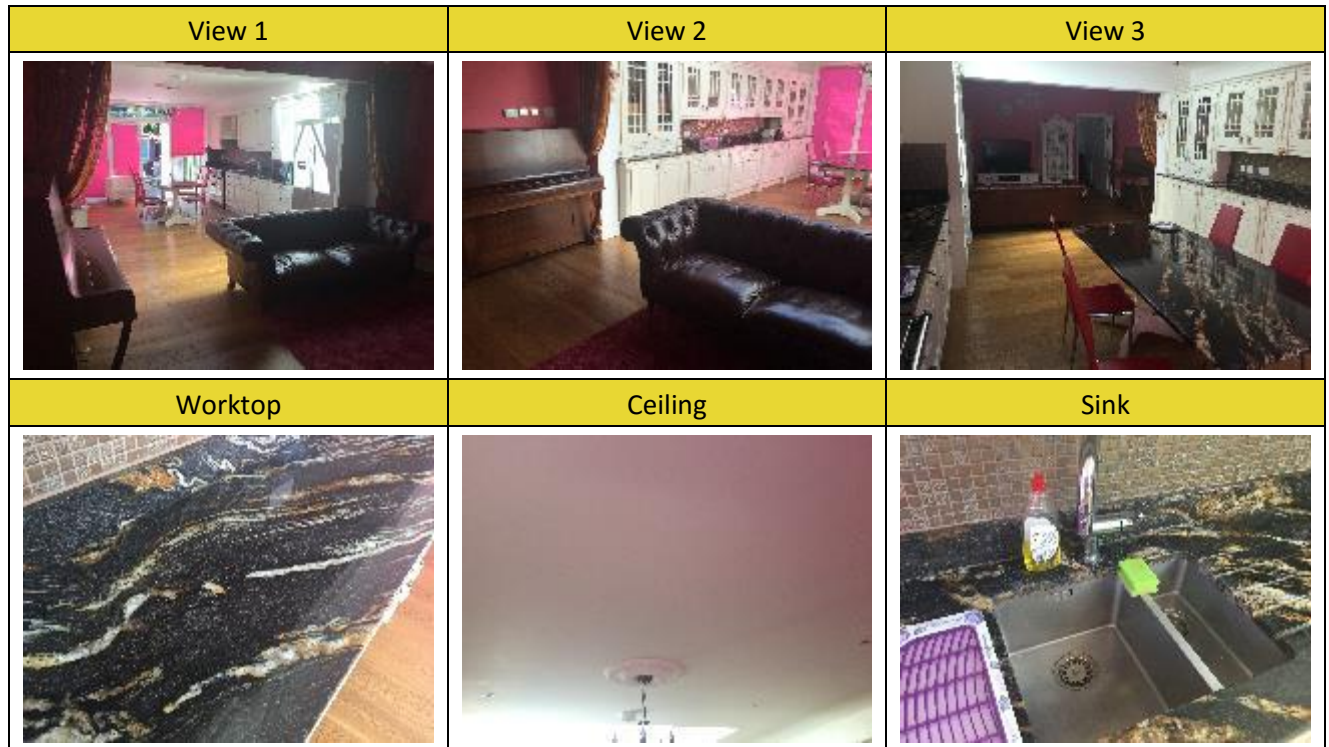


REF	ITEM	CONDITION AT CHECK IN	CONDITION AT CHECK OUT	LIABILITY
30.	DOOR	As per supporting document	✓	N/A
31.	CEILING	As per supporting document	✓	N/A
32.	WINDOWS	As per supporting document	✓	N/A
33.	CURTAINS	As per supporting document	✓	N/A
34.	LIGHTS	As per supporting document	✓ Tested and appear working.	N/A
35.	WALLS	As per supporting document	✓ Some light discolouration seen to the grouting.	FWT
36.	FLOOR	As per supporting document	✓	N/A
37.	HEATING	As per supporting document	✓ Not fully tested. Light evidence of lime scale seen to the showerhead.	FWT
38.	WOODWORK	As per supporting document	✓	N/A

**EN-SUITE 1**

<b>REF</b>	<b>ITEM</b>	<b>DESCRIPTION</b>	<b>CONDITION AT CHECK OUT</b>	<b>LIABILITY</b>
39.	<b>SOCKETS &amp; SWITCHES</b>	As per supporting document	✓	N/A
40.	<b>CUPBOARDS</b>	As per supporting document	✓	N/A
41.	<b>TOILET</b>	As per supporting document	✓	N/A
42.	<b>WASHBASIN</b>	As per supporting document	✓	N/A
43.	<b>BATH</b>	As per supporting document	✓	N/A
44.	<b>MISC ITEMS</b>	As per supporting document	✓	N/A

**OPEN PLAN KITCHEN, RECEPTION AND DINING AREA**



REF	ITEM	CONDITION AT CHECK IN	CONDITION AT CHECK OUT	LIABILITY
45.	DOOR	As per supporting document	✓ Some light scuff marks seen to the exterior.	FWT
46.	CEILING	As per supporting document	✓	N/A
47.	WINDOWS	As per supporting document	✓	N/A
48.	CURTAINS	As per supporting document	✓	N/A
49.	LIGHTS	As per supporting document	✓	N/A
50.	WALLS	As per supporting document	✓	N/A
51.	FLOOR	As per supporting document	✓	N/A
52.	HEATING	As per supporting document	✓	N/A
53.	WOODWORK	As per supporting document	✓	N/A

**OPEN PLAN KITCHEN, RECEPTION AND DINING AREA**

REF	ITEM	DESCRIPTION	CONDITION AT CHECK OUT	LIABILITY
54.	<b>SOCKETS &amp; SWITCHES</b>	As per supporting document	✓ Some finger marks seen to the switches and sockets. Not fully tested.	FWT
55.	<b>CUPBOARDS</b>	As per supporting document	✓	N/A
56.	<b>SINK UNIT</b>	As per supporting document	✓ Some water damage seen to the sink.	TT
57.	<b>WORKTOP</b>	As per supporting document	✓	N/A
58.	<b>UNITS</b>	As per supporting document	✓ Pull handle of replica door to dishwasher appears slightly loose.	TT
59.	<b>FURNITURE</b>	As per supporting document	✓	N/A
60.	<b>MISC ITEMS</b>	As per supporting document	✓	N/A



**APPLIANCES**



REF	ITEM	CONDITION AT CHECK IN	CONDITION AT CHECK OUT	LIABILITY
61.	FRIDGE	As per supporting document	✓ Tested for power. Not fully tested. Appears clean throughout.	N/A
62.	FREEZER	As per supporting document	✓ Tested for power. Not fully tested. Appears clean throughout.	N/A
63.	MICROWAVE	As per supporting document	✓ Tested for power. Not fully tested. Appears clean throughout.	N/A
64.	HOB	As per supporting document	✓ Tested for power. Not fully tested. Appears clean throughout.	N/A

**APPLIANCES**

REF	ITEM	DESCRIPTION	CONDITION AT CHECK OUT	LIABILITY
65.	OVEN	As per supporting document	✓ Appears clean. Some smear marks seen to the front. Tested for power but not fully tested.	FWT
66.	EXTRACTOR	As per supporting document	✓ Tested for power. Not fully tested. Appears clean throughout.	N/A
67.	WASHING MACHINE	As per supporting document	✓ Tested for power. Not fully tested. Appears clean throughout.	N/A
68.	DISHWASHER	As per supporting document	✓ Tested for power. Not fully tested. Appears clean throughout.	N/A
69.	BOILER	As per supporting document	✓ Tested for power. Not fully tested. Appears clean throughout.	N/A

**STAIRS AND LANDING TO TOP FLOOR**



REF	ITEM	CONDITION AT CHECK IN	CONDITION AT CHECK OUT	LIABILITY
70.	<b>CEILING</b>	As per supporting document	✓	N/A
71.	<b>WINDOWS</b>	As per supporting document	✓	N/A
72.	<b>CURTAINS</b>	As per supporting document	✓	N/A
73.	<b>LIGHTS</b>	As per supporting document	✓ Tested and working.	N/A
74.	<b>WALLS</b>	As per supporting document	✓ Some light further scuff marks from mid to low level.	FWT
75.	<b>FLOOR</b>	As per supporting document	✓ Some light shading seen in places.	FWT
76.	<b>HEATING</b>	As per supporting document	✓ Not fully tested.	N/A
77.	<b>WOODWORK</b>	As per supporting document	✓ Some light chip marks seen in places.	FWT

**STAIRS AND LANDING TO TOP FLOOR**

<b>REF</b>	<b>ITEM</b>	<b>DESCRIPTION</b>	<b>CONDITION AT CHECK OUT</b>	<b>LIABILITY</b>
78.	<b>SOCKETS &amp; SWITCHES</b>	As per supporting document	✓ Some finger marks seen.	FWT
79.	<b>CUPBOARDS</b>	As per supporting document	✓	N/A
80.	<b>FURNITURE</b>	As per supporting document	✓	N/A
81.	<b>MISC ITEMS</b>	As per supporting document	✓	N/A

**BEDROOM 2 (RIGHT HAND SIDE AT TOP OF STAIRS)**



REF	ITEM	CONDITION AT CHECK IN	CONDITION AT CHECK OUT	LIABILITY
82.	DOOR	As per supporting document	✓ Some light chip mark seen to the door to the exterior.	FWT
83.	CEILING	As per supporting document	✓	N/A
84.	WINDOWS	As per supporting document	✓ Slightly smeared to the exterior.	FWT
85.	CURTAINS	As per supporting document	✓	N/A
86.	LIGHTS	As per supporting document	✓ Tested and do appear working.	N/A
87.	WALLS	As per supporting document	✓ Further scuff marks to low level.	FWT
88.	FLOOR	As per supporting document	✓	N/A
89.	HEATING	As per supporting document	✓ Not fully tested.	N/A
90.	WOODWORK	As per supporting document	✓ Some chip marks seen in places.	FWT

**BEDROOM 2 (RIGHT HAND SIDE AT TOP OF STAIRS)**

REF	ITEM	DESCRIPTION	CONDITION AT CHECK OUT	LIABILITY
91.	<b>SOCKETS &amp; SWITCHES</b>	As per supporting document	✓ Some finger marks seen in places.	N/A
92.	<b>CUPBOARDS</b>	As per supporting document	✓	N/A
93.	<b>FURNITURE</b>	As per supporting document	✓	N/A
94.	<b>MISC ITEMS</b>	As per supporting document	✓	N/A

**BATHROOM**



REF	ITEM	CONDITION AT CHECK IN	CONDITION AT CHECK OUT	LIABILITY
95.	<b>DOOR</b>	As per supporting document	✓	N/A
96.	<b>CEILING</b>	As per supporting document	✓	N/A
97.	<b>WINDOWS</b>	As per supporting document	✓ Some smear marks seen to the exterior.	FWT
98.	<b>CURTAINS</b>	As per supporting document	✓ Some light marks seen to curtains and blinds.	FWT
99.	<b>LIGHTS</b>	As per supporting document	✓ Tested and appear working.	N/A
100.	<b>WALLS</b>	As per supporting document	✓ Some discolouration seen to grouting in places.	FWT
101.	<b>FLOOR</b>	As per supporting document	✓	N/A
102.	<b>HEATING</b>	As per supporting document	✓	N/A
103.	<b>WOODWORK</b>	As per supporting document	✓	N/A

**BATHROOM**

REF	ITEM	DESCRIPTION	CONDITION AT CHECK OUT	LIABILITY
104.	SOCKETS & SWITCHES	As per supporting document	✓ Some light finger marks seen. Some discolouration seen to the cord itself.	FWT FWT
105.	CUPBOARDS	As per supporting document	✓	N/A
106.	TOILET	As per supporting document	✓	N/A
107.	WASHBASIN	As per supporting document	✓	N/A
108.	BATH	As per supporting document	✓ Some light water damage marks seen to the chrome fittings.	FWT
109.	MISC ITEMS	As per supporting document	✓	N/A



**BEDROOM 3 (NEXT TO BATHROOM)**



REF	ITEM	CONDITION AT CHECK IN	CONDITION AT CHECK OUT	LIABILITY
110.	DOOR	As per supporting document	✓	N/A
111.	CEILING	As per supporting document	✓	N/A
112.	WINDOWS	As per supporting document	✓ Some smear marks seen to the exterior.	FWT
113.	CURTAINS	As per supporting document	✓	N/A
114.	LIGHTS	As per supporting document	✓ Tested and working.	N/A
115.	WALLS	As per supporting document	✓ Some further scuff marks seen to low level.	FWT
116.	FLOOR	As per supporting document	✓	N/A
117.	HEATING	As per supporting document	✓ Not fully tested.	N/A
118.	WOODWORK	As per supporting document	✓	N/A

**BEDROOM 3 (NEXT TO BATHROOM)**

REF	ITEM	DESCRIPTION	CONDITION AT CHECK OUT	LIABILITY
119.	SOCKETS & SWITCHES	As per supporting document	✓ Some finger marks seen.	FWT
120.	CUPBOARDS	As per supporting document	✓	N/A
121.	FURNITURE	As per supporting document	✓	N/A
122.	MISC ITEMS	As per supporting document	✓	N/A

**GARDEN**



REF	ITEM	CONDITION AT CHECK IN	CONDITION AT CHECK OUT	LIABILITY
123.	<b>WALLS</b>	As per supporting document	✓ Some further weathering seen to the panelled fencing to the exterior.	FWT
124.	<b>FLOOR</b>	As per supporting document	✓ Some further weathering seen to the patio area to the floor.	FWT
125.	<b>MISC ITEMS</b>	As per supporting document	✓	N/A

SIGNED SUMMARY FORM

N/A

**DECLARATION**

Please carefully check the accuracy and content of this report prior to signing below.  
Panther Property Services or the managing agent cannot be held responsible for any errors or omissions after the ten days of all parties receiving this report.

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I, the undersigned, have read and examined this document, and agree that the content and additional written comments are correct.

Tenant/tenants representative

Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
Date \_\_\_\_\_

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Landlord/Landlords representative

Signature \_\_\_\_\_ Print Name \_\_\_\_\_  
Date \_\_\_\_\_

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