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# Checkout/End-of-Tenancy Report



Property:

123 EXAMPLE STREET  
Town,  
West Yorkshire,  
WF1 1FW



Date of this report:

08 MAR 2024



Next report due:

N/A



Inspection by:

N. Blakeley

On behalf of:



Telephone: 01924 123 459

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Checkout/End-of-Tenancy Report

# Utility Meter Readings



## Gas/Oil

Is there a gas supply?	<b>Yes</b>
Is there access to the meter?	<b>Yes</b>
Where is the meter located?	<b>Externall wall</b>
What is the meter number?	<b>G4W00134210702</b>
Is this a prepay meter?	<b>No</b>
What is the meter reading?	<b>03753</b>

Photograph:



Checkout/End-of-Tenancy Report

# Utility Meter Readings



## Electricity

Is there an electricity supply?	<b>Yes</b>
Is there access to the meter?	<b>Yes</b>
Where is the meter located?	<b>Externall wall</b>
What is the meter number?	<b>KD07K09093</b>
Is this a prepay meter?	<b>No</b>
What is the meter reading?	<b>10904</b>
Rate 1:	
Rate 2:	

Photograph:

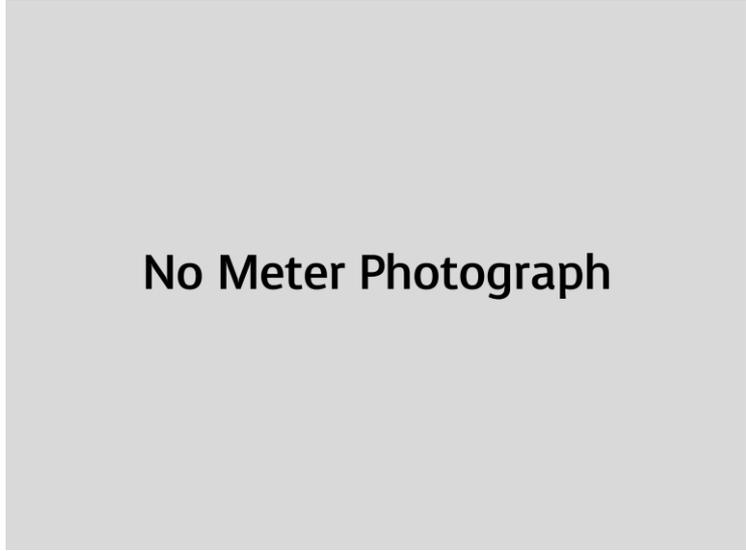


Checkout/End-of-Tenancy Report

# Utility Meter Readings



## Water

Is there a water supply?	<b>Yes</b>
Is there access to the meter?	<b>No</b>
Where is the meter located?	<b>Not seen</b>
What is the meter number?	
What is the meter reading?	
Photograph:	

## Potential Issues



### Urgent

Is there any issue at the Property that is classed as urgent or requires emergency action by the Agent/ Landlord?

No



### Pets

Is there evidence of pets at the Property? Including, but not limited to pet food, food bowls, baskets/ beds, animal hairs, excrement, chew toys, grooming products, animal cages etc.

No



### Smoking

Is there evidence of smoking in the Property? Including, but not limited to odours, burn marks to surfaces, furniture, flooring, and carpets. Ash trays, cigarette ends, discolouration/ stains to decoration, ingrained odours within fabrics etc.

No



### Sub-letting

Is there evidence of sub-letting at the Property? Including, but not limited to additional furniture/beds/sleeping bags, clothing and shoes, personal bathroom items and general personal belongings identified as not belonging to the Tenant(s).

No



### Incorrect use of heating

Is the heating system being used incorrectly at this Property during wintry weather? Is the Property cold during winter months? Radiators/heaters not at least lukewarm, no residual heat in rooms? Individual rooms/areas cold due to heaters/radiators being turned-off independently from the central heating system?

No



### Malicious damage and/or signs of misuse

Is there evidence of malicious damage or misuse at the Property? Including, but not limited to damaged appliances, furniture, doors, and sanitary ware, such as broken basins, toilets or damaged baths and shower cubicles etc.

No

## Tenant Confirmation



Is the Tenant present for this appointment?

**Yes**

### Tenant declaration

"I confirm I am present for this End-of-Tenancy/Check-out Appointment. I confirm I have handed-over all keys for the Property and I understand that the Clerk will act as custodian of them whilst returning them to my Agent/Landlord. I confirm that, after the appointment has finished, the Property will be locked and I will no longer be permitted access for any reason. If I am the only Tenant present for this appointment; I am signing on behalf of any and all joint Tenants.

Tenant Name:

Tenant Signature:

Date Signed:

**John Smith****04 MAR 2024**

## Deposit Deduction

**358.00**

This is the recommended deposit deduction compensatory amount, to remedy the issues recorded within this Checkout/End-of Tenancy Report.

## Acronyms

- TBA:** Clarification, confirmation, or a quote is required from the Agent/Landlord. Please note the figure above does not include entries within this End-of-Tenancy/ Check-out Report marked '£TBA'.
- NSC:** No separate cost has been recommended, as it is expected that previous or subsequent entries within this End-of-Tenancy/ Check-out Report will address such issues.
- ALC:** The Agent/Landlord has already provided a compensatory cost amount by means of TBA clarification, confirmation, or quote.

Checkout/End-of-Tenancy Report

## Property Overview

What type of dwelling is this property?



**Flat (purpose-built)**

How many bedrooms does this property have?



**2 bedrooms**

How many bath/shower rooms does this property have?



**1 bath/shower room**

Is this property furnished?



**No, unfurnished**

Does this property have any outbuildings/sheds?



**No, no outbuildings/sheds**

Does this property have any gardens/external areas?



**No, no gardens/external areas**

Does this property have a garage?



**No, no garage**

## Provision of Heating



Central heating with wall-mounted radiators:

**Yes**



Wall-mounted electric convection/storage heaters:

**No**



Free-standing electric convection/storage heaters:

**No**



Under-floor heating system:

**No**



Gas/electric fire/stove:

**No**

## Safety



Is there is at least one smoke alarm/detector that is mounted to the ceiling on every floor within this property, where there is currently living accommodation?

**Yes**



Is there a carbon-monoxide alarm/detector present in any room currently used as living accommodation which also contains a fixed combustion appliance?

**Yes**

## Structure & Ventilation



Are there any visible structural defects that could potentially cause condensation and/or mould within this property?

**No**



Is there a working ventilation system in place at the property?

**Yes**

## Household Status



Is the central heating/heating system/heaters/fire switched-off at this property?

**Yes**



Are the appliances switched-off at this property?

**Yes**



Are all the windows locked at this property?

**No**



Is the garage locked at this property?

**N/A**



Are the outbuildings/sheds locked at this property?

**N/A**



Is the intruder alarm system armed at this property?

**N/A**

## Useful Locations



Mains water stop-tap:

**Kitchen**



Thermostat control panel:

**Landing**



Electric fuseboard:

**Hall cupboard**



Intruder alarm panel:

**Not seen**

## 1] Hall

By comparison to the condition recorded within the original Inventory & Condition Report:

**Is cleaning required?**

Are there any cleanliness issues in this room/area and/or its contents?

No

**Are there damages?**

Are there any additional damages to this room/area and/or its contents?

Yes

Ref	Comment/observation	Action	Cost £
1.1	Flooring - brown coir fitted matting - has been replaced with grey vinyl during the tenancy. Clarification required if permission was sought/gained from the Agent/Landlord.	CLARIFICATION	TBA
1.2	Door - x1 adhesive hook has been attached to the inside during the tenancy.	COMPENSATION	9.00
1.3	Built-in cupboard - approx. x1 bin liner worth of rubbish/debris has been discarded/left behind by the outgoing Tenant(s).	DISPOSE	20.00

\*There are no further comments/observations for this room/area.\*

**Sub-total: £ 29.00**



Supporting photographs, including issues and damages noted above that are not deemed to be fair wear and tear are on the following page(s).



## Supporting Photographs

1.1



1.2



1.3



These photographs were captured for the purposes of preparing this Independent Inspection Report. They are provided solely to support the findings of the Clerk and in no way should be deemed the only basis of evidence.

## 2] Stairs & Landing

By comparison to the condition recorded within the original Inventory & Condition Report:

**Is cleaning required?** Are there any cleanliness issues in this room/area and/or its contents?

Yes

**Are there damages?** Are there any additional damages to this room/area and/or its contents?

Yes

Ref	Comment/observation	Action	Cost £
2.1	Carpet - heavy and ingrained discolouration, marks and stains now present in numerous places throughout.	CARPET CLEAN	80.00

\*There are no further comments/observations for this room/area.\*

**Sub-total: £ 80.00**



Supporting photographs, including issues and damages noted above that are not deemed to be fair wear and tear are on the following page(s).



## Supporting Photographs



2.1b



2.1c



2.1a



These photographs were captured for the purposes of preparing this Independent Inspection Report. They are provided solely to support the findings of the Clerk and in no way should be deemed the only basis of evidence.

### 3] Bedroom 1

By comparison to the condition recorded within the original Inventory & Condition Report:

**Is cleaning required?** Are there any cleanliness issues in this room/area and/or its contents?

<b>No</b>
-----------

**Are there damages?** Are there any additional damages to this room/area and/or its contents?

<b>No</b>
-----------

Ref	Comment/observation	Action	Cost £
-----	---------------------	--------	--------

- \*There are no further comments/observations for this room/area.\*

<b>Sub-total: £</b>	<b>0.00</b>
---------------------	-------------



Supporting photographs, including issues and damages noted above that are not deemed to be fair wear and tear are on the following page(s).



## Supporting Photographs



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## 4] Bedroom 2

By comparison to the condition recorded within the original Inventory & Condition Report:

**Is cleaning required?** Are there any cleanliness issues in this room/area and/or its contents?

No

**Are there damages?** Are there any additional damages to this room/area and/or its contents?

No

Ref	Comment/observation	Action	Cost £
-----	---------------------	--------	--------

- \*There are no further comments/observations for this room/area.\*

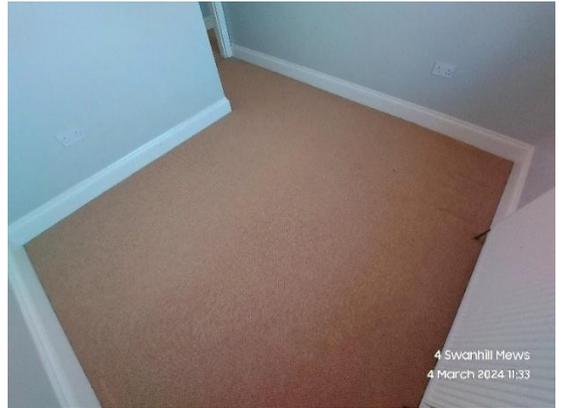
Sub-total: £ 0.00



Supporting photographs, including issues and damages noted above that are not deemed to be fair wear and tear are on the following page(s).



## Supporting Photographs



These photographs were captured for the purposes of preparing this Independent Inspection Report. They are provided solely to support the findings of the Clerk and in no way should be deemed the only basis of evidence.

## 5] Bathroom

By comparison to the condition recorded within the original Inventory & Condition Report:

**Is cleaning required?**

Are there any cleanliness issues in this room/area and/or its contents?

No

**Are there damages?**

Are there any additional damages to this room/area and/or its contents?

Yes

Ref	Comment/observation	Action	Cost £
5.1	Sanitary ware - not clean. Observation as per Inventory Report.	OBSERVATION	-
5.2	Bath - heavy mould staining and deposits in several places across the mastic sealant.	COMPENSATION	65.00
5.3	Mould and associated damages caused due to the lifestyle of the Tenant(s) as there are no structural defects or lack of ventilation facilities. The Property has ventilation facilities that are in working order.	OBSERVATION	NSC
5.4	Lighting - x1 bulb now not working.	REPLACE	9.00
5.5	Carpet - urine-type splash marks, staining and deposits now present around the base of the toilet.	CARPET CLEAN	60.00

\*There are no further comments/observations for this room/area.\*

**Sub-total: £ 134.00**



Supporting photographs, including issues and damages noted above that are not deemed to be fair wear and tear are on the following page(s).



## Supporting Photographs



5.1a



5.1b



5.2a



These photographs were captured for the purposes of preparing this Independent Inspection Report. They are provided solely to support the findings of the Clerk and in no way should be deemed the only basis of evidence.



## Supporting Photographs

5.2b



5.4



5.5a



5.5b



These photographs were captured for the purposes of preparing this Independent Inspection Report. They are provided solely to support the findings of the Clerk and in no way should be deemed the only basis of evidence.

## 6] Lounge/Diner

By comparison to the condition recorded within the original Inventory & Condition Report:

<b>Is cleaning required?</b>	Are there any cleanliness issues in this room/area and/or its contents?	<b>No</b>
<b>Are there damages?</b>	Are there any additional damages to this room/area and/or its contents?	<b>Yes</b>

Ref	Comment/observation	Action	Cost £
6.1	Carpet - x2 ingrained black spot marks now present to the centre of the room.	COMPENSATION	25.00
6.2	Window blinds - x1 set is now damaged, chain broken, tabs damaged and majority of slats are now stained.	COMPENSATION	45.00

\*There are no further comments/observations for this room/area.\*

**Sub-total: £ 70.00**



Supporting photographs, including issues and damages noted above that are not deemed to be fair wear and tear are on the following page(s).



## Supporting Photographs



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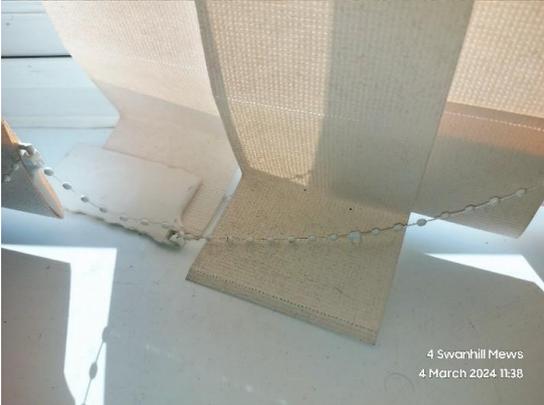


## Supporting Photographs

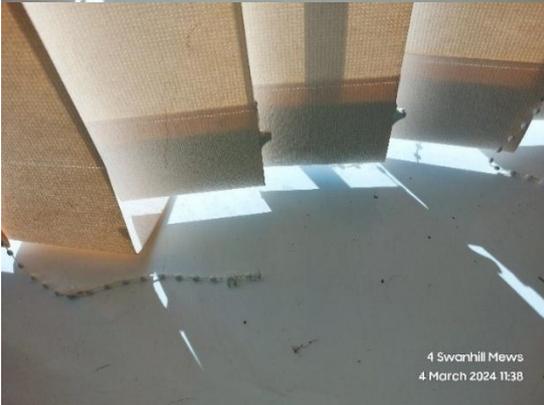
6.1



6.2a



6.2b



6.2c



These photographs were captured for the purposes of preparing this Independent Inspection Report. They are provided solely to support the findings of the Clerk and in no way should be deemed the only basis of evidence.

## 7] Kitchen

By comparison to the condition recorded within the original Inventory & Condition Report:

**Is cleaning required?** Are there any cleanliness issues in this room/area and/or its contents?

Yes

**Are there damages?** Are there any additional damages to this room/area and/or its contents?

No

Ref	Comment/observation	Action	Cost £
7.1	Oven - not clean. Observation as per Inventory Report.	OBSERVATION	-
7.2	General cleaning required x1 hour.	CLEAN	25.00
7.3	The Tenant has attempted to clean this room/area, but it is not to the same or similar standard as noted on the original Inventory & Condition Report. For example, furniture and surfaces have smear marks in places, skirtings and floor edges, switches and sockets are dusty and have light debris in places. Ceilings and elevated levels of walls have dust/cob webs in places.	OBSERVATION	NSC

\*There are no further comments/observations for this room/area.\*

**Sub-total: £ 25.00**



Supporting photographs, including issues and damages noted above that are not deemed to be fair wear and tear are on the following page(s).



## Supporting Photographs



7.1



7.2



These photographs were captured for the purposes of preparing this Independent Inspection Report. They are provided solely to support the findings of the Clerk and in no way should be deemed the only basis of evidence.

## External, Cellar, Garage, Outbuildings, Sheds etc

<b>Lawn areas:</b>	N/A
<b>Borders:</b>	N/A
<b>Trees/shrubs:</b>	N/A
<b>Pathways:</b>	N/A
<b>Decking:</b>	N/A
<b>Driveway:</b>	N/A
<b>Fencing:</b>	N/A

Is there any rubbish/any discarded items giving an untidy external appearance?

**No**

Ref	Comment/observation	Action	Cost £
-----	---------------------	--------	--------

- \*There are no further comments/observations for this area.\*

**Sub-total: £ 0.00**



Supporting photographs, including issues and damages noted above that are not deemed to be fair wear and tear are on the following page(s).

## Disclaimer

### **The Report:**

This document and any supporting documents including photographs detailing the cosmetic condition of internal decoration and content of the Property.

### **The Property:**

The dwelling this Report relates to and which your tenancy agreement refers to.

### **The Clerk:**

The person instructed to prepare this Report by means of an agreed appointment time at the Property, authoring this report and producing it for the relevant parties.

### **The Agent:**

The company instructed by the Landlord to conduct an agreed service which can include but is not limited to promoting the Property to let, arranging references, performing credit checks, and managing maintenance of the Property.

### **The Landlord:**

The person who owns the Property; they may instruct a wholly managed service with the Agent; in which case no contact may be made with them. However, if the Landlord has chosen to give you their contact information you should clarify with the Agent when it is appropriate to use this in place of reporting issues directly to them.

This Report is prepared as an 'as seen overview' of the Property and its contents at the time of the inspection and compiled as a fair and accurate record of the internal decoration and condition of contents. It should not be interpreted as a structural survey report.

Specific guidance and/or instructions provided by your Agent/Landlord should be adhered to and supersede any information given by us.

The Clerk is not an expert on fabrics, woods, materials, or antiques; nor are they a qualified surveyor or valuation specialist, they are not required to state whether an item is antique, made of precious metals, of unique origin or whether an item is brand new (despite its appearance so).

Items left in loft spaces, cellars or in locked rooms, garages and garden sheds which have not been noted on this Report remain the sole responsibility of the Landlord.

The movement of heavy furniture or appliances will not be undertaken and therefore some observations may be reduced where such items restrict full view. The Clerk is not responsible for inaccuracies caused by the Tenant(s) being in-situ and it is deemed difficult to differentiate between items belonging to the Landlord or Tenant(s).

The Report is no guarantee of the safety of items or equipment, merely a record that such items or equipment exist within the Property on the date of inspection.

## Supporting Information:

During the inspection, various methods of recording the condition and contents of the Property may be used. These include but are not limited to digital voice recordings, electronic typed documents, handwritten notes, high quality digital photographs, virtual 360 capture and video footage. All means contribute to the production of the Report but may not be included on the final typed Report. The Report produced and any photographs taken provide a fair and accurate record of the condition and contents of the Property as the professional opinion of the Clerk on the date the inspection was conducted. It remains the sole responsibility of the Landlord/Agent and the Tenant(s) to check, verify and agree the accuracy of the Report prior to any actions being taken.

## Photographs:

The guidance given by the adjudication services states: Where photographs may be lacking, not clear, or if it becomes a case of one parties' word against another, they will rely on the written text contained within the Inventory and Check-out Reports submitted, if they are asked to adjudicate over a deposit dispute.

## What is not assessed for working order?

The following items will be listed within this Report and their state of cleanliness recorded, along with any obvious signs of damage, but will not be assessed for working order, unless previously agreed with the Agent/Landlord.

- Kitchen appliances.
- All electrical items.
- Radiators/heaters/fires.
- Power sockets/isolator switches.
- Central heating systems/thermostats.

Any defects or faulty equipment should be reported to your Agent/Landlord immediately.

## What is assessed for working order?

- Taps are opened and plug holes are checked for drainage.
- Toilets are checked that seats are secure.
- Extractor fans in kitchens and bathrooms.
- Extractor hood fans and lights in kitchens.
- Smoke detectors.
- Carbon-monoxide detectors.

The Clerk is not a qualified electrician, therefore items noted as being in working order is not a guarantee to mean fully operational working order; merely that items appear as such (power-on).

## What other items will/will not be checked?

All drawers, cupboards and wardrobes will be opened and closed. Runners, hinges, handles and doors will be inspected. Curtains and window blinds will be checked to ensure they are securely fixed and in working order. They will be opened fully to inspect for any soiling or damage.

All mattresses are inspected on both sides for staining, tears/other damage, and general cleanliness. Loft/roof spaces will not be inspected unless they have been properly converted into a living space. Utility meter readings and photographs are taken during the inspection where accessible; if this is not possible, this will be recorded on the Report under the Utility Meters section.

Where there is no reference to cleanliness and no additional comments added by either party: there is an assumption that there are no cleanliness issues.

Where there is no reference to damage and no additional comments added by either party: there is an assumption there is no damage and all items are in working condition.

Where lights or light fittings are noted, and no additional comments added by either party: there is an assumption that they are working, and no bulbs are out.

## Tenant Guidance Notes

The following information has been provided to help facilitate a problem-free move at the end of your tenancy. You should ensure you refer to your individual tenancy agreement for specific instructions and guidance from your Agent/Landlord.

**General:** all items should be returned to the location captured on the Report to ensure they can easily be identified by the Clerk. Searches will not take place to find omitted items and the Check-out Report will mark these items as missing/to be replaced.

**Cleaning:** cleaning is expected throughout the Property, with particular attention given to sanitary ware, windows, flooring, appliances, and kitchen units. It is expected that the Property and its contents will be in a similar condition to that on the Inventory.

**Carpets:** all carpets should be thoroughly vacuumed. Depending on your tenancy agreement they may have to be professional cleaned; evidence by means of a receipt may be required.

**Decoration:** it is accepted during normal day-to-day living that a few marks and scuffs will appear on some internal decoration. However, this must be deemed fair wear and tear. Excessive markings/stains/scuffs will be recorded on the Check-out Report. Screw/nail holes, pencil/crayon marks and over-painting from re-decoration will not be considered fair wear and tear and you may be apportioned liability.

A typical tenancy agreement requires any re-decoration (even if deemed an improvement by the Tenant(s) should have written permission by the Agent/Landlord. Ensure you check your individual tenancy agreement for guidance on this. If you re-decorate without the required permission (even if deemed you have improved the condition) you may be apportioned liability.

**Keys:** all keys recorded on the Report must be kept safe and handed over at the end of your tenancy agreement either to the Clerk carrying out your Check-out Appointment or your Agent/Landlord as instructed. Any copies you make of keys must also be returned at this time. If keys are lost, replacements should be provided.

**At the end of your tenancy agreement:** all personal items and belongings of the Tenant(s) should be removed from the Property and any external areas, including garden sheds, outhouses, garages, and gardens before the Check-out Appointment is conducted. Failure to do this will result in a charge being recommended for the removal of such items.

All items within the Property should be returned to their original locations as noted on the Report. Items unseen due to being removed, misplaced, or hidden will result in a charge being recommended for their replacement. If the Report was marked as 'Professionally Cleaned' at the start of your tenancy, the Property should be returned to the same standard. Proof of this by means of a sales receipt will be required and must be given to the Clerk during the Check-out Appointment.

## Cosmetic Definitions

**As new:** has the appearance of a newly purchased item, either remains in original packaging or it is clearly obvious. For example, carpets do not get laid in their original packaging, but it will be obvious they are brand new.

**Good condition:** very minor or slight signs of wear, lightly worn appearance making it clear the item is not brand new. There is no obvious damage, defect, or cosmetic blemish of note.

**Average condition:** signs of general wear and typical ageing, carpets may have fraying to edges, minor faint spot marks in footfall areas, minor shading, and discolouration in places for example. Still perfectly acceptable and functional.

**Below average condition:** extensively worn appearance, with obvious and excessive tears/scuff marks/chips, staining or scratches to surfaces of furniture, carpets, bedding, and equipment. Still functional, however may create unhappy tenants who may disagree on functionality based on personal expectations.

**Poor condition:** items or equipment clearly broken as they may be in pieces, have parts missing or collapsed. Large tears, large burn marks, large holes in furniture surfaces, unstable furniture due to missing fixings etc. Carpets, bedding, and equipment with the above damage covering large areas of their surfaces. Likely not functional or fit-for-purpose, replacement requests from tenants would be warranted.

## Cleanliness Definitions

**Clean:** has the appearance of being clear of dust, litter, debris, lint, hairs, dust, or cobwebs. No action of any sort is required to rectify.

### Not clean

**Dust/cobwebs:** generally, when referring to ceilings, elevated levels of walls or light fittings. Nothing more than high-level dusting should be required to resolve the issue.

**Light debris:** generally, when referring to carpets and floor coverings, this may mean tiny amounts of leaves for example that have blown over the threshold, or lint or cotton fibres on carpets. Another example could be a small collection of crumbs in kitchen cupboards or under salad trays in fridges etc. Nothing more than a vacuum of carpets, sweep of hard floors, or dustpan and brush should be required to resolve the issue.

**Heavy debris:** generally, when referring to carpets and floor coverings, this may mean copious amounts of leaves for example that have blown over the threshold, dried or crumbled mud that has been walked-in, large amounts of lint or cotton fibres across carpets, carpet remnants and off-cuts from newly fitted carpets, heavy brick dust or broken plaster following refurbishment works.

**Stained:** generally, when referring to carpets, beds, mattresses, and linen. Marked or discoloured in some way from its original appearance and it is clear it would be difficult to remove. If vacuuming or wiping with a damp cloth would not remove from a carpet, or a washing machine would not remove from fabrics for example.

**Soiled:** generally, when referring to beds, mattresses, linen, and curtains. Excessively stained and marked or discoloured to such an extent that it would be unreasonable to think a replacement item was not required immediately. Likely not-functional or fit-for-purpose, replacement requests from tenants would be warranted.

## Common Recommended Deductions

### Common charges recommended during Checkout/End-of-Tenancy Inspections include, but are not limited to:

- Discolouration and staining across tile grouting in kitchens, bathrooms, and WC's = steam cleaning.
- Lime scale deposits and tarnishing from excessive moisture damages on taps, shower heads and plug holes = compensation.
- Heavy mould along mastic sealants around baths, shower trays, cubicles and behind wash basins and sinks areas = replacement costs.
- Food deposits, debris and burnt-on grease deposits across ovens = oven cleaning.
- Food deposits, debris and burnt-on grease deposits across hobs = steam cleaning.
- Mould forming to shower cubicle and bath screen door seals = replacement costs.
- Light bulbs that were working at the start of the tenancy = replacement costs.
- Missing light shades/diffusers = replacement costs.
- Nail/screw holes, dents, excessive scuff marks, tape, and blue/white tack-type markings across walls and ceilings = compensation.
- Stains, tears and burn marks to flooring, including laminates, hardwood, carpets, and vinyl = compensation.
- Stains, tears and burn marks to furniture, upholstery, curtains, and window blinds = compensation.
- Stained and soiled bedding and mattresses = replacement costs.
- Replacement of missing/unseen items = replacement costs.
- Damaged light switches, aerial and power sockets = replacement costs.
- Overgrown/unkept gardens and untidy external areas including weeding = gardening costs.
- Redecorating without evidence of written permission = compensation.
- Damaged locks and missing keys = replacement costs.
- Replacement smoke detectors or replacement batteries if no longer working = replacement costs.
- Disposal of rubbish left within or outside the Property = disposal costs.
- Cleaning to bring the Property back to the same standard recorded on the Report = cleaning costs.
- Iron and hair straightener burn marks on carpets and furniture = compensation.
- Animal claw damages to carpets and furniture = compensation.
- Stained or torn curtains = replacement costs.
- Stained or damaged window blinds = replacement costs.
- Cracked wash basins = replacement costs.
- Chipped wash basins = compensation.
- Missing or damaged doors = replacement costs.
- Missing or damaged kitchen unit components = replacement costs.
- Missing or damaged appliance components = replacement costs.