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Inventory & Condition Report



Property:

123 EXAMPLE STREET
Town,
West Yorkshire,
WF1 1FW



Date of this report:

17 APR 2024



Next report due:

Interim/Mid-term Inspection



Inspection by:

N. Blakeley

On behalf of:



Telephone: 01924 123 459

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Inventory & Condition Report
Utility Meter Readings



Gas/Oil

Is there a gas supply?	Yes
Is there access to the meter?	Yes
Where is the meter located?	External wall
What is the meter number?	G4W00134210702
Is this a prepay meter?	No
What is the meter reading?	03762

Photograph:



Inventory & Condition Report
Utility Meter Readings



Electricity

Is there an electricity supply?

Yes

Is there access to the meter?

No

Where is the meter located?

External wall

What is the meter number?

KD07K09093

Is this a prepay meter?

No

What is the meter reading?

10929

Rate 1:

Rate 2:

Photograph:



Inventory & Condition Report
Utility Meter Readings



Water

Is there a water supply?

Yes

Is there access to the meter?

No

Where is the meter located?

Not seen

What is the meter number?

What is the meter reading?

Photograph:

No Meter Photograph



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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

Standard of Cleaning

Where this Report is noted as 'PROFESSIONAL STANDARD CLEANING', the Property should be returned professionally cleaned at the end of the tenancy. The standard of cleanliness of this property is:



DOMESTIC STANDARD CLEANING

1] Hall

Ref	Entry/item	Description	Condition
Internal Decoration			
1	Ceiling	White emulsion over plaster.	Clean. Good condition.
3	Walls	Light grey emulsion over plaster.	Clean. Good condition.
6	Skirting boards	Deep profile timber skirting finished in white satin paint.	Clean. Good condition.
7	Flooring	Grey woodgrain-effect vinyl flooring on entry.	Clean. Average condition.
		Beige mottled twist-pile carpet at bottom of stairs.	Clean. Average condition.
Doors & Windows			
9	External doors	White uPVC door, four panels, segment frosted glass pane, fitted with brass lever handles and letterbox.	Clean. Good condition overall. Key(s) not present. Frame paint-marked around the edges. One adhesive hook attached on the inside.
10	Internal doors	Pair of six-panelled moulded doors finished in white satin paint, fitted with brass lever handles.	Clean. Good condition overall. Handles lightly paint-marked, two screws missing.
11	Door frames	Standard profile timber frame finished in white satin paint.	Clean. Good condition.
12	Windows	White uPVC unit, one pane / one opener, fitted with a brass lever handle.	Clean. Good condition. Key(s) not present.
13	Window sills	White plastic sill.	Clean. Below average condition. Generally worn, marked and surface-scratched throughout.
16	Window blinds	Beige fabric vertical-slat blind.	Clean. Good condition. Secure. Tested and working.
Lighting & Electrical			
21	Light switches	One double white plastic light switch.	Clean. Average condition overall. Tested and working. Paint-marked.
22	Ceiling lights	One white plastic rose with flex to standard bulb, beige fabric two-tier shade.	Clean. Good condition. Working order.
Other Items of Note			
58	Built-in storage cupboard housing the electric fuseboard; décor and contents as per photograph(s).		

There are no additional comments and/or observations for this room/area.



Supporting Photographs

P.1



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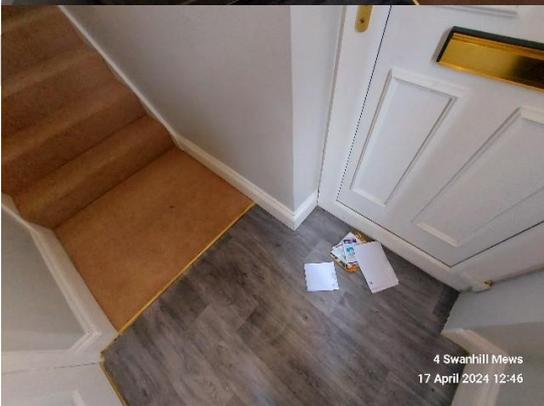
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These photographs were captured for the purposes of preparing this Independent Inspection Report. They are provided solely to support the findings of the Clerk and in no way should be deemed the only basis of evidence.



Supporting Photographs

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2] Stairs & Landing

Ref	Entry/item	Description	Condition
Internal Decoration			
1	Ceiling	White emulsion over plaster. White plastic ceiling access hatch.	Clean. Good condition.
2	Coving	Standard profile coving finished in white emulsion.	Clean. Good condition.
3	Walls	Light grey emulsion over plaster.	Clean. Good condition.
5	Wall fixings	- WORCESTER DIGISTAT white digital thermostat control panel. - Dark-stained wooden handrail on white metal L-shaped bracket fixings.	Clean. Good condition. Secure. Untested. Clean. Good condition. Secure.
6	Skirting boards	Deep profile timber skirting finished in white satin paint.	Clean. Good condition.
7	Flooring	Beige mottled twist-pile carpet.	Clean. Average condition overall. Flattening to pile to centre of all treads. Lightly paint-marked to the edges of all treads from skirting. Slight rippling between Lounge/Diner and Bedroom 1 thresholds.
Doors & Windows			
10	Internal doors	Four six-panelled moulded doors finished in white satin paint, fitted with brass lever handles.	Clean. Good condition overall. All handles are lightly pitted and paint-marked. One screw missing from Bedroom 2 door handle.
11	Door frames	Standard profile timber frames finished in white satin paint.	Clean. Good condition.
12	Windows	White uPVC unit, two panes / one opener, fitted with a brass lever handle.	Clean. Average condition overall. Key(s) not present. Frame is slightly discoloured and paint-marked around the edges.
13	Window sills	White plastic sill.	Clean. Below average condition. Generally tired and worn appearance, scattered surface scratches, ring-marks and mould staining along the mastic sealant.
16	Window blinds	Beige fabric vertical-slat blind.	Clean. Below average condition. Secure. Tested and working. All slats are creased and crumpled. Chain is missing from the bottom of all slats.

2] Stairs & Landing

Heating

17	Radiators/heaters	Wall-mounted single-panelled radiator, original condition.	Clean. Below average condition. Secure. Untested. Paint-marked along the top-edge from wall. Numerous 'S' shaped surface scratches and chips across the front surface.
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Lighting & Electrical

19	Power sockets	White plastic power socket(s).	Clean. Good condition. Untested.
20	Isolator switches	White plastic isolator switch(es).	Clean. Good condition. Untested.
21	Light switches	One double white plastic light switch.	Clean. Below average condition. Tested and working. Heavily over-painted.
22	Ceiling lights	Two white plastic roses with flex to standard bulbs, each fitted with a beige fabric two-tier shade.	Clean. Good condition. Both in working order.
26	Detectors	Ceiling-mounted smoke detector.	Clean. Good condition. Tested and working.

Other Items of Note

58	*There are no additional comments and/or observations for this room/area.*		
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Supporting Photographs

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3] Bedroom 1

Ref	Entry/item	Description	Condition
Internal Decoration			
1	Ceiling	White emulsion over plaster.	Clean. Good condition.
2	Coving	Standard profile coving finished in white emulsion.	Clean. Good condition.
3	Walls	White emulsion over plaster. Feature wall is a turquoise and black suede-style floral-patterned paper.	Clean. Good condition.
6	Skirting boards	Deep profile timber skirting finished in white satin paint.	Clean. Good condition.
7	Flooring	Beige mottled twist-pile carpet.	Clean. Below average condition. Slightly tired and worn appearance throughout. Collection of approx. eight black spot marks on entry, heavy imprints to previous furniture areas, shading and flattening to pile at centre of room, three separate patches of brown water-type staining and discolouration front-left of the built-in cupboard door and front-left of the radiator. Paint-marked in approx. eight places along the skirting, right of the built-in cupboard door.
Doors & Windows			
10	Internal doors	Two six-panelled moulded doors finished in white satin paint, fitted with brass lever handles.	Clean. Good condition overall. Double chrome coat hook fixed secure to the inside of the entry door.
11	Door frames	Standard profile timber frames finished in white satin paint.	Clean. Good condition.
12	Windows	White uPVC unit, two panes / two openers, fitted with brass lever handles.	Clean. Average condition overall. Key(s) not present. Frame lightly paint-marked around the edges. Adhesive residue-type marks to the centre of the frame at high-level.
13	Window sills	White plastic sill.	Clean. Below average condition. Generally tired and worn appearance. Two indentations along the front-edge, paint-marked in numerous places, three surface ring-marks visible.
16	Window blinds	Beige fabric vertical-slat blind.	Clean. Good condition. Secure. Tested and working.

3] Bedroom 1

Heating

17	Radiators/heaters	Wall-mounted single-panelled radiator, original condition.	Clean. Average condition overall. Secure. Untested. Approx. eight small grey spot marks across the front surface.
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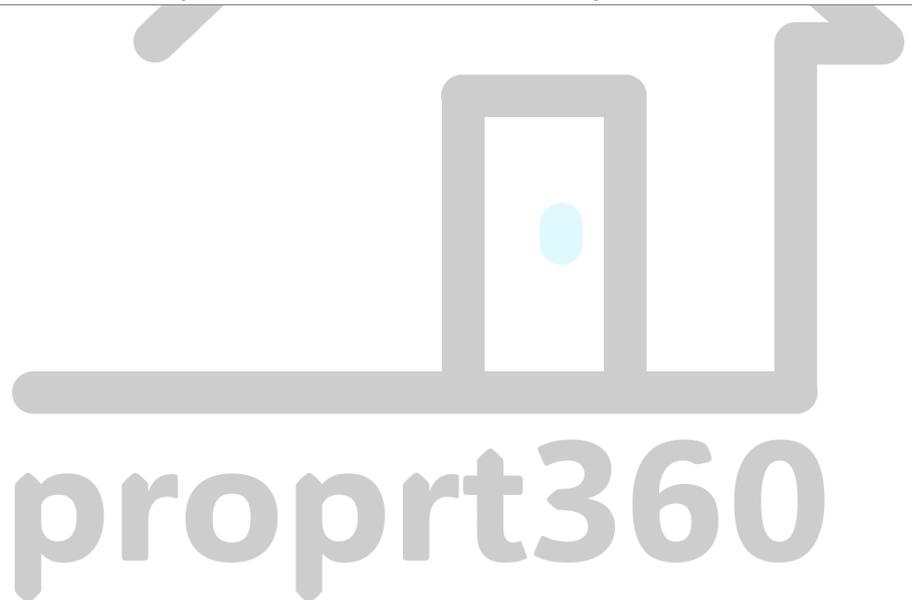
Lighting & Electrical

19	Power sockets	White plastic power socket(s).	Clean. Average condition overall. Untested. Paint-marked.
21	Light switches	One single white plastic light switch.	Clean. Good condition. Tested and working.
22	Ceiling lights	One white plastic rose with flex to standard bulb, two-tier black and grey suede-style shade.	Clean. Good condition. Working order.

Other Items of Note

58	Built-in storage cupboard; décor and contents as per photograph(s). Fitted-out with single chrome hanging pole. Single white plastic light switch, baton with bulb in working order.		
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There are no additional comments and/or observations for this room/area.





Supporting Photographs

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Supporting Photographs

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4] Bedroom 2

Ref	Entry/item	Description	Condition
Internal Decoration			
1	Ceiling	White emulsion over plaster.	Clean. Good condition.
2	Coving	Standard profile coving finished in white satin paint.	Clean. Good condition.
3	Walls	Light grey emulsion over plaster.	Clean. Good condition. Indentation and broken plaster behind entry from previous door handle-contact.
6	Skirting boards	Deep profile timber skirting finished in white satin paint.	Clean. Good condition.
7	Flooring	Beige mottled twist-pile carpet.	Clean. Average condition overall. Heavy imprints to previous furniture areas. Single white paint splash mark on entry. Single black spot mark front-left of the radiator.
Doors & Windows			
10	Internal doors	Six-panelled moulded door finished in white satin paint, fitted with brass lever handles.	Clean. Good condition overall. One paint-marked double chrome coat hook fixed secure to the inside.
11	Door frames	Standard profile timber frame finished in white satin paint.	Clean. Good condition.
12	Windows	White uPVC unit, two panes / two openers, fitted with brass lever handles.	Clean. Good condition. Key(s) not present.
13	Window sills	White plastic sill.	Clean. Below average condition. Generally tired and worn appearance, scattered surface scratches and indentations throughout.
16	Window blinds	Window blind track - no slats.	Clean. Average condition. Secure.
Heating			
17	Radiators/heaters	Wall-mounted single-panelled radiator, original condition.	Clean. Average condition overall. Secure. Untested. Left valve cap is missing, two small black spot marks mid-centre.
Lighting & Electrical			
19	Power sockets	White plastic power socket(s).	Clean. Good condition. Untested.
21	Light switches	One single white plastic light switch.	Clean. Good condition. Not working.
22	Ceiling lights	One white plastic rose with flex to standard bulb, green fabric shade.	Clean. Good condition. Not working.
Other Items of Note			
58	*There are no additional comments and/or observations for this room/area.*		



Supporting Photographs

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5] Bathroom

Ref	Entry/item	Description	Condition
Internal Decoration			
1	Ceiling	White emulsion over plaster.	Clean. Good condition.
3	Walls	Beige mottled plastic wall panelling/cladding with brass trim.	Clean. Good condition overall. One adhesive hook attached above the wash basin.
6	Skirting boards	Standard profile timber skirting finished in white satin paint.	Clean. Good condition.
7	Flooring	Beige mottled twist-pile carpet.	Clean. Average condition overall. Slight shading and flattening to pile alongside bath and in front of the toilet, two black spot marks along the side of the bath.
Doors & Windows			
10	Internal doors	Six-panelled moulded door finished in white satin paint, fitted with brass lever handles, twist-style lock.	Clean. Good condition overall. Handle lightly paint-marked. Double metal coat hook fixed secure to the inside.
11	Door frames	Standard profile timber frame finished in white satin paint.	Clean. Good condition.
Heating			
17	Radiators/heaters	Wall-mounted stainless steel heated towel rail.	Clean. Good condition overall. Secure. Untested. Minor paint splash marks along the upper bars.
Lighting & Electrical			
21	Light switches	One white plastic rose with pull-cord light switch.	Clean. Below average condition. Not working. Finial missing, cord tied in knots.
22	Ceiling lights	Circular white fitting with an opaque dome cover.	Clean. Good condition. Not working.
27	Extraction	Ceiling-recessed extractor fan.	Not clean. Good condition. Tested and working. Heavy and thick dust deposits across the grill.
Bathroom			
52	Wash basin	White ceramic wash basin with pedestal, fitted with stainless steel twist-style taps.	Clean. Good condition. Taps checked and in working order. Plug hole checked and draining. Plug is present.
53	Toilet	White ceramic toilet fitted with a white plastic seat and lid, chrome push-style flush.	Clean. Good condition overall. Flush checked and working normally. Seat and lid are fixed secure. Half of flush cap button appears damaged, depressed.
54	Bath	Straight white acrylic bath with beige mottled plastic	Clean. Good condition. Taps checked and in working order. Plug hole

5] Bathroom

		side panel, silver support rails, stainless steel twist-style taps.	checked and draining. Plug is present. Lime scale deposits, pitting and tarnishing, residue marks across the overflow, around the plug hole and tap outlets.
55	Shower	Chrome and white twist-style mixer shower with chrome hose to large-profile chrome shower head, chrome and white shower head support rail, integrated soap dish.	Clean. Good condition. Secure. Untested.
56	Screen/curtains	Clear glass four-section folding bath screen with white trim/frame.	Clean. Good condition. Secure.
Other Items of Note			
58	*There are no additional comments and/or observations for this room/area.*		





Supporting Photographs

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6] Lounge/Diner

Ref	Entry/item	Description	Condition
Internal Decoration			
1	Ceiling	White emulsion over plaster.	Clean. Good condition.
2	Coving	Standard profile coving finished in white emulsion.	Clean. Good condition.
3	Walls	Light grey emulsion over plaster. Feature wall is black suede-style floral-patterned paper.	Clean. Good condition overall. One over-painted screw above the radiator. Feature wall has several scattered faint diagonal white paint residue marks mid-height, slight over-painting along the coving-edge. One picture hook left of the Kitchen opening.
6	Skirting boards	Deep profile timber skirting finished in white satin paint.	Clean. Good condition.
7	Flooring	Beige mottled twist-pile carpet.	Clean. Good condition overall. Two small ingrained black spot marks between entry and Kitchen threshold.
Doors & Windows			
10	Internal doors	Six-panelled moulded door finished in white satin paint, fitted with brass lever handles.	Clean. Good condition overall. Handle lightly pitted and tarnished.
11	Door frames	Standard profile timber frame finished in white satin paint.	Clean. Good condition.
12	Windows	White uPVC unit, three panes / two openers, fitted with brass lever handles.	Clean. Good condition. Key(s) not present.
		White uPVC unit, two panes / no openers.	Clean. Average condition overall. Finger marks and discolouration around the frame, frame paint-marked around the edges.
13	Window sills	Two white plastic sills.	Clean. Good condition.
16	Window blinds	Two beige fabric vertical-slat blinds.	Clean. Average condition overall. Secure. Tested and working. Chain is detached and several tabs unstuck on one set.
Heating			
17	Radiators/heaters	Wall-mounted double-panelled radiator, original condition.	Clean. Average condition overall. Secure. Untested. Approx. twelve small brown scatter marks across the front-surface.
Lighting & Electrical			
19	Power sockets	White plastic power socket(s).	Clean. Good condition. Untested.

6] Lounge/Diner

21	Light switches	One double, one single white plastic light switches.	Clean. Below average condition. Tested and working. Heavily over-painted and discoloured.
22	Ceiling lights	One white plastic rose with flex to standard bulb, no shade.	Clean. Good condition. Working order.
23	Wall/other lighting	Two black ceramic wall light fittings.	Clean. Below average condition. Both in working order. Both fittings loose, left unit dislodges from wall when touched.
24	Telephone sockets	One white plastic telephone socket.	Clean. Good condition. Untested.
25	Other cables	Two aerial cables coming through the wall above the skirting, lower-left corner of the window.	Clean. Good condition. Untested.

Other Items of Note

58 *There are no additional comments and/or observations for this room/area.*



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Supporting Photographs

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7] Kitchen

Ref	Entry/item	Description	Condition
Internal Decoration			
1	Ceiling	White emulsion over plaster.	Clean. Good condition.
3	Walls	Light grey emulsion over plaster.	Clean. Good condition.
6	Skirting boards	Deep profile timber skirting finished in white satin paint.	Clean. Good condition overall. Section missing within the appliance opening.
7	Flooring	Grey slate-effect laminate flooring.	Clean. Average condition overall. Numerous areas of dried paint residue marks and splash marks throughout.
Doors & Windows			
12	Windows	White uPVC unit, two panes / one opener, fitted with a brass lever handle.	Clean overall. Average condition overall. Key(s) not present. Faint paint marks around the edges of frame. Dirty external.
13	Window sills	Ceramic tiled sill.	Clean. Good condition.
16	Window blinds	Two blind bracket fixings, no track, no slats.	Clean. Average condition. Secure.
Lighting & Electrical			
19	Power sockets	White plastic power socket(s).	Clean. Good condition. Untested.
20	Isolator switches	White plastic isolator switch(es).	Clean. Good condition. Untested.
22	Ceiling lights	Double chrome branch fitting with four halogen-style spotlights.	Clean. Good condition. All in working order.
26	Detectors	Portable carbon-monoxide detector.	Clean. Good condition. Tested and working.
Appliances			
40	Oven/cooker	STOVES EFA600H brushed steel-fronted oven with two wire shelves and grill tray with handle.	Not clean. Good condition. Powers-on, but untested. Burnt-on food debris and grease deposits across the bottom of the appliance.
41	Hob	STOVES G600H brushed steel four-ring hob.	Clean. Good condition. Powers-on, but untested.
42	Extractor hood	UNBRANDED integrated extractor hood.	Clean. Good condition. Powers-on, but untested.
Kitchen			
46	Work surfaces	Grey mottled MDF work surface.	Clean. Good condition overall. Single white ring-mark right of the sink.
47	Tiling/splash-backs	Beige mottled ceramic wall tiles with beige grouting, coloured feature course.	Clean. Good condition.
48	Kitchen units	Beech-style square panelled doors fitted with brushed steel bar handles, three	Clean. Average condition overall. High-level trim is paint-marked above the boiler., laminate coating is

7] Kitchen

		matching drawers, matching kickboard.	chipped/missing along the top of the tapered unit on the right-side. High-level door left of the hob has a collection of scattered groove and scratch marks to the lower-left corner. Extractor door dislodges on the right-side when opened, small double scratch mid-left.
49	Unit contents	- WORCESTER GREENSTAR 24l JR white-fronted hot water combination boiler.	Clean. Good condition. Untested.
50	Sink	Stainless steel sink and drainer, stainless steel lever-style mixer tap.	Clean. Good condition. Taps checked and in working order. Plug hole checked and draining. Plug is present.
Other Items of Note			
58	*There are no additional comments and/or observations for this room/area.*		





Supporting Photographs

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External, Cellar, Garage, Outbuildings, Sheds etc

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

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

No

Storage areas: including under-stair cupboard and equivalent/ similar built-in storage areas and/ or similar: Any such areas are clear of any accumulation of rubbish or discarded previous Tenant(s)/ Landlord possessions. As such, these areas must be returned in the same way at the end of the tenancy.

Front and back yards: including any equivalent/ similar areas, outbuildings, sheds and/ or similar: Any such areas are clear of any accumulation of rubbish or discarded previous Tenant(s)/ Landlord possessions. Pathways and borders are in seasonal order and free from weeds. As such, these areas must be returned in the same way at the end of the tenancy.

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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.

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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.

Declaration, Acceptance & Signature

Property:

123 EXAMPLE STREET
Town,
West Yorkshire,
WF1 1FW

Tenant Statement of Confirmation

"This Report and any photographs included within it provide a true, fair, and accurate record of the cosmetic condition, decoration, and contents of the stated Property on the date that it was produced. By signing this document, I agree to the above statement on behalf of all joint Tenant(s)."



Tenant name (PRINTED):



Tenant signature



Date signed:



Inspection by:

N. Blakeley



Inspector's signature:



Date signed:

17 APR 2024

On behalf of:

