

Your Company Name 56 Orchard Street Weston-super-Mare Somerset BS23 1RL

0208 54 22 333

-

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# **Check out Report**

1 Keystone Road, Weston Super Mare, Somerset BS23 1RL



**Prepared by:** James Darlison

Your Company Name

**Report date:** 27th April 2017

#### **Guidance Notes**

#### Tenant guidelines for inspections

#### Check in inspection

Before you sign the declaration ensure that you are happy with all the statements made in the inventory. If there are any issues you must inform the check in clerk at the time, so that it can be recorded on the report. The condition of items and rooms are deemed to be clean, undamaged and fit for purpose unless otherwise stated in the inventory. You will receive a full copy of the inventory to keep. You must refer to the inventory at check out time, so keep it in a safe place.

#### At Mid term inspection

If a midterm inspection has been booked, you will be informed of the date in writing and will be expected to allow a clerk to enter the property to carry out the inspection. At this point you must inform the clerk of any damage or maintenance issues with the property so they can be dealt with.

#### At Check out inspection

It will be expected for the property and its contents to be returned to the condition and location at check in – use the inventory as a guide. Any items missing from location may be deemed lost / broken and charged for.

Photo key: Cleaning Maintenance Damage General

# Tenant details

Tenant name:	Not Known	Mobile	-
Work	-	Email	-
Moved in date	-		

Forwarding Address	1 Keystone Way		
Tenants present?	-	Return deposit by:	Bacs
Account no.	12345678	Sort code	-

# Schedule of condition

	Move in	Move out
Overall interior condition	Good	Fair
Overall decoration condition	Good	Good
Overall woodwork condition	Good	Good
Overall cleanliness condition	Fair	Fair
Overall flooring condition	Fair	Fair
Overall bathroom(s) condition	Fair	Fair
Overall kitchen and appliances condition	Good	Good
Overall exterior condition	Good	Good
Overall furntiture and furnishings condition	Fair	Fair
Ambient odour?		No

### **Utilities**

	Electricity	Gas	Water	Oil
In property?	Yes	Yes	Yes	No
Meter location	Cupboard in kitchen	LPG cylinder located in parking	Front of main driveway	-
Stopcock location	_	-	Under the sink	-
Meter reading	009256	-	00134.18	-
Keycard	No	_	-	-
Supplier	-	LPG	_	-
Serial number	_	1 full and 1 half full	-	-
Self contained sewage tank at property?		No		
Date last emptied		-		
Wheelie Bin / recycling bins commen	its	Storage area marked no 2 for bins.		
Have the council tax authority been notified?	1 Yes			
Has the phone been disconnected?	? Yes			
Has the mail been redirected?	Yes			
Is the heating left on low?	Yes			





# Other utilities continued



# Health and safety

		Location / Notes	Tested
Smoke detectors in property?	Yes	Master bedroom, dining room, landing by second bedroom	Yes
Carbon monoxide detector?	No	-	-
		Location / Notes	
Fire extinguisher in property?	No	-	
Fire blanket in property?	No	-	

# Keys received from tenants

Key type	Quantity and lock type
Front door	2 Yale key

# Keys handed to the tenants continued



# Damage issues for 1 Keystone Road, Weston super Mare, Somerset BS23 1RL

	Room / Item	Responsibility	Notes
1	Bathroom / Floor	Tenant	Faint scuff marks / Laminate is flaking to side bath panel
2	Bedroom 2 / Floor	Tenant	Burn mark / 3 burn marks
3	En suite / Internal door	-	Good condition and domestically clean / Paint chipped in places
4	En suite / Floor	Landlord	Fair wear and tear and domestically clean / Tear in vinyl where the door was catching
5	Entrance and Hallway / Woodwork	-	Chipped / Chips and scuffs to right hand skirting board
6	Kitchen / Floor	Tenant	Fair wear and tear and domestically clean / Paint mark
7	Lounge / Window	Tenant	Paint marks / Paint mark to roller blind

# Maintenance issues for 1 Keystone Road, Weston super Mare, Somerset BS23 1RL

	Room / Item	Trade required	Notes
1	Entrance and Hallway / Walls	Handyman	Inside front door frame starting to show signs on damp
2	Entrance and Hallway / Front door	Locksmith	Door handle very wobbly
3	Bathroom / Bath	Handyman	Broken chain on plug
4	Dining room / Walls	Painter and Decorator	Cracking to plaster and damp to wall but front door
5	Bedroom / Lighting	Electrician	One bulb not working

# Cleanliness issues for 1 Keystone Road, Weston super Mare, Somerset BS23 1RL

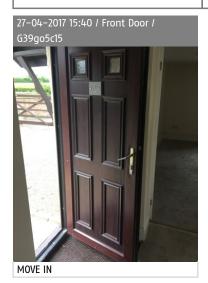
	Room / Item	Trade required	Notes
1	Bathroom / Shower	-	Good condition and domestically clean / Mould on shower seal
2	Bathroom / Hand basin	-	Needs cleaning / Sink needs a wipe down
3	Bedroom / Floor	-	Needs vacuuming thorughout / Very dirty, needs to be cleaned
4	Bedroom 2 / Floor	-	Burn mark / Needs hovering through
5	Bedroom 3 / Floor	-	Staining / Staining to floor
6	Dining room / Window furnishings	-	Fair wear and tear but not clean / Dirty marks to blinds
7	En suite / Extractor fan	-	In working order and domestically clean / Needs cleaning
8	Entrance and Hallway / Front door	-	Fair wear and tear but not clean / Sticky residue left on the door.
9	Kitchen / Floor	-	Fair wear and tear and domestically clean / Needs cleaning where the fridge was
10	Kitchen / Kitchen units	-	Needs a finish clean / Scuffing on door

### **Entrance and Hallway**

#### Front door

IN: Faint scuff marks

OUT: Fair wear and tear but not clean









MOVE IN Door handle badly tarnished and wobbly





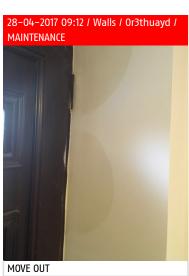
Ceiling	IN: Good condition and domestically clean	OUT: Good condition and domestically clean	
Walls	IN: Fair wear and tear and domestically clean	OUT: Fair wear and tear and domestically clean	

### **Entrance and Hallway continued**









**OUT:** Chipped

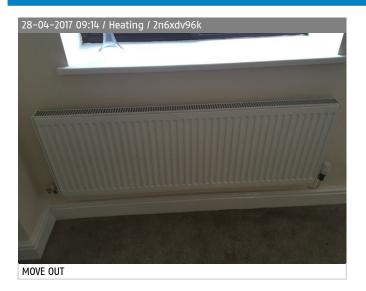
28-04-2017 09:06 / Woodwork / 7zp	iwn7yg / DAMAGE
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Woodwork

MOVE OUT

Floor	IN: Good condition and domestically clean	OUT: Good condition and domestically clean	
Heating	IN: In working order and domestically clean	OUT: In working order and domestically clean	

# **Entrance and Hallway continued**



Light switch	IN: In working order and domestically	OUT: In working order and domestically clean
Lighting	clean IN: In working order and domestically	OUT: In working order and domestically clean
	clean	

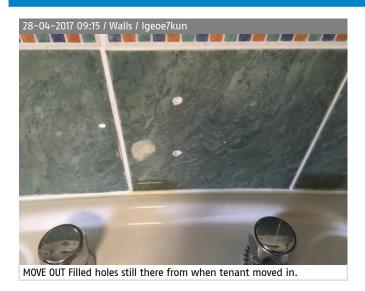
### Bathroom

### **General photos**



Internal door	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Ceiling	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Walls	IN: Good condition and domestically clean	OUT: Good condition and domestically clean





Woodwork	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Floor	IN: Faint scuff marks	OUT: Faint scuff marks





Extractor fan	IN: In working order and domestically	OUT: In working order and domestically clean	
	clean		

**Hand basin** 

IN: Good condition and domestically clean

OUT: Needs cleaning











Toilet

IN: Good condition and domestically clean







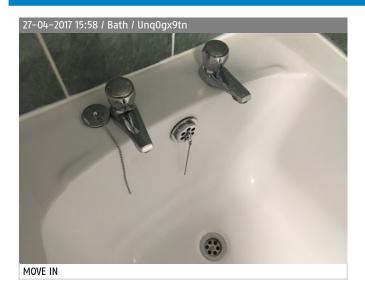


Bath

IN: Good condition and domestically clean









Shower

IN: Good condition and domestically clean









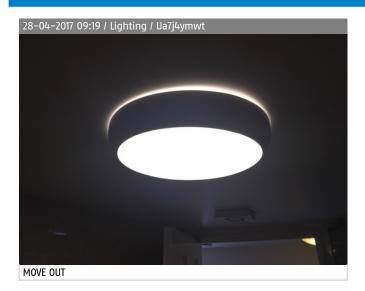


MOVE OUT

Lighting IN: In working order and domestically

OUT: In working order and domestically clean





Heating IN: In working order and domestically OUT: In working order and domestically clean





Shelf IN: Good condition and domestically clean OUT: Good condition and domestically clean



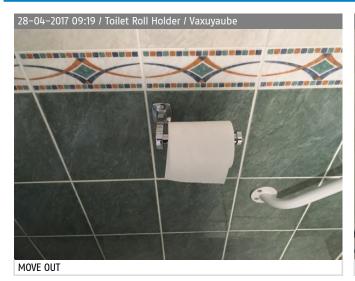


Toilet roll holder

IN: Good condition and domestically clean









Toothbrush holder	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Towel rail	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Towel ring	IN: Good condition and domestically clean	OUT: Good condition and domestically clean

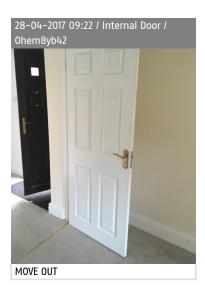
#### Lounge

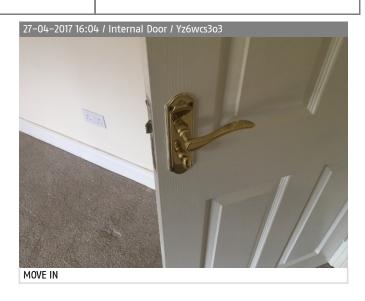
Internal door

IN: Good condition and domestically clean

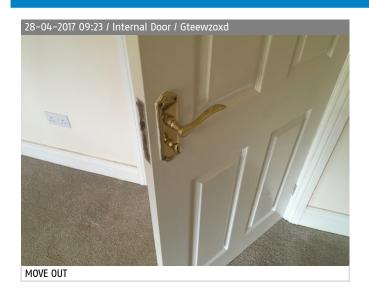










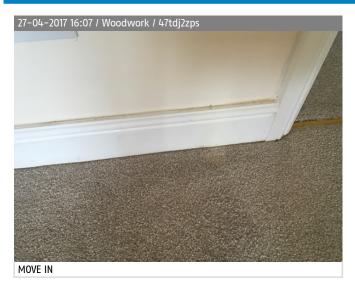


Window	IN: Good condition and domestically clean	OUT: Paint marks
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Ceiling	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Walls	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Woodwork	IN: Good condition and domestically clean	OUT: Good condition and domestically clean















Light switch	IN: In working order and domestically	OUT: In working order and domestically clean
	clean	
Lighting	IN: In working order and domestically	OUT: In working order and domestically clean
	clean	









Socket	IN: Not tested or examined	OUT: Not tested or examined
Heating	IN: In working order and domestically	OUT: In working order and domestically clean
	clean	





Window furnishings	IN: Fair wear and tear and domestically	OUT: Fair wear and tear and domestically clean
	clean	





Curtains

IN: Good condition and domestically clean









Curtain pole	IN: Good condition and domestically clean	OUT: Good condition and domestically clean

#### **Stairs**

### **General photos**



Walls	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Woodwork	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Floor	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Light switch	IN: In working order and domestically clean	OUT: In working order and domestically clean
Lighting	IN: In working order and domestically clean	OUT: In working order and domestically clean
Smoke detector	IN: In working order and domestically clean	OUT: In working order and domestically clean

# Master Bedroom

### **General photos**

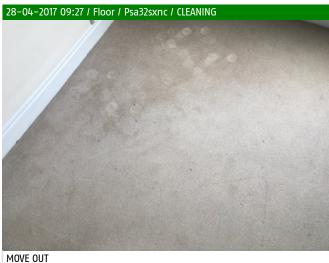


Window	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Window 2	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Ceiling	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Walls	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Woodwork	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Floor	IN: Fair wear and tear and domestically clean	OUT: Needs vacuuming thorughout



#### **Master Bedroom continued**





Lighting IN: Good condition OUT: Good condition





Socket	IN: Not tested or examined	OUT: Not tested or examined
Smoke detector	IN: In working order and domestically clean	OUT: In working order and domestically clean

# Master Bedroom continued





Heating	IN: In working order and domestically	OUT: In working order and domestically clean
	clean	
Window furnishings		OUT: Good condition and domestically clean

# Dining room

Window	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Ceiling	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Walls	IN: Good condition and domestically clean	OUT: Cracking











Woodwork	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Floor	IN: Fair wear and tear and domestically	OUT: Fair wear and tear and domestically clean
	clean	









OUT: In working order and domestically clean

28-04-2017 10:06 /	clean Smoke Detector / Bivuidun1

Smoke detector

MOVE OUT

Light switch	IN: In working order and domestically	OUT: In working order and domestically clean
	clean	

IN: In working order and domestically

# Dining room continued



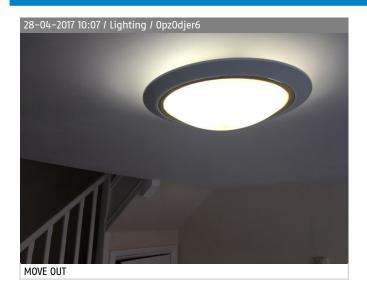


**Lighting** IN: In working order and domestically

OUT: In working order and domestically clean



# Dining room continued



Socket	IN: Not tested or examined	OUT: Not tested or examined
Heating	IN: In working order and domestically	OUT: In working order and domestically clean
	clean	





Window furnishings	IN: Good condition and domestically clean	OUT: Fair wear and tear but not clean	l
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## Dining room continued







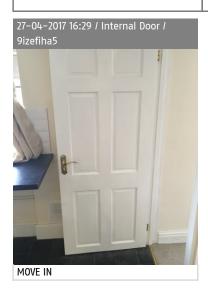


#### Kitchen

Internal door

IN: Good condition and domestically clean

OUT: Good condition and domestically clean

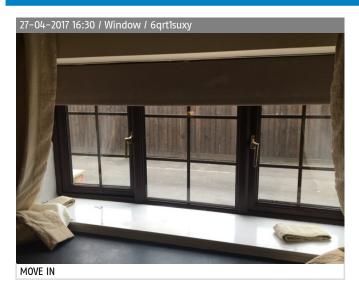








Window IN: Good condition and domestically clean OUT: Good condition and domestically clean





Ceiling	IN: Good condiion and domestically clean	OUT: Good condiion and domestically clean
Walls	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Woodwork	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Floor	IN: Fair wear and tear and domestically clean	OUT: Fair wear and tear and domestically clean







Light switch

IN: In working order and domestically

OUT: In working order and domestically clean



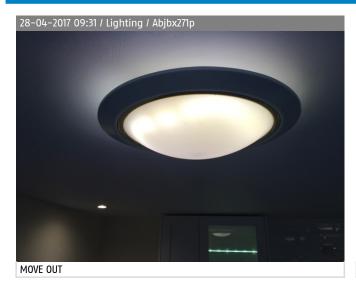


Lighting IN: In working order and domestically OUT: In working order and domestically clean













Lighting 2 IN: Working and clean OUT: Working and clean





Socket	IN: Not tested or examined	OUT: Not tested or examined
Heat detector	IN: In working order and domestically	OUT: In working order and domestically clean
	clean	





Heating	IN: In working order and domestically	OUT: In working order and domestically clean
	clean	





Kitchen units

IN: Good condition and domestically clean

OUT: Needs a finish clean



























Sink	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Worktops	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Window furnishings	IN: Fair wear and tear and domestically clean	OUT: Fair wear and tear and domestically clean
Curtains	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Curtain pole	IN: Good condition	OUT: Good condition

# Stairs and landing

Ceiling	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Walls	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Woodwork	IN: Fair wear and tear and domestically clean	OUT: Fair wear and tear and domestically clean
Floor	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Light switch	IN: In working order and domestically clean	OUT: In working order and domestically clean
Lighting	IN: In working order and domestically clean	OUT: In working order and domestically clean
Smoke detector	IN: In working order and domestically clean	OUT: In working order and domestically clean

#### En suite

Internal door

IN: Good condition and domestically clean

OUT: Good condition and domestically clean

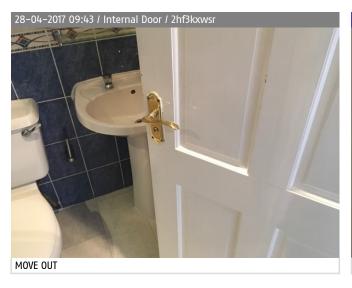














## En suite continued



Ceiling	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Walls	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Woodwork	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Floor	IN: Fair wear and tear and domestically clean	OUT: Fair wear and tear and domestically clean



### En suite continued



Extractor fan IN: In working order and domestically OUT: In working order and domestically clean







Hand basin	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Toilet	IN: Good condition and domestically clean	OUT: Good condition and domestically clean

#### Check out report 1 Keystone Road, Weston super Mare, Somerset BS23 1RL 27th April 2017

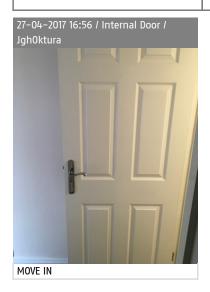
Bath	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Lighting	IN: In working order and domestically clean	OUT: In working order and domestically clean
Heating	IN: In working order and domestically clean	OUT: In working order and domestically clean
Shelf	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Toilet roll holder	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Toothbrush holder	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Towel ring	IN: Good condition and domestically clean	OUT: Good condition and domestically clean

#### **Bedroom 2**

Internal door

IN: Good condition and domestically clean

OUT: Good condition and domestically clean













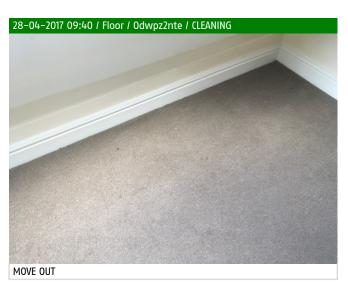


Window	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Ceiling	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Walls	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Woodwork	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Floor	IN: Fair wear and tear and domestically clean	OUT: Burn mark









Light switch

IN: In working order and domestically

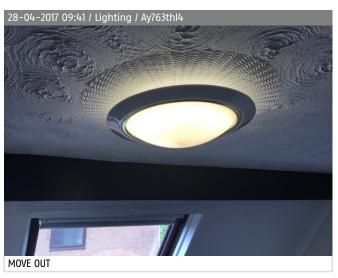
OUT: In working order but not clean



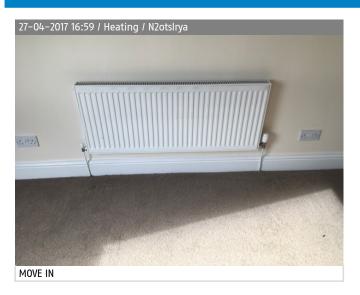


Lighting IN: In working order and domestically OUT: In working order and domestically clean





Socket	IN: Not tested or examined	OUT: Not tested or examined
Heating	IN: In working order and domestically clean	OUT: In working order and domestically clean





Chest of drawers

IN: Fair wear and tear and domestically

OUT: Fair wear and tear and domestically clean







Fitted wardrobe

IN: Good condition and domestically clean

OUT: Good condition and domestically clean







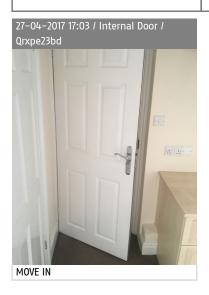


#### **Bedroom 3**

Internal door

IN: Good condition and domestically clean

OUT: Good condition and domestically clean













Window

IN: Good condition and domestically clean

OUT: Good condition and domestically clean





Ceiling

IN: Good condition and domestically clean

OUT: Good condition and domestically clean

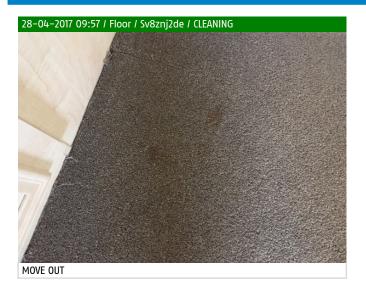






Walls	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Woodwork	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Floor	IN: Fair wear and tear and domestically clean	OUT: Staining

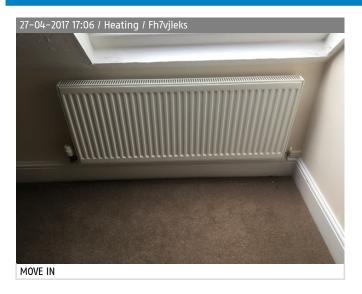




Light switch	IN: In working order and domestically	OUT: In working order and domestically clean
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Lighting	IN: In working order and domestically	OUT: In working order and domestically clean
Socket	clean IN: Not tested or examined	OUT: Not tested or examined
Heating	IN: In working order and domestically clean	OUT: In working order and domestically clean





Chest of drawers IN: Fair wear and tear and domestically

OUT: Fair wear and tear and domestically clean







# Store Cupboard

Internal door	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Ceiling	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Walls	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Woodwork	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Floor	IN: Good condition and domestically clean	OUT: Good condition and domestically clean
Boiler	IN: In working order and domestically clean	OUT: In working order and domestically clean

# Front of property

			PC

Laid to shingle with path leading to front door.

# Rear of property

Through the gate marked numbe	r 2. Laid to lawn with	covered patio area. I	Parking area is 2 spaces	marked number 2
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Photo key: Cleaning Maintenance Damage General

#### Terms and conditions

You are reminded that it is your responsibility at the beginning of the tenancy to note any specific discrepancies on the inventory that you do not agree with i.e. marks on walls, carpets, etc. Please sign every page. YOU MUST RETURN THE INVENTORY WITHIN 7 DAYS OTHERWISE WE UNDERSTAND THAT YOU AGREE WITH THE CONTENTS THROUGHOUT THE REPORT.

If no amendments are made, this inventory & schedule of condition will be regarded as a true record of the condition of the property and will be used to assess all damage for check-out purposes at the end of the tenancy.

An inventory is a report, which includes the internal condition of the property and an accurate description of the fixtures and fittings. It is compiled shortly before the commencement of the tenancy and checked at the termination for any dilapidations that may have accrued during the term of the tenancy.

Fair wear and tear allowance is taken into consideration for the full term. The guidelines set out below are intended to assist with the check out at the end of the tenancy and, if adhered to, should result in charges incurred, if any, being kept to a minimum.

#### Cleaning

Unless specifically stated in this Inventory & Schedule of Condition, the property is considered to be clean at the start of the tenancy. The property should be clean and tidy upon departure. A cleaning charge may be incurred if the property and, or fixtures and fittings, are left in an unsatisfactory state. Please ensure correct cleaning materials are used for different surfaces (bath, windows etc). Laminate flooring should be cleaned using a dry or slightly damp cloth/mop — water saturation will cause damage.

#### Carpets

You may be charged for cleaning any marks, stains etc and for part, or all, of the cost of damages.

#### Decoration

Fair wear and tear will be taken into consideration, however, you may be charged for tearing to wallpaper, blue tack marks, excessive chips to woodwork and plaster damage caused by pins, nails, screws etc being driven into walls and excess number of picture hooks. Light bulb/smoke alarm battery replacement is the responsibility of the tenant.

#### Ventilation

It is important to ensure that the property is adequately ventilated in order to avoid damage & staining from condensation.

#### Parking Areas

Please be aware that oil causes permanent staining and damage to certain to surfaces (especially tarmac). You may be charged for any damage or deterioration caused by leakage of oil onto surface areas.

#### Stored Items

Any items stored or moved during the tenancy must be returned to their original location, and where applicable, cleaned and ready for use. A charge will be made if boxed/stored items need to be returned to inventory location after you have left.

#### Keys

All keys to the property must be handed over to the agent prior to the inventory check out, or if the tenant is attending the check out appointment they must hand them over the agent attending.

THIS REPORT IS STORED ON COMPUTER AND THE ORIGINAL RETURNED TO YOU FOR SAFE KEEPING

hoto kev•	Cleaning	Maintenance	Damage General

#### **Disclaimer**

This inventory does not guarantee the safety of any equipment or contents and does not set out to do so.

A representative of Keystone Property Reports who is not a qualified surveyor or a qualified trades-person, or qualified to value the contents of the property has prepared this inventory.

This inventory relates only to the furniture and all the Landlords 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 inventory and the superficial condition of same.

#### 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 principal. Where the inventory notes "fire Regulation Label Attached" 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.

#### **USING THE INVENTORY**

All static, loose or moveable items in this inventory are listed from left to right viewed from the doorway of that room.

Multiple items may be grouped together and may require locating.

Fixed items such as light switches, electrical sockets, telephone points, electric, blanking plates and fuse boxes are deemed serviceable and in place. Light fittings are assumed to come complete with a serviceable bulb(s) unless otherwise stated.

Any visible cracks to walls and ceilings will be documented and form part of this inventory.

At the point of check in the inventory will be recorded in correspondence to the fair wear and tear guide and the descriptions detailed below:

Photo key: Cleaning Maintenance Damage General

#### **Tenant Declaration**

I/We confirm that all information supplied throughout the above subsequent Check Out Report is fair and correct. I/We confirm that any issues noted have been discussed fully with the report preparer and that I/we have been advised that charges may be incurred for any agreed dilapidations. I/we have been made aware by the preparer that any issues noted may not necessarily be the responsibility of the tenant(s) as a result of wear and tear and other factors. I/we understand that it remains the responsibility of the tenant/Agent/Landlord to agree on any dilapidations from any issues arisen from this report before finalisation of the deposit return. If the property is rented to multiple tenant(s), only one tenant signature certifies the approval of all tenant(s). Please note that any advice given or comments made are for recommendation only and strongly recommend that if ever in doubt consult the scheme your deposit is held within consult your own advice from either the Citizens advice bureau or a legal advisor.

Tenant	signa	ture(s	;)
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Name Not Known

Date 27th April 2017

Clerk signature

Name James Darlison

Date 28/04/2017