

# Pre-check-out Inspection



E1 Inventories

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Prepared on behalf of Example Lettings Ltd

Property inspected by A. Clerk

Reference: SAMPLE

## Address

123 Preview Street  
Sample City  
London  
AB1 2CD



## Carried Out

**July**  
**8th 2024**

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## GENERAL GUIDANCE NOTES for TENANT

### Guide to Definitions

Brand new;

Good condition: no defects to note and in good working order;

Good used condition: minor defects as noted, no impediment to function;

Fair condition: multiple defects as noted, functional, but may require cosmetic maintenance;

Poor condition: significant defects and not functioning correctly - not fit for purpose.

### Guidance notes:

1. An independent inventory clerk will conduct the **Check-Out** at the end of the tenancy. The property must be ready to be handed over along with the keys at the appointed time. If you are not ready to leave it will not be possible to conduct the check-out and a charge for cancellation will be incurred.

2. It is expected that the property will have been restored to its original condition with any professional cleaning and repairs completed. All personal items should be removed prior to the inspection.

All items should be returned to the position indicated on the Inventory report. Any items packed away for the duration of the tenancy should be unpacked, cleaned and returned to their original position - failure to do so could result in an item being marked as 'Not seen' and a replacement liability added, which could be deducted from the Security Deposit. The landlord or managing agent must be informed of any items removed from, or added to, the property, and any maintenance issues during the tenancy should be clearly catalogued in writing. The clerk will not be aware of these agreements unless specifically advised.

3. All crockery, glass, cookware and kitchen utensils should be clean and accessible. Beds should not be made up as the mattresses need to be inspected. Bedding and linen should be cleaned and placed neatly in the appropriate room. Unlaundered linen will not be checked and may incur a cleaning liability. Failure to comply with the above may incur a charge for repositioning or reconnecting items or equipment.

4. The Inventory and Check-in/Schedule of Condition report will be used for comparison and any variances and discrepancies (see notes below on most common **discrepancies**) in the general condition of the property and its contents will be noted.

5. Normal "fair wear and tear" is assessed generally on the length of the tenancy and the type of occupancy.

### 6. **Discrepancies:**

Below is a list of the most common areas and it would be in the best interests of the tenant to pay particular attention to these:

- Carpets and flooring: Spotting, staining, soiling, heavy shading, burn marks, heavy scratches/scrape marks;
- Furniture damage: Soiling, staining, breakage, ring and scratch marks, water or liquid marks, dents and chip marks, potential claw scratches;
- Curtains: Discoloured due to smoke, torn or not freshly cleaned;
- Fireplace: Unauthorised use, chimneys not swept, damage to mantel;
- Mattresses: Staining, rips;
- Linen: Soiling, staining, not freshly cleaned, tears;
- Garden: unless otherwise informed it is the responsibility of the tenant to maintain gardens and outside areas. This includes the cutting of the lawns, weeding the beds according to the season.

### 7. **Cleaning:**

Apart from the day-to-day cleaning which tenants are expected to undertake, listed below are the most common areas missed at the end of tenancy and which will be noted in the **check-out** report:

- All paintwork, skirting boards, picture rails;
- Ceramic tiles in kitchens and bathrooms;
- Lime-scaling to taps, shower-heads and surrounding areas (note: heavy limescale causes a Legionella Risk and may result in shower-head replacement, you are advised to clean regularly);
- Carpets and flooring, including underneath heavy furniture, please arrange steam cleaning with your cleaning company where appropriate;
- Kitchen units, cupboards and drawers – inside and out;
- All kitchen appliances inside and out, including shelving and all rubber seals;
- Defrosting freezer and freezer compartment (usually tenant responsibility prior to cleaning company arrival, check with cleaning contractor);
- Soap dispensers and filters of washing machine and dishwasher;

- Extractor fans and cooker hoods including filters;
- Air vent filters (Vent Axia, NuAire for example) should be cleaned every 6 months and replaced annually;
- Ceiling / wall light fittings, shades and bulbs;
- Windows: cleaned to interior, and exterior where accessible (and not a Building Maintenance responsibility, ie, in a high rise building);
- Note that cleaning of balconies is usually at an additional cost and should be arranged with your cleaning company.

#### **8. Utilities**

It is the responsibility of the tenant to ensure they have informed Utility companies of the end of contract – note that you are responsible for payment of bills until the end of tenancy date even if you vacate the property prior to that. Please contact your managing agent for assistance if needed.

## Disclaimers

This Inventory and the following report is intended as an informative guide to help both the Landlord and the Tenant.

All concerned parties have 7 days from receipt of the inventory (other than in exceptional pre-advised circumstances) to revert with any comments and/or their agreement. Non receipt of any comments will be taken as full agreement with the findings and the report will be automatically closed after 30 days; this may affect any disputes at the time of check out which E1 Inventories cannot be held responsible for.

1. All electrical appliances and machinery have only been tested, where practicable, for power. Any defects in normal running should be reported as soon as possible after move in.

2. Where easily accessible or advised prior to the appointment we will take meter readings. However, E1 Inventories are not responsible for the absence of these readings if the access is obstructed or location unclear. Where applicable application will be made by the clerk and E1 Inventories to concierge to gain those meter readings accessible by building maintenance only.

3. This Inventory only extends to readily accessible places: overcrowded drawers or cupboards and items left in cellars, attics and locked rooms / cupboards will not be included, nor will heavy furniture be moved. Large amounts of miscellaneous crockery and cutlery will not be listed individually, unless prior arrangements have been agreed. Standard practice is to list complete dinner services only.

4. Contractual terms listed in the Tenancy Agreement overrule the opinion of the Inventory Clerk.

5. Safety Disclaimer: this Inventory relates only to the furniture, furnishings and all Landlord's equipment and contents in the property. It is no guarantee of, or report on, the adequacy or safety of any such equipment or contents, merely a record that such items exist in the property as at the date of the Inventory and the superficial condition of same.

6. The Fire and Safety Regulations regarding Furnishings, Gas, Electrical and similar services, the provision of safety certificates and tested smoke alarms are ultimately the responsibility of the Instructing Principal. The clerk will test smoke alarms at the time of inspection. Tenants should test them regularly during the tenancy and replace batteries accordingly.

7. This Inventory provides a fair and accurate record of the contents, and condition of the contents of the property as well as the property's internal condition. The clerk preparing the Inventory is not an expert in fabrics, woods, materials, antiques etc, nor a qualified surveyor. The Inventory should not be used as an accurate description of furniture and equipment, nor as a structural survey report. Descriptions are for identification purposes only for comparison at check-out.

8. Where no liability is assigned at check-out any additional remarks made by the clerk regarding conditions are considered to be fair wear and tear (FWT), unless otherwise stated.

| 1. PROPERTY INFORMATION |                       |                   |                     |
|-------------------------|-----------------------|-------------------|---------------------|
| Ref                     | Name                  | Description       | Additional Comments |
| 1.1                     | Instructing Authority | Managing Agent    |                     |
| 1.2                     | Time of Visit         | 1.15 PM           |                     |
| 1.3                     | Weather Condition(s)  | Cloudy            |                     |
| 1.4                     | Access to Property    | Gained via tenant |                     |
| 1.5                     | Tenant(s) Present     | Yes               |                     |

| 2. SUMMARY OF REPORT |                  |                                                                                                        |                     |
|----------------------|------------------|--------------------------------------------------------------------------------------------------------|---------------------|
| Ref                  | Name             | Description                                                                                            | Additional Comments |
| 2.1                  | Property video   |                                                                                                        |                     |
| 2.2                  | General Comments | A 2 bedroom, 3 bathroom property in good overall condition. Appears to only have 1 occupant currently. |                     |
| 2.3                  | Areas to Note    | As noted in report                                                                                     |                     |
| 2.4                  | Tenant Queries   | Cleaning and Utility, as noted                                                                         |                     |



Ref # 2.1

| 3. CHECK-OUT ARRANGEMENTS |                                                                                     |           |                                                                                                        |                     |
|---------------------------|-------------------------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------------------|---------------------|
| Ref                       | Name                                                                                | Condition | Comments                                                                                               | Additional Comments |
| 3.1                       | Do the tenants know their move-out date?                                            | Yes       | 1 tenant appears to have vacated, remaining tenant staying until end of tenancy                        |                     |
| 3.2                       | Is there a concierge for them to leave keys with?                                   | No        | A clerk or representative may need to meet tenant to arrange key collection<br>Needs follow up - Agent |                     |
| 3.3                       | Are the tenants aware that they are responsible for closing their utility accounts? | No        | Tenant needs guidance, see below                                                                       |                     |

## 3. CHECK-OUT ARRANGEMENTS (CONT.)

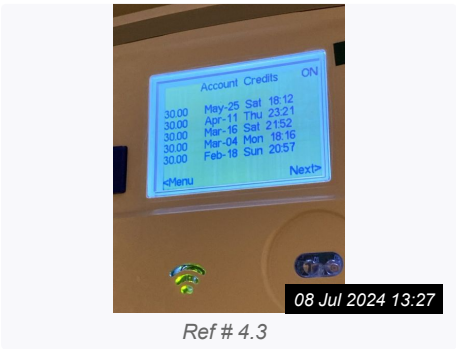
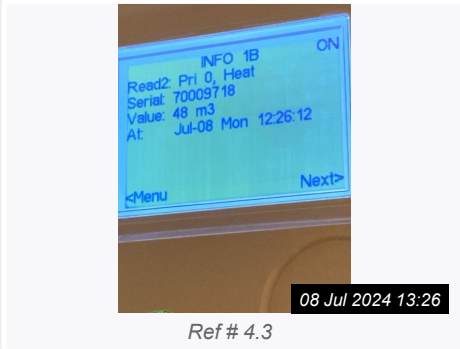
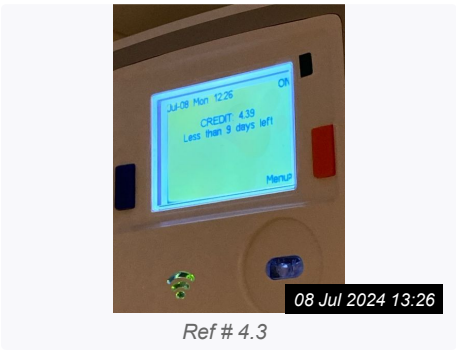
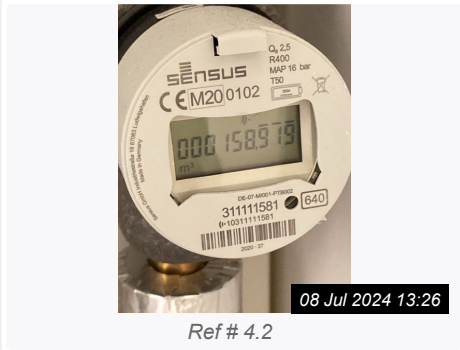
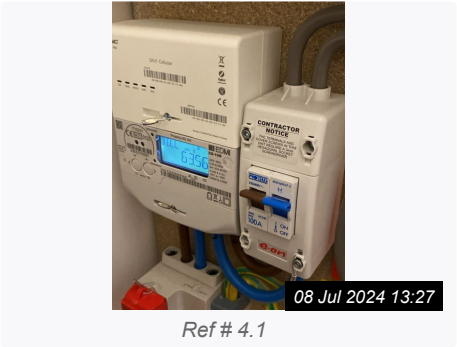
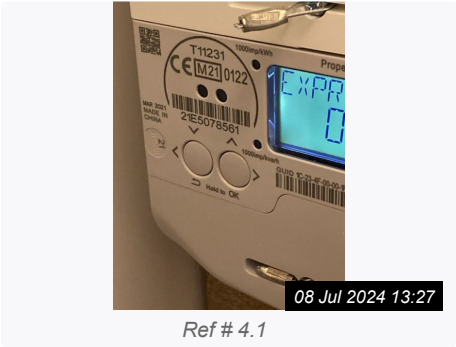
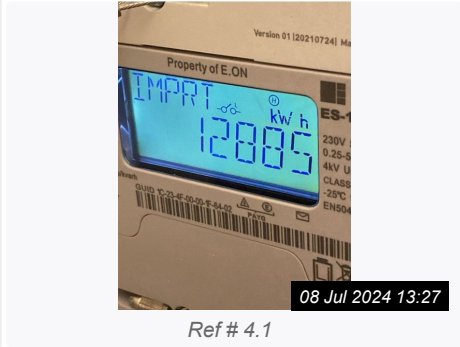
| Ref  | Name                                                                                                                                                        | Condition | Comments                                                                                                                                                                                                                                                                                                                           | Additional Comments |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| 3.4  | Would the tenants like additional advice on how to close their utility accounts?                                                                            | Yes       | Tenants require advice <b>Needs follow up - Agent</b>                                                                                                                                                                                                                                                                              |                     |
| 3.5  | Are the tenants aware they are responsible for paying the utility bills until the last day of their tenancy even if this is after they vacate the property? | Yes       |                                                                                                                                                                                                                                                                                                                                    |                     |
| 3.6  | Have the tenants booked a professional end of tenancy cleaning company?                                                                                     | No        | Please send tenants details of recommended cleaning companies; tenants would also like to discuss the possibility of cleaning being arranged by the agent and taken from the deposit.<br>Professional end of tenancy clean recommended<br><b>Needs follow up - Agent</b>                                                           |                     |
| 3.7  | Have the tenants booked steam or balcony cleaning where applicable?                                                                                         | No        | Recommend steam cleaning and balcony clean as part of end of tenancy clean                                                                                                                                                                                                                                                         |                     |
| 3.8  | Are the tenants aware they must remove all personal items from the property prior to check-out?                                                             | Yes       | Clerk has advised tenants of potential additional costs to remove any discarded items after their departure which may be deducted from the Security Deposit.<br>Clerk has advised tenants of local charity collections to get rid of any unwanted items of furniture and to check with LL/agent if intending to leave bulky items. |                     |
| 3.9  | Are tenants in possession of ALL keys handed to them at check-in?                                                                                           | No        | Tenant has lost 1 front door key. Currently in possession of management set. This will need replacing. Agent aware<br><b>Needs Replacing - Tenant</b>                                                                                                                                                                              |                     |
| 3.10 | Are all exterior doors in a good condition and all locks working?                                                                                           | Yes       |                                                                                                                                                                                                                                                                                                                                    |                     |
| 3.11 | Are all windows in a good condition and able to be securely closed?                                                                                         | Yes       |                                                                                                                                                                                                                                                                                                                                    |                     |

## 4. METER READINGS

| Ref | Name        | Serial Number & Location                                                              | Reading       | Additional Comments |
|-----|-------------|---------------------------------------------------------------------------------------|---------------|---------------------|
| 4.1 | Electricity | Location: Hallway Utility<br><br>Serial no: 21E5078561<br>Utility Provider: e-on      | 12885 kWh     |                     |
| 4.2 | Water       | Location: Hallway Utility<br><br>Serial no: 311111581<br>Utility Provider: not marked | 000158,919 m³ |                     |

4. METER READINGS (CONT.)

| Ref | Name       | Serial Number & Location                                                           | Reading                            | Additional Comments |
|-----|------------|------------------------------------------------------------------------------------|------------------------------------|---------------------|
| 4.3 | Heat Meter | Location: Hallway Utility<br><br>Serial no: 70009718<br>Utility Provider: Switch 2 | 1698 kWh<br>48 m³<br>Credit: £4.39 |                     |



5. HEALTH & SAFETY

| Ref | Name                                                             | Condition | Comments | Additional Comments |
|-----|------------------------------------------------------------------|-----------|----------|---------------------|
| 5.1 | Are all required alarms present and fitted in the correct areas? | Yes       |          |                     |

6. HEALTH & SAFETY | SMOKE & CARBON MONOXIDE ALARMS

| Ref | Name                         | Location Floor & Room                         | Test Result                                            | Additional Comments |
|-----|------------------------------|-----------------------------------------------|--------------------------------------------------------|---------------------|
| 6.1 | Smoke / Heat Sensor Alarm(s) | Hallway, Utility, Kitchen/Reception, Bedrooms | Alarm(s) tested for power only. Audible alarm(s) noted |                     |

| 6. HEALTH & SAFETY   SMOKE & CARBON MONOXIDE ALARMS (CONT.)                                                                                                                                                                                                                                                                   |                          |                       |                   |                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------|-------------------|---------------------|
| Ref                                                                                                                                                                                                                                                                                                                           | Name                     | Location Floor & Room | Test Result       | Additional Comments |
| 6.2                                                                                                                                                                                                                                                                                                                           | Carbon Monoxide Alarm(s) | Bedrooms              | Green lights seen |                     |
| <div><div><p>08 Jul 2024 13:24</p><p>Ref # 6.1</p></div><div><p>08 Jul 2024 13:24</p><p>Ref # 6.1</p></div><div><p>08 Jul 2024 13:24</p><p>Ref # 6.1</p></div><div><p>08 Jul 2024 13:25</p><p>Ref # 6.1</p></div><div><p>08 Jul 2024 13:25</p><p>Ref # 6.1</p></div><div><p>08 Jul 2024 13:25</p><p>Ref # 6.2</p></div></div> |                          |                       |                   |                     |

| 7. SMOKING |                                                                                   |           |                                |                     |
|------------|-----------------------------------------------------------------------------------|-----------|--------------------------------|---------------------|
| Ref        | Name                                                                              | Condition | Comments                       | Additional Comments |
| 7.1        | Are there any signs of smoking within the property or within property boundaries? | No        |                                |                     |
| 7.2        | Are there any indications of smoking odours?                                      | No        | Neutral smell - no indications |                     |

**8. PETS**

| Ref | Name                                                                         | Condition | Comments                       | Additional Comments |
|-----|------------------------------------------------------------------------------|-----------|--------------------------------|---------------------|
| 8.1 | Is there any evidence of pets at the property or within property boundaries? | No        |                                |                     |
| 8.2 | Are there any indications of pet odours?                                     | No        | Neutral smell - no indications |                     |

**9. UNAUTHORISED OCCUPANCY**

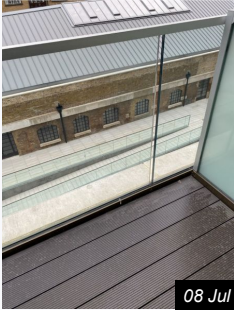
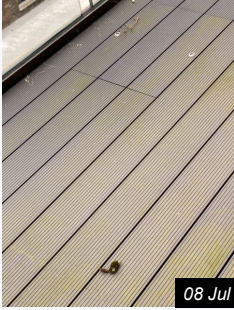
| Ref | Name                                                               | Condition | Comments | Additional Comments |
|-----|--------------------------------------------------------------------|-----------|----------|---------------------|
| 9.1 | Are there any signs of unauthorised occupancy within the property? | No        |          |                     |

**10. EXTERIOR OF PROPERTY/WINDOWS /DOORS**

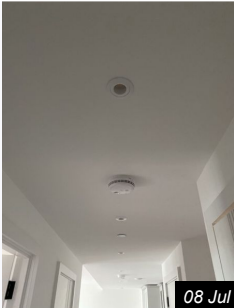
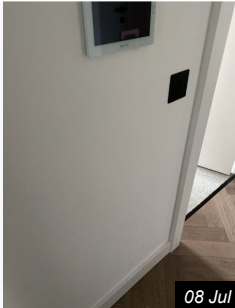
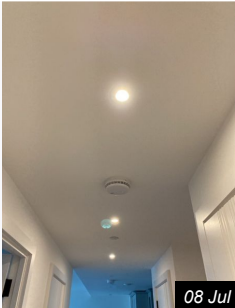
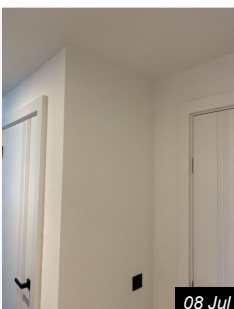
| Ref  | Name                                                          | Condition | Comments                                                                         | Additional Comments |
|------|---------------------------------------------------------------|-----------|----------------------------------------------------------------------------------|---------------------|
| 10.1 | Are any windows broken or cracked / in need of re-decoration? | No        |                                                                                  |                     |
| 10.2 | Are any doors damaged or broken / in need of re-decoration?   | No        |                                                                                  |                     |
| 10.3 | Are there any maintenance issues to be addressed?             | No        |                                                                                  |                     |
| 10.4 | Areas to note                                                 | Yes       | Some window restrictors slightly bent and tricky to use <b>Needs Maintenance</b> |                     |

**11. BALCONY**

| Ref  | Name                                                                                    | Condition | Comments | Additional Comments |
|------|-----------------------------------------------------------------------------------------|-----------|----------|---------------------|
| 11.1 | Are the grassed areas, shrubs and hedges well maintained?                               | N/A       |          |                     |
| 11.2 | Are any fences / gates / perimeter walls in need of attention?                          | No        |          |                     |
| 11.3 | Are there any issues or potential risks to safety to surrounding areas of the property? | No        |          |                     |
| 11.4 | Are there any maintenance issues to be addressed?                                       | No        |          |                     |

| 11. BALCONY (CONT.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |               |           |                                                                       |                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|-----------------------------------------------------------------------|---------------------|
| Ref                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Name          | Condition | Comments                                                              | Additional Comments |
| 11.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Areas to note | Yes       | Cobwebs and grubby throughout, balcony clean recommended at check out |                     |
| <div><div><div>08 Jul 2024 13:31</div><div>Ref #11</div></div><div><div>08 Jul 2024 13:31</div><div>Ref #11</div></div><div><div>08 Jul 2024 13:31</div><div>Ref #11</div></div><div><div>08 Jul 2024 13:31</div><div>Ref #11</div></div><div><div>08 Jul 2024 13:31</div><div>Ref #11</div></div><div><div>08 Jul 2024 13:36</div><div>Ref #11</div></div><div><div>08 Jul 2024 13:36</div><div>Ref #11</div></div></div> |               |           |                                                                       |                     |

| 12. ENTRANCE/HALLWAY |                                                                |           |                                |                     |
|----------------------|----------------------------------------------------------------|-----------|--------------------------------|---------------------|
| Ref                  | Name                                                           | Condition | Comments                       | Additional Comments |
| 12.1                 | Are there any obvious water leaks?                             | No        |                                |                     |
| 12.2                 | Are there any signs of damage or mould?                        | No        |                                |                     |
| 12.3                 | Is the standard of cleaning acceptable?                        | Yes       | Condition consistent with use  |                     |
| 12.4                 | Are there any indications of pet / smoking / cooking / odours? | No        | Neutral smell - no indications |                     |

| 12. ENTRANCE/HALLWAY (CONT.)                                                                                                                                                                                                                                                                                                                                                                                                                      |               |           |                                                                                                                                            |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Ref                                                                                                                                                                                                                                                                                                                                                                                                                                               | Name          | Condition | Comments                                                                                                                                   | Additional Comments |
| 12.5                                                                                                                                                                                                                                                                                                                                                                                                                                              | Areas to note | Yes       | Furniture across door to WC;<br>Air filters dusty - recommended cleaning every 6 months and replacing annually<br>Needs cleaning/replacing |                     |
| <div><div><div>08 Jul 2024 13:27</div><div>Ref #12</div></div><div><div>08 Jul 2024 13:27</div><div>Ref #12</div></div><div><div>08 Jul 2024 13:27</div><div>Ref #12</div></div></div>       |               |           |                                                                                                                                            |                     |
| <div><div><div>08 Jul 2024 13:27</div><div>Ref #12</div></div><div><div>08 Jul 2024 13:27</div><div>Ref #12</div></div><div><div>08 Jul 2024 13:28</div><div>Ref #12</div></div></div>    |               |           |                                                                                                                                            |                     |
| <div><div><div>08 Jul 2024 13:28</div><div>Ref #12</div></div><div><div>08 Jul 2024 13:28</div><div>Ref #12</div></div><div><div>08 Jul 2024 13:28</div><div>Ref #12</div></div></div> |               |           |                                                                                                                                            |                     |
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| 12. ENTRANCE/HALLWAY (CONT.)                                                                                                                                                                                                                                                                                                                                                                                                                      |      |           |          |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------|----------|---------------------|
| Ref                                                                                                                                                                                                                                                                                                                                                                                                                                               | Name | Condition | Comments | Additional Comments |
| <div><div><div>08 Jul 2024 13:28</div><div>Ref #12</div></div><div><div>08 Jul 2024 13:28</div><div>Ref #12</div></div><div><div>08 Jul 2024 13:28</div><div>Ref #12</div></div></div>       |      |           |          |                     |
| <div><div><div>08 Jul 2024 13:28</div><div>Ref #12</div></div><div><div>08 Jul 2024 13:28</div><div>Ref #12</div></div><div><div>08 Jul 2024 13:28</div><div>Ref #12</div></div></div>       |      |           |          |                     |
| <div><div><div>08 Jul 2024 13:29</div><div>Ref #12</div></div><div><div>08 Jul 2024 13:29</div><div>Ref #12</div></div><div><div>08 Jul 2024 13:29</div><div>Ref #12</div></div></div> |      |           |          |                     |
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| 12. ENTRANCE/HALLWAY (CONT.)                                                                                                                                                                                                                                                                    |      |           |          |                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------|----------|---------------------|
| Ref                                                                                                                                                                                                                                                                                             | Name | Condition | Comments | Additional Comments |
| <div><div><div>08 Jul 2024 13:29</div><div>Ref #12</div></div><div><div>08 Jul 2024 13:29</div><div>Ref #12</div></div></div> |      |           |          |                     |

| 13. W.C |                                                              |           |                                                                |                     |
|---------|--------------------------------------------------------------|-----------|----------------------------------------------------------------|---------------------|
| Ref     | Name                                                         | Condition | Comments                                                       | Additional Comments |
| 13.1    | Are there any obvious water leaks?                           | No        |                                                                |                     |
| 13.2    | Are there any signs of damage or mould?                      | No        |                                                                |                     |
| 13.3    | Is the standard of cleaning acceptable?                      | Yes       | Condition consistent with use                                  |                     |
| 13.4    | Are there any indications of pet / smoking / odours?         | No        | Neutral smell - no indications                                 |                     |
| 13.5    | Are there any signs of blockage to drains when taps are run? | No        |                                                                |                     |
| 13.6    | Does the toilet flush correctly?                             | Yes       |                                                                |                     |
| 13.7    | Areas to note                                                | Yes       | Condensation/wet to toilet and slightly unpleasant drain smell |                     |

|                                                                                                                                              |                                                                                                                                              |                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <div><div>08 Jul 2024 13:34</div><div>Ref #13</div></div> | <div><div>08 Jul 2024 13:34</div><div>Ref #13</div></div> | <div><div>08 Jul 2024 13:34</div><div>Ref #13</div></div> |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|

| 13. W.C (CONT.) |                   |           |                   |                     |
|-----------------|-------------------|-----------|-------------------|---------------------|
| Ref             | Name              | Condition | Comments          | Additional Comments |
| Ref #13         | 08 Jul 2024 13:34 | Ref #13   | 08 Jul 2024 13:34 | Ref #13             |
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| Ref #13.7       | 08 Jul 2024 13:34 | Ref #13.7 | 08 Jul 2024 13:34 | Ref #13.7           |
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|                 |                   |           |                   |                     |

| 14. RECEPTION |                                    |           |          |                     |
|---------------|------------------------------------|-----------|----------|---------------------|
| Ref           | Name                               | Condition | Comments | Additional Comments |
| 14.1          | Are there any obvious water leaks? | No        |          |                     |

| 14. RECEPTION (CONT.) |                                                                |           |                                                   |                     |
|-----------------------|----------------------------------------------------------------|-----------|---------------------------------------------------|---------------------|
| Ref                   | Name                                                           | Condition | Comments                                          | Additional Comments |
| 14.2                  | Are there any signs of damage or mould?                        | No        |                                                   |                     |
| 14.3                  | Is the standard of cleaning acceptable?                        | Yes       | Condition consistent with use                     |                     |
| 14.4                  | Are there any indications of pet / smoking / cooking / odours? | No        | Neutral smell - no indications                    |                     |
| 14.5                  | Areas to note                                                  | Yes       | Window restrictor slightly bent and tricky to use |                     |



08 Jul 2024 13:29

Ref #14



08 Jul 2024 13:29

Ref #14



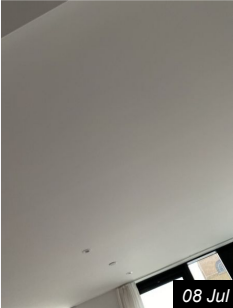
08 Jul 2024 13:29

Ref #14



08 Jul 2024 13:30

Ref #14



08 Jul 2024 13:30

Ref #14



08 Jul 2024 13:30

Ref #14



08 Jul 2024 13:30

Ref #14



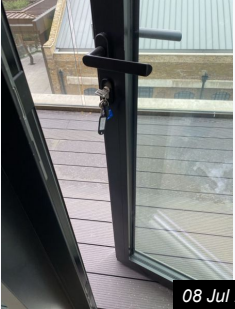
08 Jul 2024 13:30

Ref #14



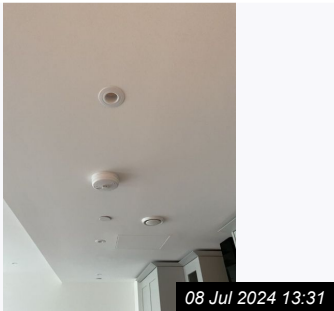
08 Jul 2024 13:30

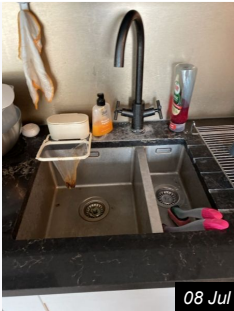
Ref #14

| 14. RECEPTION (CONT.) |                                                                                                                                     |                                                                                                                                     |                                                                                                                                       |                     |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Ref                   | Name                                                                                                                                | Condition                                                                                                                           | Comments                                                                                                                              | Additional Comments |
|                       |  <div>08 Jul 2024 13:30</div> <div>Ref #14</div>   |  <div>08 Jul 2024 13:30</div> <div>Ref #14</div>   |  <div>08 Jul 2024 13:30</div> <div>Ref #14</div>   |                     |
|                       |  <div>08 Jul 2024 13:30</div> <div>Ref #14</div>   |  <div>08 Jul 2024 13:30</div> <div>Ref #14</div>   |  <div>08 Jul 2024 13:30</div> <div>Ref #14</div>   |                     |
|                       |  <div>08 Jul 2024 13:30</div> <div>Ref #14</div> |  <div>08 Jul 2024 13:30</div> <div>Ref #14</div> |  <div>08 Jul 2024 13:30</div> <div>Ref #14</div> |                     |
|                       |  <div>08 Jul 2024 13:30</div> <div>Ref #14</div> |  <div>08 Jul 2024 13:30</div> <div>Ref #14</div> |                                                                                                                                       |                     |

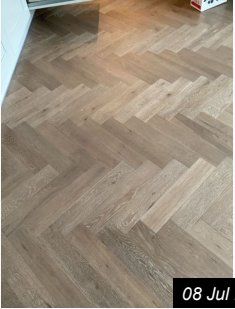
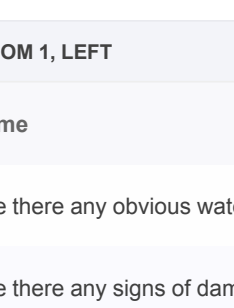
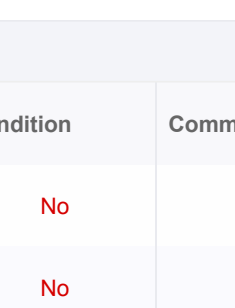
| 14. RECEPTION (CONT.)                                                                                             |      |           |          |                     |
|-------------------------------------------------------------------------------------------------------------------|------|-----------|----------|---------------------|
| Ref                                                                                                               | Name | Condition | Comments | Additional Comments |
| <div><div>Ref # 14.5</div></div> |      |           |          |                     |

| 15. KITCHEN |                                                                |           |                                                                                                                                          |                     |
|-------------|----------------------------------------------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Ref         | Name                                                           | Condition | Comments                                                                                                                                 | Additional Comments |
| 15.1        | Are there any obvious water leaks?                             | No        |                                                                                                                                          |                     |
| 15.2        | Are there any signs of damage or mould?                        | No        |                                                                                                                                          |                     |
| 15.3        | Is the standard of cleaning acceptable?                        | No        | Condition consistent with use with minimal cleaning; heavy grease to oven and microwave, heavy marks to worktop                          |                     |
| 15.4        | Are there any indications of pet / smoking / cooking / odours? | No        | Neutral smell - no indications                                                                                                           |                     |
| 15.5        | Are all appliances tested for power?                           | Yes       |                                                                                                                                          |                     |
| 15.6        | Are there any signs of blockage to drains when taps are run?   | No        |                                                                                                                                          |                     |
| 15.7        | Areas to note                                                  | Yes       | Very heavy water marks to worktop around sink and tap, unclear if cleaning will remove these, special attention recommended at check out |                     |

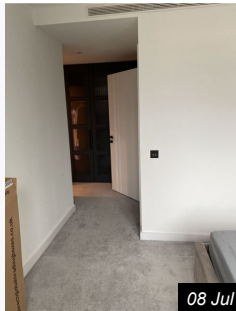
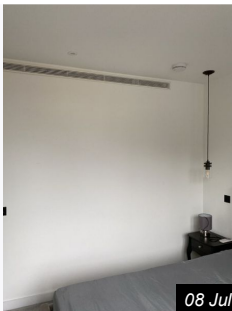
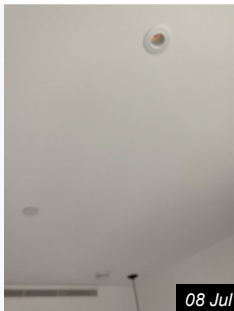
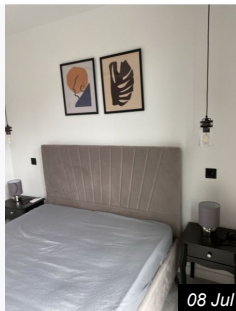
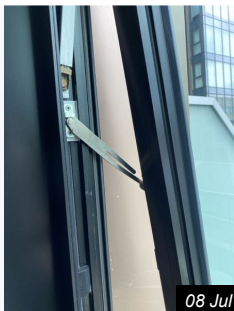
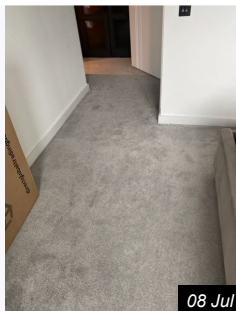
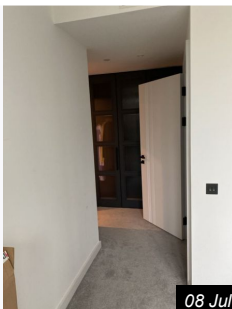
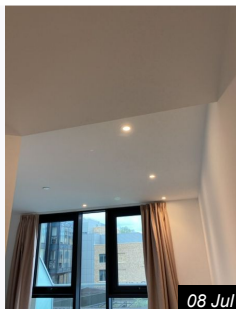
|                                                                                                                  |                                                                                                                  |                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <div><div>Ref #15</div></div> | <div><div>Ref #15</div></div> | <div><div>Ref #15</div></div> |
|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|

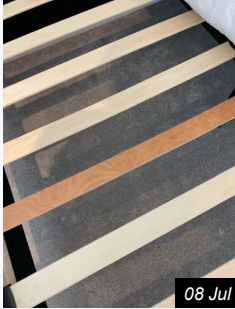
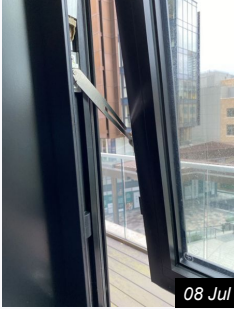
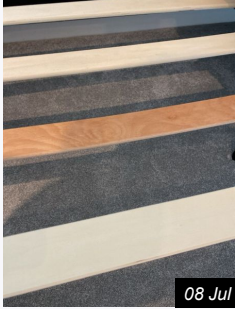
| 15. KITCHEN (CONT.) |                                                                                                                                     |                                                                                                                                     |                                                                                                                                       |                     |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Ref                 | Name                                                                                                                                | Condition                                                                                                                           | Comments                                                                                                                              | Additional Comments |
|                     |  <div>08 Jul 2024 13:31</div> <div>Ref #15</div>   |  <div>08 Jul 2024 13:31</div> <div>Ref #15</div>   |  <div>08 Jul 2024 13:31</div> <div>Ref #15</div>   |                     |
|                     |  <div>08 Jul 2024 13:31</div> <div>Ref #15</div>   |  <div>08 Jul 2024 13:32</div> <div>Ref #15</div>   |  <div>08 Jul 2024 13:32</div> <div>Ref #15</div>   |                     |
|                     |  <div>08 Jul 2024 13:32</div> <div>Ref #15</div> |  <div>08 Jul 2024 13:32</div> <div>Ref #15</div> |  <div>08 Jul 2024 13:32</div> <div>Ref #15</div> |                     |
|                     |  <div>08 Jul 2024 13:32</div> <div>Ref #15</div> |  <div>08 Jul 2024 13:32</div> <div>Ref #15</div> |  <div>08 Jul 2024 13:32</div> <div>Ref #15</div> |                     |

| 15. KITCHEN (CONT.) |      |           |          |                                                                                                                    |
|---------------------|------|-----------|----------|--------------------------------------------------------------------------------------------------------------------|
| Ref                 | Name | Condition | Comments | Additional Comments                                                                                                |
| Ref #15             |      |           |          |  <div>08 Jul 2024 13:32</div>     |
|                     |      |           |          |  <div>08 Jul 2024 13:32</div>     |
|                     |      |           |          |  <div>08 Jul 2024 13:32</div>   |
|                     |      |           |          |  <div>08 Jul 2024 13:32</div>     |
| Ref #15             |      |           |          |  <div>08 Jul 2024 13:32</div>     |
|                     |      |           |          |  <div>08 Jul 2024 13:32</div>   |
|                     |      |           |          |  <div>08 Jul 2024 13:32</div>   |
|                     |      |           |          |  <div>08 Jul 2024 13:32</div>   |
| Ref #15             |      |           |          |  <div>08 Jul 2024 13:33</div> |
|                     |      |           |          |  <div>08 Jul 2024 13:33</div>   |
|                     |      |           |          |  <div>08 Jul 2024 13:33</div>   |
|                     |      |           |          |  <div>08 Jul 2024 13:33</div> |

| 15. KITCHEN (CONT.) |                                                                                     |                                                                                       |                                                                                     |                     |
|---------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------|
| Ref                 | Name                                                                                | Condition                                                                             | Comments                                                                            | Additional Comments |
| Ref #15             |    |      |  |                     |
|                     |    |                                                                                       |                                                                                     |                     |
|                     |  |                                                                                       |                                                                                     |                     |
| Ref # 15.3          |  |  |                                                                                     |                     |
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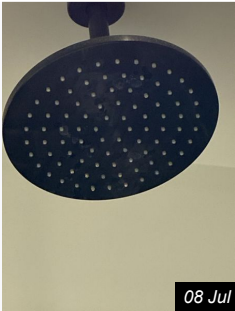
| 16. BEDROOM 1, LEFT |                                                                |           |                                |                     |
|---------------------|----------------------------------------------------------------|-----------|--------------------------------|---------------------|
| Ref                 | Name                                                           | Condition | Comments                       | Additional Comments |
| 16.1                | Are there any obvious water leaks?                             | No        |                                |                     |
| 16.2                | Are there any signs of damage or mould?                        | No        |                                |                     |
| 16.3                | Is the standard of cleaning acceptable?                        | Yes       | Condition consistent with use  |                     |
| 16.4                | Are there any indications of pet / smoking / cooking / odours? | No        | Neutral smell - no indications |                     |

| 16. BEDROOM 1, LEFT (CONT.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |           |                                                                                                                                                                                                                                                                                 |                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Ref                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Name          | Condition | Comments                                                                                                                                                                                                                                                                        | Additional Comments |
| 16.5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Areas to note | Yes       | Room appears unoccupied;<br>1 bed slat replaced and somewhat bowed,<br>mattress is sagging;<br>Unpleasant smell from En Suite, possibly from not being used;<br>Window restrictor bent and tricky to use - window needs closing with some force<br><div>Needs Maintenance</div> |                     |
| <div><div><div>08 Jul 2024 13:35</div><div>Ref #16</div></div><div><div>08 Jul 2024 13:35</div><div>Ref #16</div></div><div><div>08 Jul 2024 13:36</div><div>Ref #16</div></div><div><div>08 Jul 2024 13:36</div><div>Ref #16</div></div><div><div>08 Jul 2024 13:36</div><div>Ref #16</div></div><div><div>08 Jul 2024 13:36</div><div>Ref #16</div></div><div><div>08 Jul 2024 13:36</div><div>Ref #16</div></div><div><div>08 Jul 2024 13:36</div><div>Ref #16</div></div><div><div>08 Jul 2024 13:36</div><div>Ref #16</div></div><div><div>08 Jul 2024 13:36</div><div>Ref #16</div></div><div><div>08 Jul 2024 13:36</div><div>Ref #16</div></div><div><div>08 Jul 2024 13:37</div><div>Ref #16</div></div></div> |               |           |                                                                                                                                                                                                                                                                                 |                     |

| 16. BEDROOM 1, LEFT (CONT.) |                                                                                                                                      |                                                                                                                                      |          |                     |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------|
| Ref                         | Name                                                                                                                                 | Condition                                                                                                                            | Comments | Additional Comments |
|                             |  <div>08 Jul 2024 13:37</div> <div>Ref #16</div>    |  <div>08 Jul 2024 13:37</div> <div>Ref #16</div>    |          |                     |
|                             |  <div>08 Jul 2024 13:36</div> <div>Ref # 16.5</div> |                                                                                                                                      |          |                     |
|                             |                                                                                                                                      |  <div>08 Jul 2024 13:37</div> <div>Ref # 16.5</div> |          |                     |
|                             |                                                                                                                                      |                                                                                                                                      |          |                     |

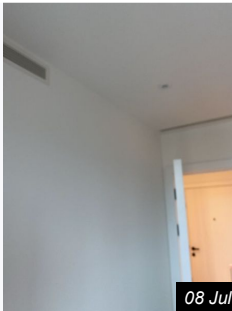
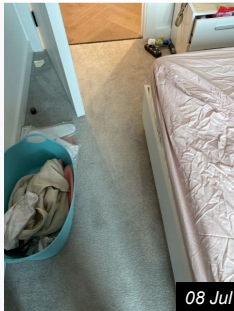
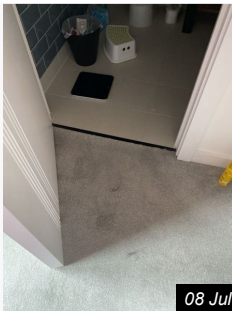
| 17. EN SUITE, BEDROOM 1 |                                                              |           |                                                            |                     |
|-------------------------|--------------------------------------------------------------|-----------|------------------------------------------------------------|---------------------|
| Ref                     | Name                                                         | Condition | Comments                                                   | Additional Comments |
| 17.1                    | Are there any obvious water leaks                            | No        |                                                            |                     |
| 17.2                    | Are there any signs of damage or mould?                      | No        |                                                            |                     |
| 17.3                    | Is the standard of cleaning acceptable?                      | Yes       | Condition consistent with use; stains to Vanity            |                     |
| 17.4                    | Are there any indications of pet / smoking / odours?         | No        | Neutral smell - no indications                             |                     |
| 17.5                    | Are there any signs of blockage to drains when taps are run? | No        | Shower taps not tested                                     |                     |
| 17.6                    | Does the toilet flush correctly?                             | Yes       |                                                            |                     |
| 17.7                    | Areas to note                                                | Yes       | Unpleasant stale water odour, possibly from not being used |                     |

| 17. EN SUITE, BEDROOM 1 (CONT.) |         |           |          |                     |
|---------------------------------|---------|-----------|----------|---------------------|
| Ref                             | Name    | Condition | Comments | Additional Comments |
| Ref #17                         | Ref #17 | Ref #17   | Ref #17  | Ref #17             |
|                                 |         |           |          |                     |
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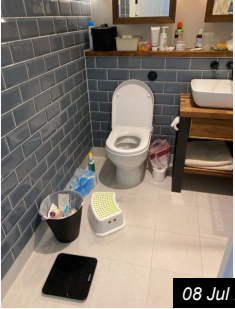
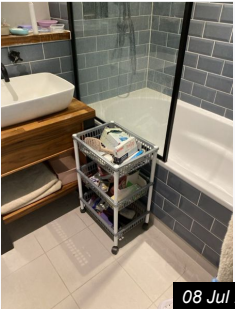
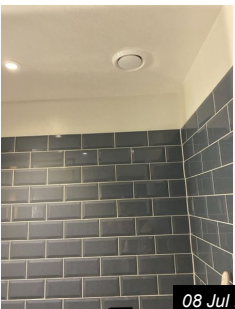
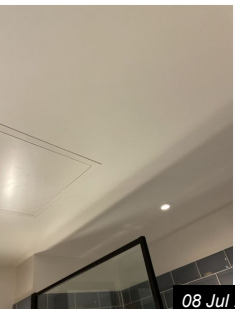
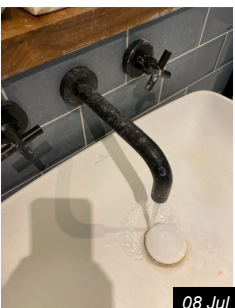
| 17. EN SUITE, BEDROOM 1 (CONT.)                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |           |          |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------|----------|---------------------|
| Ref                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Name | Condition | Comments | Additional Comments |
| <div><div><div>08 Jul 2024 13:38</div></div><div>Ref #17</div></div> <div><div><div>08 Jul 2024 13:38</div></div><div>Ref #17</div></div> <div><div><div>08 Jul 2024 13:38</div></div><div>Ref #17</div></div> |      |           |          |                     |
| <div><div><div>08 Jul 2024 13:38</div></div><div>Ref #17</div></div> <div><div><div>08 Jul 2024 13:38</div></div><div>Ref #17</div></div> <div><div><div>08 Jul 2024 13:38</div></div><div>Ref #17</div></div> |      |           |          |                     |
| <div><div><div>08 Jul 2024 13:38</div></div><div>Ref #17</div></div> <div><div><div>08 Jul 2024 13:38</div></div><div>Ref #17</div></div>                                                                                                                                                     |      |           |          |                     |

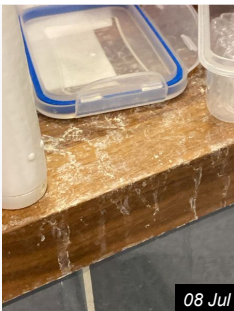
| 18. BEDROOM 2 |                                                                |           |                                |                     |
|---------------|----------------------------------------------------------------|-----------|--------------------------------|---------------------|
| Ref           | Name                                                           | Condition | Comments                       | Additional Comments |
| 18.1          | Are there any obvious water leaks?                             | No        |                                |                     |
| 18.2          | Are there any signs of damage or mould?                        | No        |                                |                     |
| 18.3          | Is the standard of cleaning acceptable?                        | Yes       | Condition consistent with use  |                     |
| 18.4          | Are there any indications of pet / smoking / cooking / odours? | No        | Neutral smell - no indications |                     |
| 18.5          | Areas to note                                                  | N/A       |                                |                     |

| 18. BEDROOM 2 (CONT.) |                   |                   |                   |                     |
|-----------------------|-------------------|-------------------|-------------------|---------------------|
| Ref                   | Name              | Condition         | Comments          | Additional Comments |
| Ref #18               | 08 Jul 2024 13:39 | 08 Jul 2024 13:39 | 08 Jul 2024 13:39 | 08 Jul 2024 13:39   |
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| 18. BEDROOM 2 (CONT.) |                                                                                                                     |           |                                                                                                                   |                     |
|-----------------------|---------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------------------------------------------|---------------------|
| Ref                   | Name                                                                                                                | Condition | Comments                                                                                                          | Additional Comments |
|                       | <br>08 Jul 2024 13:39<br>Ref #18   |           | <br>08 Jul 2024 13:39<br>Ref #18 |                     |
|                       | <br>08 Jul 2024 13:39<br>Ref #18 |           |                                                                                                                   |                     |
|                       | <br>08 Jul 2024 13:40<br>Ref #18   |           |                                                                                                                   |                     |
|                       |                                                                                                                     |           |                                                                                                                   |                     |

| 19. EN SUITE, BEDROOM 2 |                                                              |           |                                                                                                                                             |                     |
|-------------------------|--------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Ref                     | Name                                                         | Condition | Comments                                                                                                                                    | Additional Comments |
| 19.1                    | Are there any obvious water leaks?                           | No        |                                                                                                                                             |                     |
| 19.2                    | Are there any signs of damage or mould?                      | No        |                                                                                                                                             |                     |
| 19.3                    | Is the standard of cleaning acceptable?                      | No        | Condition consistent with use with minimal cleaning, heavy tarnishing to vanity and shower area, special attention recommended at check out |                     |
| 19.4                    | Are there any indications of pet / smoking / odours?         | No        | Neutral smell - no indications                                                                                                              |                     |
| 19.5                    | Are there any signs of blockage to drains when taps are run? | No        | Bath taps not tested;<br>Hair seen to plug hole - recommend checking for blockages, may need specialist clean/ maintenance at check out     |                     |
| 19.6                    | Does the toilet flush correctly?                             | Yes       |                                                                                                                                             |                     |
| 19.7                    | Areas to note                                                | Yes       | Heavy marks to vanity;<br>Toilet lid soft close not working;<br>Hair to drains - check for blockage issues                                  |                     |

| 19. EN SUITE, BEDROOM 2 (CONT.)                                                                                                                                                                                                                                                                                                                                                                                                                   |      |           |          |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------|----------|---------------------|
| Ref                                                                                                                                                                                                                                                                                                                                                                                                                                               | Name | Condition | Comments | Additional Comments |
| <div><div><div>08 Jul 2024 13:40</div><div>Ref #19</div></div><div><div>08 Jul 2024 13:40</div><div>Ref #19</div></div><div><div>08 Jul 2024 13:40</div><div>Ref #19</div></div></div>       |      |           |          |                     |
| <div><div><div>08 Jul 2024 13:40</div><div>Ref #19</div></div><div><div>08 Jul 2024 13:40</div><div>Ref #19</div></div><div><div>08 Jul 2024 13:40</div><div>Ref #19</div></div></div>       |      |           |          |                     |
| <div><div><div>08 Jul 2024 13:40</div><div>Ref #19</div></div><div><div>08 Jul 2024 13:40</div><div>Ref #19</div></div><div><div>08 Jul 2024 13:40</div><div>Ref #19</div></div></div> |      |           |          |                     |
| <div><div><div>08 Jul 2024 13:40</div><div>Ref #19</div></div><div><div>08 Jul 2024 13:40</div><div>Ref #19</div></div><div><div>08 Jul 2024 13:40</div><div>Ref #19</div></div></div> |      |           |          |                     |

| 19. EN SUITE, BEDROOM 2 (CONT.) |      |                                                                                     |                                                                                     |                                                                                       |
|---------------------------------|------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Ref                             | Name | Condition                                                                           | Comments                                                                            | Additional Comments                                                                   |
| Ref #19                         |      |    |    |    |
|                                 |      |    |    |    |
|                                 |      |  |                                                                                     |                                                                                       |
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| Agent Responsibilities                                                            |                 |                                                                             |
|-----------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------|
| Ref                                                                               | Action Required | Comments                                                                    |
| 3.2 Check-out arrangements »<br>Is there a concierge for them to leave keys with? | Needs follow up | A clerk or representative may need to meet tenant to arrange key collection |

**Agent Responsibilities**

|                                                                                                                                  |                 |                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <a href="#">3.4</a> Check-out arrangements »<br>Would the tenants like additional advice on how to close their utility accounts? | Needs follow up | Tenants require advice                                                                                                                                                                                                                 |
| <a href="#">3.6</a> Check-out arrangements »<br>Have the tenants booked a professional end of tenancy cleaning company?          | Needs follow up | Please send tenants details of recommended cleaning companies; tenants would also like to discuss the possibility of cleaning being arranged by the agent and taken from the deposit.<br>Professional end of tenancy clean recommended |

**Tenant Responsibilities**

| Ref                                                                                                               | Action Required | Comments                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------|
| <a href="#">3.9</a> Check-out arrangements »<br>Are tenants in possession of ALL keys handed to them at check-in? | Needs Replacing | Tenant has lost 1 front door key. Currently in possession of management set. This will need replacing. Agent aware |

**Miscellaneous Responsibilities**

| Ref                                                                       | Action Required           | Comments                                                                        |
|---------------------------------------------------------------------------|---------------------------|---------------------------------------------------------------------------------|
| <a href="#">10.4</a> Exterior of Property/ Windows /Doors » Areas to note | Needs Maintenance         | Some window restrictors slightly bent and tricky to use                         |
| <a href="#">12.5</a> Entrance/Hallway » Areas to note                     | Needs cleaning/ replacing | Air filters dusty - recommended cleaning every 6 months and replacing annually  |
| <a href="#">16.5</a> Bedroom 1, left » Areas to note                      | Needs Maintenance         | Window restrictor bent and tricky to use - window needs closing with some force |

**Declaration**

I/We the below named, affirm that if I/we do not comment on the Inventory in writing within seven days of receipt of this Inventory then I/we accept the Inventory as being an accurate record of the contents and condition of the property regardless of signing.