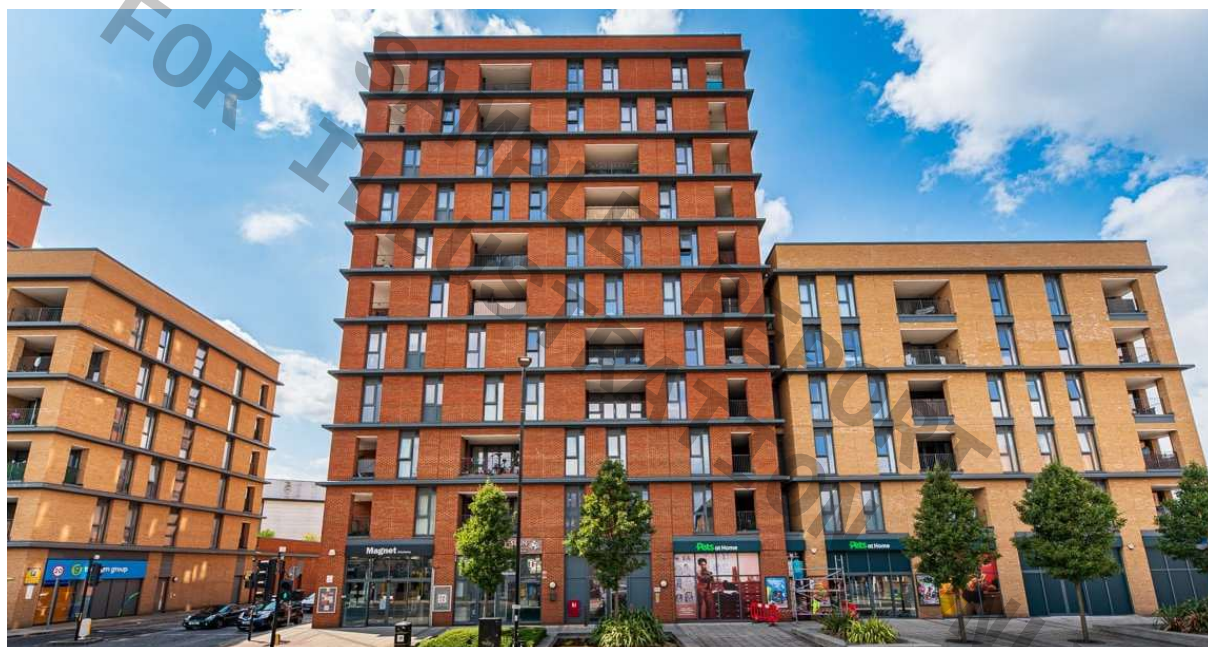


# CHECK-OUT REPORT

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**141 Charlotte House**  
303 High Street, Sutton, SM1 1AH

06 August 2025

*On behalf of XXX ESTATE AGENT*

arla | propertymark

**INVENTORIES**

Member No: M0188404

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FOR SAMPLE REPORT  
ILLUSTRATION ONLY

# General Notes and Guidance

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## Purpose

This inventory is an independent, visual record of the property's fixtures, fittings, furniture, contents and décor at the time of inspection. It is not a structural survey.

## Scope and limitations

- Items are identified by description only. No attempt is made to confirm manufacturer, model, provenance or age.
- The clerk is not an expert in materials, antiques or construction, and does not act as a surveyor.
- Heavy or awkward items are not moved. Inaccessible areas, including lofts, are not inspected or listed.
- Measurements, where given, are approximate.
- Plants are treated as perishable and are not listed.

## Assumptions unless stated otherwise

- Listed items are assumed to be in good condition and free from obvious defects, soiling or malfunction.
- Electrical items are assumed to have the usual components (plugs, bulbs, flexes, etc.). Where practicable, appliances are checked for power only. This is not a test of safety or adequacy. Tenants should test appliances promptly and report any faults to the landlord or managing agent.

## Regulatory references

Where the inventory notes an "FFR label", it records only that a label was present similar to that described in guidance issued by Trading Standards at the time of the inventory. It is not confirmation that an item complies with the Furniture and Furnishings (Fire) (Safety) Regulations (as amended). Responsibility for regulatory compliance rests with the instructing client.

## Room location of contents

On check-out, contents should be returned to the rooms recorded in this inventory. Failure to do so may delay the check-out and could incur a search fee in addition to the check-out fee.

## Smoke alarms

Tenants are responsible for testing any smoke alarms at regular intervals during the tenancy and replacing batteries where applicable. Any concerns should be reported to the landlord or managing agent without delay.

## Check-out and fair wear and tear

At the end of the tenancy, this inventory will be rechecked. Any changes will be reported to the instructing client with the clerk's opinion on tenant liability versus fair wear and tear, taking account of the length and nature of the tenancy. Contractual terms in the tenancy agreement take precedence over the clerk's opinion.

## Amendments to this report

Any amendments or additions must be notified to Dock Inventories or the letting agent within **10 days** of receipt of the report.

# Guidelines for Tenants

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## Preparation for Check-Out

At the end of the tenancy, the inventory will be reviewed in full. Tenants must ensure all personal possessions are removed and the property is ready for inspection, including the return of all keys.

If the property is not prepared at the scheduled time, the appointment will be cancelled and a re-scheduling fee will apply. It is recommended that tenants make arrangements for cleaning and maintenance well in advance to avoid last-minute issues.

## Furniture and Contents

All furniture, fittings and items should be returned to their original rooms and positions as recorded in the inventory, including anything stored during the tenancy. Items not returned may incur charges for locating or repositioning.

Any items belonging to the landlord that have been moved, dismantled or stored off-site should be reinstated prior to check-out, ensuring that each room reflects its original layout as recorded at the start of the tenancy.

## Cleaning Standards

The property must be professionally cleaned and left tidy. Inadequate cleaning commonly leads to deductions, with reports often noting further work required. Tenants should pay particular attention to:

- Kitchens and bathrooms – remove limescale, grease and residue from tiles, taps, appliances and cupboards
- Paintwork, woodwork and fittings – clean skirting, doors, extractor fans, vents, and light fittings
- Furnishings and floors – vacuum and treat carpets, upholstery and curtains; clean windows inside and out

If a professional cleaning receipt is available, tenants are encouraged to retain and provide a copy to the landlord or managing agent as confirmation of completion.

## Bedding and Linen

Where provided, all bedding and linen should be dry-cleaned or laundered, ironed and placed neatly in the correct rooms. Beds should remain unmade so that mattresses can be inspected.

## Check-Out Assessment

During the check-out, the property will be compared with the check-in inventory. Reasonable allowances are made for fair wear and tear, but tenants are responsible for cleaning, repairs or replacements beyond that.

Common findings include: carpet stains or burns, damaged or marked furniture and walls, scratched flooring or woodwork, unclean curtains or upholstery, and neglected outdoor areas. Tenants are advised to review this checklist before vacating to minimise avoidable deductions and ensure a smooth return of the deposit.

## FRONT DOOR AND ENTRANCE HALL

| Item                | Description                                                                                                          | Condition at Check In<br>07 August 2020                                                                                                                                                            | Condition at Check Out<br>06 August 2025                                                                                                                 |
|---------------------|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Front Door Exterior | White painted door frame                                                                                             | Key scratch marks to right hand side                                                                                                                                                               | Crack seen to top edges, scuff and key scratches seen<br><b>Tenant responsibility for cleaning</b>                                                       |
|                     | Flush oak veneer door, chrome effect eye spy, chrome effect numerals 60, chrome effect door handle and lock          | Handle and lock in working order, handle slightly loose, indents seen mid to low level                                                                                                             | 1x chip seen to top mid level RHS, minor scratch in order, top lock catching the frame, Hard to push and open<br><b>Tenant responsibility for fixing</b> |
| Front Door Interior | White painted door frame                                                                                             | Light marks and indents around lock                                                                                                                                                                | Minor usage marks seen, scratches seen in places, shrinkage cracks seen to frame, chips seen to LHS low level<br><b>Fair wear and tear</b>               |
|                     | Flush oak veneer door, chrome effect eye spy and lid, chrome effect safety chain, chrome effect door handle and lock | Door clean. Spyhole in good order. Two chips to door edge at mid level. Door in order, was difficult to close, has been fixed now<br>Metal flap with flat number is broken and left inside the box | Scuff mark to handle,<br><b>Black scuffs seen above the chain lock</b>                                                                                   |
| Ceiling             | White painted ceiling                                                                                                | In good order                                                                                                                                                                                      | Same as check in                                                                                                                                         |
| Walls               | White painted walls                                                                                                  | Freshly painted                                                                                                                                                                                    | Patchy paint and rub marks seen in places, crack seen mid RHS above the entrance door<br><b>Tenants responsibility for fixing</b>                        |
| Woodwork            | White painted skirting                                                                                               | Few scuffs and chips<br>Clean to top edge                                                                                                                                                          | Dusty paint dust seen in places, needs cleaning<br><b>Tenant responsibility for cleaning</b>                                                             |
| Flooring            | Karndean Knight wood effect vinyl flooring                                                                           | In good order.                                                                                                                                                                                     | Heavy paint marks throughout seen, needs cleaning, usage scratches seen<br><b>Tenant responsibility for cleaning/mark the floor</b>                      |
| Lighting            | 3x ceiling mounted white plastic rose with white cord and bulb                                                       | In good working order                                                                                                                                                                              | No lights bulb seen<br><b>Tenant responsibility for bulbs replacing</b>                                                                                  |
| Fixtures & Fittings | White plastic light switches and sockets                                                                             | Light switches in working order<br>Sockets not tested                                                                                                                                              | Same as check in                                                                                                                                         |
|                     | Ceiling mounted white sprinkler                                                                                      | As fitted, not tested                                                                                                                                                                              | Same as check in                                                                                                                                         |
|                     | 2 x White painted wall mounted radiator, 1x thermostatic cap, 1x small cap                                           | In order, not tested                                                                                                                                                                               | Same as check in                                                                                                                                         |
|                     | Chrome and black rubber top door stop                                                                                | In order                                                                                                                                                                                           | Same as check in                                                                                                                                         |
|                     | Ceiling mounted white plastic smoke alarm                                                                            | Tested for power, sound emitted                                                                                                                                                                    | Same as check in                                                                                                                                         |

## STORAGE CUPBOARD ONE

| Item                       | Description                                              | Condition at Check In<br>07 August 2020              | Condition at Check Out<br>06 August 2025                     |
|----------------------------|----------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------|
| Door Exterior and Interior | White painted door frame                                 | Light marks to high level                            | Shrinkage crack seen, in order                               |
|                            | Flush oak veneer double door, chrome effect door handles | Chip to high level probably from over the door hooks | In good order                                                |
| Ceiling                    | White panelled ceiling                                   | In order                                             | In order                                                     |
| Walls                      | White painted walls                                      | Walls showing usage scuffs and marks                 | Scratches and rub marks seen<br><b>2x screw holes seen</b>   |
| Woodwork                   | White painted skirting                                   | In order, clean to top edge                          | Dusty<br><b>Tenants responsibility for cleaning</b>          |
| Lighting                   | 1x ceiling mounted spot light                            | In working order                                     | Same as check in                                             |
| Flooring                   | Karndean Knight wood effect vinyl flooring               | In order                                             | Needs cleaning<br><b>Tenants responsibility for cleaning</b> |
| Fixtures & Fittings        | Wall mounted Fuse box with cover                         | Not tested, appears in order                         | In order                                                     |
|                            | White plastic switches and sockets                       |                                                      | Same as check in                                             |
|                            | Ceiling mounted passive air vent                         |                                                      | Same as check in                                             |
|                            | DANFOSS heat interface unit with plumbing and display    |                                                      | Same as check in                                             |
|                            | Hyperoptic broadband box                                 | In order, not tested                                 | Not seen                                                     |



## LIVING ROOM/OPEN PLAN KITCHEN

| Item                       | Description                                                                                | Condition at Check In<br>07 August 2020              | Condition at Check Out<br>06 August 2025                                                                                                                                                          |
|----------------------------|--------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Door Exterior and Interior | White painted door frame                                                                   | Few light chips                                      | Same as check in                                                                                                                                                                                  |
|                            | Flush oak veneer door, chrome effect door handle                                           | In order                                             | Same as check in                                                                                                                                                                                  |
| Ceiling                    | White painted ceiling                                                                      | In good decorative condition                         | Discoloured to RHS balcony door corner<br><b>Fair wear and tear</b>                                                                                                                               |
| Walls                      | White painted walls                                                                        | Freshly painted                                      | Patchy paint and rub marks seen in places, scuff marks around switches, discoloured in places, stain and oil marks to kitchen walls<br><b>Tenants responsibility for marking the walls/fixing</b> |
| Woodwork                   | White painted skirting board                                                               | Chipped and scuffed, clean to top edge               | Dust seen, needs cleaning<br><b>Tenants responsibility for cleaning</b>                                                                                                                           |
| Flooring                   | Karndean Knight wood effect vinyl flooring                                                 | In order                                             | Dust seen, needs cleaning<br><b>Tenants responsibility for cleaning</b>                                                                                                                           |
| Lighting                   | 1x ceiling mounted white plastic rose with white cord and bulb                             | In working order                                     | No light bulb seen<br><b>Tenant responsibility for replacing</b>                                                                                                                                  |
|                            | 8x ceiling mounted spotlights<br>4x Under unit strip lights                                | In working order                                     | <b>1x under unit strip light not working near entrance</b> , rest all in working order                                                                                                            |
| Windows                    | Grey aluminium double glazed double balcony door metal handle, 2 x grey aluminium windows. | Appear in good order and clean to interior,          | Glazing not clean, scuff and scratches seen, needs cleaning, lock and handle in working order<br><b>Tenants responsibility for cleaning</b>                                                       |
|                            | 1x beige vertical blinds with pull cords                                                   | In good working order                                | Not clean needs cleaning, crease marks seen to corner top level, stain marks to cord and chain seen, discoloured<br><b>Tenants responsibility for cleaning</b>                                    |
| Fixtures & Fittings        | Ceiling mounted white plastic heat alarm                                                   | Tested for power, sound emitted                      | Same as check in, discoloured                                                                                                                                                                     |
|                            | Floor mounted stainless steel and rubber doorstep                                          | Rubber cap was missing, this was fixed by contractor | In good order                                                                                                                                                                                     |
|                            | 2x Ceiling mounted sprinklers with white plastic lids                                      | As fitted, not tested                                | Stained<br><b>Tenants responsibility for cleaning</b>                                                                                                                                             |
|                            | 2x White plastic ceiling mounted passive air vents                                         | Clean, in good order                                 | Same as check in                                                                                                                                                                                  |
|                            | White plastic switches and sockets<br>Appliance fuse switch plates                         | Switches in working order, sockets not tested        | Hob switch seen scuffed, needs cleaning, rest as check in<br><b>Tenants responsibility for cleaning</b>                                                                                           |

## LIVING ROOM/OPEN PLAN KITCHEN continued

| Item                                     | Description                                                                                                                                                                                                                                                       | Condition at Check In<br>07 August 2020                                                                                                                                                               | Condition at Check Out<br>06 August 2025                                                                                                                                              |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fixtures &amp; Fittings Continued</b> | Wall mounted Danfoss control                                                                                                                                                                                                                                      | In good order, tested for power                                                                                                                                                                       | Same as check in                                                                                                                                                                      |
|                                          | White plastic sat, TV and telephone socket plate                                                                                                                                                                                                                  | In order, not tested                                                                                                                                                                                  | Same as check in                                                                                                                                                                      |
|                                          | White kitchen cabinets and chrome bar handles with inner shelves, 2x drawers including one hidden drawer and 3x compartment pull out bin                                                                                                                          | Scuff marks to interior of under sink unit doors<br>Discolouration to base of under sink unit<br>Lightly marked to back of 2x wall units                                                              | Stain marks seen in places and oil mark and dust seen inside needs cleaning<br><b>Tenants responsibility for cleaning</b>                                                             |
|                                          | Slate grey laminated worktop with narrow matching splashback, 1 + 1/2 stainless steel sink, mounted mixer tap, strainer plug, drainer and stainless steel splash back                                                                                             | Scuff marks to interior of under sink unit doors.<br>Kitchen tap was loose at the beginning of tenancy, this was fixed by contractor<br>Scuff marks and light burn marks on kitchen worktop near sink | Cut marks, usage scratches, Round stain marks, oil marks, needs cleaning to work top<br>Sink needs cleaning dirty, tap in working order<br><b>Tenants responsibility for cleaning</b> |
| <b>Home owners manual</b>                | Red box folder with various manuals and instructions                                                                                                                                                                                                              | In order                                                                                                                                                                                              | Seen in Bedroom 1                                                                                                                                                                     |
| <b>Appliances</b>                        | New dishwasher                                                                                                                                                                                                                                                    | Installed at the beginning of tenancy                                                                                                                                                                 | Stain mark seen to LHS and RHS of the door, limescale to interior base<br><b>Tenants responsibility for cleaning</b>                                                                  |
|                                          | ELECTROLUX ceramic hob with 4x hot plates and controls, model no. EHF61401SK                                                                                                                                                                                      | In good clean condition, tested for power                                                                                                                                                             | Hob needs cleaning, in working order, usage scratches<br><b>Tenants responsibility for cleaning</b>                                                                                   |
|                                          | ELECTROLUX Stainless built-in oven, with black glass door and stainless steel handle, 2x knob controls, 3x button controls, digital display, 2x metal wire shelves, grey oven tray and trivet model no. EOB3400EAX serial no 64602657                             | In good clean condition, tested for power                                                                                                                                                             | New grill and tray seen, needs cleaning to door and interior<br><b>Tenants responsibility for cleaning</b>                                                                            |
|                                          | Under counter ZANUSSI Fridge/Freezer with 1x 1/2 width plastic door shelf, 2x full width door shelves, 3x glass shelves with white front edges, 1 salad crisper with 2 lids, freezer compartment with door 1x egg holder model no. ZQA12430DA serial no. 64120015 | In good clean condition, tested for power. Freezer handle broken off. Fridge has missing side shelf. Fridge bottom compartment lid is broken                                                          | Needs cleaning, not clean, 1x door shelf seen under sink cabinet, heavy smell<br><b>Tenants responsibility for cleaning and damage</b>                                                |
|                                          | ELECTROLUX Chrome extractor hood with controls, model no. EFC62380OX serial no. 64176594                                                                                                                                                                          | In good clean condition, tested for power 1x light not working, Light was replaced by contractors                                                                                                     | Light in working order, oil crease seen to filter, needs cleaning<br><b>Tenants responsibility for cleaning</b>                                                                       |
| <b>BALCONY</b>                           | Paving slabs with pebbles to edges                                                                                                                                                                                                                                | In order, weathered                                                                                                                                                                                   | Same as check in                                                                                                                                                                      |
|                                          | Balcony walls                                                                                                                                                                                                                                                     | White paint hand prints on right side brick wall.                                                                                                                                                     | White marks seen to walls<br><b>Tenants responsibility for cleaning</b>                                                                                                               |
|                                          | Wall mounted light                                                                                                                                                                                                                                                | In working order                                                                                                                                                                                      | in working order                                                                                                                                                                      |
|                                          | 2x Ceiling mounted vents                                                                                                                                                                                                                                          | 1x heavily dusty, this was cleaned by contractors                                                                                                                                                     | White marks seen to walls Tenants responsibility for cleaning                                                                                                                         |



## BATHROOM

| Item                       | Description                                                                                                                                                                  | Condition at Check In<br>07 August 2020                  | Condition at Check Out<br>06 August 2025                                                                                                        |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Door Exterior and Interior | White painted door frame                                                                                                                                                     | In order                                                 | Same as check in                                                                                                                                |
|                            | Flush oak veneer door, chrome effect door handle                                                                                                                             | In order                                                 | Same as check in                                                                                                                                |
| Ceiling                    | White painted ceiling                                                                                                                                                        | In order                                                 | Same as check in                                                                                                                                |
| Walls                      | White painted and light grey tiles                                                                                                                                           | Freshly painted, tiles clean                             | Patchy marks seen to LHS wall near by WC, rest in order<br><b>Fair wear and tear</b>                                                            |
| Flooring                   | Karndean Knight wood effect vinyl flooring                                                                                                                                   | In order                                                 | Paint dust seen, need cleaning<br><b>Tenants responsibility for cleaning</b>                                                                    |
| Woodwork                   | White painted skirting                                                                                                                                                       | Light marks, clean to top edge                           | Dusty<br><b>Tenants responsibility for cleaning</b>                                                                                             |
| Lighting                   | 4x Ceiling mounted spotlights                                                                                                                                                | In working order                                         | Same as check in                                                                                                                                |
| Fixtures & Fittings        | White plastic access plate                                                                                                                                                   | As seen                                                  | Discoloured                                                                                                                                     |
|                            | White plastic ceiling mounted passive air vent                                                                                                                               | In order                                                 | Same as check in                                                                                                                                |
|                            | Wall mounted chrome towel rail heater                                                                                                                                        | Appear in good order and clean                           | Soap marks to top both sides<br><b>Tenants responsibility for cleaning</b>                                                                      |
|                            | White ceramic rectangular wash hand basin, chrome mixer tap and pop up plug                                                                                                  | In good clean condition, tap in working order            | Needs cleaning<br><b>Tenants responsibility for cleaning</b>                                                                                    |
|                            | Wall mounted mirror                                                                                                                                                          | Clean and in order                                       | Same as check in                                                                                                                                |
|                            | White ceramic WC with white plastic slow close seat and lid, wall mounted silver effect flush button                                                                         | Flush in working order. Light marks seen to edge of seat | Heavy stains seen interior bowl, yellow stain to front seen, needs cleaning, flush working slowly<br><b>Tenants responsibility for cleaning</b> |
|                            | White acrylic bath, chrome pop up plug and overflow, chrome thermostatic mixer tap, chrome wall mounted riser and transparent plastic soap tray, shower hose and shower head | Clean and in order                                       | Same as check in                                                                                                                                |
|                            | Chrome framed glass extended folding shower screen, clear rubber seal to base                                                                                                | Clean and in order                                       | <b>Rubber slightly discoloured</b> , rest as check in                                                                                           |

## STORAGE CUPBOARD TWO

| Item                       | Description                                              | Condition at Check In<br>07 August 2020 | Condition at Check Out<br>06 August 2025                                                 |
|----------------------------|----------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------|
| Door Exterior and Interior | White painted door frame                                 | In good order                           | Slight scratches and chipping seen, rest in order<br><b>Fair wear and tear</b>           |
|                            | Flush oak veneer double door, chrome effect door handles | In good order                           | Same as check in                                                                         |
| Ceiling                    | White panelled ceiling                                   | In good decorative condition            | Same as check in                                                                         |
| Walls                      | White painted walls                                      | Freshly painted                         | Scratches and chips seen to walls<br><b>Fair wear and tear</b>                           |
| Woodwork                   | White painted skirting                                   | In order                                | Dust seen, needs cleaning<br><b>Tenants responsibility for cleaning</b>                  |
| Flooring                   | Karndean Knight wood effect vinyl flooring               | In good order, clean                    | White marks and stain seen, needs cleaning<br><b>Tenants responsibility for cleaning</b> |

## CUPBOARD HOUSING WASHING MACHINE

| Item                       | Description                                              | Condition at Check In<br>07 August 2020       | Condition at Check Out<br>06 August 2025                                                     |
|----------------------------|----------------------------------------------------------|-----------------------------------------------|----------------------------------------------------------------------------------------------|
| Door Exterior and Interior | White painted door frame                                 | In good order                                 | Same as check in                                                                             |
|                            | Flush oak veneer double door, chrome effect door handles | In good order                                 | Same as check in                                                                             |
| Ceiling                    | White panelled ceiling                                   | In good order                                 | Same as check in                                                                             |
| Walls                      | White painted walls                                      | Freshly painted                               | Scratches and rub marks seen<br><b>Fair wear and tear</b>                                    |
| Woodwork                   | White painted skirting                                   | In order, clean to top edge                   | Dust seen, needs cleaning<br><b>Tenants responsibility for cleaning</b>                      |
| Flooring                   | Karndean Knight wood effect vinyl flooring               | In order, clean                               | Dust seen, needs cleaning<br><b>Tenants responsibility for cleaning</b>                      |
| Lighting                   | 1x ceiling mounted spot light                            | In working order                              | Same as check in                                                                             |
| Appliances                 | BOSCH washer dryer, model no. WVH28422GB                 | Clean. Tested for power                       | Mould to rubber seen, soap tray needs cleaning<br><b>Tenants responsibility for cleaning</b> |
| Fixtures & Fittings        | White plastic switches and sockets                       | Switches in working order, sockets not tested | Same as check in                                                                             |
|                            | Ceiling mounted passive air vent                         | In order                                      | Soiling seen<br><b>Tenants responsibility for cleaning</b>                                   |
|                            | VENT-AXIA Ventilation system                             | Appears in order, not tested                  | Same as check in                                                                             |

## BEDROOM ONE

| Item                       | Description                                                                            | Condition at Check In<br>07 August 2020                                                | Condition at Check Out<br>06 August 2025                                                                                     |
|----------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Door Exterior and Interior | White painted door frame                                                               | In good decorative condition                                                           | Minor chip seen near handle, rest in good order                                                                              |
|                            | Flush oak veneer door, chrome effect door handle                                       | In order                                                                               | Same as check in                                                                                                             |
| Ceiling                    | White painted ceiling                                                                  | In good decorative condition                                                           | Same as check in                                                                                                             |
| Walls                      | White painted walls                                                                    | Freshly painted but showing patchy paintwork throughout. Scuff and chips still visible | Heavy scuff mark seen to door entrance LHS, scratches and scuff seen in places<br><b>Tenants responsibility for cleaning</b> |
| Woodwork                   | White painted skirting board                                                           | In good order                                                                          | Dust seen, needs cleaning<br><b>Tenants responsibility for cleaning</b>                                                      |
| Flooring                   | Grey fitted carpet                                                                     | In good order, vacuumed                                                                | Dusty paint dust seen in places, needs cleaning, discoloured<br><b>Tenant responsibility for steam cleaning</b>              |
| Lighting                   | Ceiling mounted white plastic rose with white cord and bulb                            | In good working order                                                                  | No light bulb seen<br><b>Tenant responsibility for bulb replacing</b>                                                        |
| Windows                    | Grey aluminium double glazed window 1x metal handle, 2x fixed pane and 1x opening pane | Clean to interior                                                                      | Minor white mark seen, in order                                                                                              |
|                            | 1x black roller blinds with pull cords                                                 | In good working order clean, cord not affixed to wall.                                 | In order                                                                                                                     |
| Fixtures & Fittings        | White plastic switches and sockets                                                     | Switches in working order, sockets not tested                                          | Same as check in                                                                                                             |
|                            | Stainless steel doorstep with black rubber top                                         | In order                                                                               | Same as check in                                                                                                             |
|                            | Ceiling mounted passive air vent                                                       | Clean, not tested                                                                      | Same as check in                                                                                                             |
|                            | White wall mounted radiator                                                            | Appears in order, not tested                                                           | Scratches and scuff seen<br><b>Tenants responsibility for cleaning</b>                                                       |
|                            | 2x Ceiling mounted sprinkler with white plastic lid                                    | As fitted.                                                                             | Same as check in                                                                                                             |

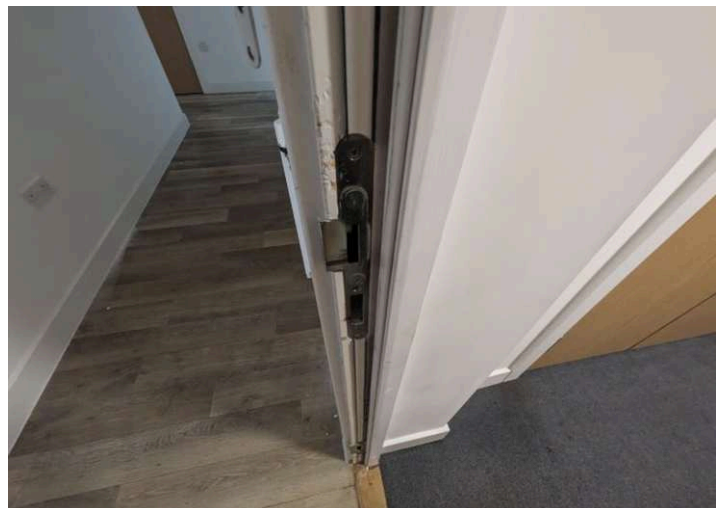
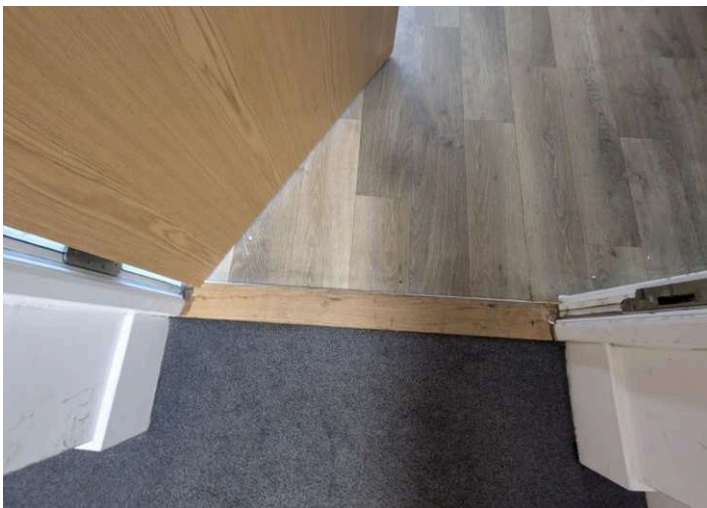
## MASTER BEDROOM

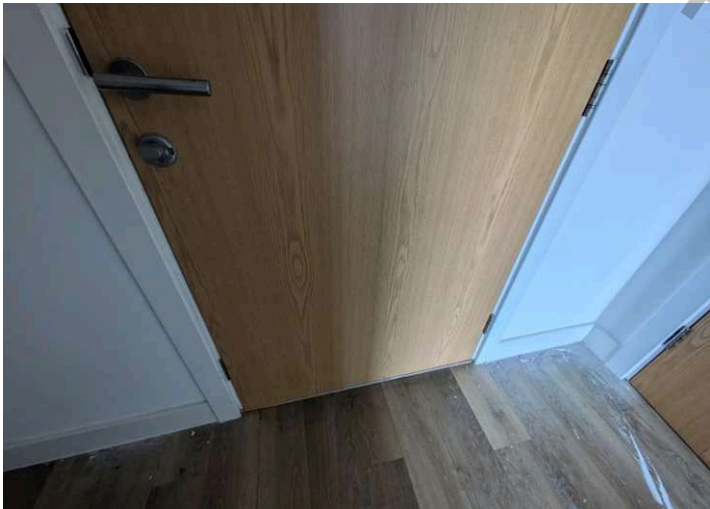
| Item                       | Description                                                                            | Condition at Check In<br>07 August 2020                                                | Condition at Check Out<br>06 August 2025                                                                                                          |
|----------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Door Exterior and Interior | White painted door frame                                                               | In good order                                                                          | Minor chip to top interior, rest in order                                                                                                         |
|                            | Flush oak veneer door, chrome effect door handle                                       | In good order                                                                          | Same as check in                                                                                                                                  |
| Ceiling                    | White painted ceiling                                                                  | In good decorative condition                                                           | Same as check in                                                                                                                                  |
| Walls                      | White painted walls                                                                    | Freshly painted but showing patchy paintwork throughout. Scuff and chips still visible | Same as check in                                                                                                                                  |
| Woodwork                   | White painted skirting board                                                           | In order                                                                               | Dust seen, needs cleaning<br><b>Tenants responsibility for cleaning</b>                                                                           |
| Flooring                   | Grey fitted carpet                                                                     | In good order, vacuumed. Visible carpet stain near window                              | Furniture mark visible, Dusty, 2x stain mark seen in front of the windows<br><b>Tenants responsibility for steam cleaning/markings the carpet</b> |
| Lighting                   | 1x ceiling mounted white plastic rose with white cord and bulb                         | In good working order                                                                  | No light bulb seen<br><b>Tenant responsibility for replacing</b>                                                                                  |
| Windows                    | Grey aluminium double glazed window with 1x metal handle, 2x fixed and 1x opening pane | Clean to interior                                                                      | Glazing needs clean, rest in working order<br><b>Tenants responsibility for cleaning</b>                                                          |
|                            | 1x black roller blinds with pull cords                                                 | Creased to low level                                                                   | Same as check in                                                                                                                                  |
| Fixtures & Fittings        | White plastic switches and sockets                                                     | Switches in working order, sockets not tested                                          | Same as check in                                                                                                                                  |
|                            | Stainless steel doorstop with black rubber top                                         | In order                                                                               | Same as check in                                                                                                                                  |
|                            | Ceiling mounted passive air vent                                                       | In order                                                                               | Soiling around air vent<br><b>Tenants responsibility for cleaning</b>                                                                             |
|                            | White wall mounted radiator                                                            | In order, not tested                                                                   | Stain mark seen, dusty to top<br><b>Tenants responsibility for cleaning</b>                                                                       |
|                            | Ceiling mounted sprinkler                                                              | In order                                                                               | Same as check in                                                                                                                                  |

## EN-SUITE

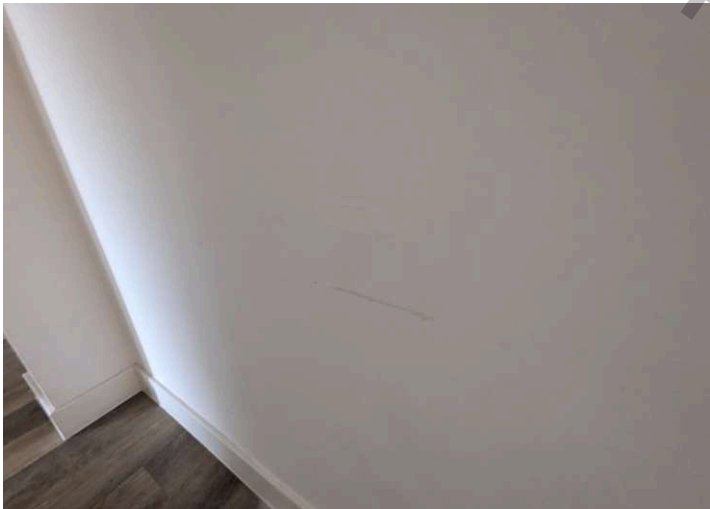
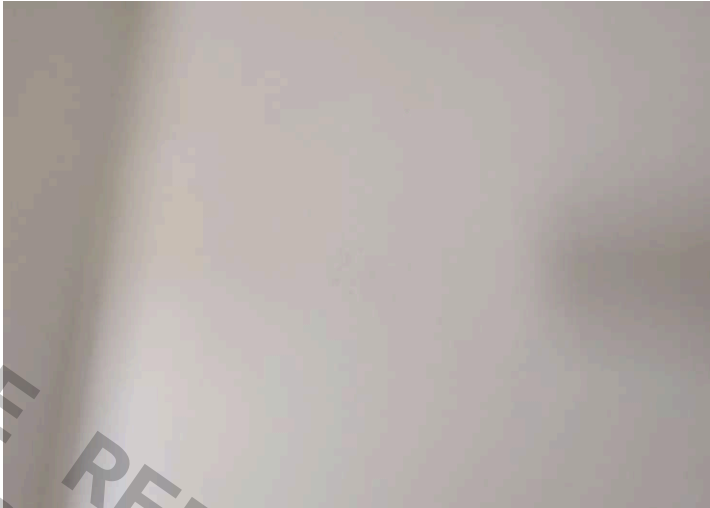
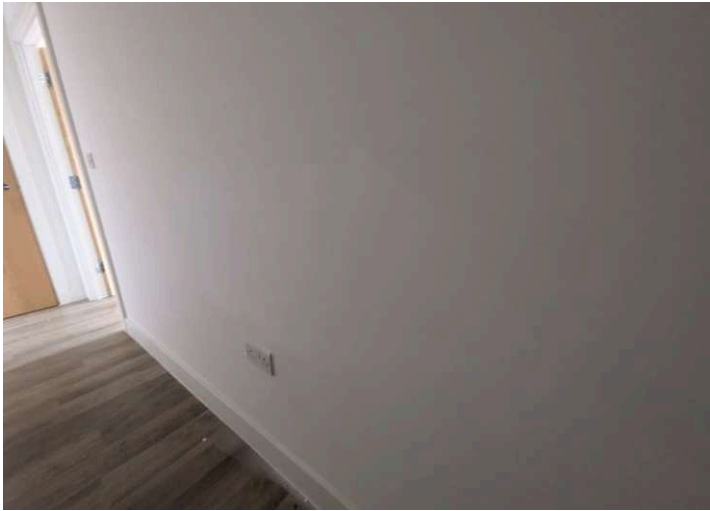
| Item                       | Description                                                                                                                                                   | Condition at Check In<br>07 August 2020                                                           | Condition at Check Out<br>06 August 2025                                                                                                                                                |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Door Exterior and Interior | White painted door frame                                                                                                                                      | In good order                                                                                     | Same as check in                                                                                                                                                                        |
|                            | Flush oak veneer door, chrome effect door handle, twist lock                                                                                                  | Small chip to low level interior                                                                  | Top RHS corner seen chipped, rest as check in                                                                                                                                           |
| Ceiling                    | White painted ceiling                                                                                                                                         | In good decorative condition                                                                      | Same as check in                                                                                                                                                                        |
| Walls                      | White painted and light grey tiled walls                                                                                                                      | Freshly painted, painted over defects/patch marks lhs of toilet where the repair was painted over | Scratches seen, grey tiled worktop seen dusty and stain<br><b>Tenants responsibility for cleaning</b>                                                                                   |
| Flooring                   | Karndean Knight wood effect vinyl flooring                                                                                                                    | In good clean condition                                                                           | Dusty, Needs cleaning<br><b>Tenants responsibility for cleaning</b><br><b>Discoloured in front of shower tray</b>                                                                       |
| Lighting                   | 4x Ceiling mounted spotlights                                                                                                                                 | In good working order                                                                             | Same as check in                                                                                                                                                                        |
| Fixtures & Fittings        | White plastic access plate with lid                                                                                                                           | As seen                                                                                           | Same as check in                                                                                                                                                                        |
|                            | White plastic ceiling mounted passive air vent                                                                                                                | Clean and in good order                                                                           | Slight dusty<br><b>Tenants responsibility for cleaning</b>                                                                                                                              |
|                            | Wall mounted chrome towel rail heater                                                                                                                         | Appears in order, tested                                                                          | Same as check in                                                                                                                                                                        |
|                            | White ceramic rectangular wash hand basin with semi pedestal, chrome mixer tap and pop up plug                                                                | Clean and in order                                                                                | Heavy paint mark seen inside, dusty<br><b>Tenants responsibility for cleaning</b>                                                                                                       |
|                            | Wall mounted mirror                                                                                                                                           | Clean and in order                                                                                | Same as check in                                                                                                                                                                        |
|                            | White ceramic WC with white plastic slow close seat and lid, wall mounted plastic silver effect flush button                                                  | Has been cleaned but not to a professional standard, seat dirty, flush in working order           | Heavy stains seen interior bowl, yellow stain to front seen, needs cleaning, flush in working order<br><b>Tenants responsibility for cleaning</b>                                       |
|                            | White resin shower tray, chrome plug, chrome wall mounted mixer tap, chrome wall mounted riser and transparent plastic soap tray, shower hose and shower head | In good clean order                                                                               | Heavy stained to shower tray, tap and shower working order, soap tray needs cleaned, outlet needs fixed and cleaning, dusty and hair seen<br><b>Tenants responsibility for cleaning</b> |
|                            | Glass shower screen with chrome fixing                                                                                                                        | Clean in good order                                                                               | Water marks seen , needs cleaning<br><b>Tenants responsibility for cleaning</b>                                                                                                         |

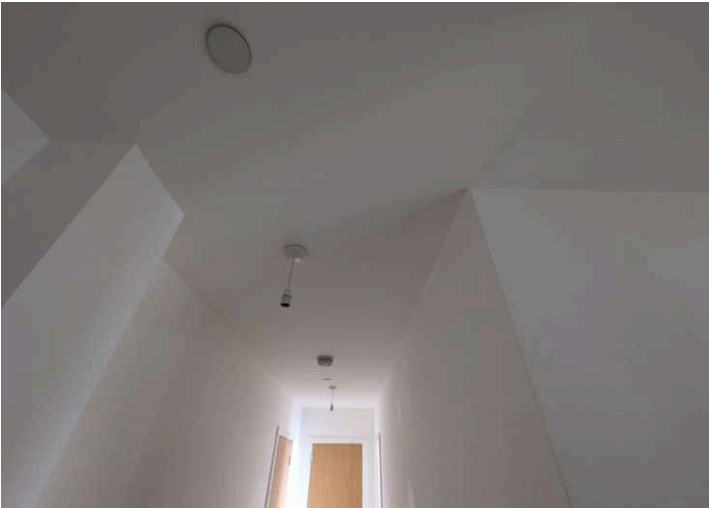
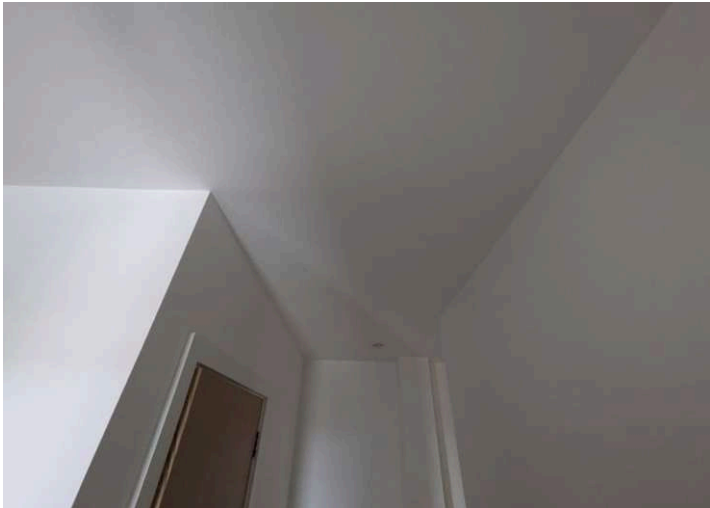




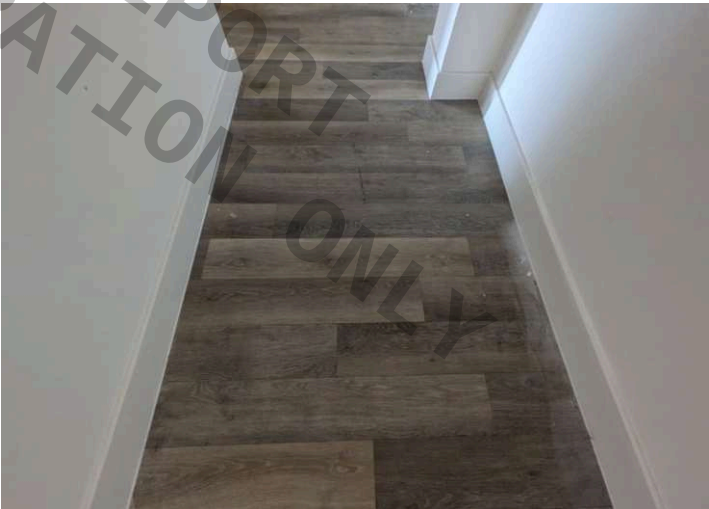








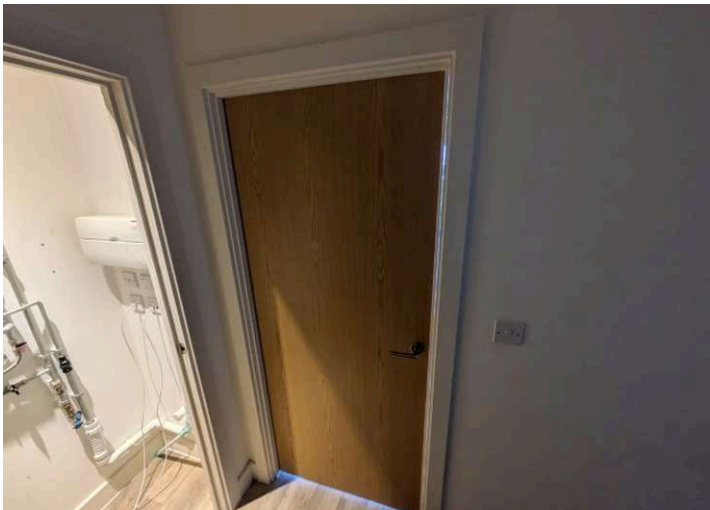




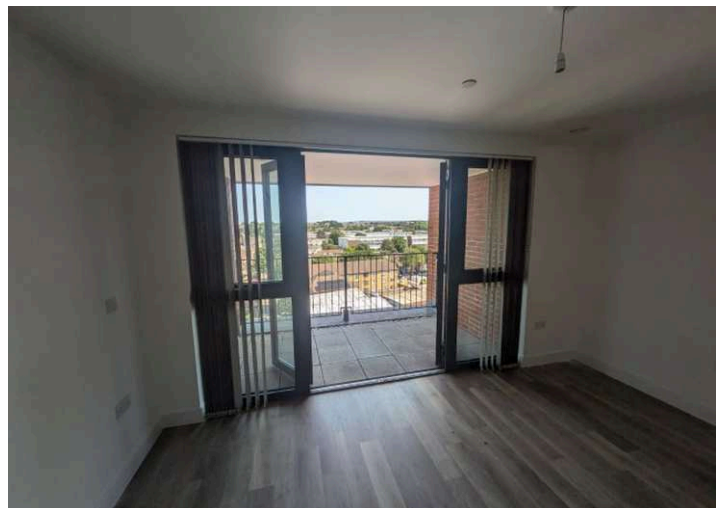
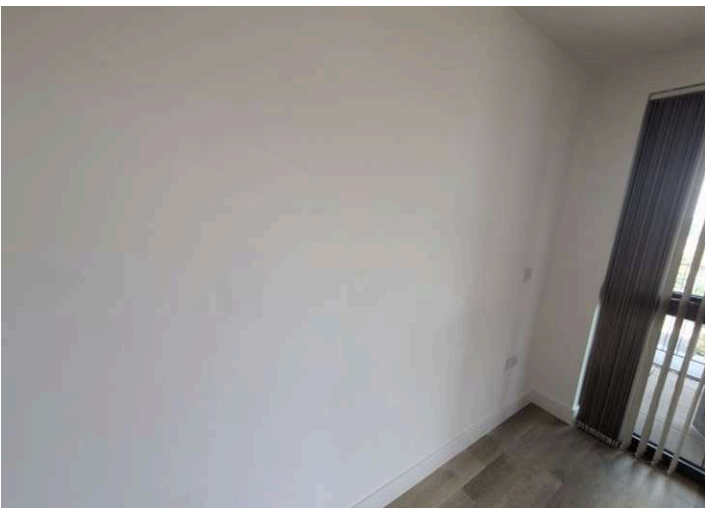




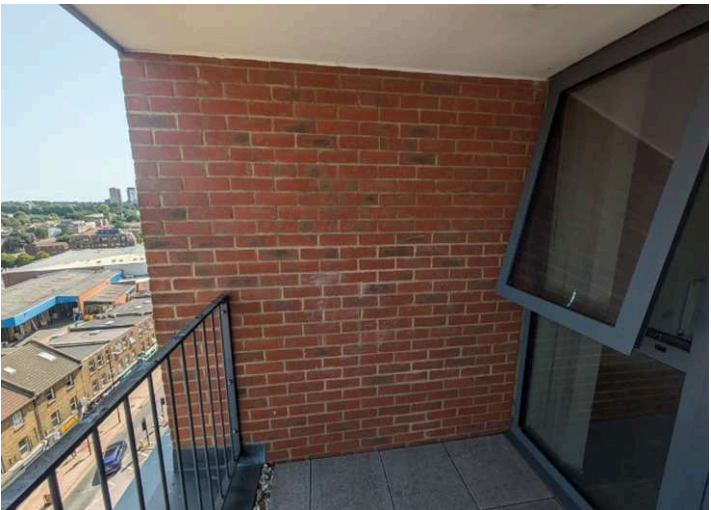
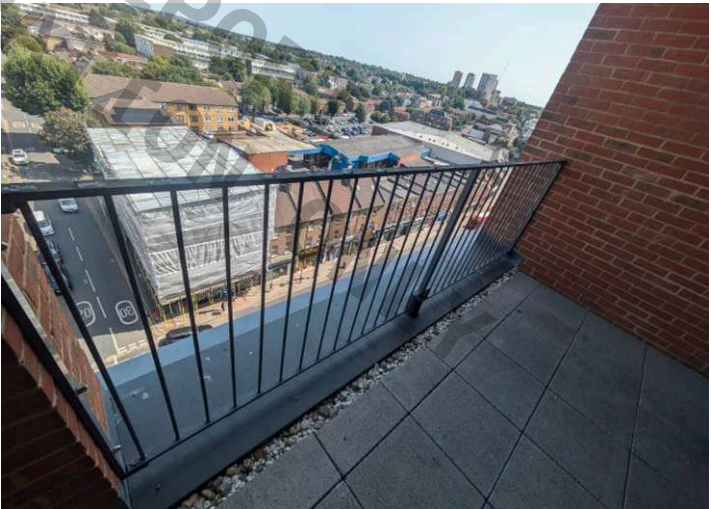
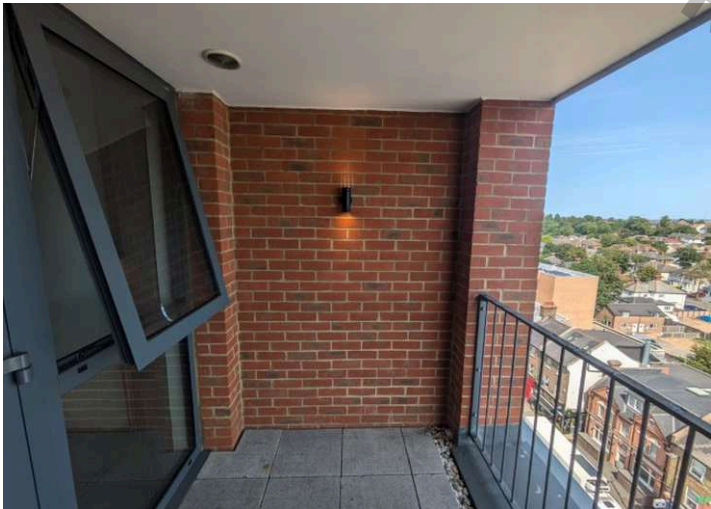




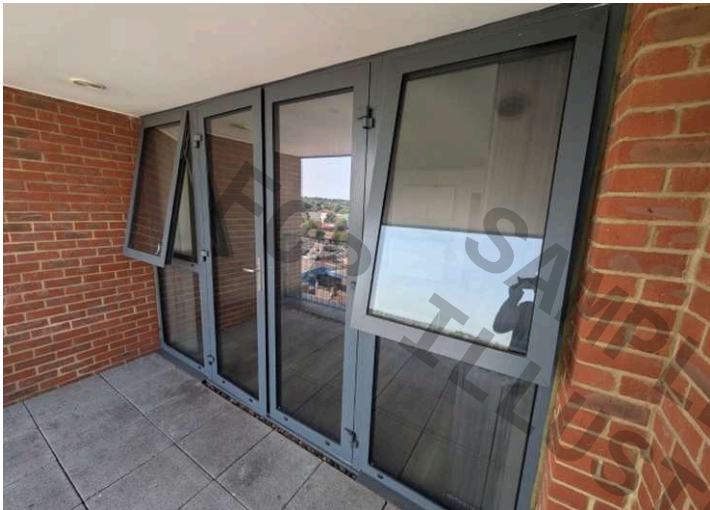
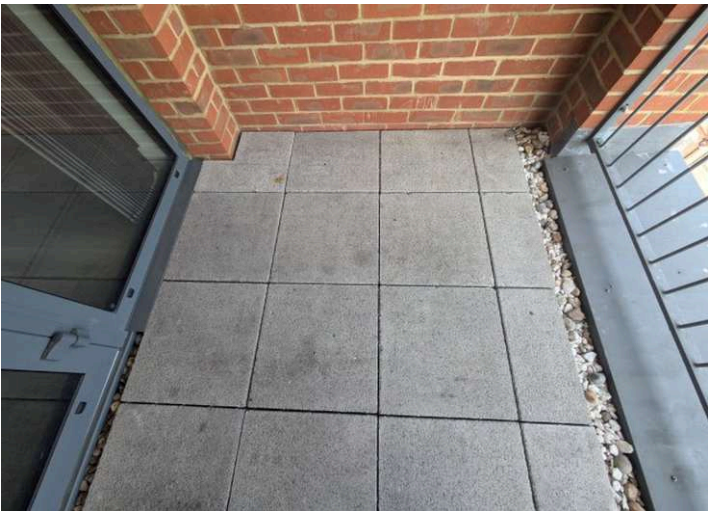
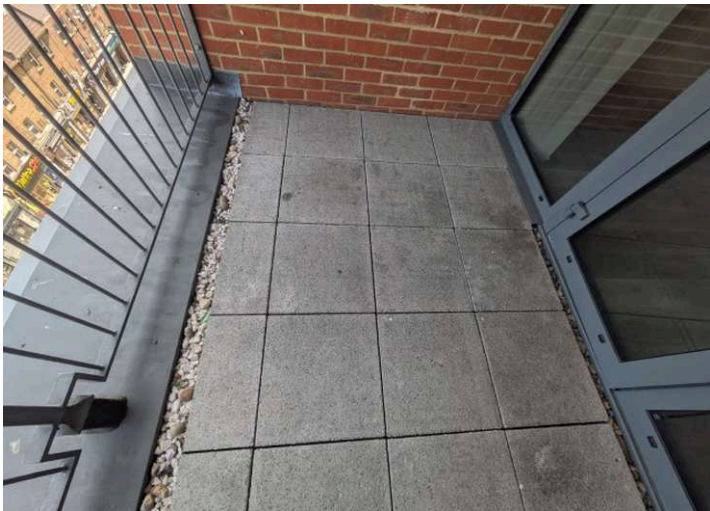




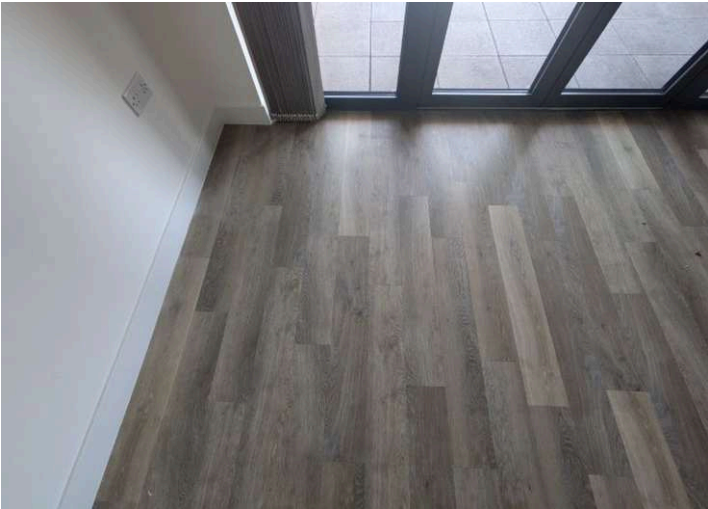




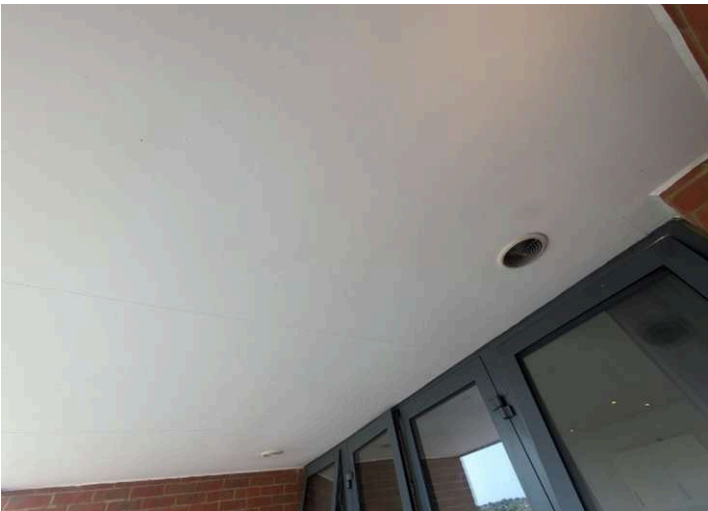
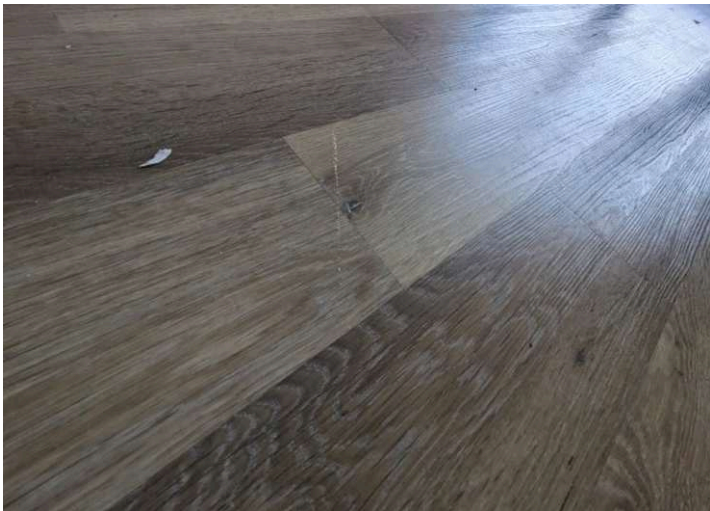


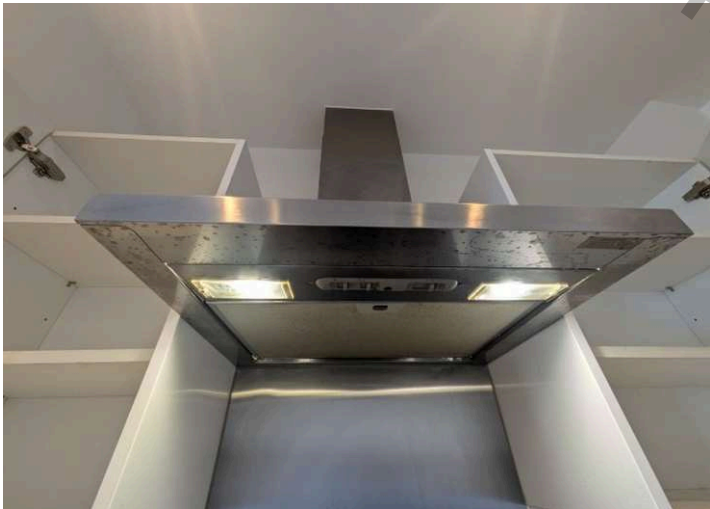












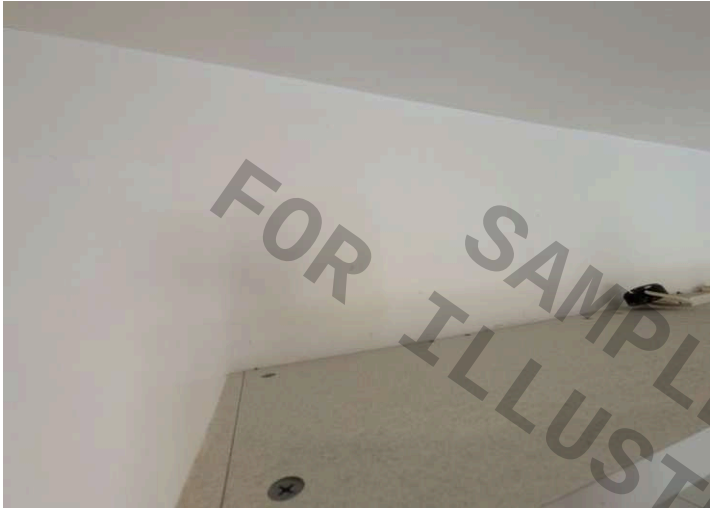












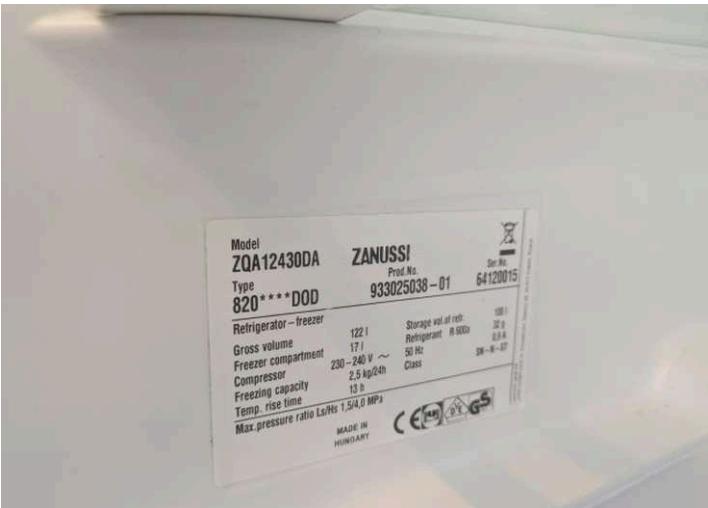




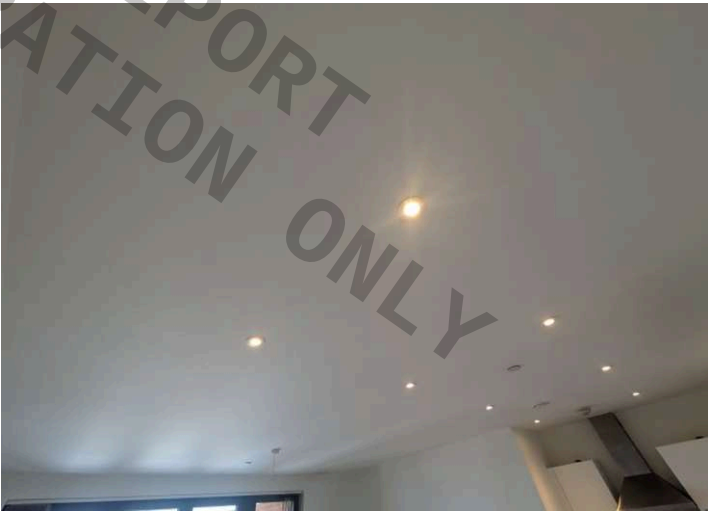




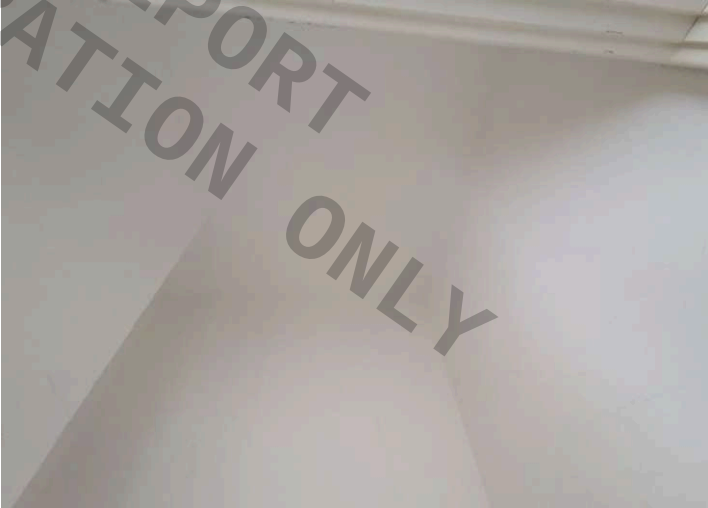
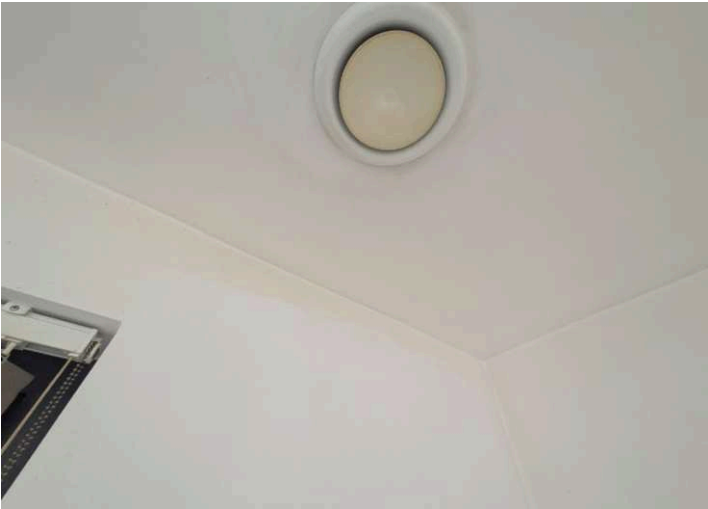


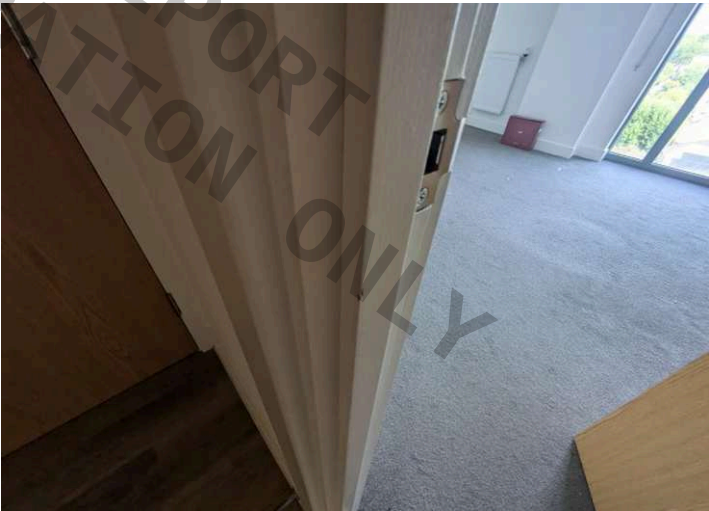
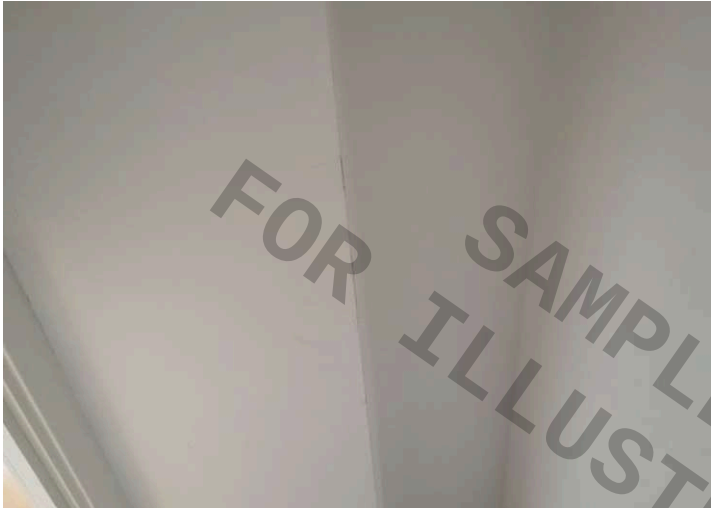
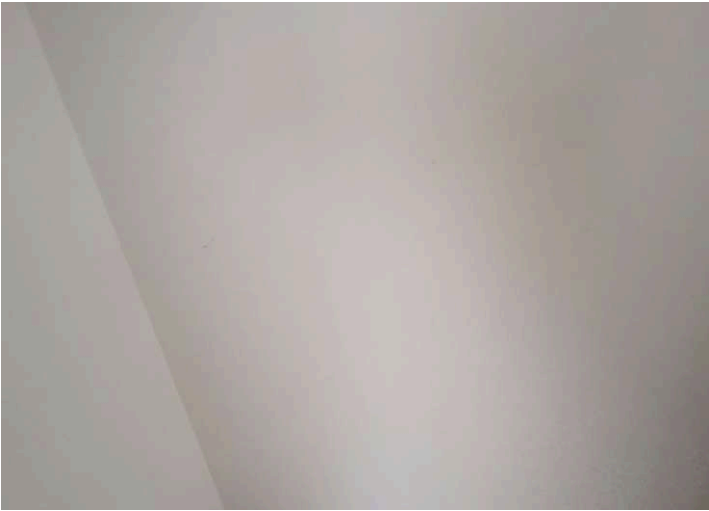




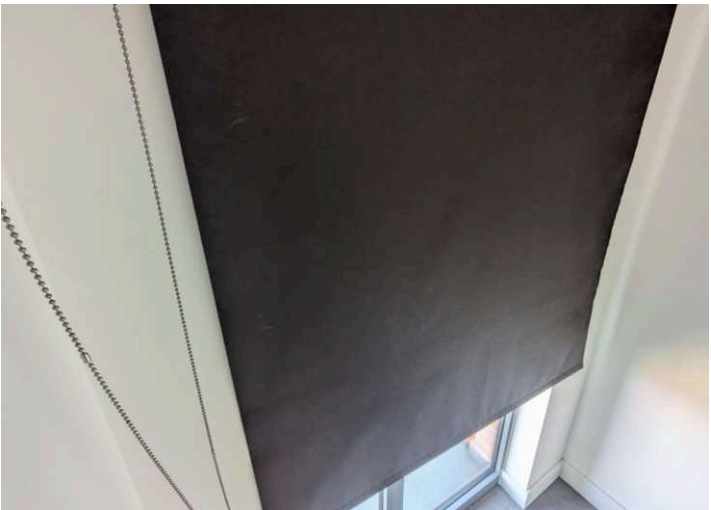
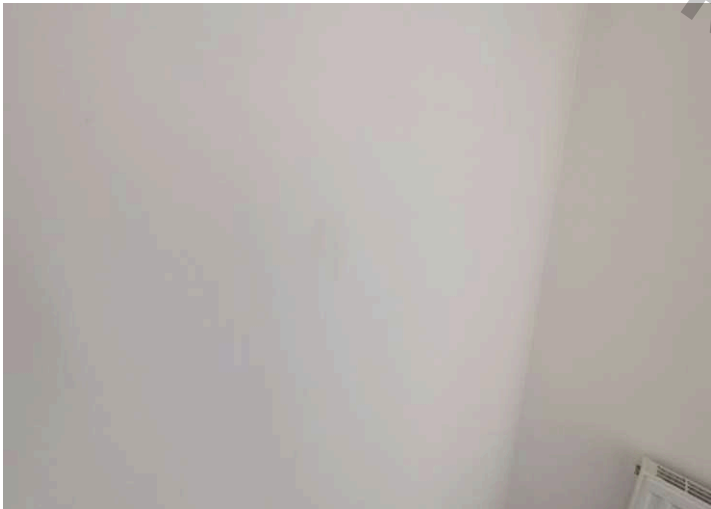


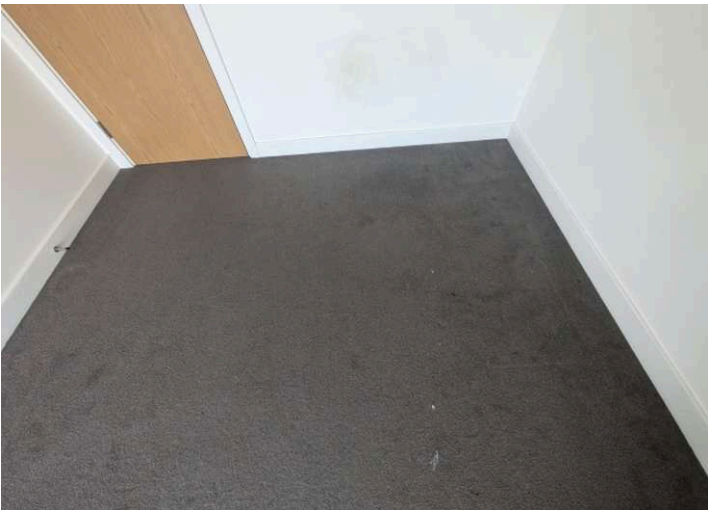
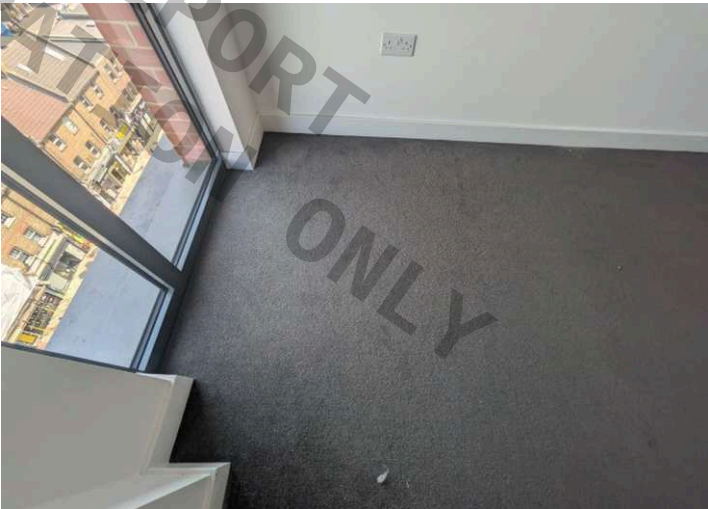
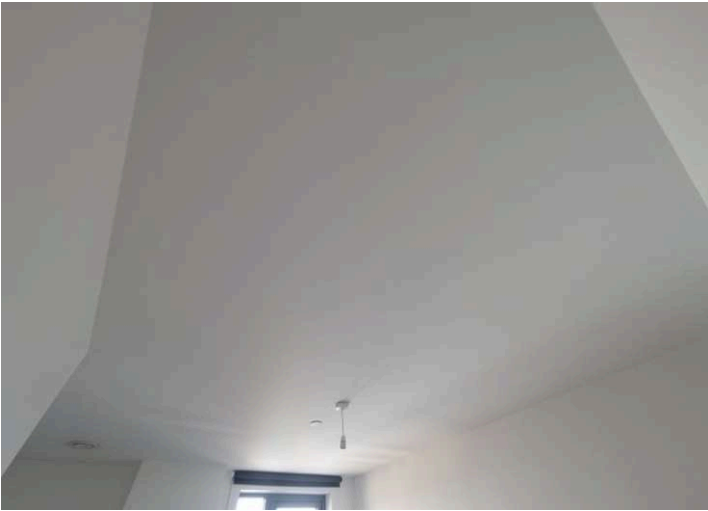




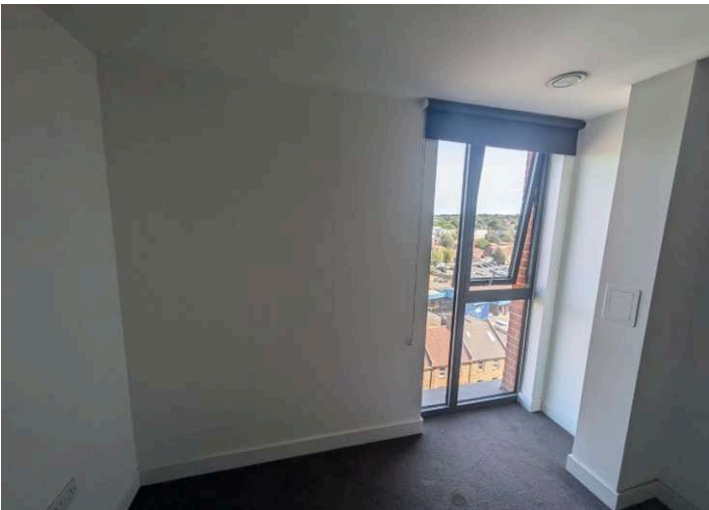
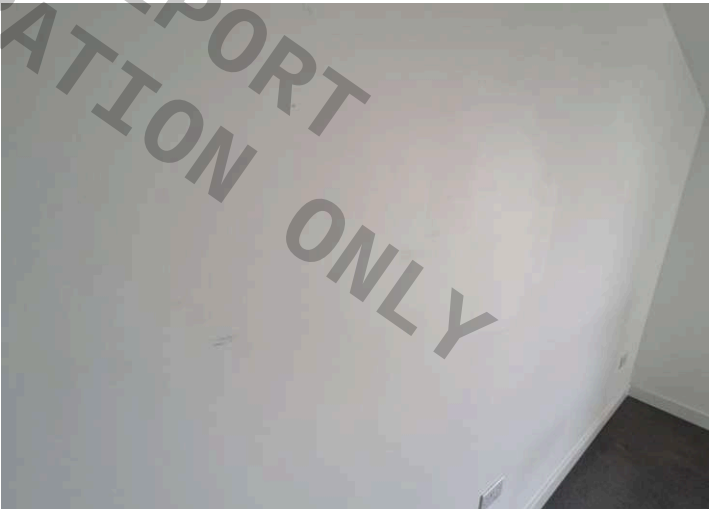


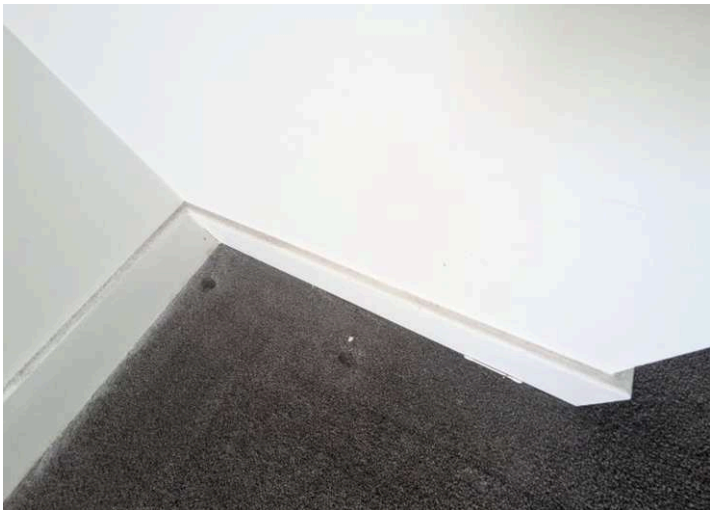




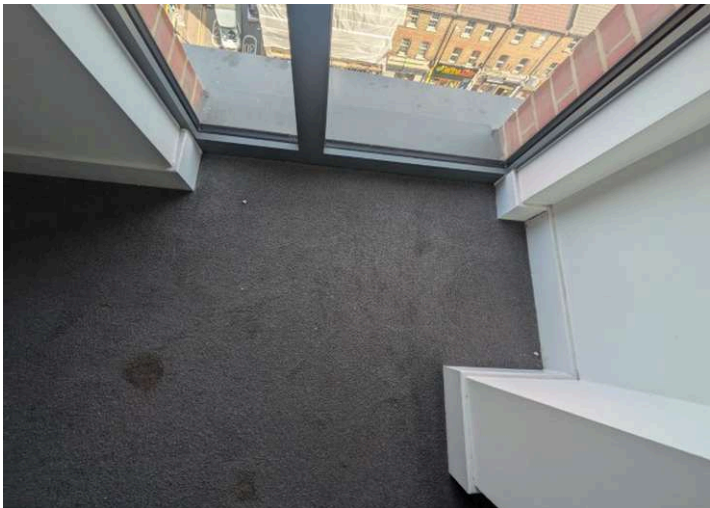
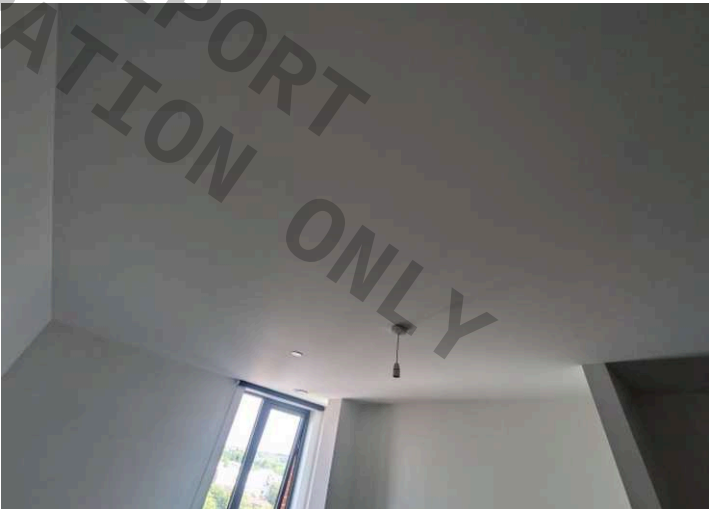
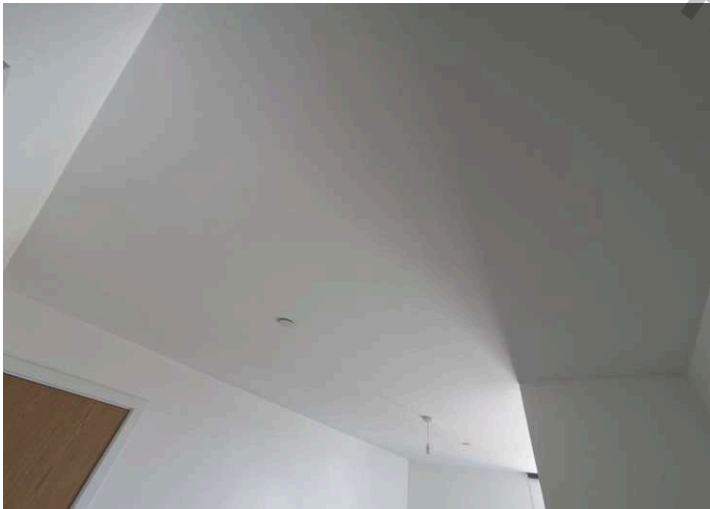








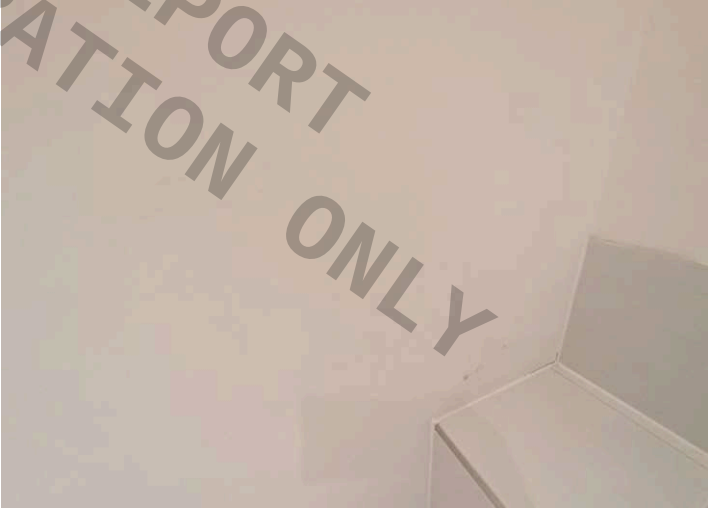












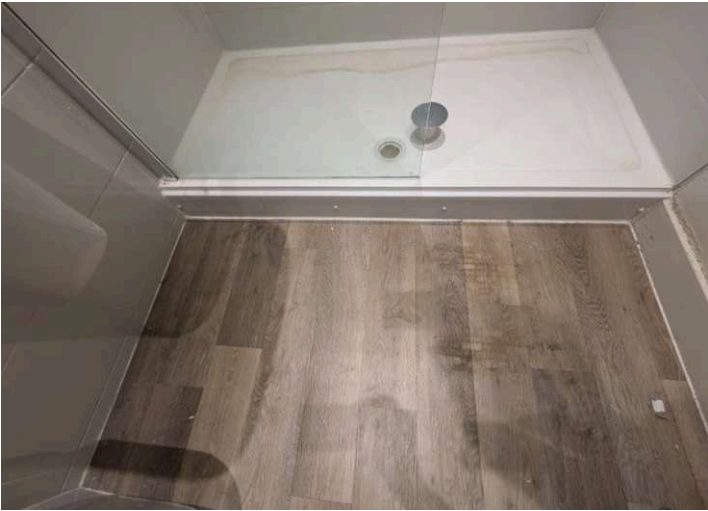
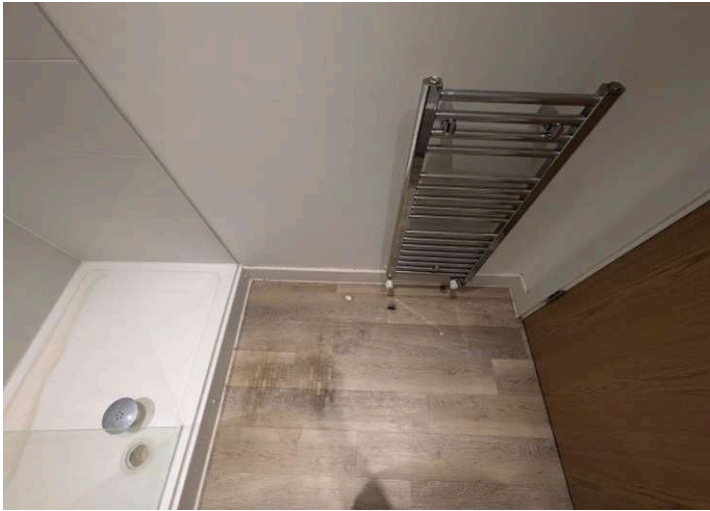


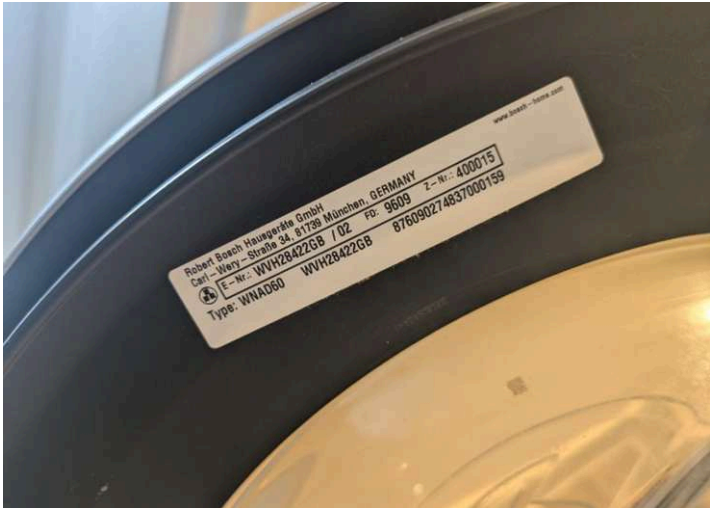




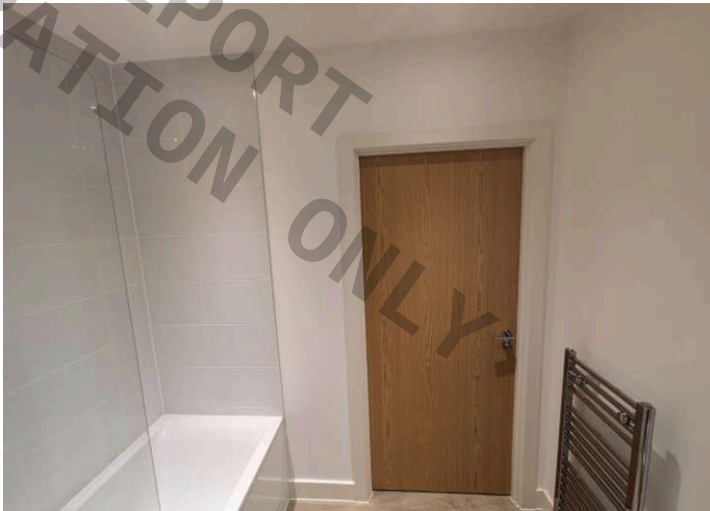


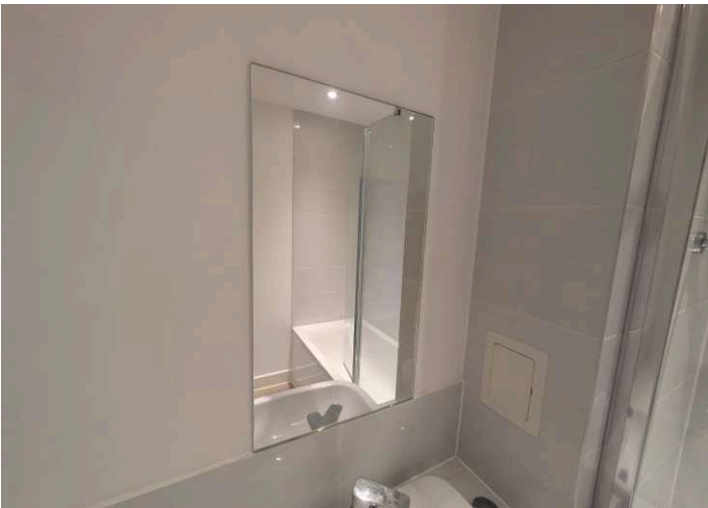








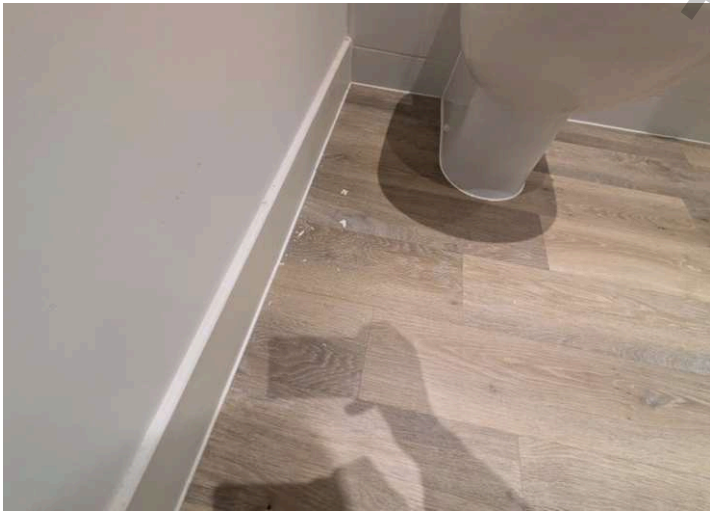
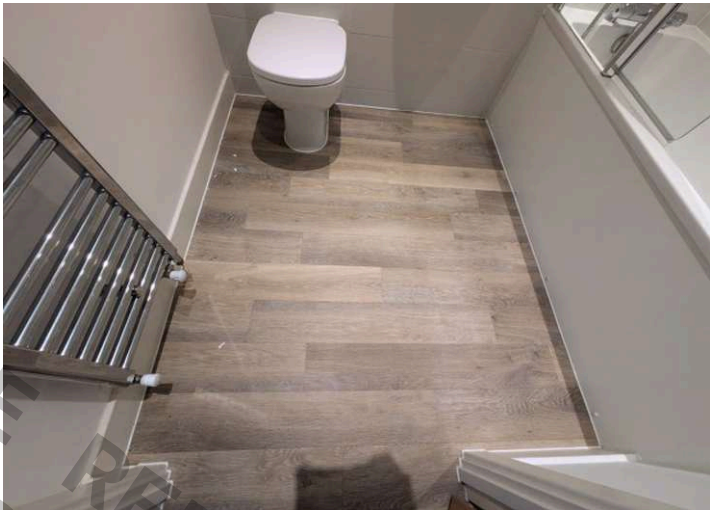
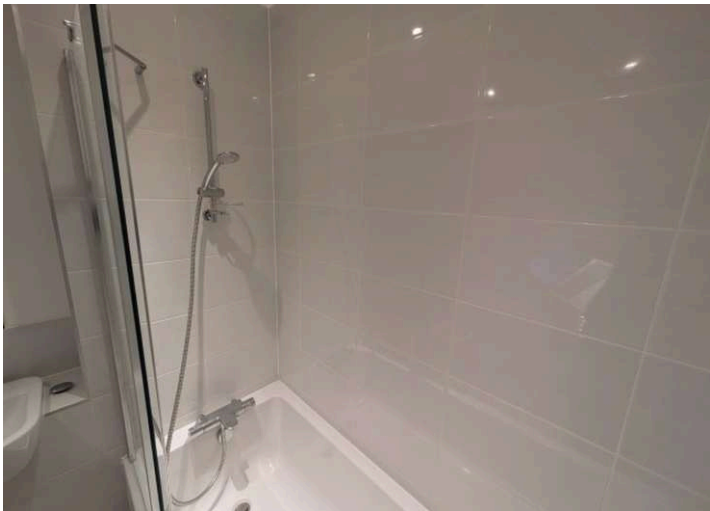




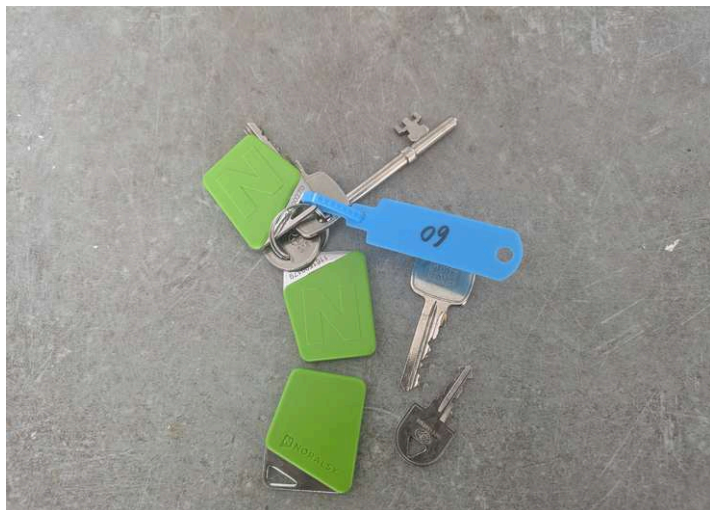
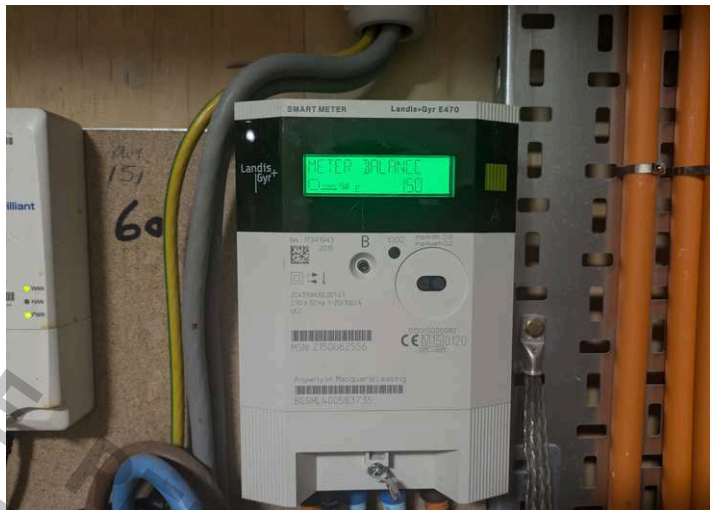
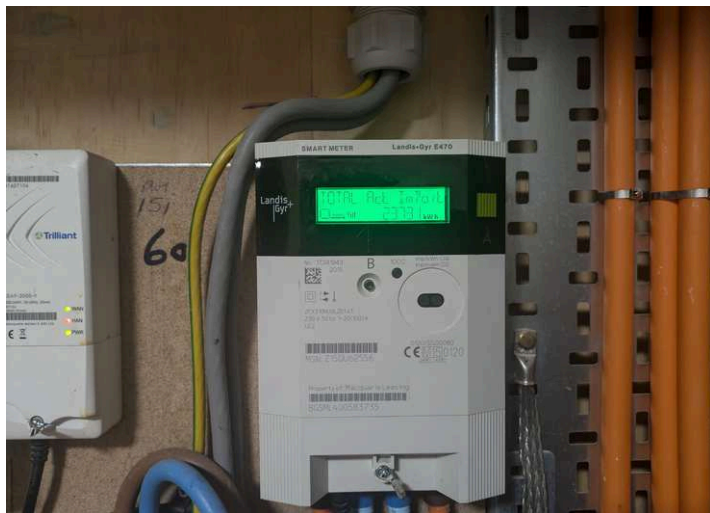












**Property address:** 141 Charlotte House, SM1**SCHEDULE OF GENERAL CONDITION – CHECK OUT**

|                             |                                                                                                         |          |                                           |       |
|-----------------------------|---------------------------------------------------------------------------------------------------------|----------|-------------------------------------------|-------|
| <b>Property Cleaned</b>     | Professional                                                                                            | Domestic | Light <input checked="" type="checkbox"/> | Dirty |
| <b>Carpets Cleaned</b>      | Professional                                                                                            | Vacuumed | Dirty                                     | N/A   |
| <b>Decorative condition</b> | Scratches, scuff, rub marks seen in places                                                              |          |                                           |       |
| <b>Woodwork</b>             | Dusty                                                                                                   |          |                                           |       |
| <b>Flooring</b>             | Dusty, stain mark seen in master bedroom, laminate paint marked                                         |          |                                           |       |
| <b>Lighting</b>             | Many light bulbs not seen, spot lights are in working order                                             |          |                                           |       |
| <b>Upholstery</b>           | Blind seen with crease marks                                                                            |          |                                           |       |
| <b>Windows</b>              | Needs cleaning to glazing                                                                               |          |                                           |       |
| <b>Bathroom</b>             | WC seen with stain marks, heavy stain to en-suite bath tray                                             |          |                                           |       |
| <b>Kitchen</b>              | All appliances tested for power, fridge needs cleaning, oven needs cleaning and new grill and tray seen |          |                                           |       |
| <b>Fixtures / Furniture</b> | In used order                                                                                           |          |                                           |       |

| Alarm type  | Tested for power only    |             |                  |           |
|-------------|--------------------------|-------------|------------------|-----------|
|             | Location                 | Date / Time | Comments         | Signature |
| Smoke Alarm | 1x Hallway<br>1x Kitchen | 06/08/2025  | Tested for power | APN       |
| CO Alarm    |                          |             |                  |           |

**Date:** 08/06/25



Property address: 141 Charlotte House, SM1

## METERS

| Utility     | Reading                  | Serial Number | Utility Provider | Location              | Key Access |
|-------------|--------------------------|---------------|------------------|-----------------------|------------|
| Electricity | 23731 kWh<br>£1.50       | Z15QU62556    |                  | 8th Floor meter riser | FB2        |
| Gas         |                          |               |                  |                       |            |
| Water       | 00618,570                | 16T169575     |                  | 8th Floor meter riser | FB2        |
| Heating     | 22544 kWh<br>6540.575 m3 | 5545 4854     |                  | Flat cupboard         |            |

## KEYS

| Keys               | Keys issued at check in | Keys returned at Check Out | Comments: |
|--------------------|-------------------------|----------------------------|-----------|
| Fobs               | 2                       | 3                          |           |
| Communal door keys |                         |                            |           |
| Front door keys    | 2                       | 2                          |           |
| Balcony door keys  | 1                       | 1                          |           |
| Mailbox keys       | 1                       | 1                          |           |
| Parking Fobs       |                         |                            |           |
| Permits            |                         |                            |           |
| Other              | 1x FB2                  | 1x FB2                     |           |

## DECLARATION

I, the tenant, acknowledge, accept and agree that following the check-out inspection, the landlord or their agent has the statutory period allowed under the UK Government's Tenancy Deposit Scheme regulations to provide a list of any dilapidations or missing items identified during the inspection which may be chargeable to me, the tenant, and deducted from the deposit paid at the start of the tenancy.

The landlord confirms that they will use their best endeavours to ensure that no unfair or unreasonable deductions are made, and that all assessments will take into account fair wear and tear.

I, the tenant, further acknowledge, accept and agree that this check-out declaration applies whether there is one tenant or multiple tenants under the tenancy agreement to which this inventory relates.

APN

.....  
Signed on behalf of / by tenant

.....  
Signed by Inventory Clerk

APN

.....  
Print Name

.....  
Print Name

Date: 08/06/25