

## CHECK-OUT CONDITION OF SCHEDULE



### PROPERTY:

22 Example Gardens  
Example Street  
London  
SW1W

### PROPERTY TYPE:

1 bedroom, 1 reception, furnished flat

### PREPARED FOR:

Example agent  
19th Floor  
The Trident Building  
London  
SE1



Inventory prepared on: Monday 22<sup>nd</sup> July 2024

Ref: 10145COS



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ABBREVIATIONS GLOSSARY

WO	Working Order	RHS	Right Hand Side
NT	Not Tested	LHS	Left Hand Side
CM	Ceiling Mounted	L & RHS	Left & Right Hand Side
WM	Wall Mounted	GC	Good Condition
PM	Paint Marked	FC	Fair Condition
SS	Stainless Steel	PC	Poor Condition
RC	Requires Cleaning	WCA	Worn Consistent with Age
HL	High Level	FWT	Fair Wear & Tear
ML	Mid-Level	LL	Low Level

SUMMARY

Property Information	22 Example Gardens, Example Street, London, SW1W
Tenants Present	No
Tenancy Duration	Unknown
General Condition	Good, except where noted
General Decorative Condition	Good, except where noted
General Cleanliness at Check-In	Cleaned to a professional standard, except where noted

KEYS

Communal Door	X 1
Front Door	X 2
Back Door	
Balcony	
Window Key	
Garage	
Postbox Key	X 2
Other	
Keys returned to:	Returned to branch
Notes:	



Prime check will record the details of keys provided to the clerk at the time of inspection. It is the responsibility of the agent or landlord to ensure the correct sets of keys are provided and collected from the renter.

POWER CHECKS – APPLIANCES TESTED FOR POWER

Fridge/Freezer	Yes
Hob	Yes
Oven	Yes
Cooker Hood	Yes
Microwave	Yes
Dishwasher	Yes
Washing Machine	Yes
Other Appliances Tested	Not applicable
Other Appliances Not Tested	Not applicable

ADDITIONAL CHECKS

Boiler Start Up	Yes
Heating	Not tested
Hot Water	Not tested
Stop Cock Location	Unknown
Appliance Manuals	Yes

**SMOKE/HEAT ALARMS**

STOREY 1	
Alarm Present	Yes
Location	Entrance Hallway, Reception, Kitchen
Mechanism Tested	Yes, alarms sounded
Notes	



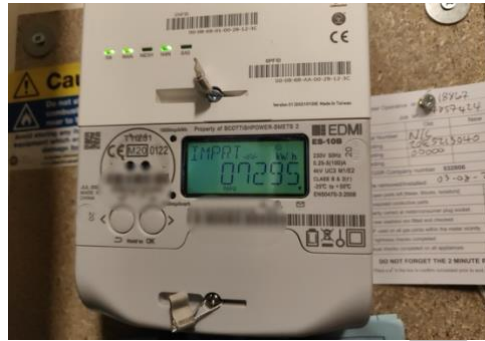
**CARBON MONOXIDE ALARMS**

STOREY 1	
Alarm Present	Yes
Location	Kitchen, Utility
Mechanism Tested	Yes, alarm sounded
Notes	



## METERS

ELECTRICITY METER	
Meter Reading	07295 & £15.00
Serial Number	20E521852
Location	Communal Hallway Cupboard
Key Access	Yes
Notes	FB2



GAS/HEAT METER	
Meter Reading	0013197.7
Serial Number	80446825
Location	Utility
Key Access	No
Notes	



COOLING METER	
Meter Reading	0006996
Serial Number	80052966
Location	Utility
Key Access	No
Notes	



WATER METER	
Meter Reading	00046,286
Serial Number	30600905
Location	Utility
Key Access	No
Notes	



It is the tenants' responsibility to notify all the relevant authorities of meter readings and bill payer at the commencement and end of the tenancy.

## PROPERTY CLEANLINESS GUIDELINES

Property: 22 Example Gardens, Example Street, London, SW1W

We understand that cleaning is the most regularly debated topic at the end of a tenancy. Below are some guidelines that should help you to understand the cleaning terminology we use in our reports.

- Professional standard

We use the ARLA guidelines where a property being cleaned to a professional standard is:  
Where an incoming renter can see no evidence of an outgoing renter

- Professional standard, except where noted

This standard is applied to a property that appears to have been professionally cleaned, however, there are minimal areas which require further attention. For example, a few areas require final wipe.

- Clean to a high standard, though not professionally

The property has been cleaned to an acceptable domestic level, though not quite to a professional standard, there is potential evidence of previous occupancy.

- Cleaned, though not to a professional standard

An attempt has been made to clean the property, albeit unsuccessful. The property still requires a further clean to bring up to a professional standard, with the potential requirement of a professional cleaning company.

- Requires a professional clean

Where little or no attempt has been made to clean the property, requiring a thorough professional clean to bring it up to being cleaned to a professional standard.

The term requires final wipe may be seen throughout the report and in property cleanliness grid, this means an area could have minor dust or cleaning residue remaining which simply requires a final wipe over to bring the element to a clean level.

When it comes to assessing the cleanliness of a property, we follow the Property Ombudsman's guidelines of focusing on standards of cleanliness, not who has conducted the clean. A property can be clean to a professional standard regardless of who cleaned it, and just because a property has been cleaned by a professional cleaning company, does not always mean it has been cleaned to a professional standard.

The below is a summary of the cleanliness of the property, please see full report for specific areas of cleanliness.



PROPERTY CLEANLINESS SNAPSHOT

General Cleanliness at Check-In		Cleaned to a professional standard, except where noted	
Carpets	Marked as noted	Windows	Clean
Lino	Not applicable	Hard Flooring	Marked as noted
Curtains	Clean	Blinds	Not applicable
Walls	Marked as noted	Skirting	Marked as noted
Doors	Marked as noted	Ceilings	Clean
Light Fittings	Clean	Sockets	Marked as noted
Kitchen Units	Marked as noted	Kitchen Wall Tiles	Clean
Work Surfaces	Clean	Sink	Clean
Oven	Clean	Hob	Clean
Microwave	Clean	Cooker Hood	Clean
Fridge	Clean	Freezer	Clean
Dishwasher	Clean	Washing Machine	Clean
Utensils	Not applicable	Tumble Dryer	Not applicable
WC's	Clean	Basins	Clean
Baths	Clean	Shower Screens	Clean
Vanity Units	Clean	Shower Fittings	Clean
Bathroom Wall Tiles	Clean	Extractor	Clean
Furniture	Light debris	Soft Furnishings	Not applicable
Mattresses	Stained	Linen	Stained
Balcony	Not applicable	Garden	Not applicable
Garage	Not applicable	Porch	Not applicable

MAINTENANCE RECOMMENDATIONS

Entrance Hallway	Internal lever door handle loose
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RECEPTION - OVERVIEW





RECEPTION  
DOOR

DESCRIPTION	CONDITION AT CHECK OUT
No door, open entrance	

DOOR FRAME

DESCRIPTION	CONDITION AT CHECK OUT
No door frame, open entrance	

CEILING

DESCRIPTION	CONDITION AT CHECK OUT
Ceiling	Good condition

LIGHTING

DESCRIPTION	CONDITION AT CHECK OUT
Lighting	1 ceiling mounted spotlight not in WO

WALLS

DESCRIPTION	CONDITION AT CHECK OUT
Walls	Occasional, light grey scuff marks at ML/LL throughout



SOCKETS & SWITCHES

DESCRIPTION	CONDITION AT CHECK OUT
Sockets and switches	White residue marks to buttons



GLAZING

DESCRIPTION	CONDITION AT CHECK OUT
Windows	Good condition, all glass intact

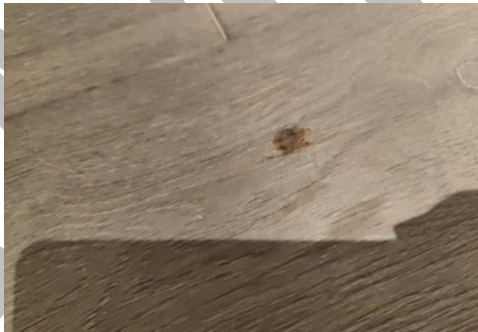
SKIRTING

DESCRIPTION	CONDITION AT CHECK OUT
Skirting	Minor scuff marks L & RHS of entrance



FLOORING

DESCRIPTION	CONDITION AT CHECK OUT
Flooring	Light brown drip mark LHS of terrace door, grease spot mark LHS of kitchen area



CONTENTS

DESCRIPTION	CONDITION AT CHECK OUT
Sofa	Small brown spot mark to LHS seat cushion, minor debris to seat cushion, fabric pulls to RHS back cushion



BEDROOM - OVERVIEW



DOOR

DESCRIPTION	CONDITION AT CHECK OUT
Door	Approx. 10 cm scratch LL interior



DOOR FRAME

DESCRIPTION	CONDITION AT CHECK OUT
Door frame	Angle edge rubs LL LHS exterior



CEILING

DESCRIPTION	CONDITION AT CHECK OUT
Ceiling	Good condition

LIGHTING

DESCRIPTION	CONDITION AT CHECK OUT
Lighting	All in WO

WALLS

DESCRIPTION	CONDITION AT CHECK OUT
Walls	Grey scuffs and rubs M/LL throughout



SOCKETS & SWITCHES

DESCRIPTION	CONDITION AT CHECK OUT
Sockets and switches	Antique brass fascia plate detached



GLAZING

DESCRIPTION	CONDITION AT CHECK OUT
Windows	Good condition, glass intact

SKIRTING

DESCRIPTION	CONDITION AT CHECK OUT
Skirting	Occasional light scuffs throughout





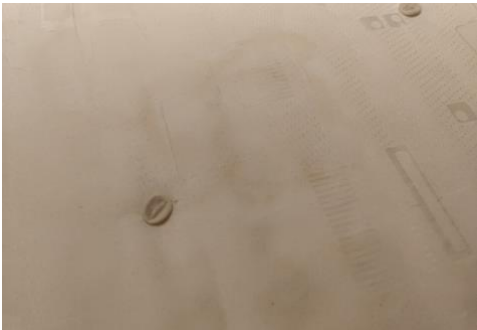
FLOORING

DESCRIPTION	CONDITION AT CHECK OUT
Flooring	Red scuff and spot type mark forward of entrance, faint brown stain forward of glazing



CONTENTS

DESCRIPTION	CONDITION AT CHECK OUT
Mattress	Multiple brown stains to centre
Bedside unit	Handle loose
Built-in wardrobes	Approx. 4cm chip to external part of RHS door
Bedding items	Used condition with brown staining to multiple items



Photographs to accompany this report should be used for reference purposes only, and only in conjunction with and in support of the written content in this report. Please also note, that these digital images have not been encrypted. All photos on this report have been taken by the clerk on the day of the inspection, unless otherwise specified.

## GUIDANCE NOTES FOR RENTERS

The following notes have been written to help facilitate a problem free move at the end of your tenancy.

- All tableware, glassware, kitchen utensils etc. should be clean and accessible. If packed away during the tenancy, items must be unpacked, cleaned and returned to the correct position.
- It is the renter's responsibility to return all items to their original position at the end of the tenancy. Should the inventory clerk have to search for items, it may result in charges being made to the renter.
- It is expected that the property will be in a similar condition of cleanliness as at check-in.
- Beds should not be made up, as they need to be examined. Bedding and linen should be clean and placed neatly in the airing cupboard or appropriate room.
- All keys must be available and labelled clearly.
- You must be ready to vacate the property and hand over the keys at the appointed check-out time.
- The managing agent or landlord must be informed of any items removed from or added to the property. Failure to do so may result in charges being made for replacement of items removed or removal of items left.
- All items on the inventory are assumed to be in good, clean, undamaged order unless qualified by a marginal note.

### CLEANING

Prime Check strongly recommends the property be professionally cleaned at the time of the check-out inspection unless alternative arrangements have been agreed with either the landlord or the managing agent. Receipts from professional cleaning and carpet cleaning companies must be presented to the clerk at the check-out inspection.

If the standard of cleaning is not satisfactory, most managing agents or landlords will employ a contract cleaner, and their account will be added to any charges shown on the check-out report.

### CARPETS

All carpets should be thoroughly vacuumed. Depending on the agreement and/or length of tenancy they should be professionally cleaned. You will be charged to clean any staining or soiling.

Compensatory costs will be made towards any further damage such as stains or cigarette burns. If a carpet is badly marked or damaged, you may be charged for part or all the cost of replacement.

### DECORATIONS

It is accepted that during normal day to day living a few marks and scuffs will appear on walls and woodwork. However, should the marking be found to be excessive, charges will be added to the check-out report.

For example, hooks and nails driven into walls: excessive furniture rubbings: pencil or crayon marks, tears to wallpaper, excessive damage to woodwork

### GARDENS

If the owner has not employed a gardener at the property, you will be required to maintain the garden. This includes the cutting of lawns, weeding of beds, and maintaining the garden according to the season. This may include trimming bushes and shrubs, but it is suggested this is confirmed with the Managing Agent prior to taking action as they may need specialist treatment.

If the standard of the garden is found to be untidy, compared with the commencement of tenancy, most Managing Agents or Landlords will employ a contract gardener, and their account will be added to the check-out report.

## DISCLAIMER

This report is not an inventory, it is merely a schedule of condition which gives a brief description of the condition of the décor and lists the main furniture present.

1. This report provides a record of the contents and conditions of the contents of the property, and the property's internal condition. It is the responsibility of the landlord and tenant and/or managing agent to agree between them the accuracy of this report.
2. The person preparing the report is not an expert in fabrics, woods, materials, antiques etc., nor a qualified surveyor. The document is not a building survey and will not comment upon the basic fabric of the building.
3. We are presenting a layman's description of these items for identification purposes. All items are described so that they can be easily identified at check-out. The report should not be used as an accurate description of each and every piece of furniture and equipment.
4. This report has been prepared on the accepted principal that if all items are free from any obvious soiling, fault, damage or odour then no comment is attributed to this segment.
5. Property left in lofts, cellars, garages and locked rooms, which have not been included on the report are the sole responsibility of the landlord and will not be inspected.
6. The movement of heavy furniture, appliances, rugs or contents will not be undertaken and therefore some observations may be restricted, nor can we attempt to make entry to inaccessible places. Our clerks will not report on areas such as overcrowded drawers and cupboards.
7. As independent clerks, we are not aware of when items have been purchased or décor updated. New is only stated if an item is still within its packaging.
8. Items in boxes, bags or containers are assumed to be awaiting removal unless informed otherwise by the landlord. During the tenancy, items boxed and stored away should be unboxed and put back in their original location. Excessively boxed contents will not be inspected.
9. Gardens and external areas will be inspected for their general condition, but plants and shrubs will not be itemised as they are viewed as perishable. Appliances, garden equipment and tools will be listed when present within accessible outbuildings or sheds. Unless the report is being carried out in daylight hours, the exterior and its content will not be inspected.
10. Newspapers, magazines, perishables, plants, DVDs, CDs and books and other similar items will not be listed individually, but as collections.
11. Any report compiled with the tenants in situ may contain inaccuracies for which we cannot be held responsible.
12. Whilst every effort is made to access meters, Prime Check will not be held responsible for the failure to record readings if meters cannot be located or accessed safely at the time of inspection. If a specific key or access instructions are required, please advise us prior to the appointment. All meters should be clearly marked for the property (i.e. flat number). Where accessible meter readings have not been taken, we will only return to the property to take readings if the meters are located within the property itself (excluding gardens, streets and communal areas). It is ultimately the tenant's responsibility to obtain meter readings to provide to their preferred supplier.

DISCLAIMER (CONTINUED)

13. Whilst comment is made on the appearance of windows, they are not tested to ensure that they are in working order. The security of the property will be the responsibility of the landlord or managing agent.
14. The Fire and Safety Regulations regarding furniture, gas, electrical and similar services are ultimately the responsibility of the instructing principal.
15. Where the report notes 'F.F.R. label seen' this should not be interpreted to mean that the item complies with the 'Furniture and Furnishings Fire Safety Amendments' 1993. It is a record that the item had a label as described, or similar to that detailed, in the 'Guide to the Furniture and Furnishings Fire Safety Regulations' as published by the Department of Trade and Industry, January 1997 (or subsequent edition), attached at the time the report was compiled. It is not a statement that the item can be considered to comply with the Regulations.
16. Blinds in the premises are visually checked. We are unable to verify that the blinds comply with the child safety requirements of BS EN 13120:2009 + A1:2014 placed on the manufacturer, supplier and professional installation of internal window blinds.
17. Where the report notes the presence of smoke alarms and carbon monoxide detectors, if tested, this will be for power supply and should not be interpreted to mean that these items are fully working and that the property complies with the 2015 regulations. Prime Check will take not responsibility for damage or mal-function during the testing of such alarms.

All new tenancies beginning on or after the 1st of October 2015 must have:

- i. A smoke alarm present on each storey of the premises on which there is a room used as living accommodation (including bathrooms)
  - ii. A carbon monoxide alarm present in any room on the premises used as living accommodation, containing a solid fuel burning combustion appliance
18. The person preparing the report will not fully test any utility, appliance or electrical appliance, apart from for power where applicable and to record any defects in their physical appearance, and will not know whether any of these items are in working order or comply with safety regulations.
19. Prime Check operates as an independent contractor, as such, it is not a requirement for any party to be present at the time of the inspection. However, it is the responsibility of the landlord and tenant to read this report carefully, and inform Prime Check of any amendments or changes that need to be made within 7 days.

DECLARATION

We, the undersigned, agree with the description and condition of the décor and furnishings detailed in this report.

Renter Signature		Date:	
Renter Name		Date:	
Landlord Signature		Date:	
Landlord Name		Date:	

## CHECK-OUT APPOINTMENT

It is most important at the check-out that:

- All cleaning has been completed prior to this time.
- All personal items have been removed.
- The property is ready to be handed over and the renter ready to vacate.

If you are not ready to leave, it may not be possible to carry out the check-out. In this case a return visit will be necessary, and a charge will be added to the check-out report.

The inventory clerk acts as an independent and reasonable body and will avoid unnecessary criticism or derogatory comments when compiling or checking the inventory.

At the termination of the tenancy the inventory will be checked, and any obvious or significant discrepancies will be reported to the managing agent/instructing principal. This report will indicate whether, in our opinion, the renter is liable for the deterioration or whether it is considered fair wear and tear. Normal fair wear and tear will be assessed on the length of the tenancy and type of occupancy.

Where we are instructed by the agent to apportion blame against inventory reports, we will do so where the base document is impartial, accurate and up to date.

We welcome your input into our reports and are happy to consider requests for amendments to our reports if submitted via email within 7 calendar days of the report being sent.

Whilst open to feedback, please be aware that we also need to balance this with remaining independent and reaching a conclusion once an inspection has been completed. As such, you have 7 days from the report distribution from Prime Check to come back with any comments.

## REPORT AMEDMENTS

- All amendment requests must be submitted via email and in email format.
- We do not accept handwritten notes on the report, PDFs, or any other attachments as amendments – any additional information will have to be kept on your files for reference at check-out. We recommend any photos or comments are date stamped.
- If you would like to add a comment to the report, we will display this within an amendment box at the beginning of the report.
- It is recommended that a copy of these comments is retained by yourself or the property manager.
- Handwritten notes and photographs taken by a person other than Prime Check cannot be accepted and incorporated into our reports, however, they can be provided for reference. Ultimately, they will have to be kept on your files for future reference.
- If we deem a comment to be material to the purpose of the report, we will request and consider the view of the clerk that carried out the inspection.
- If agreeable, we may choose to incorporate this comment into the main body of the report.
- The final decision of what is added into any report belongs to Prime Check.