

## Check Out Report

<b>Client name, office location</b>	[Client name]
<b>Property Address (incl. postcode)</b>	'Finches', 3 High Street, Danbury, Essex CM9 9RR
<b>Property Type</b>	5 bedroom unfurnished house
<b>Date of Check Out</b>	29 November 2010
<b>Tenant Name</b>	Mr Mark Hutchings and Mrs Julie Hutchings
<b>Tenant / Representative Present</b>	Mrs Julie Hutchings
<b>Tenants Forwarding Address</b>	Tenant has provided to Rushbrook and Rathbone
<b>Length of Tenancy</b>	Two years
<b>Clerk</b>	Lisa Williamson
<b>Paperwork Provided</b>	City Inventories, 03.09.08

Meters	Location	Reading	Supplier	Serial No.
Electricity	Understairs cupboard	Low 32225 Normal 97831	EON	DO775 89965
Gas	Garage	56852	British Gas	G4A2007 458A112
Water	Meter in block paved drive	4556	Not known	2010 55KK44
Oil Tank	None	-	-	-

<b>Rubbish &amp; all food items removed from property:</b>	Yes
<b>Carpets professionally cleaned:</b>	Yes
<b>Doors &amp; windows locked:</b>	Yes
<b>Evidence of pets/smoking:</b>	None

## Schedule of Condition & Cleanliness Report

### Summary of property in general

<b>Summary of cleanliness</b>	Professionally cleaned throughout – tenant to forward receipt to agent
<b>Decorative Order</b>	Generally fair – evidence of finger marks/wear and tear to some areas - noted to dilapidation report
<b>Carpets</b>	Professionally steam cleaned throughout – tenant to forward receipt to agent
<b>Other flooring</b>	Clean
<b>Windows</b>	Clean to inside, water marked with recent rain to outside.
<b>Doors</b>	Clean
<b>Curtains / Blinds / Nets</b>	Generally clean – two blinds dusty – noted in dilapidation report
<b>Woodwork</b>	Clean
<b>Lights / Shades</b>	Generally clean apart from two shades to 1 <sup>st</sup> floor landing. Some other lights clusters have light dust.
<b>Furniture</b>	N/A
<b>General Linen</b>	N/A
<b>Exterior</b>	Well maintained – professional gardening receipt to be forwarded to agent by tenants

### Kitchen

<b>Walls</b>	Fair – redecorated by tenants with paint left by landlord – patchy in places
<b>Flooring</b>	Clean. Light scuff marks near patio doors, as per inventory.
<b>Cupboards / units &amp; surfaces</b>	Clean
<b>Sink</b>	Clean. Some slight lime scale to waste & taps.
<b>Oven</b>	Professionally cleaned – receipt to be forwarded to agent by tenants
<b>Hob</b>	Rust spotted as noted to inventory otherwise clean
<b>Extractor</b>	Clean
<b>Washing machine</b>	Clean. Very light dried soap residue to dispenser drawer, as per inventory.
<b>Fridge /Freezer</b>	Clean
<b>Dishwasher</b>	Clean
<b>Other appliances</b>	Tumble dryer slightly dusty to filter

### Ground Floor WC

<b>Toilet / Bidet</b>	Clean – 2 scratches to basin – noted to dilapidation report
<b>Hand Basin</b>	Clean
<b>Flooring</b>	Clean

### Family Bathroom

<b>Toilet / Bidet</b>	Clean
<b>Hand Basin</b>	Clean. Light lime scale to waste.
<b>Bath</b>	Clean
<b>Shower</b>	Clean – light limescale to shower head – consistent with age and use
<b>Flooring</b>	Clean

### En Suite Bathroom to Bedroom 1

<b>Toilet / Bidet</b>	Clean
<b>Hand Basin</b>	Clean. Light lime scale to waste.
<b>Bath</b>	Clean
<b>Shower</b>	Lower frame lightly limescaled/worn – consistent with age and use
<b>Flooring</b>	Clean. Some light scuffs to surface in front of shower, as per inventory.

**Other Rooms**

<b>Sitting Room</b>	Generally clean - heavy finger marks and discolouration to walls around archway to dining room
<b>Dining Room</b>	Light chips to wallpaper to facing wall – noted to dilapidation report
<b>Utility Room</b>	Clean
<b>Bedroom 1</b>	Clean
<b>Bedroom 2</b>	Clean – paintwork patchy to walls, finger marks to walls – noted to dilapidation report
<b>Bedroom 3</b>	Clean – extensive blue tac stains and grease stains to walls - noted to dilapidation report
<b>Bedroom 4</b>	Clean – finger marks and grease stains to walls - noted to dilapidation report
<b>Bedroom 5 / office</b>	Clean



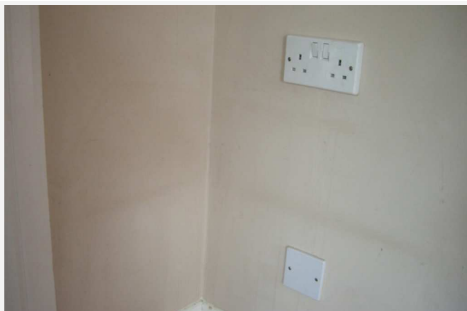
**External areas**





<b>General Condition</b>	Established borders in same/better condition than noted at check in
<b>Grass : Condition &amp; length</b>	Good condition – cut short
<b>Sheds/Outhouses</b>	Shed locked – not inspected (noted as not inspected to check in inventory)
<b>Side Patio</b>	Well maintained









**DAMAGE & DILAPIDATIONS REPORT AT CHECK OUT**

Address of the property	'Finches', 3 High Street, Danbury, Essex CM9 9RR
Date of Check Out	29 November 2010
Tenancy length	2 years
Summary	

Room	Item		Suggested Action / Charge
Front door step	Lightly chipped to front edge		Fair wear and tear
Ground Floor Cloakroom	Basin two approx 1" chips to bowl		Tenant liability
Ground Floor Cloakroom	Toilet roll holder loosely fitted to wall		Landlord maintenance
Hallway	Walls – circular indentation to wall to right hand side of door to kitchen – caused by handle hitting wall	No photo	For information – fair wear and tear
Under stairs cupboard	Floor - dusty	No photo	Requires cleaning – tenant liability
Sitting Room	Walls heavily finger marked and worn around archway to dining room		Tenant liability

<p><b>Sitting Room</b></p>	<p>Skirting boards - water type staining below left hand radiator</p>		<p>Landlord maintenance</p>
<p><b>Sitting Room</b></p>	<p>Glazing – White UPVC frames lightly worn/discoloured consistent with age</p>		<p>For information</p>
<p><b>Sitting Room</b></p>	<p>Door to garden – mould type staining to lower frames</p>		<p>Require cleaning</p>
<p><b>Dining Room</b></p>	<p>Centre door from sitting room lightly chipped to left hand corner – catches on frame</p>	<p>No photo</p>	<p>Fair wear and tear</p>
<p><b>Dining Room</b></p>	<p>Papered over crack to wallpaper in dining room</p>		<p>Landlord to confirm if present at the start of the tenancy</p>
<p><b>Dining Room</b></p>	<p>Chips to wallpaper in dining room</p>		<p>Tenant liability</p>

<p><b>Sky cables</b></p>	<p>Two Sky cables protruding from centre wall opposite door from hallway – tenant advises installed with permission</p>		<p>Agent to confirm if permission given</p>
<p><b>Kitchen</b></p>	<p>Two plugs to sink - not found</p>	<p>No photo</p>	<p>Tenant liability</p>
<p><b>Stairwell</b></p>	<p>Walls – extensively finger marked and worn – generally consistent with wear and tear for two year family tenancy</p>	<p>No photo</p>	<p>Fair wear and tear</p>
<p><b>Stairwell</b></p>	<p>Balustrade/handrail – paintwork lightly chipped - generally consistent with wear and tear for two year family tenancy</p>	<p>No photo</p>	<p>Fair wear and tear</p>
<p><b>Landing</b></p>	<p>Walls – various large non-matching painted over patches throughout to mid/ lower walls – tenant advises with paint left by landlord two years ago. One 1” chip to right hand wall at top of stairs to right hand side of plug socket</p>		<p>Tenant liability, suggest proportional charge</p>
<p><b>Landing</b></p>	<p>Carpet rucking/lifting in front of bedroom five – potential safety hazard</p>	<p>No photo</p>	<p>Landlord liability</p>
<p><b>Landing</b></p>	<p>Two glazed light shades to ceiling dusty – require cleaning</p>	<p>No photo</p>	<p>Tenant liability</p>
<p><b>Bedroom One</b></p>	<p>Pull cord loose/not fitted correctly to main blind – not in proper working order</p>	<p>No photo</p>	<p>Landlord liability</p>
<p><b>En-suite shower room</b></p>	<p>Shower cubicle – lower frames lightly limescaled and worn</p>		<p>Fair wear and tear, consistent with age and use</p>
<p><b>En-suite shower room</b></p>	<p>Toilet roll holder loosely fitted</p>	<p>No photo</p>	<p>Landlord maintenance</p>

<b>Family bathroom</b>	Radiator rust marked to top and lower edges		Fair wear and tear, consistent with age
<b>Family bathroom</b>	Shower head lightly lime scaled		Fair wear and tear, consistent with age and use
<b>Bedroom Two</b>	Walls - paintwork generally worn and finger marked, various non matching 'touched in' patches throughout	No photo	Tenant advises touched in using landlord's paint – generally consistent with fair wear and tear
<b>Bedroom Two</b>	Blind to left hand window not properly fitted – finials to rear curtain pole dismantled. Inventory notes blinds dismantled at start of tenancy	No photo	Landlord liability
<b>Bedroom Three</b>	Walls – extensive 'blue tac' stains and chips to left hand wall upon entry, extensive grease staining to lower right hand and left hand walls		Not consistent with fair wear and tear – suggest compensation to be agreed towards redecoration
<b>Bedroom Three</b>	Plug and chain dismantled from washbasin	No photo	Landlord maintenance
<b>Bedroom Four</b>	Walls – extensively finger marked and scuffed to left hand wall upon entry, heavily grease stained to right hand wall below windows	No photo	Not consistent with fair wear and tear – suggest compensation to be agreed towards redecoration