



**27 OLD GLOUCESTER Road
London WC1N 3AX**

www.vcapropertyinspection.co.uk

Tel. 07399 954464

CHECK OUT REPORT	
Address:	37 Chelsea Court London SW10 9QW
Date compiled:	9 th July 2016
Property type:	2 bedroomed property
Compiled by :	Victor Akutu

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Disclaimer and General Guidelines

The check out report has been prepared by Victor Akutu and provides a fair and accurate record of the condition of the property and its contents at the time the inventory was prepared. It is the responsibility of the tenant, Landlord and/or agent to agree between themselves the accuracy of this report.

Should there be any amendments/additions to the report must be notified within 14 days from receipt of the report.

The inventory clerk preparing this report is not an expert in textiles, woods, materials or antiques etc, nor is the inventory clerk a qualified surveyor. The inventory should not be used as an accurate description of each and every piece of furniture and equipment nor as a structural survey report.

All items are considered to be in good condition, clean and free of damage unless otherwise stated in the schedule of condition. The tenant has an obligation to leave the property as found with fair wear and tear accepted.

Property with lofts, cellars and locked rooms, which have not been seen and recorded, are the sole responsibility of the Landlord.

Meter readings can only be taken if the meter readings are easily accessible and in any event, the relevant utility company should check meter readings.

At the end of the tenancy, the inventory report is checked and any significant discrepancies will be reported to the Instructing Principal. This report will include whether, in our opinion, there is any liability to the tenant, or where such dilapidation might be considered as fair wear and tear.

The Fire and Safety Regulations for furnishing, gas, electrical and similar services are the ultimate responsibility of the Instructing Principal. Where the inventory notes, "FFR label seen" this should not be interpreted to mean the item complies with the "Furniture and Furnishings (Fire) (Safety) (Amendments) 1993". It is a record that the item had a label as described or similar to that detailed in the "Guide" published by the Department of Trade and Industry, January 1997 (or subsequent date), attached at the time the inventory was compiled. It is not a statement that the item can be considered to comply with the regulations.

Safety Disclaimer

All electrical items are considered to be complete with plugs, bulbs and flexes etc. unless otherwise specified. If practical, appliances may be tested but this should not be taken to mean the item is serviceable. Electrical and gas appliances will not be tested as part of the inventory. Tenants are advised to test all appliances as soon as possible and report any faults to the Landlord/Managing Agent.

VCA Inspection will test all smoke and carbon monoxide alarms for power only on the day of conducting the report where possible. If we are unable to test the alarms or they are not working, we will immediately contact the agent/landlord. However, we will not be liable for any alarm that does not work after the booking has been conducted. It is the responsibility of the tenant to inspect any smoke detector(s) fitted in the property at regular intervals to ensure they are working correctly.

Important Note:

Please be aware that it is up to the Instructing Principal to obtain the signatures of tenants, letting agents and landlord.

Guidelines for Tenants

All personal items must be removed from the property and cleaning must be carried out ready for the check out date. The property must be ready for hand over, along with any issued keys at the appointed time of the check out. In the event that the property has not been fully vacated, it will not be possible to complete the check out and a charge to reschedule the appointment will be incurred.

Before checking out of the property, it is essential that all the furniture and other items are returned to their original locations as indicated on the original inventory, including any items that have been packed or stored away. Failure to do this may incur further charges if items are not located or require repositioning.

If the property was professionally cleaned for the tenancy, it is strongly advised that professional cleaners to be used to carry out an end of tenancy clean. It is expected that the property and its contents will be in a similar condition of cleanliness as noted in the original inventory. If the standard of cleaning is not satisfactory, most Managing Agents or Landlords will employ a contract cleaner, the cost of which will be deducted from the tenant's deposit.

All cleaning must be thorough and the property left tidy at the end of the tenancy. The main areas for concern are sanitary ware, windows, hard floors, woodwork, kitchen appliances and units, shelves, ovens, cooker hoods, refrigerators, wardrobes, drawer units, linens and bedding.

Deductions may be incurred by the tenant should the following dilapidations be noted:

Area	Dilapidation
Carpets	Soiling, staining, burn marks and heavy shading.
Wooden Flooring	Scratch marks, staining and heavy usage.
Skirting Boards, Walls & Woodwork	Soiling, staining, scratch marks, damage, nail holes and blue tack residue, installation of cabling through a wall e.g. Satellite TV cable, will be considered as damage and a charge incurred for repairs.
Soft Furnishings & Curtains	Soiling, staining, breakages, heavy shading, burn marks and discolouration due to smoke.
Polished Furniture	Scratches, ring marks, burns, dents, chips, soiling and damage. Repair costs can be high so it is advised that polished furniture is protected with mats etc.
Beds	Bases mattresses and linen – staining, rips, soiling, burn marks and tears. Ensure all bedding and linen is clean, washed, pressed and stored appropriately for check out.
Sanitary Ware, Sinks & Ceramic Tiles	Scale, soiling, chips, staining or damage.
Crockery, China & Utensils	Soiling, chips burn marks, scratch marks, loose handles to pans etc.
Keys	Listed on the inventory should be kept safely and handed back at the end of the tenancy. Charges may be incurred for the cost of replacing locks.
Gardens	Non-maintained lawns, beds, shrubs and bushes, un-swept paved areas, driveways.

Entrance/Hallway

No.	Item	Description	Liability
1.	Front door	As per check in however more scratches in middle RHS of door Scratches by letterbox Door fixtures as per check in	Tenant
2.	Threshold	Threshold as per check in	
3.	Framework	Patches of paint to frame especially to LHS Marks of paint to LHS	Tenant
4.	Return of door	Dirty finger print to door Door fixtures as per check in	Tenant
5.	Framework	As per check in Cracks to RHS near lock	LL
6.	Ceiling	As per check in	
7.	Walls	As per check in Stains and marks to RHS near switch	Tenant
8.	Skirting	Painted white Black scuff mark noted below switch	Tenant
9.	Flooring	Cork welcome mat missing Wood laminate flooring	Not seen

Entrance/Hallway

No.	Item	Description	Liability
		No obvious marks or defects seen	
10.	Lighting	X2 lights not working	Negotiable
11.	Sockets & switches	As per check in	
12.	Attached to walls	Entry phone not tested	
13.	Fitted cupboards	Black stain to middle of door otherwise as per check in	Tenant
	Interior:	White fabric cloth to interior Tefal iron X1 box of tiles on shelf X1 coat carrier on shelf X1 plastic tray X1 packet of cleaner bags and toilet tissues not seen Ironing board in bedroom 1 X1 wood brush not seen X1 red Vileda mop and bucket not seen	Fair wear and tear
14.	Fitted cupboard LHS	As per check in Slight scuff marks and dark marks near handle	Tenant
15.	Interior:	As per inventory X1 clear plastic bag found X1 obscure plastic bag X1 red mop bucket X1 plastic container	FWT

Entrance/Hallway

No.	Item	Description	Liability
		X1 further plastic contained X1 Mega flow high efficiency water tank not tested	
	Furniture		
16.	Chest of drawers	Consistent marks on antique chest of drawers	
	Small items		
17.		Smoke alarm tested and working	
18.		Friedland fire alarm tested and working	

Bedroom 1

No.	Item	Description	Liability
19.	Door	White painted flush door Slight marks to door Door fixtures as per check in	Tenant
20.	Threshold	As per check in	
21.	Framework	White paint RHS of framework – does not match original paintwork	Tenant
22.	Return of door	Minor marks to door Door fixtures as per check in	
23.	Framework	Patches of paint to LHS painted over original paintwork	Tenant
24.	Ceiling	Painted white As per check in	
25.	Walls	Painted cream Marks to wall RHS facing wardrobe Marks to wall RHS	Tenant
26.	Skirting	As per check in	
27.	Flooring	Cream carpet Slightly discoloured in corner just before wardrobe	Negotiable
28.	Lighting	Not working	LL
29.	Sockets & switches	As fixed	

Bedroom 1

No.	Item	Description	Liability
		As per check in	
30.	Radiators/heaters	Panel cover not seen	
31.	Windows & fixtures	As per check in Cracks to LHS Build-up of dark dust to bottom half	Wear & tear
32.	Window dressings	As per check in	
33.	Fitted cupboards	Marks to interior and exterior	Negotiable
	Furniture		
34.	Bed	Wooden framed bed As per check in Bed cover slightly stained	Tenant
35.	Desk	As per check in	As described
36.	Chair	As per check in	
	Small items		
37.		X1 black rubber doorstop not seen	Tenant
38.		Black metal lamp tested and working	

Kitchen

No.	Item	Description	Liability
39.	Sockets & switches	As fitted	
40.	Windows & fixtures	As per inventory	
41.	Window dressings	Vertical wood effect venetian blind with vertical strips	
Kitchen units			
42.		Range of light wood units as per check in Minor marks No visible defects	Tenant
43.		Light wood plinth as per check in	
44.	Worktop	Water marks to sink area of worktop	
45.	Sink & drainer	Scratches to bottom of LHS of sink	Tenant
Furniture			
46.	Table	Glass table No obvious marks of defects seen	
47.	Chair	Wood and chrome framed tall stools not seen	Tenant or LL
48.	Stool	X` 1 folded stool present	
Appliances			
49.	Washing machine	As per check in	

Kitchen

No.	Item	Description	Liability
50.	Dishwasher	As per check in	
51.	Oven	As per check in Grease on inside of grill tray	Tenant
52.	Hob	Stains to large glass ring Ring to LHS behind large glass ring	Negotiable
53.	Exterior	Tested for power Back splash behind extractor is painted and now peeling – in poor condition	LL
54.	Fridge freezer	As per check in Scratch to front of unit Interior as per check in	Tenant
55.	Microwave	Tested for power Interior domestically cleaned	
	Small items		
56.		Toaster as per check in Slight build up of finger prints to front of toaster	Tenant
57.		X16 wine glasses X4 cocktail glasses X5 gin glasses Additional 14 wine glasses X3 long glasses	As noted

Kitchen

No.	Item	Description	Liability
		Plastic tray for knife and forks X16 forks X13 spoons X14 knives – 4 rusting X13 teaspoons X3 long wooden spoons	
58.	Unit containing saucepans	X1 large, 1 semi-medium, 1 medium and 1 small saucepans	As noteds
59.		X1 can opener X1 bottle top opener X1 large plastic fork	

Bathroom

No.	Item	Description	Liability
60.	Door	As per check in Door fixtures as per check in	No visible defects as there was no electricity power in the bathroom so unable to confirm whether working
61.	Framework	As per check in	
62.	Return of door	As per check in Door fixtures as per check in	
63.	Framework	As per check in	
64.	Ceiling	As per check in	
65.	Walls	Cream tiles As per check in – could not see condition of grouting	
66.	Flooring	Tiles look ok – no obvious marks	
67.	Lighting	No lighting due to no power	One spot light hanging loose
68.	Sockets & switches	Not tested	
69.	Radiators/heaters	No power so unable to confirm whether working	
70.	Attached to walls	X1 rectangular mirror as per check in X1 cream Greenwood extractor as per check in	
	Sanitary ware		
71.	Sink	No obvious defect noted Chrome pop up – unable to tell if scratches	

Bathroom

No.	Item	Description	Liability
		Overflow seen as described – couldn't tell if there were additional scratches Chrome mixer tap not tested	
72.	Bath	As per check in	
73.	WC	As per check in	
	Small items		
74.		Molton Brown hand wash not seen	
75.		Molton Brown hand lotion not seen	
76.		Brown bath mat not seen	
77.		Brown toilet mat not seen	

Bedroom 2

No.	Item	Description	Liability
78.	Door	As per check in Slight finger print marks Door fixtures as per inventory	Tenant
79.	Framework	As per check in	
80.	Return of door	As per check in Door fixtures domestically clean – need a better clean	Tenant
81.	Framework	As per check in	
82.	Ceiling	No obvious defects noted	
83.	Walls	As per check in Wipe need to wall	Tenant
84.	Skirting	No obvious defect noted	
85.	Flooring	Discolouration to flooring as you walk in from door	
86.	Lighting	Not working	LL
87.	Switches & sockets	Not tested	
88.	Radiators/heaters	Not tested Radiator cover as per check in	
89.	Windows & fixtures	Window in good working order No key	

Bedroom 2

No.	Item	Description	Liability
		Crack between window and window sill and build up of dust	
90.	Fitted cupboards	As per check in	
	Interior:	Wooden and metal hangers to interior All other items as per check in X1 pillow in plastic bag	
	Furniture		
91.	Bed	Different mattress to bed No pillows No duvet cover	Tenant or LL
92.	Bedside table	Cream bedside drawers X2 lamp shades	

Living Room

No.	Item	Description	Liability
1.	Door	As per check in Door fixtures as per check in	
2.	Framework	As per check in	
3.	Ceiling	Painted white Mark above door	Tenant
4.	Walls	As per check in Cut out holes to wall and screw holes to wall LHS Black bracket for TV	Tenant
5.	Skirting	As per check in	
6.	Flooring	Scuff marks behind door Slight discolouration to floor on entrance	Tenant
7.	Lighting	No pendant light Stainless steel lamps not seen	Stainless steel light noted in Double bedroom
8.	Sockets & switches	As per check in	
9.	Windows & fixtures	As per check in	
10.	Patio door	Build up of dust to door interior especially to external Cracks to outside sill	Negotiable

Schedule of Condition

No.	Item	Condition
1.	Type of property	2 bedroomed property
2.	Cleaning standard	Domestic
3.	Decorative condition	Generally good but also as noted
4.	Flooring	Generally good but also noted
5.	Windows	Generally good but also noted
6.	Upholstery/furniture	Generally good but also noted
7.	Fixtures & fittings	Generally good but also noted
8.	Soft furnishings	Generally good but also noted
9.	Curtains/blinds	Generally good
10.	Sanitary ware	No visual defects noted
11.	Kitchen appliances	As noted
12.	Electric	As noted
13.	Linen	As noted

Schedule of Condition

No.	Item	Condition
14.	Telephone	As noted
15.	Cable or satellite	As noted
16.	Main switches/fuses	As noted
17.	Manuals	As noted
18.	Smoke Alarm	Working
19.	Carbon Monoxide Alarm	Not seen
20.	Tenant present at check out	No

Meter Readings

Meter	Location of meter	Serial number	Readings
Gas	N/A		
Electricity	Cupboard in front of common area to the lift near the front door	Key meter – Confirmed by LL	
Water	RHS inside utility cupboard of the flat	02T019887	0092766

All meter readings should be checked by the relevant utility companies.

Declaration

Date of check out	9 th July 2016
Keys returned Lettings Agency	Yes
Tenants present at check out	No
Forwarding address	

General Statement of Overall Condition of the Property

Internal:	Reasonable condition
Windows:	External clean required. Internally was a domestic clean

I, the undersigned have examined the check out report and have found it to be correct.

Victor Akutu

Victor Akutu

.....
Signature of Inventory Clerk
InventoryClerks 4 U

.....
Print Name

.....
Date

.....
Signature of Tenant 1 /
Representative

.....
Print Name

.....
Date

.....
Signature of Landlord /
Managing Agent

.....
Print Name

.....
Date

Entrance/Hallway Images



FRONT DOOR



SCRATCHES TO DOOR



PAINT TO DOOR FRAME



SCRATCHES AND PAINT
PATCHES RHS



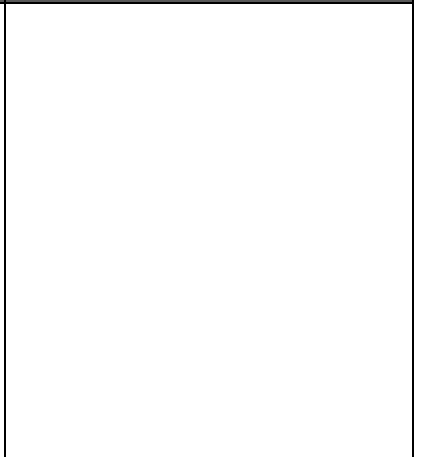
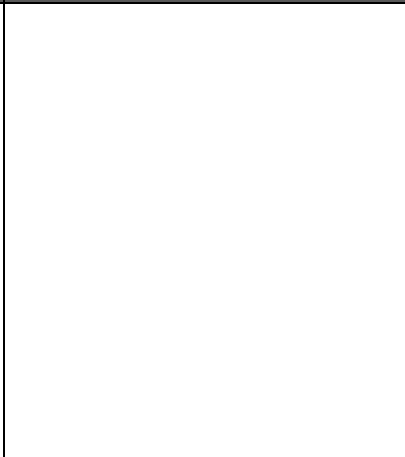
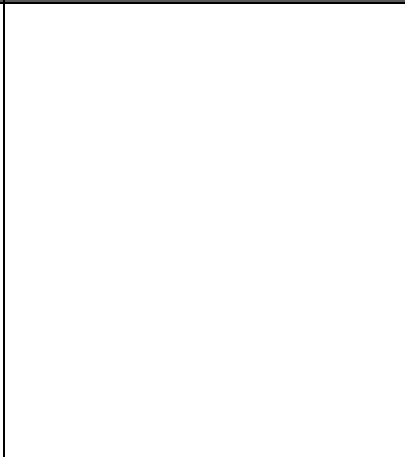
MARKS TO CUPBOARD



OUTSIDE AREA



OUTSIDE AREA



Bedroom 1 Images



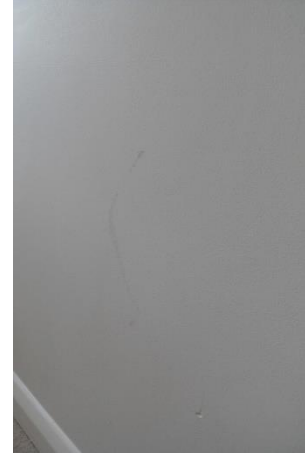
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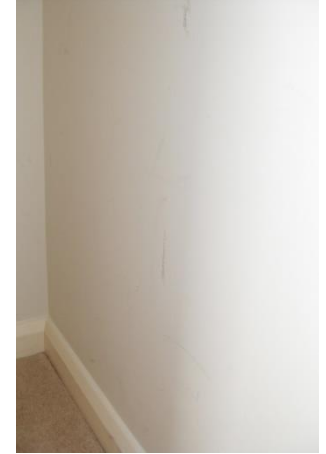
VIEW 2



WARDROBE



MARK TO WALL



MARKS TO WALL



LIGHT NOT WORKING



WARDROBE DOOR CHIPPED



WARDROBE



WOODEN BED FRAME



MARKS ON WALL

Bedroom 1 Images



PAINT MARKS TO FRAME



STAIN MARKS TO BEDD COVER



WOODEN BED FRAME



IRONING BOARD

Kitchen Images



VIEW 1



VIEW 2



BIN



FOLDING STOOL



FRIDGE FREEZER



FRIDGE FREEZER INTERIOR



MARK TO KITCHEN WALL



OVEN



UTILITY CUPBOARD



WASHING MACHINE

Kitchen Images



WORKTOP

Bathroom Images



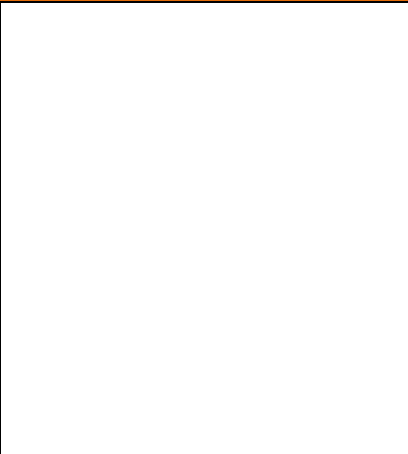
VIEW 1



VIEW 2



VIEW 3



Bedroom 2 Images



VIEW 1



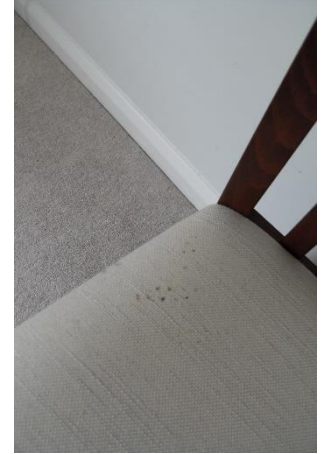
VIEW 2



VIEW 3



LIGHT NOT WORKING



STAINS TO CHAIR



STAIN ON BED FRAME



GAP TO WINDOW SILL



LIGHT STAND



MINOR DISCOLOURATION
TO CARPET



BLACK MARK TO SIDE OF
BED FRAME

Reception Images



CARPET DISCOLOURED



DINING TABLE



RADIATOR COVER



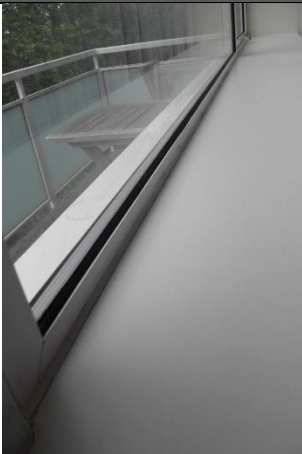
SOFAS



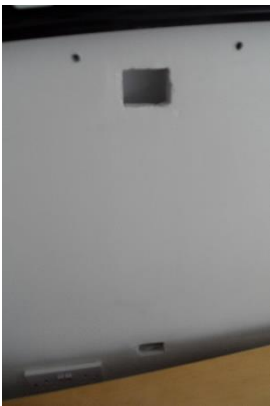
BRACKETS TO WALLS AND
SCREW HOLES



CRACKS TO WINDOW SILL



CRACKS TO WINDOW
SEALANT



CUT HOLES TO WALLS

Keys and Meters Images



KEYS



KEYS



ELECTRIC METER



WATER METER