





## Check-Out Report

XX Elmfield Avenue  
Aberdeen  
AB24 XXX

Date: 22/9/05

**Agents Name:** Student Property Leasing

**Agents Address:** XX Queens Road  
Aberdeen  
AB15 XXX



THE ASSOCIATION OF INDEPENDENT INVENTORY CLERKS

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Abbreviations	
RHS	Right Hand Side
LHS	Left Hand Side
RH	Right Hand
LH	Left Hand
WO	Working Order
NW	Not Working
NT	Not Tested



# Check – Out Report

**Property:** XX Elmfield Avenue  
Aberdeen  
AB24 XXX

**Date:** 22/9/05

**Representative:** Alex Blackstock

**Tenant(s) Present:** Christine Howarth

**On Behalf Of:** Student Property Leasing

Utility Readings			
Meter	Meter No.	Meter Reading	Location Inventory Reference Number
Gas	4285642	5648635	Cupboard in Bedroom 2 (Ref. 50)
Electric	9487554	8503566	Cupboard in Dining Room (Ref. 42)
Water	N/A	N/A	N/A

Keys Handed Back			
Cylinder	Mortise	Garage	Other
8	8	1	2

**Telephone Connected:** Yes

**Heating:** On

**Suppliers:** Gas – Scottish Power  
Electricity – Scottish Power

**Forward Address:** XX Balmoral Terrace  
Aberdeen  
AB10 XXX

The following are the dilapidations that have occurred at **XX Elmfield Avenue** during the tenancy of **Christine Howarth** from **23/9/04** until **22/9/05**. If the tenant can state where items not seen may be found, no charge will be made in respect of those items unless they are damaged. This report is prepared without prejudice to the accuracy of the inventory at said date. It is acknowledged that the terms of the Tenancy Agreement may overrule recommendations made. Method Inventories cannot be held liable for the correct status of the heating.

### General Condition

- Garden in seasonal order
- Property requires extensive cleaning throughout at the tenants expense
- Carpets have numerous stains and require shampooing at the tenants expense
- Unwanted items have been left behind, including posters and old toiletries, and should be removed at the tenants expense

### Items to Make Good

Items that are damaged or missing, to be repaired or replaced at the tenant's expense

Ref. No.	Room	Item	Discrepancy
3	Front Entrance	Door	Gouge RHS mid level (picture)
9	Lower Hall	Banister	Banister detached from wall (picture)
35	Lounge	Radiator	Plastic control valve cover missing
39	Lounge	Fireplace	Crack to hearth (picture)
39	Lounge	Fireplace	Crack to facing (picture)
45	Bedroom 2	Brass double socket	Poor repair job, NW (picture)
49	Bedroom 2	Bed slats	2 x slats missing (picture)
62	Kitchen	Wall Unit, Unit 4	LH door has come off, carcass damaged (picture)
71	Upper Hall	Door Frame	Facing damaged high level (picture)
83	Bedroom 3	Mattress	Excessive staining, burn mark (picture)

### Requires Cleaning

Items to be cleaned or removed at the tenant's expense

Ref. No.	Room	Item	Discrepancy
89	Bedroom 4	LH wall	Badly marked in window recess (picture)

### Maintenance

Items requiring attention that are the responsibility of the landlord

Ref. No.	Room	Item	Discrepancy
59	Kitchen	Floor	2 x tiles appear to be lifting
64	Kitchen	Oven	Handle loose
69	Kitchen	Boiler	Tenant has said there is a drip coming from the boiler (picture)

### Confirmation Required

Items that have changed from the initial inventory and need clarification from agent/landlord

Ref. No.	Room	Item	Discrepancy
15	Study	Window	Hole drilled for sky cable. Did tenants have permission for Sky installation? (picture)
74	Upper Hall	Rear wall	Incomplete repair above door (picture)
220	Garage	Garden shears	Not seen, please confirm whether moved by gardener, otherwise charge to replace

### No Value

Items that are damaged or missing which are of no real value

Ref. No.	Room	Item	Discrepancy
22	Bedroom 1	Bin	Badly cracked bin, now has hole (picture)
53	Bedroom 2	Plastic pot plant	Missing
70	Kitchen	Old wooden spoon	Missing

### No Charge

Items that have changed from the initial inventory where no charge should be made

Ref. No.	Room	Item	Discrepancy
42	Lounge	Fuse box	New fuse box has replaced old fuse box (picture)

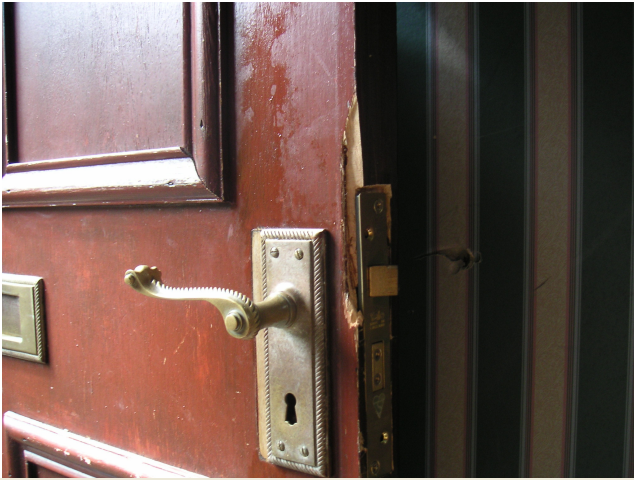
48	Bedroom 2	Mortise lock	New mortise lock has replaced old mortise lock (picture)
55	Bathroom	Toilet roll holder	Blue, not white as on inventory

### Fair Wear and Tear

The reasonable use of the premise by the tenant, allowing for the ordinary operation of natural forces

Ref. No.	Room	Item	Discrepancy
2	Front Approach	Door knocker	Rusting
7	Lower Hall	RH wall	Smoked over radiator
68	Kitchen	Worktop	Seal between tiles and worktop pulling away
93	Bedroom 4	Brass door knobs	Loose

## Pictures



Door (Ref. 3)



Banister (Ref. 9)



Fireplace (Ref. 39)



Fireplace (Ref. 39)



Brass Double Socket (Ref. 45)



Bed Slats (Ref. 49)



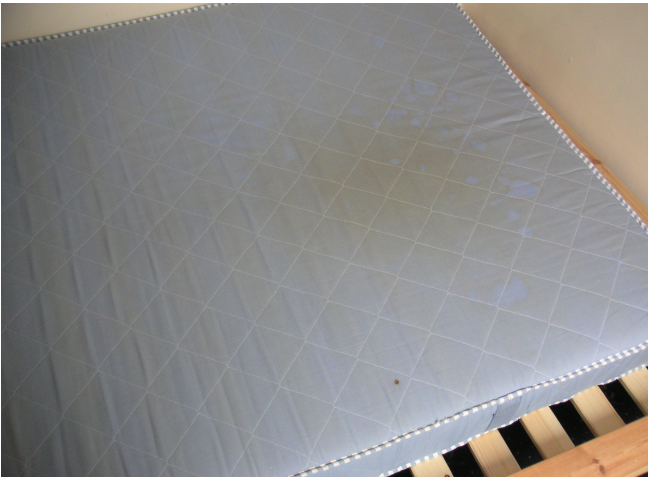
Pictures



Wall Unit, Unit 4 (Ref. 62)



Door Frame (Ref. 71)



Mattress (Ref. 83)



LH wall (Ref. 89)



Boiler (Ref. 69)



Window (Ref. 15)



## Pictures



Rear wall (Ref. 74)



Bin (Ref. 22)



Fuse Box (Ref. 42)



Mortise Lock (Ref. 48)



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