



CHECK OUT REPORT at:

Tenancy Start Date		Tenancy End Date		SPM REF	
Tenant name if going to be present		Time Arranged:		Inventory Clerk	

Date completed		All Keys Returned?	Yes / No	Sets Of Keys-		Fire Blanket	Yes / No
Time completed		Electric Reading		Total sets for tenancy		CO alarm	Yes / No / NA
Tenants Present		Gas Meter Reading		Keys returned to office by TT		Bulbs required	Yes / No
Cleaning Required		Pre Pay meter	Yes / No	Keys collected on site		Mattress Protector	

Cleaned to professional standard											
Windows & Frames clean (Including exterior)											
Skirtings & Doorframes Dusted											
Light fittings & Shades Dusted											
Flooring Swept, mopped & vacuumed											
Furniture Wiped & polished											
Underneath & behind furniture Swept, vacuumed, cleared											
Appliances Cleaned internally & externally											
Extractor Hoods & Fans Clean & dusted											
Units & Drawers Wiped & polished											
Toilet, sink, shower & bath Cleaned											
Décor clear from Cobwebs											

Location	Item	SPM REF:	Recommend Action	For Information note to change of condition and added to future inventory

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Gardens & Exterior of property	Comments	Recommend Action	For Information note to change of condition and added to future inventory
Front Entrance (Cleanliness & tidiness, any damages or changes)			
Garden and Back Area (Cleanliness & tidiness, any damages or changes)			
Sheds (All items present, damages, security)			
Other			