

Check Out

6 Broomhill Mews, Aberdeen , AB10 6LR



Date of Report	22/8/2014
Reference No	19671570
Tenant's Name	
Prepared By	<p>Lisa Riddell</p> <p>Lomond Aberdeen Property Services 5 Carden Terrace Aberdeen AB10 1US</p> <p>01224 466266 Inventories@lomondlettings.co.uk</p>

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Property Details

Is the property occupied	NO
Is the property furnished	YES
Type of property	Apartment

General Notes

Property was left in good condition by the tenants,
However a few small cleaning items were missed - as indicated in the report



Services

Type	Is meter accessible/Location
Electric	YES Communal Hall
Gas	YES Hall Cupboard

Meter Readings

Type	Reading	Serial Numbers/Notes
Electric	16129	D05C90012
Gas	08952	G4A0105009

Gas

REF 2

Electric

REF 18

Tenancy Guidance Notes

Guidance for tenants

The following notes have been compiled to assist you during and at the end of your tenancy. By following these guidelines the process will run more smoothly and will help to avoid any unnecessary problems and delays in the return of your deposit.

It is the tenant's responsibility to return all items to the location they were found in at the start of the tenancy. All personal possessions should also be removed; otherwise a charge will be made for the removal of such items. Inventors will not search for items which have been moved. Having a copy of your inventory to hand when preparing to move out of your property will assist you with this check. Missing or damaged items will be listed and a charge may be made. 'Fair wear and tear' and the length of the lease will be considered when making a judgment. This inventory has been prepared on the principle that in the absence of any comments an item is free from any obvious damage or soiling. This inventory will be checked at the end of the tenancy, any comments added by the tenant will be taken into consideration.

If you feel the property is not clean on entry you must notify your agent as soon as possible after identifying the problem.

This Inventory document will be used for the Check-Out procedure and it will stand as it is unless amendments are agreed at THE BEGINNING of the tenancy within 7 days of receipt.

Cleaning

The property should be cleaned throughout, with attention to windows (in and out), woodwork, skirting's, interior of drawers, underneath beds, sanitary ware, kitchen appliances. Particular attention should be made to extractor/cooker hoods, washing machine powder drawers and rubber seals within dishwashers. Kitchen units (inside and out), floors to be swept, shampooed, mopped and vacuumed as appropriate. Dust and cobwebs should be cleared. Grouting and sealant around baths, sinks and worktops must be cleaned regularly to prevent mould.

If cleaning is considered to be unsatisfactory then the agents will organise for professional cleaners to carry out the necessary work noted in the recheck report and this will be charged to the tenant

Carpets/Flooring

All carpets and flooring should be thoroughly vacuumed and/or cleaned. 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 of the cost of replacement.

Decoration

Acceptable levels of wear and tear will be determined at the inventor's discretion; however excessive wear and tear is not acceptable and will incur a charge. E.g. dents, screws and rawl plugs in walls, excessive marks to walls and woodwork, blue tac, crayon or pencil marks, tears to wallpaper. Tenants will also be charged for any unauthorised changes to decoration

Stored Items

Any items stored or moved during the tenancy must be returned to their original location, and where applicable, cleaned and ready for use. A charge will be made if boxed/stored items need to be returned to inventory location after you have left.

Keys/Fobs

All keys/fobs listed on the inventory should be kept safely and handed back at the end of the tenancy. Should any keys/fobs be lost, you may be charged replacement costs for the locks. If you have extra keys cut, these should also be returned.

Gardens

If the owner has not employed a gardener at the property, you will be required to maintain the garden. Front and rear gardens must be presented to a good standard appropriate to the time of year. Lawns should be cut, driveways, borders and patios weed and moss free and all rubbish must be removed. Any sky dishes that have been erected without permission will be removed and made good at the tenants expense.

Beds & Soft Furnishings

Beds frames, mattresses, bed linen and pillows will be examined for staining and damage. Staining to mattresses will also be cleaned however heavy staining will incur a charge. Any damage that has been made will be charged for in the form of compensation or a percentage of the replacement cost

Furniture

Polished furniture will be checked for scratches, ring marks, burns, soiling and damage to joints, and charges made as appropriate. Repair costs and re-polishing costs are high. It is in your interest to take steps to protect the furniture with mats etc.

General notes

Pets must only be kept in the property if permission is given by the landlord.

All light bulbs must be present and working, a charge will be made for any light bulbs that are not working or are missing.

Property should be heated and well ventilated during your lease. If you feel you are having problems with this consult your agent

Report Abbreviations

RHS - Right hand side,

LHS - Left hand side,

FW - Facing wall,

RW - Rear wall,

N/W - Not working,

N/T - Not tested,

FWT - Fair wear & tear

Bedroom

Ref	Item	Description	Check In	Check Out
	Doors / Windows			
4	Doors	Single door		Chipped & Scraped - As per previous Inventory - No cost
	Decor			
5	Ceiling	Painted		Cobwebs - Requires Cleaning
	Furniture / Items			
6	Bedroom Furniture	Wooden Frame Double bed		Now Leather Frame
7	Bedroom Items	Side Lamp & Tall Lamp		Dusty - As account to Clean
8	General Items	Duvet & Pillows & Linen		Minus - Note to Landlord

Ceiling-Painted



REF 5

Bedroom Items-Side Lamp & Tall Lamp



REF 7

Bathroom

Ref	Item	Description	Check In	Check Out
9	Decor Flooring	Carpet		Stained in various places - As per previous Inventory - Note to Landlord
10	Furniture / Items Bathroom Appliances	Shower		Top of Screen & Soap dish marked - Requires Cleaning

Bathroom Appliances-Shower



REF 10

Kitchen

Ref	Item	Description	Check In	Check Out
11	Doors / Windows			
11	Windows	Blue & Yellow Pelmet & Matching Tie backs		Missing - Note to Landlord
12	Furniture / Items			
12	Kitchen Appliances	ZANUSSI Fridge / Freezer		Now HOTPOINT
13		HOTPOINT washing Machine		Rim around door - Requires Cleaning
14		Extractor Hood		Residue Marks - Requires Cleaning
15	Fixtures / Fittings			
15	Lighting	Ceiling Mounted Downlighters		1 bulb N/W - As Account to Replace

Lighting-Ceiling Mounted Downlighters



REF 15

Kitchen Appliances-HOTPOINT washing Machine



REF 13

Kitchen Appliances-HOTPOINT washing Machine



REF 13

Kitchen Appliances-Extractor Hood



REF 14

Lounge

Ref	Item	Description	Check In	Check Out
16	Decor Flooring	Laminate		Debris throughout - As account to Vacuum
17	Furniture / Items Lounge Furniture	Dining Table		Few finger marks - As account to clean

Flooring-Laminate



REF 16

Key Exchange

Verification of the official key exchange is held in this section.
If this section is empty the key exchange is pending.

Key Type	Qty	Notes	Photo
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Signatures

If the tenant's signature is present below, the tenant agrees that he or she is satisfied with the information contained within this report pertaining to the property on the cover sheet. If the property is rented to multiple tenants, one tenant signature denotes the approval of all tenants.

Tenant

Name	Signature

Clerk

Name Lisa Riddell	Signature 
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Verifier

Name	Signature
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Disclaimer

This inventory is a list of the condition of furniture, furnishings, decoration and equipment contained within the property. It is not a guarantee of the safety of any of the items listed (including smoke and fire alarms) but is merely a record that these items exist. Electrical items are not tested by the inventor. When the inventory notes that a fire safety label has been seen it should not be interpreted to mean the item complies with the current fire safety regulations. It is a record that the item had a label attached at the time the inventory was completed.

Safety Disclaimer

The Fire & Safety Regulations regarding Furnishings, Gas Electrical and similar services are ultimately the responsibility of the Instructing Principal. Where the inventory 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 published by the Department of Trade and Industry March 1996 (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. We cannot be held liable for the correct status of the heating/boiler.

REPAIRS REQUIRED – OVERVIEW OF PREVIOUS PAGES (please note all maintenance requests on this page)**TENANT NAME:** _____**DAY TIME CONTACT TELEPHONE NO:** _____**ACCESS ARRANGEMENTS:**

It is our standard practise to allow access with the master keys that we hold for the property. You will be advised of any visit to your property by SMS / email / telephone providing 24 hours' notice. Please also be aware that all our tradesmen are fully vetted by us and considered reliable and trustworthy. The majority of them have been working with our Company for some considerable time. Any emergency tradesmen / out of hours requests will be assessed and if deemed to be a tenant cost, these charges will be made to your account.

PRIORITY	ROOM	ITEM	DESCRIBE FAULT (IF KNOWN)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Please list the repairs in order of priority and mark the priority (U) urgent or (R) routine.

Notes:

This form should be returned within 7 days. It will be detached from the inventory and passed to our Maintenance Department. Please contact our Maintenance Department on **01224 900 555** during working hours if you require to discuss matters further.

If your **vacuum cleaner** is not working, please attend to following list before calling:

1. Check all the airways are clear.
2. Check to see that the belt does not need replaced.
3. Check whether the bag is empty or full.

If after the above have been checked and there is no change, then call the office and we will arrange for an engineer to repair this. Vacuum cleaners are not classed as emergency calls so please allow 7-14 days for a visit from an engineer.

Washing Machines - allow up to 3 working days.

Heating or hot water - generally attended to within 24 hours.

Check your **battery smoke alarm** on a monthly basis to ensure that the battery still works.

Disclaimer: please note that it is your responsibility to note any defects in the property once you have taken possession and to report these to our maintenance team quickly on **01224 900 555**. Any maintenance requests will be attended to within our service level agreement timelines, however we cannot guarantee that any property improvements will be authorised by the landlord. Any maintenance requests however which fall within the repairing standard will be addressed.