

CHECK OUT

REPORT

14 Sample Street Preston, PR1 2AB

FRONT ELEVATION PHOTOGRAPH

COMPLETED ON

Sample date

INSPECTED BY

Fascia Agency

REPORT REF

FA-CHK-2041

FORMAT

Standalone checkout

SAMPLE REPORT — fictional property. Photographs appear as placeholders in this sample. In a live checkout every entry is supported by full-colour, date-stamped photographs, with close-ups and scale references for anything of note.

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This is a standalone checkout. It records the property's full condition and cleanliness exactly as returned at the end of the tenancy — every room, every item, photographed and described — and requires no check-in inventory. It stands alone as an independent record of how the property was handed back.

Optional extra — comparison & deposit recommendations. Where a check-in inventory exists (ours or your own), we can additionally compare every entry in this report against it, separate tenant damage from fair wear and tear, and prepare clear deposit deduction recommendations in the format adjudicators expect. Ask about this when booking.

How to read this report. Each entry describes the item for identification and records its condition and cleanliness objectively, as seen on the day. Items needing attention are flagged: **CLEANING REQUIRED** where an item is returned below a reasonable standard, **ATTENTION** where damage or a defect is recorded, and **NOTE** for observations and maintenance matters. Flags record findings only — they are not, on their own, an assessment of liability.

Disclaimers

This checkout report is prepared by Fascia Agency as an "as seen" record of the property's internal condition and contents at the end of the tenancy. It does not form part of a structural survey or valuation. The clerk acts as an independent and impartial party and avoids unnecessary criticism or derogatory comment. This report records condition and cleanliness objectively; where the optional comparison service is instructed, a separate assessment distinguishes tenant damage from fair wear and tear. The final decision on any deposit deduction rests with the landlord, agent and tenant, or with the deposit scheme adjudicator where a dispute is raised. Fascia Agency does not mediate disputes but provides independent documentation to assist in resolving them. Discrepancies must be notified in writing within 7 days of receipt of this report.

TENANT INFORMATION FOR CHECK OUT

The property should be left clean and tidy — carpets, curtains, windows, upholstery and appliances in particular — with all cleaning completed before the checkout appointment, in line with the tenancy agreement. All personal items must be removed, landlord items returned to their usual locations, food removed, freezers defrosted with doors left open, and all keys handed to the clerk or agent at check out. Light bulbs should be left in working order.

METER READINGS

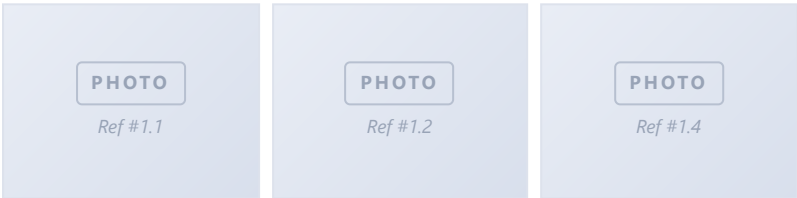
Final readings are taken where meters are safely accessible and photographed with display and serial number visible. Utility companies should verify all readings.

BRANDING & WHITE-LABEL REPORTS

This sample carries Fascia Agency branding for illustration only. For lettings agents and property management companies, reports are white-labelled as standard: your agency's logo, colours and contact details are added in place of ours, so every report you pass to landlords and tenants carries your brand. For private landlords, reports can instead be supplied plain and unbranded on request.

1. Front Entrance & Hallway

REF	NAME	DESCRIPTION	CONDITION AT CHECK OUT
1.1	Front door	White uPVC front door with double-glazed opaque panel, multi-point locking mechanism, chrome lever handle, chrome letterbox with sprung flap, external kick plate.	Clean. Lock and handle operate correctly. Scuffing to external kick plate area; 2x light scratches approx. 4cm to internal face, mid-panel — photographed in close-up.
1.2	Walls	Matt emulsion, off-white, with white gloss skirting. 1x panel radiator with thermostatic valve, 1x double socket, 1x light switch.	Generally clean. Light scuffing at low level along the main walkway and beside the radiator, consistent with normal use. Faceplates clean and secure.
1.3	Ceiling & light	Painted white with pendant light and fabric shade, coving to edges.	Clean, no marks or cracks. Light working when tested.
1.4	Floor	Oak-effect laminate with metal threshold strip to lounge doorway.	Swept clean, boards secure. General surface wear to main walkway; scratches near front door photographed.



Sample placeholders — every entry is photographed and date-stamped in the live report.

2. Lounge

REF	NAME	DESCRIPTION	CONDITION AT CHECK OUT
2.1	Walls & chimney breast	Matt emulsion, light grey, with white gloss skirting. Chimney breast with two alcoves. 3x double sockets, 1x TV aerial point.	2x wall plugs and 4x screw holes to chimney breast from a removed TV bracket, unfilled and not made good — photographed with scale reference. 3x older filled picture-hook holes also present. Light rub mark to right alcove. ATTENTION
2.2	Ceiling	Painted white with ceiling rose and three-arm light fitting.	Hairline crack approx. 20cm from ceiling rose towards window — appears to be settlement; photographed. All bulbs working. NOTE
2.3	Carpet	Fitted carpet, mid-grey twist pile.	Dark ring stain approx. 12cm diameter centre-room, consistent with a spill; general soiling to walkways. Photographed with scale reference. CLEANING REQUIRED
2.4	Window, blind & radiator	uPVC double-glazed window, 2x opening panes with lockable handles; grey venetian blind; panel radiator.	Clean. Locks operate, window keys present on sill. No misting. Blind operates correctly, all slats intact. No leaks or corrosion to radiator.
2.5	Sofa LANDLORD ITEM	Three-seater fabric sofa, charcoal grey, 3x seat and 3x back cushions. Fire safety label present.	Clean, no stains, tears or pet damage. Bobbling to both armrests and seat cushions; cushions slightly flattened. Underside and rear panel sound.

2. 6	TV unit LANDLORD ITEM	Oak-effect media unit, W1200, 2x cupboard doors, 1x open shelf.	Clean. Light surface scratches to top. Remote control left on unit — to be removed. NOTE
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PHOTO

Ref #2.1

PHOTO

Ref #2.1a

PHOTO

Ref #2.3

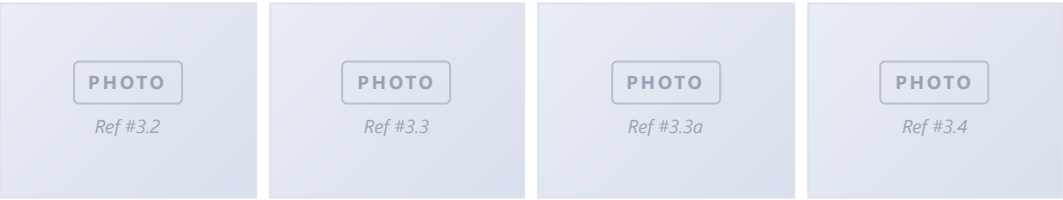
PHOTO

Ref #2.3a

Close-ups of the bracket fixings and carpet stain are photographed with a scale reference in the live report.

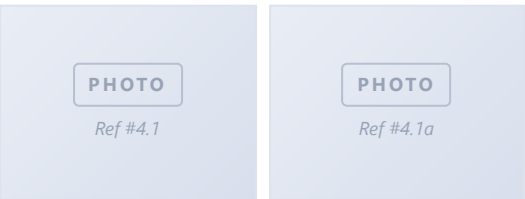
3. Kitchen & Appliances

REF	NAME	DESCRIPTION	CONDITION AT CHECK OUT
3.1	Base & wall units	5x base units and 3x wall units, white gloss doors with brushed steel handles; 3x drawers; under-sink unit housing waste pipework; continuous plinth.	Interiors clean and empty; all doors align and close correctly; shelf pegs present. Swelling to plinth kick-board beneath sink — no active leak visible at waste connections; recommend investigation. NOTE
3.2	Work surface & sink	Laminate worktops, dark stone effect; stainless one-and-a-half bowl sink with drainer and chrome mixer tap.	Wiped clean. Heat mark approx. 8cm right of hob and light knife scoring adjacent to sink — photographed with scale reference. Tap operates, drains freely. Sealant sound but discoloured at sink junction.
3.3	Oven, hob & extractor	Integrated electric fan oven with 2x racks and grill pan; four-ring ceramic hob; stainless extractor with 2x grease filters.	Heavy baked-on grease to oven interior and both racks; grease film to both extractor filters. Hob surface clean, no cracks or scratches. Grill pan present. CLEANING REQUIRED
3.4	Fridge freezer LANDLORD ITEM	Freestanding 60/40 fridge freezer, white. Fridge: 3x shelves, salad drawer, 3x door trays. Freezer: 3x drawers.	Clean, defrosted and switched off with doors left open. All shelves, trays and drawers present and intact. Door seals sound.
3.5	Washing machine LANDLORD ITEM	Freestanding washing machine, white.	Clean. Drum and door seal clean, no mould. Detergent drawer clean with light limescale to housing.
3.6	Floor	Grey tile-effect vinyl, edges sealed.	Mopped clean, fully adhered. Small nick approx. 5mm in front of washing machine — photographed.



4. Stairs & Landing

REF	NAME	DESCRIPTION	CONDITION AT CHECK OUT
4.1	Walls, stairs & landing	Off-white emulsion; carpeted staircase and landing, mid-grey twist pile; painted handrail, newel post and spindles.	Carpet clean and secure to all treads. Scuffing to staircase wall at low and mid level, consistent with furniture removal. Handrail and spindles secure.



5. Bedroom 1 (Front Double)

REF	NAME	DESCRIPTION	CONDITION AT CHECK OUT
5.1	Walls & window reveal	Matt emulsion, pale blue, white gloss skirting. uPVC double-glazed window with reveal to external wall. 3x double sockets, 1x light switch.	Generally clean. Light black spotting to window reveal and adjacent external wall corner, consistent with condensation. Tenant reports the bathroom extractor fan has been inoperative for part of the tenancy (see 7.2). 2x filled picture-hook holes above bed position. ATTENTION
5.2	Carpet, wardrobe & curtains	Beige twist pile carpet; double fitted wardrobe with 2x sliding doors, rail and 2x shelves; grey lined eyelet curtains on metal pole.	Carpet clean, no stains. Wardrobe interior clean and empty, doors run smoothly; chip approx. 5mm to right door edge — photographed. Curtains clean, all eyelets intact.
5.3	Bed & mattress LANDLORD ITEMS	Double bed with grey fabric frame and headboard; double mattress.	Frame sound and clean. No mattress protector present. Yellow staining approx. 15cm to mattress surface — photographed both faces with scale reference. CLEANING REQUIRED

PHOTO

Ref #5.1

PHOTO

Ref #5.3

PHOTO

Ref #5.3a

6. Bedroom 2 (Rear)

REF	NAME	DESCRIPTION	CONDITION AT CHECK OUT
6.1	Throughout	White painted door, walls with white gloss skirting; uPVC window with roller blind; pendant light; beige twist pile carpet.	Clean and empty throughout. Window lock operates, key present. Blind operates correctly. Usage marks to carpet walkway consistent with normal occupation. No damage noted.

PHOTO

Ref #6.1

PHOTO

Ref #6.1a

7. Bathroom

REF	NAME	DESCRIPTION	CONDITION AT CHECK OUT
7.1	Suite, tiling & sealant	White acrylic bath with thermostatic shower over and glass screen; close-coupled WC; ceramic basin on pedestal; full-height tiling to bath walls.	Clean throughout, drains freely. No cracks to suite; chip approx. 4mm to front rim of basin — photographed with scale reference. Light mould spotting to sealant corner above bath. Screen secure. NOTE
7.2	Extractor fan	Wall-mounted extractor fan.	Not operating when tested with light switch or pull cord. Likely contributing cause of condensation spotting in bedroom 1 and mould to bath sealant. Recommend electrician attends before re-let. ATTENTION
7.3	Floor & ceiling	White marble-effect vinyl; painted ceiling with sealed light.	Clean and fully adhered, no lifting at bath or WC junctions. Light working when tested.

PHOTO

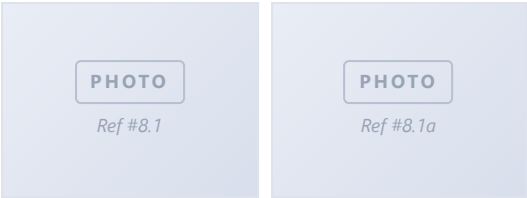
Ref #7.1

PHOTO

Ref #7.2

8. Exterior & Rear Yard

REF	NAME	DESCRIPTION	CONDITION AT CHECK OUT
8.1	Front & rear	Brick frontage; enclosed paved rear yard with timber gate, external tap, rotary drier point; uPVC rear door with multi-point lock.	Frontage tidy. Yard swept, bins stored correctly. Gate closes and bolts; rear door locks correctly. External tap drips slowly at spindle — minor plumbing repair recommended. NOTE



9. Keys Returned

REF	NAME	DETAIL	STATUS
9.1	Front door keys	2x keys returned to clerk — photographed	RETURNED
9.2	Rear door key	1x key returned to clerk — photographed	RETURNED
9.3	Window keys	4x keys left on sills, one per opening window	PRESENT

Keys returned should be verified against the numbers issued at the start of the tenancy by the instructing agent or landlord.

10. Meters — Final Readings

REF	NAME	LOCATION	FINAL READING
10.1	Electricity	Hallway cupboard — display and serial photographed	52847.1 (sample)
10.2	Gas	External box, front elevation — display and serial photographed	11209 (sample)

Actions Required — Summary

Every item needing attention from this report, gathered on one page and cross-referenced to the entries and photographs above.

REF	ITEM	ACTION REQUIRED	CATEGORY	COMMENTS
3.3	Kitchen » Oven & extractor	Professional appliance clean	CLEANING	Heavy baked-on grease to oven interior, racks and extractor filters.
2.3	Lounge » Carpet	Professional carpet clean	CLEANING	12cm ring stain centre-room plus walkway soiling.
5.3	Bedroom 1 » Mattress	Professional clean; assess whether stain lifts	CLEANING	15cm yellow staining; no protector present.
2.1	Lounge » Chimney breast	Fill 2x wall plugs and 4x screw holes; repaint affected wall	MAKE GOOD	Fixings from removed TV bracket left unmade-good.
7.2	Bathroom » Extractor fan	Electrician to attend before re-let	MAINTENANCE	Not operating; likely cause of condensation and sealant mould.
5.1	Bedroom 1 » Window reveal	Treat spotting and repaint once ventilation restored	MAINTENANCE	Condensation-related; linked to extractor fault.
8.1	Exterior » Outside tap	Minor plumbing repair — dripping at spindle	MAINTENANCE	Risk of freeze damage if left over winter.
3.1	Kitchen » Sink plinth / sealant	Investigate plinth swelling; renew sink sealant	MAINTENANCE	No active leak visible; cosmetic sealant renewal recommended during void.

Optional Extra — Comparison & Deposit Recommendations

This standalone report records the property's condition as returned, and can be relied upon as independent evidence in its own right. Where a check-in inventory exists — prepared by Fascia Agency or supplied by you — we can additionally produce a **comparison report**: every entry above checked against the check-in record, tenant damage separated from fair wear and tear using the apportionment principles applied by government-approved deposit schemes (TDS, DPS, mydeposits), and clear deduction recommendations you can take straight into deposit negotiations or adjudication. Ask about adding this service when booking, or afterwards — the comparison can be prepared from this report at any time while the deposit remains in dispute.

Declaration

I/We the undersigned confirm that, if I/we do not comment on this report in writing within seven days of receipt, I/we accept it as an accurate record of the contents and condition of the property at the end of the tenancy.

Signed by the Tenant

Print name

Date / /

Signed by the Landlord / Agent

Print name

Date / /

Signed for Fascia Agency (Clerk)

Print name

Date / /