



Check-Out

at

123 Excelsior Drive

St. Johns

Pleasantville

PL5 3AB

Tenants:

David Smith

Jayne Louise Smith

Date of Inventory:

5 December 2008

Date of Check-out:

8 December 2009



Property: 123 Excelsior Drive, St. Johns, Pleasantville, PL5 3AB
Check-out Date: 8 December 2009

Check-out Guidance Notes

1. The purpose of the Check-out inspection document is to check the condition of all fixtures and fittings (and furnishings where appropriate) of the property, by comparing the condition as previously noted within the original Check-in document and interim inspection reports, and after allowing for fair wear and tear, noting any condition changes.

This includes the condition of wall and ceiling decorations, floor coverings, windows, doors, etc and the generally cleanliness of the property and in particular carpets.

2. Where no comments are given in the 'Condition' box, then it is to be concluded that the item in question is in excellent condition.
3. For the removal of any doubt, comments are made to furnish quantity, quality and whether item is clean or not and nothing more.
4. **IMPORTANT.** Any amendment/addition or omission must be witnessed (that is initialed and dated) by the Tenant and Inventory Clerk **DURING** Check-out. No amendments/additions or omissions made by the Tenant or others, including **Excelsior**, will be accepted after the date of Check-out.



Property:	123 Excelsior Drive, St. Johns, Pleasantville, PL5 3AB
Check-out Date:	8 December 2009

Check-out Report

Agents:	
Date:	
Tenants:	

Meter Readings, Keys Record and Manuals				
Service	Reading	Meter No	Location	Quantity
Gas				
Electricity				
Water				
Keys				
Manuals				

Excelsior Clerk

Tenant



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DECLARATION/SIGNATURES

Whilst every care has been taken to ensure the accuracy of this Check-out, **Excelsior** furnish no guarantees as to its accuracy and accepts no responsibility or liability for any errors herein.

This Check-out relates only to fixtures, fittings, equipment, contents (furnishings where appropriate) belonging to the Landlord of the Property. It is simply a record that such items exist in the property at the date of the Check-out and the superficial, that is, visual condition only, of same. Items on the original Check-in document but not available during the Check-out inspection are duly noted herein.

Manuals returned by the Tenant in respect of appliances have been noted accordingly and have been handed-over to the Inventory Clerk.

This Declaration is to certify that the undersigned have carefully checked the foregoing Check-out document, in conjunction with the Inventory Clerk and, including any marginal notes, consider this to be a fair and correct schedule of the contents and their condition (including furnishings where appropriate), at the conclusion of the Tenancy period.

A signed copy of this document will be forwarded to the Tenants within 2 working days of the date of signature.

Name (s)	Signature	Date
Tenants		
Excelsior Inventory Clerk		