

TENANCY CHECK-IN / CHECK-OUT

PRIMARY TENANT NAME		
PROPERTY ADDRESS		
DATE OF TENANCY CHECK IN INSPECTION		
DATE OF TENANCY CHECK OUT INSPECTION		
INSPECTED BY		
IMPORTANT NOTES FOR TENANTS		
<ul style="list-style-type: none"> • All items on the Inventory are assumed to be in good, clean, undamaged order unless otherwise stated. • Should the following be damaged, missing or unclean at the end of the Tenancy, Let-Leeds reserve the right to employ a cleaner or replace / repair items, the cost of which may be deducted from your deposit. • It is important that cleaning has been completed prior to the check out inspection, and that all personal items have been removed, the property ready to be handed over and the tenants are ready to vacate. • If you are not ready to leave, it may not be possible to carry out the Check out. In this case a return visit will be necessary, and may be chargeable to you. 		
METER READINGS	Tenancy Check In	Tenancy Check Out
Gas		
Electricity		
Water		

	Tenancy Check In		Tenancy Check Out	
DATE:				
	CLEAN	GOOD CONDITION	CLEAN	GOOD CONDITION
All Rooms				
Carpets				
All internal windows Clean including the frames and sills				
Skirting boards, picture rails and above every door wiped and dusted				
Light switches wiped and Lampshades dusted				
Walls wiped where necessary / No scuffs or Marks on walls				
Doors and door handles dusted and wiped				
All carpets vacuumed including under furniture				
Vinyl floors cleaned including under appliances and furniture				
Curtains or blinds dusted or cleaned				
All drawers clear and wiped out				
All light bulbs working				
All cupboards clear of belongings and clean				
Vacuum cleaner bag emptied				
Boiler / Central heating topped up and working				
Smoke detectors working (not beeping)				
Bathroom(s) and WC (s)				
Toilet disinfected and bleached internally and externally				
Bath/shower/basin clean and de-scaled, Mirrors and shower screen clean				
Bath / shower silicone clean and free from mould				
Tiles grouted and free from stains and mould				
Extractor fan clean and working				

	Tenancy Check In		Tenancy Check Out	
DATE:				
	CLEAN	GOOD CONDITION	CLEAN	GOOD CONDITION
Kitchen				
Oven and Hob clean inside and out				
Fridge/freezer wiped clean and turned off and door open				
Microwave, Kettle, Toaster				
Kitchen cabinets clean inside and out				
Dustbin disinfected and clean				
Washing machine soap drawer clean				
Lounge and Dining Room				
Sofa/armchairs vacuumed under the cushions				
Dining table and chairs clean				
Under furniture Cleaned/Vacuumed				
Bedrooms				
Wardrobes clean and vacuumed internally				
Drawers and other furniture clear and clean				
The mattress on the bed turned and vacuumed				
Under Furniture hoovered				
Garden, Garage, Shed				
Clear of all belongings including rubbish				
Garden clean and tidy, grass cut, beds and lawns free of weeds and no rubbish left				

OTHER NOTES (ie) Parking		
KEYS ISSUED AND RETURNED	Tenancy Check In	Tenancy Check Out
Front Door Keys		
Other Door Keys		
Window Keys (if applicable)		
Postbox, Entry Fobs, Garden, Gate, Garage, Shed Keys (if applicable)		
TENANT MAIL FORWARDING ADDRESS		
CHECK IN NOTES: CHECK OUT NOTES:		
AGREEMENT		
	Tenancy Check In	Tenancy Check Out
PRIMARY TENANT NAME		
PRIMARY TENANT SIGNATURE		
DATE		
NAME OF AGENT		
AGENT SIGNATURE		
DATE		