SITE survey. APP

SITE SURVEY REPORT

Inventory and Check-in

Prepared for	Flat 6, Rosebank Court, Horsforth, Leeds (fictional)
Date	13 Oct 2026
Site	Flat 6, Rosebank Court, Horsforth, Leeds
Prepared by	S. Kaur

FORM

Inventory and Check-in

1. Visit and tenancy

Project	Flat 6, Rosebank Court, Horsforth, Leeds: tenancy check-out
Report reference	CO-2026-1013
Property address	Flat 6, Rosebank Court, Rosebank Road, Horsforth, Leeds LS18 5RW
Date of the visit	13 Oct 2026
Type of report	Check-out
Is the tenant at the visit?	Yes
Tenancy end date	13 Oct 2026
Reference of the check-in report	INV-2025-1014

> Check-out. Record the home as the tenant left it, before any cleaning or repairs are carried out. Use the same rooms and the same order as the check-in report.

Who is preparing the report?	Letting agent
Name of the person preparing the report	S. Kaur, Elmfield Lettings
Tenant name	J. Whitfield

3. Overall cleanliness and condition

Property type	Flat
How is the home let?	Furnished
Overall cleanliness	Needs cleaning
What needs cleaning, and where?	Bathroom: black mould spots on the bath sealant and grout, limescale on the taps, bath ring. The rest of the flat is cleaned to a good domestic standard.

Photos of what needs cleaning



> Condition is not the same as cleanliness. If the check-in report does not record how clean the home was, a later claim for cleaning is hard to support.

Overall condition	Fair
Has the home been decorated since the last tenancy?	No
Is a garden, yard, garage or outbuilding included?	No
Were all rooms and cupboards inspected?	Yes
Does the report use abbreviations?	No

4. Meter readings

Where is the electricity meter?	Meter cupboard in the hallway, by the front door
Electricity reading (kWh)	21187
Electricity reading at check-in (kWh)	18452
Electricity used during the tenancy (kWh)	2735

Photo of the electricity meter



Is there a gas supply?	Yes
Gas reading	5544
Gas reading at check-in	4821
Gas used during the tenancy	723
Is there a water meter?	No
Is there an oil tank?	No
Is any meter a prepayment meter?	No

5. Keys

Front door keys	2
Communal door keys or fobs	0
Window keys	0
Other keys	0
Total keys	2
Keys handed over at check-in	3
Keys not returned	1

> Fewer keys have come back than were handed over. In England a landlord or agent can charge the tenant the cost of replacing a key, and must be able to show in writing that the cost is reasonable.

Photo of all the keys together

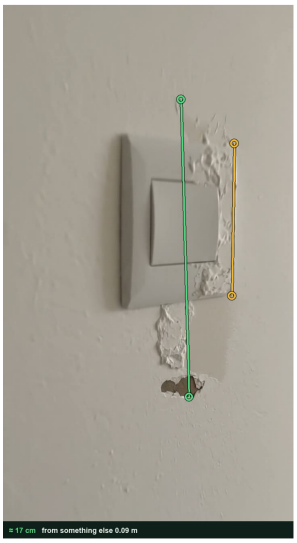


6. Room by room

Rooms 1: Hallway

Room	Hallway
Floor covering	Carpet
Floor condition	Fair
Has the carpet been professionally cleaned?	Yes
Walls, ceiling and woodwork	Damaged
Windows and doors	Good
Window dressing	None
Cleanliness of this room	Cleaned to a good domestic standard
Description of the room	Grey carpet, light wear on the walkway as at check-in. White walls and ceiling. Front door white, both locks working, door entry handset working. Meter cupboard by the front door.
Any marks, damage or missing items?	Yes
What, where in the room, and how big?	Plaster pulled away around the light switch by the living room door, above and below the switch plate, with a small hole through the finish below it. Not on the check-in report. Beyond fair wear and tear: needs filling and touching in.
Length of the largest mark or damage (cm)	17

Length of the largest mark or damage (cm): measuring photo

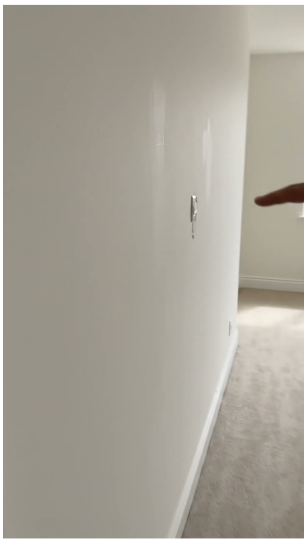


Close-up photos, with something in shot for scale



You have recorded something as poor or damaged. Describe it and photograph it, so the check-out report can be read against this one.

Photos of the room



This room: items in poor or damaged condition	1

Rooms 2: Living room

Room	Living room
Floor covering	Laminate
Floor condition	Good
Walls, ceiling and woodwork	Fair
Windows and doors	Good
Window dressing	Curtains
Describe it and its condition	Grey and white patterned curtains on a white pole, tie-backs on both sides, clean, no tears

Furniture and contents 1: Three seat sofa

Item	Three seat sofa
How many	1
Colour or material	Fabric
Condition	Good

Furniture and contents 2: Scatter cushions

Item	Scatter cushions
How many	2

Colour or material	Fabric
Condition	Fair: signs of use
Marks, damage or missing parts	Light fading on the front faces, normal use

Furniture and contents 3: Coffee table

Item	Coffee table
How many	1
Colour or material	Wood
Condition	Fair: signs of use
Marks, damage or missing parts	Two faint cup rings on the top, same as at check-in

Furniture and contents 4: Dining table

Item	Dining table
How many	1
Colour or material	Wood
Condition	Good

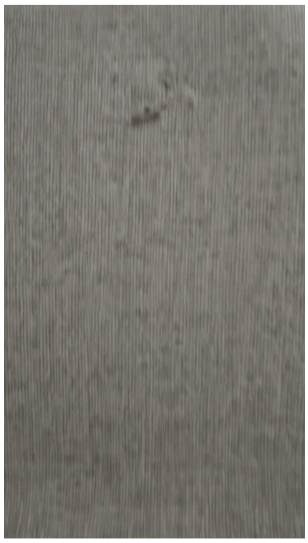
Furniture and contents 5: Dining chair

Item	Dining chair
How many	1
Colour or material	Grey
Condition	Good

Furniture and contents 6: Dining chair

Item	Dining chair
How many	1
Colour or material	Grey
Condition	Poor: worn or damaged
Marks, damage or missing parts	Dark stain about 4 cm across on the seat back fabric. Not on the check-in report. Beyond fair wear and tear: needs specialist cleaning.

Photos



Furniture and contents 7: Rug

Item	Rug
How many	1
Colour or material	Grey
Condition	Fair: signs of use
Marks, damage or missing parts	Edges slightly curled, no stains

Furniture and contents 8: Framed print

Item	Framed print
How many	1
Colour or material	Black
Condition	Good
Cleanliness of this room	Cleaned to a good domestic standard
Description of the room	Wood effect laminate, magnolia walls, white ceiling. Double glazed window to the front, opens and locks. Single radiator under the window. Pendant light, three double sockets, TV point.
Any marks, damage or missing items?	Yes
What, where in the room, and how big?	Paint blistered and flaking on the wall under the window, just above the radiator. Reported by the tenant in February 2026 as damp. Looks like condensation at the window reveal, not tenant damage. Landlord to investigate and redecorate.

Length of the largest mark or damage (cm)	25

Length of the largest mark or damage (cm): measuring photo



Close-up photos, with something in shot for scale



This room: items in poor or damaged condition	1

Rooms 3: Kitchen

Room	Kitchen
Floor covering	Vinyl
Floor condition	Good
Walls, ceiling and woodwork	Good
Windows and doors	Good
Window dressing	Blind

Describe it and its condition	White roller blind, works, clean
Appliances in the kitchen	Oven, Hob, Fridge or freezer, Washing machine, Microwave
Make and model of each appliance	Built-in electric single oven and four burner gas hob, integrated fridge freezer and washing machine, freestanding microwave. Makes and models as listed on the check-in report, manuals in the drawer by the oven.
Do all the hob rings work?	Yes
Inside of the oven	Light marks

Furniture and contents 1: Kettle

Item	Kettle
How many	1
Colour or material	Metal
Condition	Good

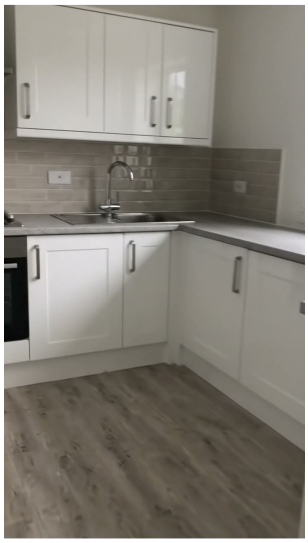
Furniture and contents 2: Toaster

Item	Toaster
How many	1
Colour or material	Metal
Condition	Fair: signs of use
Marks, damage or missing parts	Crumb tray marked, works

Furniture and contents 3: Crockery and cutlery set for four

Item	Crockery and cutlery set for four
How many	1
Colour or material	White
Condition	Good
Cleanliness of this room	Cleaned to a good domestic standard
Description of the room	White shaker units, grey laminate worktop, tiled splashback. Grey wood effect vinyl. All doors and drawers open and close. Combi boiler in the end wall cupboard, carbon monoxide alarm beside it.
Any marks, damage or missing items?	No

Photos of the room





This room: items in poor or damaged condition	0

Rooms 4: Bedroom

Room	Bedroom
Which one?	Bedroom 1, double, rear
Floor covering	Carpet
Floor condition	Good
Has the carpet been professionally cleaned?	Yes
Walls, ceiling and woodwork	Good
Windows and doors	Good
Window dressing	Curtains and blind
Describe it and its condition	Grey blackout curtains and a white roller blind, both clean and working

Furniture and contents 1: Double bed with divan base

Item	Double bed with divan base
How many	1
Colour or material	Grey
Condition	Good

Furniture and contents 2: Mattress, with protector

Item	Mattress, with protector
How many	1
Colour or material	White
Condition	Good

Furniture and contents 3: Bedside table

Item	Bedside table
How many	2
Colour or material	Wood
Condition	Good

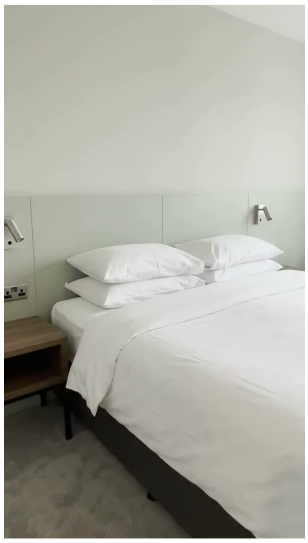
Furniture and contents 4: Double wardrobe

Item	Double wardrobe
How many	1
Colour or material	White
Condition	Good

Furniture and contents 5: Chest of drawers

Item	Chest of drawers
How many	1
Colour or material	White
Condition	Fair: signs of use
Marks, damage or missing parts	One drawer runner stiff, as at check-in
Cleanliness of this room	Cleaned to a good domestic standard
Description of the room	Grey carpet, pale green and white walls, white ceiling. Double glazed window, single radiator. Two wall reading lights over the bed, both working.
Any marks, damage or missing items?	No

Photos of the room



This room: items in poor or damaged condition	0

Rooms 5: Bedroom

Room	Bedroom
Which one?	Bedroom 2, single, front
Floor covering	Carpet
Floor condition	Good
Has the carpet been professionally cleaned?	Yes
Walls, ceiling and woodwork	Fair
Windows and doors	Good
Window dressing	Blind
Describe it and its condition	White roller blind, works

Furniture and contents 1: Single bed and mattress

Item	Single bed and mattress
How many	1
Colour or material	White
Condition	Good

Furniture and contents 2: Desk

Item	Desk
How many	1
Colour or material	White
Condition	Good

Furniture and contents 3: Desk chair

Item	Desk chair
How many	1
Colour or material	Black
Condition	Good
Cleanliness of this room	Cleaned to a good domestic standard
Description of the room	Grey carpet, white walls and ceiling. Used as a study. Double glazed window, single radiator.
Any marks, damage or missing items?	Yes
What, where in the room, and how big?	Blu-tack marks above the desk, the largest about 4 cm across. Fair wear and tear for a year's tenancy, no charge.
Length of the largest mark or damage (cm)	4
This room: items in poor or damaged condition	0

Rooms 6: Bathroom

Room	Bathroom
Floor covering	Vinyl
Floor condition	Fair
Walls, ceiling and woodwork	Fair
Windows and doors	Good
Window dressing	None
Sealant and grout	Mould spots
Any limescale on the taps, basin, bath or shower?	Yes

Cleanliness of this room	Needs cleaning
Description of the room	White bath with mixer tap and shower hose, basin and WC. Tiled to half height around the bath. Extractor fan working but slow. Frosted window opens.
Any marks, damage or missing items?	No

Photos of the room



This room: items in poor or damaged condition	0
Rooms recorded	6
Rooms with marks, damage or missing items	3
Rooms that need cleaning	1
Items in poor or damaged condition	2

> Compare with the check-in report. Only damage beyond fair wear and tear, taking into account the length of the tenancy and the number of occupants, should be put to the tenant. Note the check-in description for each item you raise.

7. Alarms and safety records

How many storeys have a room used as living accommodation?	1
How many of those storeys have a smoke alarm?	1
Smoke alarm test	All sounded
Does any room have a boiler, fire or stove?	Yes
Is there a carbon monoxide alarm in each of those rooms?	Yes

Carbon monoxide alarm test	All sounded

8. Agreement and sign-off

Does the tenant agree with the report?	Agrees, with comments
Tenant's comments, in their own words	I lost the entrance fob in August and will pay for a new one. The damp under the living room window was reported in February. Agree about the switch and the chair.
Tenant signature	
Date the tenant was given a copy of this report	13 Oct 2026
Name of the person who prepared the report	S. Kaur, Elmfield Lettings
Signature of the person who prepared the report	