

Needs Cleaning

Ref	Responsibility	Comments	Price	Status
1.1 Schedule of Condition » Cleaning Overview	Tenant	This property requires cleaning, smoke smell throughout property; All linen and fabrics require cleaning	£0.00	To do
7.8 WC » Toilet	Tenant	Heavy staining to toilet bowl	£0.00	To do
10.10 Kitchen » Appliances	Tenant	Fridge needs items removed and deep clean; Cooker and oven require deep clean; Various residue marks to dishwasher; Grease build up to extractor fan;	£0.00	To do

Needs Replacing

Ref	Responsibility	Comments	Price	Status
3.1 Keys » Returned Keys	Tenant	1X set of keys is missing, 1X fob, 1X front door key	£0.00	To do
4.2 Safety (Alarms) » CO Alarm	Tenant	Battery needs replacing;	£0.00	To do
5.1 Exterior Front » Door	Tenant	Door bell tested, not working;	£0.00	To do
7.9 WC » Additional Items	Tenant	Toilet roll holder is missing	£0.00	To do
8.10 Bathroom » Additional Items	Tenant	Towel rail has been removed, needs replacing	£0.00	To do
9.1 Living Room » Door	Tenant	Door has been removed from fitting, 1X crack to edge of door; 1X dent along top edge	£0.00	To do
9.6 Living Room » Lighting	Tenant	2X lights not working	£0.00	To do
10.10 Kitchen » Appliances	Tenant	Microwave tested, not working - PASS electrical safety sticker - needs replacing	£0.00	To do
10.12 Kitchen » Additional Items	Tenant	Missing plates and cutlery	£0.00	To do
11.7 Bedroom 1 » Lighting	Tenant	1X light not working	£0.00	To do
12.1 Bedroom 2 » Door	Tenant	Lock mechanism is broken, back handle is broken	£0.00	To do
12.11 Bedroom 2 » Furnishings	Tenant	Duvet and pillows are missing; Black desk with hole punched in middle	£0.00	To do
13.1 Bedroom 3 » Door	Tenant	Reverse handle is not working	£0.00	To do
13.11 Bedroom 3 » Furnishings	Tenant	Missing bed linen	£0.00	To do

Needs Maintenance

Ref	Responsibility	Comments	Price	Status
6.3 Hallway » Walls	Tenant	Spillage marks to 1X section, scuff marks to lower levels; heavy scuff marks to 1X section	£0.00	To do
8.1 Bathroom » Door	Tenant	1X black mark above lock;	£0.00	To do

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9.4 Living Room » Walls	Tenant	Discoloured from mid to lower levels;	£0.00	To do
11.2 Bedroom 1 » Walls	Tenant	3X sticky tabs to 1X section, scuff marks from mid to lower levels; Large oil splash marks to walls	£0.00	To do
12.1 Bedroom 2 » Door	Tenant	Scratch marks to top of door frame from hook fixture	£0.00	To do
12.2 Bedroom 2 » Walls	Tenant	Light scuff marks from mid to lower parts of walls	£0.00	To do
12.8 Bedroom 2 » Window(s)	Tenant	Straightener burn marks to window sill	£0.00	To do
13.1 Bedroom 3 » Door	Tenant	Bottom hinge damaged, causing door to drag;	£0.00	To do
13.2 Bedroom 3 » Walls	Tenant	Scuff marks from mid to lower levels, marks by radiator, chipping to paintwork	£0.00	To do

Needs Removing

Ref	Responsibility	Comments	Price	Status
6.9 Hallway » Additional Cupboard 1	Tenant	Additional suitcase and items left in cupboard require removal;	£0.00	To do
6.10 Hallway » Additional Cupboard 2	Tenant	Additional items left in cupboard	£0.00	To do
6.11 Hallway » Additional Cupboard 3	Tenant	Additional items left in cupboard;	£0.00	To do
9.11 Living Room » Furnishings	Tenant	Additional blanket, weights and drying rack	£0.00	To do
10.9 Kitchen » Units and Worktop	Tenant	Various food items left in kitchen units;	£0.00	To do
10.12 Kitchen » Additional Items	Tenant	Bin is full of rubbish	£0.00	To do

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Ref	Responsibility	Comments	Price	Status
8.3 Bathroom » Walls	Tenant	Residue built up to surface of tiles below radiator, water marks below radiator; Grouting between tiles by bath are discoloured	£0.00	To do
8.9 Bathroom » Bath/ Sink	Tenant	Heavy discolouration to bath and sink sealant; Broken shower riser bar; Sink is blocked	£0.00	To do
12.11 Bedroom 2 » Furnishings	Tenant	Staining to mattress; Dresser unit, middle draw, runner not working;	£0.00	To do

Needs Replacing/ Needs Removing

Ref	Responsibility	Comments	Price	Status
11.11 Bedroom 1 » Furnishings	Tenant	Pillows and bed covers missing; Missing clock and laundry basket; Additional clothes left in wardrobe and chested unit	£0.00	To do