

Check-out report template

England · Checked against official sources on 12 October 2026

Complete this report at the end of the tenancy, with the tenant if they can attend, and compare each line with the check-in report. Use the photo numbers from the check-in report, and number any new photos after them.

Property address

Tenant name(s)

Tenancy end date

Date and time of check-out

Carried out by

Tenant present (yes or no)

Keys

Condition: New · Good · Fair · Poor · Damaged

W / D / C: W = fair wear and tear · D = damage · C = cleaning needed

Meters and keys

Meter	Closing reading	
Gas		
Electricity		
Water		

Key, fob or remote	Handed over at check-in	Returned

Entrance and hallway

Item	At check-in	At check-out	W / D / C	Notes and photo refs	Proposed deduction (£)
Front door and locks					
Door entry or bell					
Stairs and banisters					
Walls					
Ceiling					
Flooring					
Lights and switches					
Sockets					
Radiator					

Entrance and hallway

Item	At check-in	At check-out	W / D / C	Notes and photo refs	Proposed deduction (£)
Smoke alarm					

Living room

Item	At check-in	At check-out	W / D / C	Notes and photo refs	Proposed deduction (£)
Door					
Walls					
Ceiling					
Flooring					
Windows and sills					
Curtains or blinds					
Lights and switches					
Sockets					
Radiator					
Fireplace					
Sofa and chairs					
Tables					
Shelving					

Kitchen

Item	At check-in	At check-out	W / D / C	Notes and photo refs	Proposed deduction (£)
Door					
Walls					
Ceiling					
Flooring					
Windows and sills					
Worktops					
Cupboards and drawers					
Sink and taps					
Oven and hob					
Extractor					
Fridge or freezer					
Washing machine					

Kitchen

Item	At check-in	At check-out	W / D / C	Notes and photo refs	Proposed deduction (£)
Lights and switches					
Sockets					
Radiator					

Bedroom 1

Item	At check-in	At check-out	W / D / C	Notes and photo refs	Proposed deduction (£)
Door					
Walls					
Ceiling					
Flooring					
Windows and sills					
Curtains or blinds					
Lights and switches					
Sockets					
Radiator					
Bed and mattress					
Wardrobe					
Chest of drawers					

Bedroom 2

Item	At check-in	At check-out	W / D / C	Notes and photo refs	Proposed deduction (£)
Door					
Walls					
Ceiling					
Flooring					
Windows and sills					
Curtains or blinds					
Lights and switches					
Sockets					
Radiator					
Bed and mattress					
Wardrobe					

Bedroom 2

Item	At check-in	At check-out	W / D / C	Notes and photo refs	Proposed deduction (£)
Chest of drawers					

Bedroom 3

Item	At check-in	At check-out	W / D / C	Notes and photo refs	Proposed deduction (£)
Door					
Walls					
Ceiling					
Flooring					
Windows and sills					
Curtains or blinds					
Lights and switches					
Sockets					
Radiator					
Bed and mattress					
Wardrobe					
Chest of drawers					

Bathroom

Item	At check-in	At check-out	W / D / C	Notes and photo refs	Proposed deduction (£)
Door					
Walls and tiling					
Ceiling					
Flooring					
Window					
Bath or shower					
Shower screen or curtain					
Toilet					
Basin and taps					
Sealant					
Extractor fan					
Mirror or cabinet					
Lights					

Bathroom

Item	At check-in	At check-out	W / D / C	Notes and photo refs	Proposed deduction (£)
Radiator or towel rail					

Garden and outside

Item	At check-in	At check-out	W / D / C	Notes and photo refs	Proposed deduction (£)
Gates and fences					
Lawn and borders					
Patio and paths					
Shed or outbuildings					
Bins					
Outside lights					

Other room: _____

Item	At check-in	At check-out	W / D / C	Notes and photo refs	Proposed deduction (£)

Deductions summary

Reason	Evidence (invoice, quote, photo refs)	Amount (£)

Total proposed deductions (£)

Deposit held (£)

Balance to return to the tenant (£)

Signatures

Agreeing the amount starts the 10-day deadline to return the deposit.

Landlord or agent name and signature

Date

Tenant 1 name and signature

Date

Tenant 2 name and signature

Date