

## WORK COMPLETION REPORT

# End-of-tenancy turnaround

REFERENCE  
**SBPC-2026-SAMPLE**PROPERTY  
**Sample property, NR14**INSTRUCTED BY  
**Letting agent, for the landlord**TENANCY ENDED  
**Friday 30 October 2026**WORKS CARRIED OUT  
**Tue 3 – Wed 4 November 2026**CHECK-OUT REPORT  
**Dated 30 Oct 2026, by the  
inventory clerk**

**About this report.** It records the work Swallow Barn Property Care carried out against each item in the check-out report, using that report's numbering, with dated photos. It does not decide who is responsible for any item; for a deposit dispute, the scheme's adjudicator decides.

## ITEMS FROM THE CHECK-OUT REPORT

| REF | ROOM      | CHECK-OUT REPORT SAYS                  | WORK DONE                               | PHOTOS  | STATUS |
|-----|-----------|----------------------------------------|-----------------------------------------|---------|--------|
| 2.4 | Lounge    | Walls marked; staining above radiator  | Stain-blocked, two coats emulsion       | P1–P2   | Done   |
| 4.3 | Bedroom 2 | Scuffs and tack marks, wall behind bed | Filled, sanded, repainted               | P3–P4   | Done   |
| 4.7 | Bedroom 2 | Damage around light switch             | Made good and painted                   | P5–P6   | Done   |
| 6.1 | Kitchen   | Oven not cleaned                       | Oven, hob and extractor deep cleaned    | P7–P8   | Done   |
| 7.2 | Bathroom  | Bath sealant mouldy                    | Old sealant removed, resealed           | P9–P10  | Done   |
| 9.2 | Garden    | Rear borders overgrown                 | Borders weeded and cut back             | P11–P12 | Done   |
| 9.5 | Garden    | Shed door hinge broken                 | Replacement hinge fitted (part at cost) | P13–P14 | Done   |

## ACCESS AND ENGINEER LOG

| DATE      | TIME        | ENTRY                                                                                                                                                   |
|-----------|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tue 3 Nov | 09:05       | Keys collected from branch. Works started.                                                                                                              |
| Tue 3 Nov | 09:10–10:40 | Gas engineer attended for the annual boiler service, arranged by the agent. We let them in and waited; we do not supervise or sign off engineers' work. |
| Wed 4 Nov | 14:30       | Works complete. Smoke and CO alarms tested and photographed. Keys returned to branch.                                                                   |



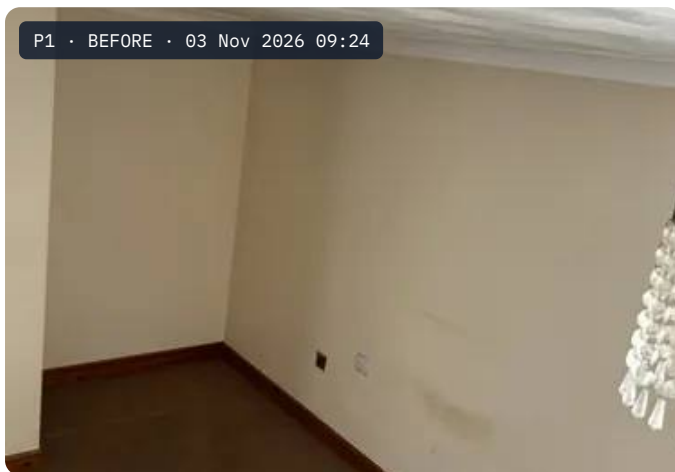
PHOTO RECORD

## Before and after, item by item

Each photo is taken on site and stamped with the date and time. Two items are shown here; a real report includes every item.

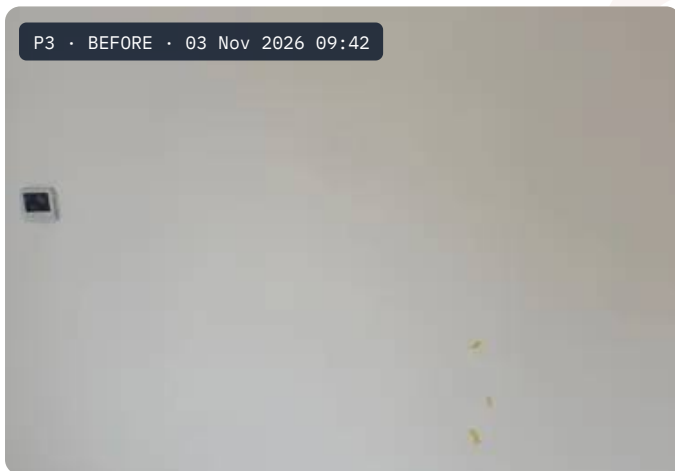
### 2.4 Lounge: walls marked, staining above radiator

Stain-blocking primer applied to the marked areas, then two coats of trade matt emulsion in the existing colour.



### 4.3 Bedroom 2: scuffs and tack marks, wall behind bed

Each mark tagged at inspection, filled and sanded, then the whole wall repainted so the finish is even.



**Sample photos.** The photos on this page are illustrative and are not all of the same property. In a real report, every before-and-after pair is of the same spot.

## ITEMISED COSTS

### What the work cost, line by line

Adjudicators look for itemised invoices. Ours separate labour, materials, items bought for the property and travel, and refer back to the check-out items.

| LINE                             | FOR ITEMS                         | BASIS                                                | AMOUNT |
|----------------------------------|-----------------------------------|------------------------------------------------------|--------|
| Labour                           | 2.4, 4.3, 4.7, 6.1, 7.2, 9.2, 9.5 | Fixed price, agreed before work started              | £ —    |
| Materials: paint and consumables | 2.4, 4.3, 4.7                     | 26 m <sup>2</sup> at our set rate per m <sup>2</sup> | £ —    |
| Materials: sealant               | 7.2                               | Set rate                                             | £ —    |
| Item bought: shed door hinge     | 9.5                               | At cost, receipt attached                            | £ —    |
| Engineer attendance              | Access log                        | Fixed fee per visit                                  | £ —    |
| Travel                           |                                   | Included locally                                     | £0.00  |

**Sample: amounts removed.** Your report shows the prices agreed in your quote, and matches the invoice from our accounts system.

## CONTRACTOR STATEMENT

I confirm that Swallow Barn Property Care carried out the work described in this report at the property between 3 and 4 November 2026, and that the photographs were taken on site at the dates and times shown.

Signed, for Swallow Barn Property Care

Date

**Independent of all deposit schemes.** This report can be submitted as evidence to DPS, mydeposits or TDS. The adjudicator decides each case on all the evidence, including the tenancy agreement and inventories. We act for one side only on any tenancy.