



CHECK-IN AND CHECK- OUT (FINAL MAINTENANCE REPORT)

Tenant Name : AL SAYAB REAL ESTATE L.L.C				Contact No:	971 (55) 5577142		
Building Identification Number : 2438				Date :	07/08/2025		
Unit No	902	Unit Detail	OFFICE	Request Number :			
Emirate	DXB	FMR Type	CHECK OUT	TC No.:	t0048155		
Tenant Stayed for 02 years & 01 month							
S.No	DESCRIPTION	Category	Check -In Condition	Description of the items	Charges		REMARKS
			(Good/Missing/Broken)		Tenant (AED)	Landlord (AED)	
General Checklist							
1	Painting / Door polishing works	Painting Works	Good	Full painting & door frame touch up	400		
2	Painting with different color	Painting Works	Good				
3	MEP & Civil rectification works	MEP works	Good				
4	Carpentry works	Carpentry Works	Good				
5	Lights (Lamps / Tubes)	Electrical Works	Good				
6	Removal of unwanted / used furniture's etc.	cleaning works	Good				
7	Removal of carpet / wall paper / glue	cleaning works	Good				
8	Main Door Key / Remote control / Access card	Carpentry Works	Damage				
9	Overall Cleanlines of Unit	cleaning works	Good	Deep cleaning	250		
Living Room							
10	Lock fittings (Door / Sliding door / Window)	Carpentry Works	Good				
11	Electrical sockets	Electrical Works	Good				
12	Lights (Lamps / Tubes)	Electrical Works	Good				
13	Light fittings, light shades & ceiling lampshades	Electrical Works	Good				
14	Fly screen net (Window / sliding door)	Carpentry Works	Good				
15	Floorings-Civil works (Tiles)	Masonry Works	Damage	Parquet flooring on the corner office to be removed		250	
16	Ceiling works (False ceilings)	Carpentry Works	Good				
17	Walls (Wall cracks / seepage)	Painting Works	Good				
18	Ceiling / Air Conditioning	HVAC Works	Good				
19	Flooring skirting	Carpentry Works	Damage				
20	Others						
Bed Room Checklist							
21	Lock fittings (Door / Sliding door / Window)	Carpentry Works	Good	Window handle to be replaced (01no) & 1 handle to be fixed	150		
22	Electrical sockets	Electrical Works	Good				
23	Lights (Lamps / Tubes)	Electrical Works	Good				
24	Light fittings, light shades & ceiling lampshades	Electrical Works	Good				
25	Fly screen net (Window / sliding door)	Carpentry Works	Good				
26	Floorings-Civil works (Tiles)	Masonry Works	Good				
27	Ceiling works (False ceilings)	Carpentry Works	Good				
28	Walls (Wall cracks / seepage)	Painting Works	Good				
29	Cupboard / Wardrobe & Fitting	Carpentry Works	Good				
30	Ceiling / Air Conditioning	HVAC Works	Good				
31	Flooring skirting	Carpentry Works	Good				
32	Others						
Kitchen Room Checklist							
33	Lock fittings (Door / Sliding door / Window)	Carpentry Works	Good				
34	Electrical sockets	Electrical Works	Good				
35	Lights (Lamps / Tubes)	Electrical Works	Good				
36	Light fittings, light shades & ceiling lampshades	Electrical Works	Good	60x60 light (01 no.) to be replaced		100	
37	Fly screen net (Window / sliding door)	Carpentry Works	Good				
38	Floorings-Civil works (Tiles)	Masonry Works	Good				
39	Ceiling works (False ceilings)	Carpentry Works	Good	Ceiling tiles to be replaced (11nos.)		110	
40	Walls (Wall cracks / seepage)	Painting Works	Good				
41	Ceiling / Exhaust Fan	Electrical Works	Good				
42	Exhaust hood & Fittings	Electrical Works	Good				
43	Cupboard / cabinet & Fitting	Carpentry Works	Good	Hinges (08nos) & drawer roller (01no) to bereplaced		200	
44	Counter top	Masonry Works	Good				
45	Sink mixer / Plumbing fixtures	Plumbing Works	Good				
46	Floor trap	Plumbing Works	Good				
47	Water heater	Plumbing Works	Good				
48	Flooring skirting	Carpentry Works	Good				
49	Others						
Toilet / Bathroom Checklist							
50	Lock fittings (Door / Sliding door / Window)	Carpentry Works	Good				
51	Electrical sockets	Electrical Works	Good				
52	Lights (Lamps / Tubes)	Electrical Works	Good				
53	Light fittings, light shades & ceiling lampshades	Electrical Works	Good				
54	Fly screen net (Window / sliding door)	Carpentry Works	Good				
55	Floorings-Civil works (Tiles)	Masonry Works	Good				
56	Ceiling works (False ceilings)	Carpentry Works	Good				
57	Walls (Wall cracks / seepage)	Painting Works	Good				
58	Ceiling / Exhaust Fan	Electrical Works	Good				
59	Exhaust hood & Fittings	Electrical Works	Good				
60	Cupboard / cabinet & Fitting	Carpentry Works	Good				
61	Counter top	Masonry Works	Good				
62	Sink mixer / Plumbing fixtures	Plumbing Works	Good				
63	Floor trap	Plumbing Works	Good				
64	Water heater	Plumbing Works	Good				
65	Water closet (Flush toilet)	Plumbing Works	Good				

