

INVENTORY AND HOME CONDITION REPORT

* Please ensure you take a clipboard with you *

Landlord / Agent Details

Name

Address

Contact details

Tenant Details

Name/s

Address

Contact details

Move in inspection

Date of inventory inspection

Inspected by

Move in date

Move out inspection

Date of inventory inspection

Inspected by

Move out date

Photographic/video evidence

Photographic evidence taken Y N
Date copy given to tenant

Video evidence taken Y N
Date copy given to tenant

Property to be let. (Address, postcode)

Move in declaration

Property has been inspected on (date), and this document is a true representation of the condition of the property on this date. This has been agreed by both Landlord/Agent and Tenant/s.
Any discrepancies must be reported in writing within 7 days of receiving this inventory.

Landlord/Agent name Landlord/Agent signature

Tenant name Tenant signature

Tenant name Tenant signature

Tenant name Tenant signature

Please use additional pages if necessary

Move out declaration

Property has been inspected on (date), and this document is a true representation of the condition of the property on this date.

Landlord/Agent name

Landlord/Agent signature

If tenant or tenant representative available

Tenant name

Tenant signature

Keys

Move in	Move Out	Move in	Move Out	Move in	Move Out
Number of Front Door keys	Number of Garage Keys	Number of Window Keys
Number of Rear Door Keys	Number of Shed Keys		

Instruction manuals provided				
Make/model	Move In		Move Out	
Central Heating Boiler	Y	N	Y	N
AlarmCode.....	Y	N	Y	N
Cooker	Y	N	Y	N
Microwave	Y	N	Y	N
Fridge	Y	N	Y	N
Freezer	Y	N	Y	N
Dishwasher	Y	N	Y	N
Other	Y	N	Y	N

Certification	
Gas Certificate Expiry date*:
Date copies supplied to tenant:
Electrical Certificate Expiry date:
Date copies supplied to tenant:
* Legal requirement	

Meter information		Meter readings	
Serial Number	Location	Move in	Move Out
Gas
Electric
Water
Stop Tap Location			

Fire precautions		Date
Smoke Alarms Tested	
Smoke Alarm Batteries replaced	
Emergency Lighting tested	
Fire equipment checked/serviced	
Furniture checked for legal compliance	

Abbreviations to be used while completing this document	
Locations	Defects

GFF – Ground Floor Front	FFF – First Floor Front	CC – Complete Clean	SD – Surface Damage
GFM – Ground Floor Middle	FFM – First Floor Middle	PC – Part Clean	RP – Repair RPL - Replace
GFR – Ground Floor Rear		RD – Redecorate	BRR – Beyond Reasonable Repair
		PR – Part Redecorate	✓ - Satisfactory condition

Property Inventory ** All items are assumed to be clean and in good condition unless otherwise stated*

Exterior Front*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Wall / fence				
Gate				
Path				
Roof – soffits, tiles, flashing				
Guttering				
Front door				
Letterbox				
Door bell				
Windows & Frames				
Security lights				
Refuse bin				
Garden				

Porch*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor/floor covering				
Door/s				
Window/s				

Curtains/ blinds				
Light fitting/s				
Light bulb/s				
Switches/ sockets				
Radiator				

Hall, Stairs & Landing*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/floor Covering				
Doors/ Windows				
Curtains/ Blinds				
Light Fittings				
Light Bulbs				
Switches/ Sockets				
Stair Treads				
Handrail/ Bannister				
Radiator				
Loft Hatch				
Cellar/Basement				

Dining Room*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/Windows				
Curtains/Blinds				

Light Fittings				
Light Bulbs				
Switches/Sockets				
Radiator				
Fireplace				
Fire				

Lounge*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/Windows				
Curtains/Blinds				
Light Fittings				
Light Bulbs				
Switches/Sockets				
Radiator				
Fireplace				
Fire				
Sofa/s				
Chair/s				

Kitchen*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/ Windows				
Curtains/ Blinds				
Light Fittings				
Light Bulbs				

Switches/ Sockets				
Radiator/s				
Sink/Taps/ Draining board				
Worksurfaces				
Extractor Fan				
Base Units				
Wall Units				

Kitchen Accessories*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Cooker / Oven				
Exterior Surfaces				
Hotplates/ Burners				
Controls/ Timer				
Light				
Oven Interior				
Baking Trays/ Racks				
Grill/ Grill Handle				
Refridgerator				
Exterior Surfaces				
Interior Surfaces				
Controls				
Light				
Plug				
Freezer				
Exterior Surfaces				
Interior Surfaces				
Controls				
Light				
Plug				
Dishwasher				
Exterior Surfaces				
Interior Surfaces				
Controls				
Light				

Plug				
Microwave				
Exterior Surfaces				
Interior Surfaces				
Controls				
Light				
Plug				

Utility Room*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/ Windows				
Curtains/ Blinds				
Light Fittings				
Light Bulbs				
Switches/ Sockets				
Radiator/s				
Sink/Taps/ DrainingBoard				
Worksurfaces				
Base Units				
Wall Units				

Bedroom 1*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/ Windows				

Curtains/ Blinds				
Light Fittings				
Light Bulbs				
Switches/ Sockets				
Radiator/s				
Wardrobe/s Exterior				
Wardrobe/s Interior				
Bed				

Bedroom 2*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/ Windows				
Curtains/ Blinds				
Light Fittings				
Light Bulbs				
Switches/ Sockets				
Radiator/s				
Wardrobe/s Exterior				
Wardrobe/s Interior				
Bed				

Bedroom 3*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/ Windows				

Curtains/ Blinds				
Light Fittings				
Light Bulbs				
Switches/ Sockets				
Radiator/s				
Wardrobe/s Exterior				
Wardrobe/s Interior				
Bed				

Bedroom 4*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/ Windows				
Curtains/ Blinds				
Light Fittings				
Light Bulbs				
Switches/ Sockets				
Radiator/s				
Wardrobe/s Exterior				
Wardrobe/s Interior				
Bed				

Conservatory*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				

Floor				
Carpet/Floor Covering				
Doors/Windows				
Curtains/Blinds				
Light Fittings				
Light Bulbs				
Switches/ Sockets				
Radiator/s				

Rear*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Wall/fence				
Gate				
Pathway				
Roof – soffits, tiles, flashing				
Guttering				
Rear door				
Windows/ frames				
Security lights				
Garden				

Continuation table*

Room & Location	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost

