

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 | |
|------------------------------|---------|---|----------|---|
| | Y | N | Y | N |
| 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

Serial Number Location

Meter readings

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

GFF – Ground Floor Front FFF – First Floor Front
 GFM – Ground Floor Middle FFM – First Floor Middle
 GFR – Ground Floor Rear

Defects

CC – Complete Clean SD – Surface Damage
 PC – Part Clean RP – Repair RPL - Replace
 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 fittings/Bulbs | | | | |
| 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/Bulbs | | | | |
| Switches/ Sockets | | | | |
| Stair Treads | | | | |
| Handrail/ Bannister | | | | |
| Radiator | | | | |
| Loft Hatch | | | | |
| Cellar/Basement | | | | |

Ground Floor WC/Shower Room*

| | Move in defects | Move out defects | Comments (including number of items if necessary) | Cost |
|-----------------------|-----------------|------------------|---|------|
| Ceiling | | | | |
| Walls | | | | |
| Floor/Floor Covering | | | | |
| Doors/Windows/Lock | | | | |
| Curtains/Blinds | | | | |
| Light Fittings/Bulbs | | | | |
| Wash Hand Basin | | | | |
| WC | | | | |
| Bath/Shower | | | | |
| Shower Screen/Curtain | | | | |
| Extractor Fan | | | | |
| Toilet Roll Holder | | | | |

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/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/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/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 | | | | |
| Refrigerator | | | | |
| 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/Bulbs | | | | |
| Switches/ Sockets | | | | |
| Radiator/s | | | | |
| Sink/Taps/ Draining Board | | | | |
| 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/Bulbs | | | | |
| Switches/ Sockets | | | | |
| Radiator/s | | | | |
| Wardrobe/s Exterior | | | | |
| Wardrobe/s Interior | | | | |
| Bed | | | | |

Ensuite*

| | Move in defects | Move out defects | Comments (including number of items if necessary) | Cost |
|-----------------------|-----------------|------------------|---|------|
| Ceiling | | | | |
| Walls | | | | |
| Floor/ Floor Covering | | | | |
| Doors/Windows/Lock | | | | |
| Curtains/Blinds | | | | |
| Light Fittings/Bulbs | | | | |
| Wash Hand Basin | | | | |
| WC | | | | |
| Bath/Shower | | | | |
| Shower Screen/Curtain | | | | |
| Extractor Fan | | | | |
| Toilet Roll Holder | | | | |

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/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/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/Bulbs | | | | |
| Switches/ Sockets | | | | |
| Radiator/s | | | | |
| Wardrobe/s Exterior | | | | |
| Wardrobe/s Interior | | | | |
| Bed | | | | |

Bathroom*

| | Move in defects | Move out defects | Comments (including number of items if necessary) | Cost |
|-----------------------|-----------------|------------------|---|------|
| Ceiling | | | | |
| Walls | | | | |
| Floor | | | | |
| Floor Covering | | | | |
| Doors/Windows/Lock | | | | |
| Curtains/Blinds | | | | |
| Light Fittings/Bulbs | | | | |
| Wash Hand Basin | | | | |
| WC | | | | |
| Bath/Shower | | | | |
| Shower Screen/Curtain | | | | |
| Extractor Fan | | | | |
| Toilet Roll Holder | | | | |

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/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 | | | | |

