

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)
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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
<i>Please use additional pages if necessary</i>	

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
<i>If tenant or tenant representative available</i>
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 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				

