



### Instruction manuals provided

Make/model	Move In		Move Out	
	Y	N	Y	N
Central Heating Boiler .....	Y	N	Y	N
Alarm .....Code.....	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
<b>Cooker / Oven</b>				
Exterior Surfaces				
Hotplates/ Burners				
Controls/ Timer				
Light				
Oven Interior				
Baking Trays/ Racks				
Grill/ Grill Handle				
<b>Refridgerator</b>				
Exterior Surfaces				
Interior Surfaces				
Controls				
Light				
Plug				
<b>Freezer</b>				
Exterior Surfaces				
Interior Surfaces				
Controls				
Light				
Plug				
<b>Dishwasher</b>				
Exterior Surfaces				
Interior Surfaces				
Controls				
Light				
Plug				
<b>Microwave</b>				
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				

