**DETAILS**

|  |  |
| --- | --- |
| Tenant(s) Name |  |
| Landlord’s Name |  |
| Letting Agency (If applicable) |  |
| Address of Property |  |
| Tenancy Start Date |  |
| Date of Inspection /Inventory completed date |  |

GUIDANCE NOTE: Use the comment boxes to describe the condition of contents, fixtures, and fittings. For example, use terms such as 'New,' 'Good,' or 'Satisfactory' to describe the condition. This template is designed for recording the state of the property at both the beginning and end of the tenancy.

|  |  |  |
| --- | --- | --- |
| Location | Move in comments | Move out comments |
| **EXTERIOR** |  |  |
| Front door |  |  |
| Back door |  |  |
| External fencing/gates |  |  |
| Back garden |  |  |
| Wheelie bins |  |  |
| Other |  |  |
| **LIVING ROOM** |  |  |
| Ceiling & walls |  |  |
| Paint & wallpaper |  |  |
| Doors, locks & door stops |  |  |
| Flooring/carpet |  |  |
| Windows & latches |  |  |
| Blinds/curtains |  |  |
| Plugs & switches |  |  |
| Fireplace |  |  |
| Radiators |  |  |
| Lights/ceiling fans |  |  |
| Other |  |  |
| **DINNING ROOM** |  |  |
| Ceiling & walls |  |  |
| Paints & wall paper |  |  |
| Doors, locks & door stops |  |  |
| Flooring/carpet |  |  |
| Windows & latches |  |  |
| Blinds/curtains |  |  |
| Plugs & switches |  |  |
| Fireplace |  |  |
| Radiators |  |  |
| Lights/ceiling fans |  |  |
| Other |  |  |
| **KITCHEN** |  |  |
| Ceiling & walls |  |  |
| Flooring |  |  |
| Doors, locks & door stops |  |  |
| Sink/basin/taps |  |  |
| Cabinets/drawers |  |  |
| Extractor fan |  |  |
| Plugs & switches |  |  |
| Lights/ceiling fan |  |  |
| Condition of cooker |  |  |
| Radiator |  |  |
| Washing machine |  |  |
| Fridge |  |  |
| Other |  |  |
| **BATHROOM** |  |  |
| Ceiling & walls |  |  |
| Flooring |  |  |
| Windows & latches |  |  |
| Bath top |  |  |
| Sink/basin/taps |  |  |
| Shower room/unit |  |  |
| Light/extractor fan |  |  |
| Radiator |  |  |
| Other |  |  |
| **STAIRS** |  |  |
| Ceiling & walls |  |  |
| Hand rails |  |  |
| Paint & wall paper |  |  |
| Plugs and switches |  |  |
| Light |  |  |
| Flooring/carpet |  |  |
| **BEDROOM 1** |  |  |
| Ceiling & walls |  |  |
| Flooring/carpet |  |  |
| Attached units/cabinets |  |  |
| Paints & wallpapers |  |  |
| Plugs & switches |  |  |
| Windows & latches |  |  |
| Radiators |  |  |
| Other |  |  |
| **BEDROOM 2** |  |  |
| Ceiling & walls |  |  |
| Flooring/carpet |  |  |
| Attached units/cabinets |  |  |
| Paints & wallpapers |  |  |
| Plugs & switches |  |  |
| Windows & latches |  |  |
| Radiators |  |  |
| Other |  |  |
| **BEDROOM 3** |  |  |
| Ceiling & walls |  |  |
| Flooring/carpet |  |  |
| Attached units/cabinets |  |  |
| Paints & wallpapers |  |  |
| Plugs & switches |  |  |
| Windows & latches |  |  |
| Radiators |  |  |
| Other |  |  |
| **BASEMENT/CELLAR** |  |  |
| Ceiling & walls |  |  |
| Flooring |  |  |
| Light |  |  |
| Plugs & switches |  |  |
| Gas/electric meters |  |  |

|  |  |  |
| --- | --- | --- |
| Gas meter reading |  |  |
| Electric meter reading |  |  |
| Other |  |  |

**Photographs: Insert photos here, clearly labelled:**

|  |  |
| --- | --- |
| **Signature of all Parties** | |
| Please review the above and sign to confirm that this inventory report accurately identifies and describes the condition of the property, its fixtures and fittings as viewed on the date of inspection. | |
| Landlord’s signature: | Date: |
| Tenant’s signature: | Date: |
| Letting Agent’s signature:  (if applicable) | Date: |