

# Inventory

Property address .....

Landlord/agent name .....

Landlord/agent contact details .....

Tenant name .....

Joint tenant name .....

Tenant contact details .....

## Photograph and video evidence

Photographic evidence    Y/N                      Date provided to tenant/s [     /     /     ]

Video evidence                Y/N                      Date provided to tenants [     /     /     ]

## Move in declaration

The property has been inspected by both parties on [     /     /     (date)] and this document is a true representation of the condition of the property on that date. This has been agreed by both the landlord/ agent and the tenant/s. Any discrepancies will be reported by the tenant/s to the landlord/ agent within 7 days of this inventory.

Landlord/ agent signature .....

Tenant signature .....

Tenant signature .....

## Move out declaration

The property has been inspected by both parties on [     /     /     (date)] and this document is a true representation of the condition of the property on that date.

Landlord/ agent signature .....

Tenant signature .....

Tenant signature .....

<b>Meter readings</b>	Check in date	Check out date
Electricity		
Gas		
Water		

<b>Start of tenancy necessities</b>	Document date/ version	Date provided
Gas safety certificate		
Energy performance certificate		
How to rent leaflet		
Deposit protection information		

<b>Keys</b>	Number of copies	Date provided	Date returned
Front door			
Back door			
Windows			
Patio			
Garage			
Sheds and out buildings			
Other:			

Tenant initials .....

Joint tenant initials .....

Miscellaneous	Document version/ condition/ quantity	Date provided	Date returned
Electrical safety certificate			
PAT certificate			
Smoke detector(s)			
Carbon monoxide detector			
Fire safety equipment			
Tenant information pack			N/A
Equipment manuals			
Vacuum cleaner			
Iron			
Ironing board			
Lawn mower			
Gardening equipment			
Other:			

Tenant initials .....

Joint tenant initials .....

<b>Front exterior</b>	Quantity	Description	Check in condition	Check out condition
Gate				
Walls/ fence/ hedges				
Garden				
Drive				
Windows (exterior)				
Down pipes				
Gutters				
Drains				
Wheelie bins				
Security alarm				
Security light				
Front door				
Other:				

<b>Hallway</b>	Quantity	Description	Check in condition	Check out condition
Internal doors & frames				
Carpet/ flooring				
Skirting				
Walls				
Windows				
Curtains/ blinds				
Ceiling				
Radiator				
Light fitting				
Light switch				
Power outlets				
Smoke detector				
Other:				

Tenant initials .....

Joint tenant initials .....

<b>Living room</b>	Quantity	Description	Check in condition	Check out condition
Door & frame				
Carpet/ flooring				
Skirting				
Walls				
Windows				
Curtains/ blinds				
Ceiling				
Radiator				
Light fitting				
Light switch				
Power outlets				
Sofa(s)				
Arm chair(s)				
Coffee table				
TV unit				
Mirror				
Other:				

<b>Dining room</b>	Quantity	Description	Check in condition	Check out condition
Door & frame				
Carpet/ flooring				
Skirting				
Walls				
Windows				
Curtains/ blinds				
Ceiling				
Radiator				
Light fitting				
Light switch				
Power outlets				
Table				

Tenant initials .....

Joint tenant initials .....

Chairs				
Other:				

<b>Kitchen</b>	Quantity	Description	Check in condition	Check out condition
Internal door & frame				
Flooring				
Skirting				
Walls				
Windows				
Curtains/ blinds				
Ceiling				
Radiator				
Light fitting				
Light switch				
Extractor fan				
Power outlets				
Oven/ grill				
Cooker hood				
Spur				
Fridge/ freezer				
Washing machine				
Tumble dryer				
Microwave				
Kettle				
Toaster				
Sink and draining board				
Cupboards				
Work surfaces				
Splash backs				
Boiler and controls				
Carbon monoxide detector				
Other:				

Tenant initials .....

Joint tenant initials .....

<b>Separate WC</b>	Quantity	Description	Check in condition	Check out condition
Door & frame				
Flooring				
Skirting				
Walls				
Windows				
Curtains/ blinds				
Ceiling				
Light fitting				
Light switch				
WC				
Basin				
Other:				

<b>Stairs and landing</b>	Quantity	Description	Check in condition	Check out condition
Doors & frames				
Carpet				
Skirting				
Walls				
Windows				
Curtains/ blinds				
Ceiling				
Light fitting				
Light switch				
Power outlet				
Hand rail				
Smoke detector				
Other:				

<b>Bathroom</b>	Quantity	Description	Check in condition	Check out condition
Door & frame				
Flooring				

Tenant initials .....

Joint tenant initials .....

Skirting				
Walls				
Windows				
Curtains/ blinds				
Ceiling				
Light fitting				
Light switch				
Extractor fan				
WC				
Basin				
Bath				
Shower unit				
Shower screen				
Mirror				
Other:				

<b>Bedroom one</b>	Quantity	Description	Check in condition	Check out condition
Door & frame				
Carpet/ flooring				
Skirting				
Walls				
Windows				
Curtains/ blinds				
Ceiling				
Radiator				
Light fitting				
Light switch				
Power outlets				
Bed frame and mattress				
Wardrobe				
Chest of draws				
Dressing table and chair				
Other:				

Tenant initials .....

Joint tenant initials .....



<b>Bedroom two</b>	Quantity	Description	Check in condition	Check out condition
Door & frame				
Carpet/ flooring				
Skirting				
Walls				
Windows				
Curtains/ blinds				
Ceiling				
Radiator				
Light fitting				
Light switch				
Power outlets				
Bed frame and mattress				
Wardrobe				
Chest of draws				
Dressing table and chair				
Other:				

<b>Bedroom three</b>	Quantity	Description	Check in condition	Check out condition
Door & frame				
Carpet/ flooring				
Skirting				
Walls				
Windows				
Curtains/ blinds				
Ceiling				
Radiator				
Light fitting				
Light switch				
Power outlets				
Bed frame and mattress				
Wardrobe				

Tenant initials .....

Joint tenant initials .....

Chest of draws				
Dressing table and chair				
Other:				

<b>Bedroom four</b>	Quantity	Description	Check in condition	Check out condition
Door & frame				
Carpet/ flooring				
Skirting				
Walls				
Windows				
Curtains/ blinds				
Ceiling				
Radiator				
Light fitting				
Light switch				
Power outlets				
Bed frame and mattress				
Wardrobe				
Chest of draws				
Dressing table and chair				
Other:				

<b>Rear exterior</b>	Quantity	Description	Check in condition	Check out condition
Rear door				
Gate				
Walls/ fence/ hedges				
Garden				
Shed/ out buildings				
Windows (exterior)				
Down pipes				
Gutters				
Drains				

Tenant initials .....

Joint tenant initials .....

Security alarm				
Security light				
Other:				

Tenant initials .....

Joint tenant initials .....