

Inventory and check-in report

Fill in one row per item. Condition: N = new, G = good, F = fair, P = poor. Number your photos and write the number in the last column.

Property and tenancy

PROPERTY ADDRESS

POSTCODE

CHECK-IN DATE

TENANCY START DATE

LANDLORD / AGENT

TENANT(S)

INSPECTED BY

FURNISHED / PART / UNFURNISHED

Meter readings

Meter	Serial number	Reading	Location	Photo no.
Electricity				
Gas				
Water				

Keys

Key / fob / remote	Quantity	Given to	Photo no.

Smoke and carbon monoxide alarms

Location	Type (smoke / CO / heat)	Tested and working?	Photo no.

Outside and front of the property

Item	Description (colour, material, type)	Condition	Clean?	Notes / photo no.
Front of property				

Item	Description (colour, material, type)	Condition	Clean?	Notes / photo no.
Front door (outside)				
Windows (outside)				
Bins and bin store				

Hallway and entrance

Item	Description (colour, material, type)	Condition	Clean?	Notes / photo no.
Front door				
Flooring				
Walls & ceiling				
Light fitting				
Smoke alarm				
Meter cupboard				
Stairs				
Storage / coat area				
General view				

OVERALL CONDITION AND CLEANLINESS OF THE ROOM

Living room

Item	Description (colour, material, type)	Condition	Clean?	Notes / photo no.
Sofa				
Window				
Table				
Door				
Flooring				
Walls & ceiling				
Curtains / blinds				
Light fittings & sockets				
General view				

Kitchen

Item	Description (colour, material, type)	Condition	Clean?	Notes / photo no.
Cooker / hob				
Oven				
Fridge				
Freezer				
Sink & taps				
Worktops				
Cupboards & units				
Flooring				
Extractor fan				
General view				

Bedroom (copy this page for each one)

Item	Description (colour, material, type)	Condition	Clean?	Notes / photo no.
Door				
Window				
Bed				
Wardrobe				
Desk				
Flooring				
Walls & ceiling				
Light fittings & sockets				
General view				

Bathroom (copy this page for each one)

Item	Description (colour, material, type)	Condition	Clean?	Notes / photo no.
Toilet				
Sink & taps				
Bath / shower				
Tiles & walls				
Flooring				
Extractor fan				
Mirror / cabinet				
Door				
General view				

OVERALL CONDITION AND CLEANLINESS OF THE ROOM

Separate WC

Item	Description (colour, material, type)	Condition	Clean?	Notes / photo no.
Toilet				
Sink & taps				
Tiles & walls				
Flooring				
Extractor fan				
Light fitting				
Door				
Mirror / cabinet				
General view				

OVERALL CONDITION AND CLEANLINESS OF THE ROOM

Utility room

Item	Description (colour, material, type)	Condition	Clean?	Notes / photo no.
Washing machine				
Sink & taps				
Worktops				
Cupboards				

Item	Description (colour, material, type)	Condition	Clean?	Notes / photo no.
Flooring				
Walls & ceiling				
Boiler				
Extractor / ventilation				
General view				

OVERALL CONDITION AND CLEANLINESS OF THE ROOM

Garden and outdoor space

Item	Description (colour, material, type)	Condition	Clean?	Notes / photo no.
Boundary / fencing				
Patio / paving				
Lawn / planting				
Shed / outbuilding				
Outdoor lighting				
Bin storage area				
Gate / access				
General condition				
General view				

OVERALL CONDITION AND CLEANLINESS OF THE ROOM

Declaration

We agree this inventory is a fair record of the property and its contents at the start of the tenancy. The tenant has 7 days to add comments in writing.

LANDLORD / AGENT: NAME

TENANT: NAME

SIGNATURE AND DATE

SIGNATURE AND DATE
