Property Inventory

# How to use this template

This template is designed for you to complete if your landlord or letting agency doesn’t provide you with a full inventory when you move into your property. It’s important that you have a complete inventory from the start of your tenancy agreement to ensure you’re not charged for any previous damage to the property’s furniture, fixtures or fittings.

1. Fill in an inventory sheet for all rooms in the property (including each individual bedroom, communal room, kitchen and bathroom), following the instructions below:
   1. List all furniture and electrical items. Try to be specific (e.g. oak dining table). Continue on the other side of the sheet if necessary.
   2. Rate the condition of all items, including the fixtures and fittings.
   3. Comment on any existing damage or disrepair (e.g. scuff mark on lower leg of table)
2. Take dated photographs of any damage or disrepair.
3. Staple your completed inventory together; then **sign and date the final page**.
4. Ask your landlord or letting agency to review your inventory. There is a space for them to sign the final page if they agree with your comments.
5. **Keep your completed inventory in a safe place**; you may need it at the end of your tenancy. Keep a digital copy, along with any photographs you have taken.

# **Important information**

Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenancy dates:\_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_

Meter readings:

Gas - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Electricity - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Water - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Deposit protection scheme:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Electrical safety test carried out: YES / NO Date: \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_

Gas safety certificate provided: YES / NO Date: \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_

Keys received: YES / NO

Number of sets of keys: ­­­­\_\_\_\_\_\_\_\_\_

# Property ‘basics’

**Condition ratings: 1** = New **2** = Good condition **3** = Average condition **4** = In need of repair **5** = In need of replacement

|  |
| --- |
| **Entrance and hallways**  (inc. all corridors and stairs) |
| **Item** | **Rating** | **Comments** |
| Walls |  |  |
| Floors |  |  |
| Window(s) |  |  |
| Front door |  |  |
| Lock(s) |  |  |
| Alarm(s) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Additional comments:** | | |

|  |
| --- |
| **Outside space**  (e.g. yard/garden/balcony) |
| **Item** | **Rating** | **Comments** |
| Walls |  |  |
| Paving/flooring |  |  |
| Window(s) |  |  |
| Door(s) |  |  |
| Gutters |  |  |
| Roof |  |  |
| Garden Furniture |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Additional comments:** | | |

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|  |  |  |
| --- | --- | --- |
| **Room type and location:**  (e.g. ground floor bedroom, front of  the house) | |  |
| **Item** | **Rating** | **Comments** |
| Walls |  |  |
| Floor |  |  |
| Window(s) |  |  |
| Door(s) |  |  |
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| **Additional comments** | | |

# Additional comments

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|  |

# Declaration:

The items listed in this inventory have been inspected and found to be in the condition indicated.

**Tenant name(s) and signature(s):**

**Date:** \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_

**Landlord name and signature:**

**Date:** \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_