

INVENTORY REPORT

Landlord / Agent Details

Name

Address

Contact details

Tenant Details

Name/s

Address

Contact details

Move in inspection

Date of inventory inspection

Inspected by

Move in date

Move out inspection

Date of inventory inspection

Inspected by

Move out date

Video (DVD) evidence (if applicable)

Date copy given to tenant

Date returned to landlord/agent

Property to be let. (Address, postcode)

Move in declaration

Property has been inspected on (date). This document is a true representation of the condition of the property and contents on this date as agreed by both Landlord/Agent and Tenant/s.

Any discrepancies must be reported in writing within 7 days of receiving this inventory.

If the tenant disagrees with the cleanliness of the property this must be reported to the landlord/agent within 48hours of the start of the tenancy date.

Return this inventory to landlord/agent by(date)

Failure to return the inventory will be taken as acceptance of the descriptions in the inventory.

Landlord/Agent name Landlord/Agent signature

Tenant name Tenant signature

Tenant name Tenant signature

Please use additional pages if necessary

Move out declaration

Property has been inspected on (date), and this document is a true representation of the condition of the property on this date.

Landlord/Agent name

Landlord/Agent signature

If tenant or tenant representative available

Tenant name

Tenant signature

Property Description:

Insert photo of keys

| Keys | | | | |
|------------|------|----------------|---------|----------|
| | Type | Number of keys | Move in | Move out |
| Front door | | | | |
| Rear door | | | | |
| Windows | | | | |
| Garage | | | | |
| Shed | | | | |
| Other | | | | |

Instruction manuals provided

Make/model

Move In

Move Out

| | | | | |
|------------------------------|---|---|---|---|
| Central Heating Boiler | Y | N | Y | N |
| AlarmCode..... | 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 |

Certifications

Landlord Registration Number:

EPC

Gas Safety Certificate Expiry date:

Electrical Periodic Inspection Certificate Expiry date:

.....

Portable Appliance Test Certificate Expiry date:

.....

Houses in Multiple Occupation (HMO) Certificate Expiry date:

.....

LAS Accreditation Number:

LAS Accreditation Tenant Information Pack Y N

Insert photograph here

Hall, Stairs & Landing*

| | Item | Description | Tenant comment at move in (if any) | Move out defects |
|--|------|-------------|------------------------------------|------------------|
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Insert photograph here

Dining Room*

| | Item | Description | Tenant comment at move in (if any) | Move out defects |
|--|------|-------------|------------------------------------|------------------|
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Bathroom

| | Item | Description | Tenant comment at move in (if any) | Move out defects |
|--|------|-------------|------------------------------------|------------------|
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Insert photograph here

Bedroom 1*

| | Item | Description | Tenant comment at move in (if any) | Move out defects |
|--|------|-------------|------------------------------------|------------------|
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Insert photograph here

Conservatory*

| | Item | Description | Tenant comment at move in (if any) | Move out defects |
|--|------|-------------|------------------------------------|------------------|
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Insert photograph here

Exterior/Garden - Rear*

| | Item | Description | Tenant comment at move in (if any) | Move out defects |
|--|------|-------------|------------------------------------|------------------|
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