

Inventory and schedule of condition

Written for an adjudicator who has never seen the property. Describe, do not grade.

'Carpet — good' is an opinion nobody can test. 'Carpet — light wear in doorway, 20mm stain beside radiator, otherwise sound' is a description that can be compared at check-out. Give the tenant the opportunity to comment, and record whether they did.

PROPERTY	TENANCY	COMPILED BY
DATE	OCCUPIED AT THE TIME?	PHOTOGRAPH SET REFERENCE

ROOM — DESCRIBE EACH ELEMENT

Walls, ceiling, floor, windows, doors, fixtures, fittings. Photo reference against each.

Room — element — description — photo ref	
Room — element — description — photo ref	
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Room — element — description — photo ref	

CONTENTS AND APPLIANCES

Make, model and serial number where they matter.

Item — make / model — serial — condition — photo ref	
Item — make / model — serial — condition — photo ref	
Item — make / model — serial — condition — photo ref	
Item — make / model — serial — condition — photo ref	
Item — make / model — serial — condition — photo ref	
Item — make / model — serial — condition — photo ref	

TESTED IN THE TENANT'S PRESENCE

Thirty seconds at check-in, and evidenced by almost nobody.

	TESTED	WORKING	N/A
Smoke alarm — each one, by location	☐	☐	☐
Carbon monoxide alarm — each one, by location	☐	☐	☐
Appliances supplied	☐	☐	☐
Heating and hot water	☐	☐	☐

	TESTED	WORKING	N/A
Window locks and keys	☐	☐	☐

METERS, KEYS AND SERVICES

Electricity meter — serial — reading	
Gas meter — serial — reading	
Water meter — serial — reading	
Keys issued — type and number — to whom	
Stopcock location shown	
Consumer unit location shown	

TENANT'S COMMENTS

An inventory the tenant has commented on is worth enormously more than one they merely received.

AGREEMENT

COMPILED BY	DATE
TENANT SIGNATURE	DATE
COMMENTS TO BE RETURNED BY	COMMENTS RECEIVED ON

CHECK-OUT COMPARISON

Completed at the end of the tenancy, against the descriptions above.