

Check-in inventory

About the tenancy

Property address

Date of check-in

Time

Prepared by (name, and whether landlord, agent or inventory clerk)

Tenant(s)

Tenancy start date

Furnished, part furnished or unfurnished

About the property (type, number of bedrooms, floors)

How to use this template

- Go room by room, in the order you'd walk through the home, and use the same order at check-out so each room can be compared.
- Record condition and cleanliness separately. They aren't the same thing: a carpet can be in good condition and dirty.
- Describe each mark by where it is, what it is, its colour and its size, for example "two 5 cm grey scuffs on the wall behind the door, 1 m from the floor".
- Say if anything is brand new, and keep the receipt.
- Take clear photos as you go, with something in the frame to show scale, and note each photo's number against the item. Keep the original files: their dates help show when they were taken.
- Avoid vague words like "fair" or "OK" on their own. Use the terms in the key below, the same way throughout.
- Give your tenant a copy and a set time to comment, typically 7 days. Keep their comments and your replies with the report.

Key to the terms used

Term	Meaning
New	Unused, or fitted for this tenancy (say which)
Good	Clean working order, with no marks beyond those listed
Worn	Marks or wear from normal use, described in the notes
Damaged	Broken, torn, stained or not working, described in the notes
Professionally cleaned	Cleaned by a cleaning company before this tenancy (keep the invoice)

Term	Meaning
Clean	Cleaned before this tenancy, not by a professional
Not clean	Needs cleaning, described in the notes

Opening summary

Overall condition

Overall cleanliness

Decoration (when last decorated, if known)

Room by room

Copy this table for each room: the hallway, living room, kitchen, each bedroom, the bathroom and any other room.

Room

Item	Description (make, colour, material)	Condition	Cleanliness	Notes (where, what, colour and size of any mark)	Photo numbers
Door and frame					
Walls					
Ceiling					
Floor covering					
Skirting boards					
Windows, sills and frames					
Curtains, blinds and fittings					
Lights and switches					
Sockets					
Radiators and heating					
Furniture (one line each)					
Fixtures and fittings					

Kitchen appliances

Appliance	Make and model	Working?	Condition	Cleanliness	Photo numbers
Oven and hob					
Extractor hood					
Fridge and freezer					
Washing machine					
Dishwasher					
Microwave					

Meter readings

Meter	Location	Serial number	Reading	Photo number
Electricity				
Gas				
Water				

Keys and security devices

Key or device	How many	Which doors or locks	Photo number
Front door			
Back door			
Window keys			
Fobs and cards			
Garage or shed			

Alarms

Alarm	Location	Tested at check-in?	Working?
Smoke alarm			

Alarm	Location	Tested at check-in?	Working?
Carbon monoxide alarm			

Outside

Area	Condition	Notes	Photo numbers
Garden and lawn			
Paths and patio			
Fences and gates			
Shed or outbuildings			
Bins			

Agreement

I confirm that this inventory is an accurate record of the property's contents, condition and cleanliness at check-in, apart from any comments I've added below.

Tenant's comments (within 7 days of receiving this inventory)

Signed by	Name	Signature	Date
Tenant			
Tenant			
Landlord or agent			

This template helps you record the property's condition. It isn't legal advice, and the deposit scheme's adjudicator decides any dispute on the evidence both sides send.