



Inspection Guide, Checklist & Template

Inspection Guide - What is this document for?

- Carrying out periodic inspections is a vital part of property management.
- This document will talk you through the inspection process to ensure you don't miss anything important.
- The inspection should aim to complete 3 functions:
 1. How are the tenants looking after the property?
 2. Are there any maintenance issues that need attention now or in the future?
 3. Are there any areas of the property that may require upgrading now or in the near future?
- You should carry out an inspection at least twice a year.
- Set yourself calendar reminders to complete inspections.
- An inspection should take between 30 mins and 1 hour depending on the size of the property.

Inspection Guide – Preparing for the Inspection

- You need to ensure that your tenants have been given ample notice of your visit. Minimum 24 hours written notice.
- Inform them that you will be taking photographs/video as a record of the condition of the property.
- Check who your tenants are, their names, approximate ages and who should be living in the property.
- Your tenants do not need to be present for the inspection, but if they have a dog at the property you should insist that they are either in or that they take the dog out.
- Remind yourself of any maintenance or upgrade work that has taken place since you last visited.
- Ensure you have all necessary keys and alarm codes.
- Ensure you take a phone/camera/torch.
- Have a copy Ello's Inspection Checklist & Template ready to complete at the property.

Inspection Guide – Arrival at the Property

- Knock on the door and wait to see if your tenant answers.
- If the tenant has a dog be conscious of any signs that the dog might be present at the property.
- **If your tenant answers the door:**
 - Explain that you are there to complete the inspection.
 - Ask your tenant to confirm their name. If they are not the tenant, ask them who they are and why they are in the property.
 - Ask if there is anyone else in.
 - Explain to the tenant that you will be taking a look around the property to assess if there is any maintenance or upgrade work required.
 - Ask your tenant if there are any maintenance issues that they would like to highlight.
 - If the tenant refuses access, ask why and arrange another suitable time to visit.
 - Remain polite and professional, but not overfriendly.

Inspection Guide – Arrival at the Property

➤ If no-one answers the door:

- Enter the property using your set of keys and shout 'Hello' to double check there is no-one home.
- Take a quick glance around to ensure there is no-one home.
- Be aware of pets and leave the property if there is a dog present without it's owner.
- Be conscious of the fact that your tenant may be in bed. Stand at the bottom of the stairs and shout 'Hello' or knock on the bedroom door/s.
- If it turns out that the tenant is in bed, inform them that you will leave the property and come back in 10 mins.
- If you are confident that there is no-one at home proceed with the inspection.



Inspection Guide – Post Inspection

- Summarise your findings and make a plan of action for any necessary maintenance or future upgrades.
- Communicate any findings to the tenant and remind them of their obligations within the tenancy agreement (if applicable).
- Arrange to re-inspect the property if it's not in a satisfactory condition.
- Thank the tenant if they are keeping the property well.



Inspection Checklist

- 1. External – Front.....
- 2. External – Rear.....
- 3. Entrance/Hallway.....
- 4. Downstairs Toilet (if applicable).....
- 5. Living Room.....
- 6. Kitchen/Utility.....
- 7. Stairs/Landing (if applicable).....
- 8. Bedroom 1.....
- 9. Bedroom 2.....
- 10. Bedroom 3.....
- 11. Bedroom 4.....
- 12. Bathroom 1.....
- 13. Bathroom 2.....
- 14. Compliance – GSC/EICR/Smoke & CO Alarm/EPC.....

Inspection Template

External Front	Condition	Notes
Roof	e.g. missing tile	
Chimney	e.g. needs repointing	
Gutters/Downpipes	e.g. needs clearing	
Window/Doors	e.g. needs painting	
Paving/Patio	e.g. needs weeding	
Lawn	e.g. needs mowing	
Gates/Fences	e.g. needs repair	

Note - you are looking for obvious defects or maintenance issues

Inspection Template

External Rear	Condition	Notes
Roof		
Chimney		
Gutters/Downpipes		
Window/Doors		
Paving/Patio		
Lawn		
Gates/Fences/Shed		

Note - you are looking for obvious defects or maintenance issues



Inspection Template

Entrance Hall/Hallway	Condition	Notes
Floor		
Walls		
Ceiling		
Doors		
Furnishings		
Cleanliness		
Damage		

Note - you are looking for obvious defects or maintenance issues

Inspection Template

Downstairs Toilet	Condition	Notes
Floor		
Walls		
Ceiling		
Doors		
Furnishings		
Cleanliness/Limescale/Grouting/ Sealant		
Damage/Leaks		

Note - Are there any signs of leaks?



Inspection Template

Living Room	Condition	Notes
Floor		
Walls		
Ceiling		
Doors		
Furnishings		
Cleanliness		
Damage		

Note - Look out for signs of smoking and pets

Inspection Template

Kitchen/Utility	Condition	Notes
Floor		
Walls		
Ceiling		
Doors		
Furnishings/Appliances		
Cleanliness/Limescale/Grouting/Sealant		
Damage/Leaks		

Note - Look out for any water damage.



Inspection Template

Stairs/Landing	Condition	Notes
Floor		
Walls		
Ceiling		
Doors		
Furnishings		
Cleanliness		
Damage		

Note - Look for signs of wear & tear. Check airing cupboard for signs of leaks.

Inspection Template

Bedroom 1	Condition	Notes
Floor		
Walls		
Ceiling		
Doors		
Furnishings		
Cleanliness/Condensation		
Damage		

Note - Look for signs of smoking. How many bedrooms are being used?



Inspection Template

Bedroom 2	Condition	Notes
Floor		
Walls		
Ceiling		
Doors		
Furnishings		
Cleanliness/Condensation		
Damage		

Note - Look for signs of smoking. How many bedrooms are being used?

Inspection Template

Bedroom 3	Condition	Notes
Floor		
Walls		
Ceiling		
Doors		
Furnishings		
Cleanliness/Condensation		
Damage		

Note - Look for signs of smoking. How many bedrooms are being used?



Inspection Template

Bedroom 4	Condition	Notes
Floor		
Walls		
Ceiling		
Doors		
Furnishings		
Cleanliness/Condensation		
Damage		

Note - Look for signs of smoking. How many bedrooms are being used?



Inspection Template

Bathroom 1	Condition	Notes
Floor		
Walls		
Ceiling		
Doors		
Furnishings		
Cleanliness/Limescale/Grouting/ Sealant		
Damage/Leaks		

Note - Are there any signs of leaks? Does the sealant or grouting need re-doing?



Inspection Template

Bathroom 2/En-suite	Condition	Notes
Floor		
Walls		
Ceiling		
Doors		
Furnishings		
Cleanliness/Limescale/Grouting/ Sealant		
Damage/Leaks		

Note - Are there any signs of leaks? Does the sealant or grouting need re-doing?

Inspection Template

Compliance	Validity/dates	Notes
Gas Safety Certificate (GSC)		
Electrical Installation Condition Report (EICR)		
Energy Performance Certificate		
HMO Licence (if applicable)		
Smoke & CO alarms test		

Note - You can check certificates away from the property, but smoke and co2 alarms need testing.



Inspection Template

Maintenance/Upgrades required	notes

Note - Use this page to summarise any actions



Inspection Template

Tenant related problems	notes

Note - Use this page to summarise issues such as cleanliness, smoking etc