



Inventory Guide & Template



What is a Property Inventory for?

- The Inventory forms part of the agreement that you have with your tenant. In effect, it's part of the contract.
- The Inventory is both a record of the fixtures and fittings within the property, but also states their condition. Try to include everything.
- The Inventory enables you to accurately determine what is wear and tear and what constitutes damage.
- The Inventory should include photographs.
- The tenant should be given 2x copies of the Inventory when they move into the property.
- The tenant should be given time to check the content of the Inventory, make annotations/comments, sign it and return 1x copy back to you.
- You will use the signed copy of the agreement to complete the Check-Out at the end of the tenancy to ascertain any deposit deductions.
- Use applicable and/or additional pages as required.



Property Inventory and Condition

ADDRESS OF PROPERTY: ----- -----		NAME OF TENANT: ----- -----		
DATE INVENTORY TAKEN: -----		TENANCY START DATE: -----		
METER READINGS	GAS METER	ELECTRICITY METER	WATER METER	OIL TANK
METER NUMBER				
READING AND DATE				
WHICH KEYS GIVEN TO TENANT: -----		NO. KEYS GIVEN TO TENANT: -----		
SIGNED BY TENANT: -----		DATE SIGNED: -----		



Note to tenant:

- Please sign and return a copy of the Inventory to your landlord within 7 days. If you fail to do so it will be assumed that you agree with the content of the Inventory as stated.
- This Inventory report does not serve as a building survey and therefore does not provide commentary on the fundamental structure of the building. The individual compiling the Inventory is not an expert in decorations, furnishings, fabrics, antiques, etc.
- The Inventory may not include an inspection of the contents of lofts or cellars.

General description of Property:	e.g. 3 bedroom terraced house
General condition of Property:	e.g. Presented in good, clean condition throughout
Cleaned to a professional standard:	Date:



Entrance Hall	Condition
Description of flooring: e.g. floorboards	e.g. marked according to age
Description of walls and ceiling: e.g. painted in white calico	
Lighting: e.g. inset spot lights	
Furniture (including built in):	
e.g. built in cupboard	e.g. some minor scuffs
e.g. 2 x wooden shelves	
Miscellaneous: e.g. door bells and coats hooks	



Living Room	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture (including built in):	
Miscellaneous:	



Dining Room	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture (including built in):	
Miscellaneous:	



Study/Reception 2	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture (including built in):	
Miscellaneous:	



Kitchen (and dining if applicable)	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture & Appliances (including built in):	
Miscellaneous:	



Utility Room	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture & Appliances (including built in):	
Miscellaneous:	



Cloakroom/WC	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture & Sanitary Ware (including built in):	
Miscellaneous:	



Stair & Landing	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture (including built in):	
Miscellaneous:	



Bedroom 1	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture (including built in):	
Miscellaneous:	



Bedroom 2	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture (including built in):	
Miscellaneous:	



Bedroom 3	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture (including built in):	
Miscellaneous:	



Bedroom 4	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture (including built in):	
Miscellaneous:	



Main bath/shower room	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture & Sanitary Ware (including built in):	
Miscellaneous:	



En-suite bath/shower room	Condition
Description of flooring:	
Description walls and ceiling:	
Lighting:	
Furniture & Sanitary Ware (including built in):	
Miscellaneous:	



Rear Garden	Condition
General description: e.g. paved area leading on to lawn and bordered by established beds containing a variety of plants.	e.g. in tidy condition according to the season.
Ground: e.g. lawn or paving	
Borders:	
Outbuildings: e.g. shed or greenhouse	
Miscellaneous:	



Front Garden	Condition
General description: e.g. paved area leading on to lawn and bordered by established beds containing a variety of plants.	e.g. in tidy condition according to the season.
Ground: e.g. lawn or paving	
Borders:	
Outbuildings: e.g. shed or greenhouse	
Miscellaneous:	



Garage	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture (including built in):	
Miscellaneous:	



Additional Bedroom	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture (including built in):	
Miscellaneous:	



Additional Bath/shower room	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture & Sanitary Ware (including built in):	
Miscellaneous:	



Additional Reception Room	Condition
Description of flooring:	
Description of walls and ceiling:	
Lighting:	
Furniture (including built in):	
Miscellaneous:	



Notes:

**For further documents and advice visit
www.elloproperty.co.uk**
