Page 1 of 10	Tenant's Initials	Landlord's or A	Agent's Initials	© 1999-2004 Lan	ndlordZONE.co.uk
Universal INVE		dition Schedule	and <b>Safety Checklist</b>	Courtesy Landlo	of rdZONE.co.uk
Tenant Name/s					
Address, Post Code & Full	Description of Property:				
Landlord's or Agent's Nam	ne:				
Landlord's or Agent's Add	ress & Telephone Numbe	r			
Date of Inspection	Inspected	by:	Check-in Date:		Check-in Time:
Date of Inspection	Inspected	by:	Check-out Date:		Check-out Time:

<b>DECLARATION:</b> All Items have been inspected	ed on move-in and move-out and found to be in the condition	on indicated. Photographs [ ] Video [ ] Yes/No
Tenant	Tenant	Tenant
Tenant	Tenant	Tenant
Landlord	Agent	Sign & Print all Names:

Meter Readings:	Check-in	Check-out
Electricity		
Gas		
Water		
Fuel	Check-in	Check-out
Fuel Oil Level		
Solid Fuel		
General	Check-in	Check-out
Chimneys / flues - checked / cleaned		
Gas Safety Certificate provided (date)		
Electrical Safety Test (date)		
Appliances checked – Instructions / user manuals provided – attach a list if necessary		
Furnishings comply with safety regulations		
Smoke Alarm batteries replaced & tested		
Fire Equipment checked		
Tenant Information Pack		

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OUTSIDE	Check-in	Check-out	Comments/Costs/Safety
Gate/s - Fence/s - Wall/s			
Garden/s			
Path/s - Drive/s			
Front Door & Locks			
Rear Door & Locks			
Door Bell & Letter Box			
Windows & Frames			
Shed/Green House/Outhouse			
Garage – external			
Garage - external			
Garden Tools			
Outside Toilet			
Roof/Slates/Ridge/Chimney			
Gutters			
Downspouts/Drains			
Security Lights			
Alarm			
Refuse Bin			

PORCH Move-in Move-out Comments/Costs/Safety Floors Walls Ceilings Doors Windows Curtains / Blinds Electrical Fittings Light Bulbs Walls Ceilings Doors  HALL, STAIRS, LANDING Floors Stairs Walls Ceilings Courtains Couptons Windows Curtains Cupboards Electrical Fittings Electrical Fitti				
Floors	PORCH	Move-in	Move-out	Comments/Costs/Safety
Walls Ceilings Doors Windows Curtains / Blinds Electrical Fittings Light Bulbs  HALL, STAIRS, LANDING Floors Stairs Walls Ceilings Doors Windows Curtains Curtains Electrical Fittings Electrical Fittings Electrical Fittings Electrical Fittings Electrical Fittings Electrical Fittings Light Bulbs				
Ceilings Doors Windows Curtains / Blinds Electrical Fittings Light Bulbs  HALL, STAIRS, LANDING Floors Stairs Walls Ceilings Doors Windows Curtains Cupboards Electrical Fittings Electrical Fittings Electrical Fittings Electrical Fittings Light Bulbs	Walls			
Doors Windows Curtains / Blinds Electrical Fittings Light Bulbs  HALL, STAIRS, LANDING Floors Stairs Walls Ceilings Doors Windows Curtains Cupboards Electrical Fittings Light Bulbs  Electrical Fittings Light Bulbs	Ceilings			
Windows Curtains / Blinds Electrical Fittings Light Bulbs  HALL, STAIRS, LANDING Floors Stairs Walls Ceilings Doors Windows Curtains Cupboards Electrical Fittings Light Bulbs  Light Bulbs				
Electrical Fittings Light Bulbs  HALL, STAIRS, LANDING Floors Stairs Walls Ceilings Doors Windows Curtains Cupboards Electrical Fittings Light Bulbs	Windows			
Light Bulbs  HALL, STAIRS, LANDING  Floors Stairs Walls Ceilings Doors Windows Curtains Cupboards Electrical Fittings Light Bulbs	Curtains / Blinds			
HALL, STAIRS, LANDING Floors Stairs Walls Ceilings Doors Windows Curtains Cupboards Electrical Fittings Light Bulbs				
Floors Stairs Walls Ceilings Doors Windows Curtains Cupboards Electrical Fittings Light Bulbs	Light Bulbs			
Floors Stairs Walls Ceilings Doors Windows Curtains Cupboards Electrical Fittings Light Bulbs				
Stairs  Walls Ceilings Doors Windows Curtains Cupboards Electrical Fittings Light Bulbs				
Walls Ceilings Doors Windows Curtains Cupboards Electrical Fittings Light Bulbs				
CeilingsDoorsDoorsWindowsCurtainsCupboardsElectrical FittingsLight Bulbs				
DoorsWindowsCurtainsCupboardsElectrical FittingsLight Bulbs	Walls			
Windows Curtains Cupboards Electrical Fittings Light Bulbs				
Curtains Cupboards Electrical Fittings Light Bulbs				
Cupboards Electrical Fittings Light Bulbs				
Electrical Fittings Light Bulbs				
Light Bulbs	Cupboards			
	Electrical Fittings			
Radiator				
	Radiator			

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KITCHEN	Move-in	Move-out	Comments/Costs/Safety	
Floor				
Walls				
Ceiling				
Windows				
Doors				
Curtains/Blinds				
Cupboards				
Drawers				
Sink/Taps/Drains				
Worktops				
Lights/Bulbs				
Extractor Fan & Ducting				
Electrical Plugs & Sockets				
Microwave				
Radiator				
STOVE/OVEN				
Outside Surfaces				
Burners/Hotplates				
Controls/Timer				
Lights				
Inside Oven				
Oven Racks & Trays				
Grille				
REFRIDGERATOR				
Outside Surfaces				
Inside and Fittings				
Light and Controls				

_				
FREEZER	N	Iove-in	Move-out	Comments/Costs/Safety
Outside Surfaces				
Inside and Fittings				
Light and Controls				
DISHWASHER				
Outside Surfaces				
Inside and Fittings				
Controls				
LIVING ROOM/LOUNGE				
Floor				
Walls				
Ceilings				
Windows				
Curtains/Blinds				
Electrical Fittings				
Lights & Bulbs				
Fire/ Fireplace				
Radiator				
DINING ROOM				
Floor				
Walls				
Ceilings				

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Windows

Curtains/Blinds
Electrical Fittings
Lights & Bulbs
Fire/Fireplace
Radiator

Tenant's Initials

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BATHROOM - SHOWER	Move-in	Move-out	Comments/Costs/Safety	
1				
Floor				
Walls				
Ceiling				
Bath / Shower				
Sink / Taps				
Cabinets /Cupboards				
Toilet				
Bidet				
Radiator				
BATHROOM - SHOWER				
2				
Floor				
Walls				
Ceiling				
Window/s				
Curtains / Blinds				
Bath / Shower				
Sink / Taps				
Cabinets /Cupboards				
Toilet				
Bidet				
Radiator				
AIRING CUPBOARD				
Doors				
Interior				
Fittings				

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Floor	BEDROOM 1	Move-in	Move-out	Comments/Costs/Safety
Ceiling         Windows           Electrical Fittings         Electrical Fittings           Lights / Shades/ Bulbs         Bed           Wardrobes         Windows           Curtains         Radiator           Radiator         BeDROOM 2           Floor         Walls           Ceiling         Ceiling           Windows         Electrical Fittings           Lights / Shades/ Bulbs         Bed           Bed         Wardrobes           Windows         Electrical Fittings           Lights / Shades/ Bulbs         Electrical Fittings           Bed         Radiator           Artic / Store         Floor           Walls         Electrical Fittings           Walls         Electrical Fittings	Floor			
Windows                     Electrical Fittings                     Lights / Shades/ Bulbs                     Bed                     Wardrobes                     Windows                     Curtains                     Radiator                     BEDROM 2                     Floor                     Walls                     Ceiling                     Windows                     Electrical Fittings                     Lights / Shades/ Bulbs                     Bed                     Wardrobes                     Windows                     Curtains                     Radiator                     ATTIC / STORE                     Floor                     Walls                     Stair / Access                     Door                     Electrical Fittings	Walls			
Windows                     Electrical Fittings                     Lights / Shades/ Bulbs                     Bed                     Wardrobes                     Windows                     Curtains                     Radiator                     BEDROM 2                     Floor                     Walls                     Ceiling                     Windows                     Electrical Fittings                     Lights / Shades/ Bulbs                     Bed                     Wardrobes                     Windows                     Curtains                     Radiator                     ATTIC / STORE                     Floor                     Walls                     Stair / Access                     Door                     Electrical Fittings	Ceiling			
Lights / Shades/ Bulbs                     Bed                     Wardrobes                     Windows                     Curtains                     Radiator                     BEDROOM 2                     Floor                     Walls                     Ceiling                     Windows                     Electrical Fittings                     Lights / Shades/ Bulbs                     Bed                     Wardrobes                     Windows                     Curtains                     Radiator                     ATTIC / STORE                     Floor                     Walls                     Stair / Access                     Door                     Electrical Fittings	Windows			
Lights / Shades/ Bulbs                     Bed                     Wardrobes                     Windows                     Curtains                     Radiator                     BEDROOM 2                     Floor                     Walls                     Ceiling                     Windows                     Electrical Fittings                     Lights / Shades/ Bulbs                     Bed                     Wardrobes                     Windows                     Curtains                     Radiator                     ATTIC / STORE                     Floor                     Walls                     Stair / Access                     Door                     Electrical Fittings	Electrical Fittings			
Bed	Lights / Shades/ Bulbs			
Windows                     Curtains                     Radiator                     BEDROOM 2                     Floor                     Walls                     Ceiling                     Windows                     Electrical Fittings                     Lights / Shades/ Bulbs                     Bed                     Wardrobes                     Windows                     Curtains                     Radiator                     ATTIC / STORE                     Floor                     Walls                     Stair / Access                     Door                     Electrical Fittings	Bed			
Curtains         Radiator           BEDROM 2	Wardrobes			
Radiator         BEDROOM 2           Floor         Image: Colling of the C	Windows			
BEDROOM 2                     Floor                     Walls                     Ceiling                     Windows                     Electrical Fittings                     Lights / Shades/ Bulbs                     Bed                     Wardrobes                     Windows                     Curtains                     Radiator                     ATTIC / STORE                     Floor                     Walls                     Stair / Access                     Door                     Electrical Fittings	Curtains			
Floor   Walls   Ceiling   Ceiling	Radiator			
Walls         6           Ceiling         6           Windows         6           Electrical Fittings         6           Lights / Shades/ Bulbs         7           Bed         7           Wardrobes         7           Windows         7           Curtains         7           Radiator         7           ATTIC / STORE         7           Floor         7           Walls         7           Stair / Access         7           Door         7           Electrical Fittings         7	BEDROOM 2			
Ceiling	Floor			
Windows         Electrical Fittings           Lights / Shades/ Bulbs         Electrical Fittings           Bed         Wardrobes           Windows         Windows           Curtains         ATTIC / STORE           Floor         Walls           Stair / Access         Door           Electrical Fittings         Electrical Fittings	Walls			
Windows         Electrical Fittings           Lights / Shades/ Bulbs         Electrical Fittings           Bed         Wardrobes           Windows         Windows           Curtains         ATTIC / STORE           Floor         Walls           Stair / Access         Door           Electrical Fittings         Electrical Fittings	Ceiling			
Lights / Shades/ Bulbs         Image: Control of the control of	Windows			
Bed         Image: Contraints         Image:				
Wardrobes                     Windows                     Curtains                     Radiator                     ATTIC / STORE                     Floor                     Walls                     Stair / Access                     Door                     Electrical Fittings	Lights / Shades/ Bulbs			
Windows				
Curtains         Radiator           ATTIC / STORE         Story           Floor         Stair / Access           Door         Electrical Fittings	Wardrobes			
Radiator ATTIC / STORE Floor Walls Stair / Access Door Electrical Fittings				
ATTIC / STORE         Image: Control of the contr				
Floor Walls Stair / Access Door Electrical Fittings				
WallsStair / AccessDoorElectrical Fittings				
Stair / Access     Door       Description     Electrical Fittings				
Door Electrical Fittings Electrical Fittings	Walls			
Electrical Fittings				
Lights	Electrical Fittings			
	Lights			

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BEDROOM 3	Move-in	Move-out	Comments/Costs/Safety
Floor			
Walls			
Ceiling			
Windows			
Electrical Fittings			
Lights / Shades/ Bulbs			
Bed			
Wardrobes			
Windows			
Curtains			
Radiator			
BEDROOM 4			
Floor			
Walls			
Ceiling			
Windows			
Electrical Fittings			
Lights / Shades/ Bulbs			
Bed			
Wardrobes			
Windows			
Curtains			
Radiator			
UTILITY			
Floor			
Walls			
Ceiling			
Window/s			
Fittings			
Radiator			

CONSERVATORY	Move-in	Move-out	Comments/Costs/Safety
Floor			
Walls			
Windows			
Blinds			
Furniture			
Fittings & Equipment			
Lights			
Radiator			
EQUIPMENT			
Heating Boiler			
Thermostat/Timer			
Air Conditioner			
Vacuum / Hoover			
Brush / Pan			
Smoke Alarm - Number [ ]			
Fire Extinguisher			
Fire Blanket			
Security Alarm			
TV set/s – Number [ ]			
TV remote controls [ ]			
KEYS – Sets [ ]			
Front Door			
Back Door			
Garage			
Shed			

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