

Universal INVENTORYCombined Check-in and Check-out **Condition Schedule** and **Safety Checklist**

Courtesy of

LandlordZONE.co.uk

Tenant Name/s

Address, Post Code & Full Description of Property:

Landlord's or Agent's Name:

Landlord's or Agent's Address & Telephone Number

Date of Inspection

Inspected by:

Check-in Date:

Check-in Time:

Date of Inspection

Inspected by:

Check-out Date:

Check-out Time:

DECLARATION: All Items have been inspected on move-in and move-out and found to be in the condition indicated. Photographs [] Video [] Yes/No

Tenant _____

Tenant _____

Tenant _____

Tenant _____

Tenant _____

Tenant _____

Landlord _____

Agent _____

Sign & Print all Names:

FC Full-Clean **PC** Part-Clean **FP** Full-Paint **TP** Touch-up Paint **SM** Scratch or Mark **REP** Repair **REN** Renew **NA** Not Applicable

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		

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			
HALL, STAIRS, LANDING			
Floors			
Stairs			
Walls			
Ceilings			
Doors			
Windows			
Curtains			
Cupboards			
Electrical Fittings			
Light Bulbs			
Radiator			

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		Move-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				
Windows				
Curtains/Blinds				
Electrical Fittings				
Lights & Bulbs				
Fire/Fireplace				
Radiator				

BATHROOM - SHOWER 1	Move-in	Move-out	Comments/Costs/Safety
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			

BEDROOM 1	Move-in	Move-out	Comments/Costs/Safety
Floor			
Walls			
Ceiling			
Windows			
Electrical Fittings			
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			
Lights			

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			