Inventory and Schedule of Condition

FOR LANDLORDS AND TENANTS IN ENGLAND

A room-by-room record of the property's condition and cleanliness at the start of the tenancy, with a handover record and a check-out schedule of differences that uses the same reference numbers.

How to use: complete it before the tenant moves in, with the property clean and empty of your own belongings. Take dated photos and note their references. Give the tenant a copy and time to comment, then use the same refs and photo angles at check-out.

PROPERTY ADDRESS

Full address including postcode.

LANDLORD NAME _____

TENANT NAME(S)

TENANCY START DATE _____ INVENTORY DATE _____

COMPLETED BY _____

Name and role: landlord, agent or inventory clerk.

Furnished:

☐ Unfurnished ☐ Part furnished ☐ Furnished

Deposit scheme:

☐ DPS ☐ mydeposits ☐ TDS

DEPOSIT (£) _____ SCHEME REFERENCE _____

Photo record

PHOTOS STORED AT _____

Link or folder name. Photos should be date- and time-stamped.

NUMBER OF PHOTOS _____ DATE PHOTOS TAKEN _____

How to describe condition

Every entry needs a short description of what you see: colour, material, and the size and position of any mark. Then add a rating as a prompt, never instead of the description:

New - unused, still with labels or packaging. **Very good** - no visible marks, wear or damage. **Good** - light marks from normal use only. **Fair** - clear signs of wear, still works as it should. **Poor** - worn, damaged or not working (describe it).

Cleanliness is recorded separately: **Clean**, **Light cleaning needed** or **Cleaning needed**, with a note of what and where. If the property was professionally cleaned before check-in, record it in the notes with the date.

Overall summary

GENERAL CONDITION

GENERAL CLEANLINESS

SMELLS *e.g. none, damp, smoke, pets*

Handover record: meter readings

Taken on the day the tenancy starts.

METER	READING	SERIAL NUMBER	LOCATION
Electricity			
Gas			
Water			

Keys and access

ITEM	NUMBER GIVEN	NOTES
Front door		
Back door		
Window keys		
Fobs or cards		
Remotes		

Alarm check

Each required smoke and CO alarm must be in proper working order on the day a new tenancy begins.

LOCATION	SMOKE OR CO	TEST DATE	TESTED BY	WORKING (Y/N)	FAULT OR FOLLOW-UP

1. Entrance, hall, stairs and landing

REF AND ITEM	CONDITION AND DESCRIPTION	CLEANLINESS	PHOTO REF
1.1 Front door and lock			
1.2 Ceiling			
1.3 Walls			
1.4 Floor covering			
1.5 Stairs and banister			
1.6 Lighting and switches			
1.7 Sockets			
1.8 Radiator or heater			

SMELLS _____ ROOM NOTES _____

2. Living room

REF AND ITEM	CONDITION AND DESCRIPTION	CLEANLINESS	PHOTO REF
2.1 Door and frame			
2.2 Ceiling			
2.3 Walls			
2.4 Skirting			
2.5 Floor covering			
2.6 Windows and sills			
2.7 Curtains or blinds			
2.8 Lighting and switches			
2.9 Sockets			
2.10 Radiator or heater			
2.11 Fireplace			

SMELLS _____ ROOM NOTES _____

3. Kitchen

REF AND ITEM	CONDITION AND DESCRIPTION	CLEANLINESS	PHOTO REF
3.1 Door and frame			
3.2 Ceiling			
3.3 Walls			
3.4 Floor covering			
3.5 Windows and sills			
3.6 Worktops			
3.7 Cupboards and drawers			
3.8 Sink and taps			
3.9 Oven and hob			
3.10 Extractor hood			
3.11 Fridge-freezer			
3.12 Washing machine			
3.13 Dishwasher			
3.14 Lighting and sockets			

SMELLS _____ ROOM NOTES _____

4. Bathroom

REF AND ITEM	CONDITION AND DESCRIPTION	CLEANLINESS	PHOTO REF
4.1 Door and frame			
4.2 Ceiling			
4.3 Walls and tiles			
4.4 Floor covering			
4.5 Window			
4.6 Bath or shower			
4.7 Screen or curtain			
4.8 Basin and taps			
4.9 WC and seat			
4.10 Extractor fan			
4.11 Mirror and cabinet			
4.12 Towel rail			
4.13 Lighting			

SMELLS _____ ROOM NOTES _____

5. Bedroom 1

REF AND ITEM	CONDITION AND DESCRIPTION	CLEANLINESS	PHOTO REF
5.1 Door and frame			
5.2 Ceiling			
5.3 Walls			
5.4 Skirting			
5.5 Floor covering			
5.6 Windows and sills			
5.7 Curtains or blinds			
5.8 Lighting and switches			
5.9 Sockets			
5.10 Radiator or heater			
5.11 Wardrobe			

SMELLS _____ ROOM NOTES _____

6. Bedroom 2

REF AND ITEM	CONDITION AND DESCRIPTION	CLEANLINESS	PHOTO REF
6.1 Door and frame			
6.2 Ceiling			
6.3 Walls			
6.4 Skirting			
6.5 Floor covering			
6.6 Windows and sills			
6.7 Curtains or blinds			
6.8 Lighting and switches			
6.9 Sockets			
6.10 Radiator or heater			
6.11 Wardrobe			

SMELLS _____ ROOM NOTES _____

7. Additional room

ROOM NAME

REF AND ITEM	CONDITION AND DESCRIPTION	CLEANLINESS	PHOTO REF

SMELLS

ROOM NOTES

8. Exterior and garden

REF AND ITEM	CONDITION AND DESCRIPTION	CLEANLINESS	PHOTO REF
8.1 Front of property			
8.2 Paths and drive			
8.3 Garden and lawn			
8.4 Fences and gates			
8.5 Bins			
8.6 Shed or outbuildings			
8.7 Parking			

SMELLS

ROOM NOTES

Furniture and contents

For furnished or part-furnished lets. Leave blank if unfurnished. Age matters: it's allowed for at check-out.

REF	ROOM	ITEM	QTY	APPROX AGE	CONDITION AND DESCRIPTION	PHOTO REF

Check-in declaration

The tenant should check this inventory and return any comments in writing by the date below (we suggest 7 days from receiving it). Signing to confirm receipt doesn't mean agreeing with it.

DATE TENANT RECEIVED IT _____ COMMENTS BACK BY _____

The tenant confirms (tick all that apply):

☐ I have received this inventory ☐ I agree with it as written ☐ My comments are attached or below

TENANT COMMENTS

Comments agreed by landlord:

☐ Yes ☐ No ☐ In part

LANDLORD RESPONSE

Signed by the landlord

LANDLORD NAME _____ SIGNATURE _____

DATE _____

Signed by the tenant(s)

TENANT 1 NAME _____ SIGNATURE _____

DATE _____

TENANT 2 NAME _____ SIGNATURE _____

DATE _____

No witness is needed.

Check-out

Complete after the tenant has removed their belongings, using the same reference numbers and photo angles as the check-in.

CHECK-OUT DATE _____ COMPLETED BY _____

FORWARDING ADDRESS

Tenant present:

☐ Yes ☐ No

METER	READING AT CHECK-OUT	SERIAL NUMBER
Electricity		
Gas		
Water		

KEYS RETURNED _____

Number of each item, e.g. 2 front door, 1 back door, 1 fob.

Schedule of differences

List only what has changed since check-in. Reason: damage, missing item, cleaning or other. For damage, allow for fair wear and tear, the item's age and how long the tenancy lasted.

REF	WHAT CHANGED	REASON FOR DEDUCTION	EVIDENCE (PHOTO REF)	AMOUNT (£)

Deposit settlement

DEPOSIT HELD (£) _____ PROPOSED DEDUCTIONS (£) _____

AGREED DEDUCTIONS (£) _____ DISPUTED AMOUNT (£) _____

AMOUNT TO RETURN NOW (£) _____

Return the agreed amount within 10 days of agreeing it. If an amount is disputed, both of you can use the deposit scheme's free dispute service by agreement. With an insured scheme, follow the scheme's instructions for passing it the disputed sum and returning the rest.

Check-out signed by the landlord

LANDLORD NAME _____ SIGNATURE _____

DATE _____

Check-out signed by the tenant(s)

TENANT 1 NAME _____ SIGNATURE _____

DATE _____

TENANT 2 NAME _____ SIGNATURE _____

DATE _____

Continuation: extra room

Duplicate this page for any further rooms.

ROOM NAME _____ PAGE _____ *e.g. Page 1 of 2*

REF AND ITEM	CONDITION AND DESCRIPTION	CLEANLINESS	PHOTO REF

SMELLS _____ ROOM NOTES _____

Continuation: furniture and contents

PAGE *e.g. Page 1 of 2*

REF	ROOM	ITEM	QTY	APPROX AGE	CONDITION AND DESCRIPTION	PHOTO REF

Continuation: schedule of differences

PAGE *e.g. Page 1 of 2*

REF	WHAT CHANGED	REASON FOR DEDUCTION	EVIDENCE (PHOTO REF)	AMOUNT (£)

LEGAL NOTES

Who pays: The landlord pays for the inventory, check-in and check-out. Under the Tenant Fees Act 2019 a tenant can't be charged for them, or made to pay for a professional clean.

Evidence: If a deposit deduction is disputed, the landlord has to back it up. A signed inventory with dated photos is strong evidence; if the tenant doesn't sign, keep proof they received it and had a chance to comment, such as a dated email.

Deductions: Deductions must be evidenced and proportionate, for example damage, missing items, reasonable cleaning costs or unpaid rent. For damage, allow for fair wear and tear, the item's age, starting condition and expected lifespan, and how long the tenancy lasted. A landlord can't claim for an upgrade.

Deposit deadlines: Protect the deposit and give the prescribed information within 30 days of receiving it. Return the agreed amount within 10 days of agreeing it.

SCOPE

This inventory is for private residential tenancies in England. It is not for Wales, Scotland or Northern Ireland, lodgers, or commercial property.

DATA PROTECTION

This document records personal data about the landlord and tenant(s), and photos of their home. Handle it in line with UK GDPR: keep it secure, share it only with the parties and the deposit scheme if needed, and keep it only as long as you need it for the tenancy and any dispute.

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