Landlord Property Inspection Checklist

FOR LANDLORDS IN ENGLAND

A record of one routine visit during a tenancy: how the visit was arranged, safety checks first, the condition of each room, tenancy terms, the tenant's own issues, and an action log for anything that needs fixing.

How to use: give at least 24 hours' written notice and agree a time with your tenant. Work through the safety checks first, take dated photos and note their references, then log every action with its dates. Give the tenant a copy if they ask.

PROPERTY ADDRESS

TENANT NAME(S) _____

INSPECTED BY _____ NOTICE GIVEN ON _____

Notice given by:

☐ Email ☐ Letter ☐ Text ☐ Other

ACCESS AGREED ON _____ ACCESS AGREED BY _____

Access agreed by:

☐ Email ☐ Letter ☐ Text ☐ Phone ☐ In person

AGREED VISIT DATE _____ AGREED VISIT TIME _____

Tenant present:

☐ Yes ☐ No

PERMISSION TO USE KEYS CONFIRMED _____

Only if the tenant will be absent: date and how they confirmed. Notice, or the tenant being out, isn't permission to let yourself in.

Visit type:

☐ Routine ☐ Follow-up ☐ Other

PREVIOUS INSPECTION _____ NEXT ROUTINE VISIT PLANNED _____

Health and safety

Check these first. They're routine visual observations, not formal gas or electrical safety inspections.

CHECK	NO ISSUE	ISSUE	NOT CHECKED	N/A	NOTES AND PHOTO REF
Smoke alarm on each storey used as living accommodation: tested and working	☐	☐	☐	☐	
CO alarm in each room used as living accommodation with a fixed combustion appliance (not gas cookers): tested and working	☐	☐	☐	☐	
Signs of damp, condensation or mould (walls, ceilings, window frames, behind furniture)	☐	☐	☐	☐	
Leaks: roof, ceilings, pipes, taps, under sinks, around the bath and shower	☐	☐	☐	☐	
Heating and hot water: problems reported by the tenant, or visible warning lights or error codes	☐	☐	☐	☐	
Visible electrical damage: sockets, switches, cables, consumer unit	☐	☐	☐	☐	
Gas appliances: visible signs of a fault (look only; never test)	☐	☐	☐	☐	
Escape routes and any fire doors clear and closing properly	☐	☐	☐	☐	
Windows open and lock; restrictors where fitted	☐	☐	☐	☐	
Stairs, banisters and flooring: trip or fall hazards	☐	☐	☐	☐	
Signs of pests or vermin	☐	☐	☐	☐	
Ventilation: extractor fans work, trickle vents open	☐	☐	☐	☐	
_____	☐	☐	☐	☐	
_____	☐	☐	☐	☐	

Certificates

GAS SAFETY RECORD DATE _____ NEXT DUE _____
Annual.

ELECTRICAL REPORT (EICR) DATE _____ NEXT INSPECTION _____
Use the date on the report (at most 5 years).

EPC RATING _____ EPC EXPIRY _____

Room-by-room condition

AREA	CONDITION	CLEANLINESS AND CARE	NOTES AND PHOTO REF
Entrance and hall			
Living room			
Kitchen (including appliances)			
Bathroom			
Bedroom 1			
Bedroom 2			
Bedroom 3			
Other room			
Exterior and garden			
Loft, garage or outbuildings			

Tenancy terms

CHECK	NO ISSUE	ISSUE	NOT CHECKED	N/A	NOTES AND PHOTO REF
Occupants as agreed in the tenancy	☐	☐	☐	☐	
Pets as agreed (with written consent where needed)	☐	☐	☐	☐	
Smoking or vaping inside, if the tenancy prohibits it	☐	☐	☐	☐	
Alterations or decorating without consent	☐	☐	☐	☐	
Garden kept as the tenancy requires	☐	☐	☐	☐	
Bins and rubbish managed	☐	☐	☐	☐	
Property used as a home (no business use beyond what's agreed)	☐	☐	☐	☐	
	☐	☐	☐	☐	

Tenant's comments

REPAIRS OR ISSUES THE TENANT WANTS TO RAISE

ISSUES REPORTED BEFORE THIS VISIT AND STILL OPEN

Action log

Investigate the cause of damp and mould promptly, act faster where health or safety is at risk, and keep these dates for every issue.

REF	ISSUE	WHO WILL ARRANGE	FIRST REPORTED	FIRST RESPONSE	TARGET DATE	RESOLVED

Sign-off

INSPECTED BY _____ SIGNATURE _____

DATE _____

Tenant (optional):

☐ I have received a copy of this inspection record

TENANT NAME _____ SIGNATURE _____

DATE _____

Signing confirms receipt of a copy, not agreement with everything recorded.

LEGAL NOTES

Access: Under section 11(6) of the Landlord and Tenant Act 1985 you can view the property's condition at a reasonable time of day after at least 24 hours' written notice. Agree a time with your tenant: notice, or the tenant being out, isn't permission to let yourself in. Only enter without agreement in a genuine emergency. If access is repeatedly refused, record each attempt and get advice.

How often: There's no set legal interval for routine visits. Six months is one starting point; adjust it to the property's condition and any repairs that need follow-up. Visiting too often can interfere with your tenant's quiet enjoyment.

Repairs: You must keep the structure, exterior and installations for water, gas, electricity, heating and sanitation in repair, and keep the home fit to live in. Deal with damp, mould and safety issues first. Awaab's Law repair timescales are being consulted on for private landlords, with no start date set.

Alarms and certificates: Smoke alarms are needed on each storey used as living accommodation, and CO alarms in rooms with a fixed combustion appliance (not gas cookers). The legal test is on the day a new tenancy begins, and alarms reported faulty must be repaired or replaced. Gas safety checks are annual; electrical reports follow the date on the last report, at most 5 years.

SCOPE

This checklist is for routine visits during private residential tenancies in England. It is not a check-in or check-out inventory, or a gas or electrical safety inspection, and it is not for Wales, Scotland, Northern Ireland or lodgers.

DATA PROTECTION

This record holds personal data about your tenant(s) and photos of their home. Handle it in line with UK GDPR: keep it secure, share it only with those who need it, and keep it only as long as you need it for the tenancy and any dispute.

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