



Inventory & Schedule of Condition

Property Address:

Date of this Inventory: / /

Name of Landlord: _____

Name of Tenants: _____

The Tenants acknowledge that the following items have been supplied for their use at the above address.

Any alterations or omissions must be reported within 7 days of taking occupancy or this Inventory will be accepted as an accurate record.

Signed

[Landord Name]

[Tenant Name 1]

[Tenant Name 2]

[Tenant Name 3]

[Tenant Name 4]

Instructions for Completing this Document

- Complete this document at the time of move-in. If not possible, do so shortly before or as soon after move-in as you can.
- This document is designed to help the Tenants and the Landlord review the property and to mutually agree its condition upon move-in. This should be confirmed by all parties signing the first page.
- Each party should keep a signed copy.
- This document is expected to be used at the end of the Tenancy to determine if any of the Tenant's deposit will be retained by the Landlord.
- Try to be as specific and detailed as possible when completing each section.
- If possible take several digital photos to accompany each section, and attach these to this document.

Notes on the Validity of this Document

- OpenRent provides this document free of charge as a template for guidance in creating an inventory.
- OpenRent makes no assurances as to the legality of this document, nor its use as proof during a deposit dispute.
- OpenRent offers a professional Inventory & Check In service here if required:
 - <https://www.openrent.co.uk/inventory/inventoryorder>
- OpenRent offers an editable version of this same document here:
 - [Download Editable Document Now](#)

Guidance Notes for Tenants at the End of the Tenancy

The Inventory will be checked at the end of the tenancy at which time any variances or discrepancies will be recorded. Missing or damaged items that are not considered as "fair wear and tear" will be the responsibility of the Tenant to pay for repair, replacement, making good, cleaning or any other required process.

The following notes have been designed to assist you when handing the Property back to the Landlord at the check-out appointment.

In order to protect your deposit, it is advisable that you read these guidelines and take the appropriate action.

1. Ensure that the Property has been left in a good, clean condition throughout and all of your personal items have been completely removed.
2. All items should be returned to exactly the same position as they are listed on the Inventory.
3. All windows, mirrors and glass items should be cleaned and polished.
4. All woodwork, skirting, dado rails, picture rails, frames, shelving, cabinets, etc., should be cleaned and polished.
5. All soft furnishings such as carpets, curtains, rugs, bed linen, towels, throws and mattresses, etc., should be laundered/washed free of stains, ironed (where applicable) and left clean.
6. All walls and ceilings should be dusted, wiped over (where necessary) and be free of excessive wear.
7. All kitchen appliances including cookers, hobs, microwave ovens, toasters, washing machines, tumble dryers, etc., should be cleaned free of residues, grease and stains.
8. All kitchen cupboards should be cleaned and emptied of your food and belongings. Fridges and freezers should be emptied of food, cleaned thoroughly, defrosted, switched off and their doors left open. Cooker extractors should be cleaned and their filters changed.
9. Bathrooms should be cleaned thoroughly and all sealant and grouting should be free of staining or mould.
10. All light bulbs should be present and in working order.
11. All picture hooks, tacks, screws, nails or other fittings installed by you should be removed and any damage made good.
12. Gardens should be in a well-maintained condition for the time of year, lawns should be cut and all garden implements should be clean and in working order.
13. Any missing or damaged items should be replaced to match.
14. A mail forwarding service should be set up by you to ensure that your post reaches you at your new address.

Meter Readings

Meters	Location	Reading	Supplier	Serial No
Gas				
Electricity				
Water				

Keys

Keys Handed Over	Type of key (Yale/Chubb etc)	Number of keys
Communal keys		
Front door		
Back door		
Windows		
Fobs		
Patio/French doors		
Post box		
Garage(s)/shed(s)/outhouses		
Meter key		
Electric key (prepaid)		
Gas card (prepaid)		
Alarm code		
Other		

