

INVENTORY OF FIXTURES, FITTINGS & FURNISHINGS

ADDRESS

POSTCODE

DATE PREPARED AT CHECK IN	DAY	MONTH	YEAR
DATE PREPARED AT CHECK OUT	DAY	MONTH	YEAR

METER READINGS

	AT CHECK IN	AT CHECK OUT
Gas		
Electricity		
Water		

FUEL

	AT CHECK IN	AT CHECK OUT
Oil level		
Solid fuel		

GENERAL

	AT CHECK IN	AT CHECK OUT
Chimneys and/or flues swept	YES / NO	YES / NO
Gas safety certificate provided <i>Issue date:</i>	YES / NO	YES / NO
Electrical safety test carried out <i>Date:</i>		
Appliance instructions/user manuals supplied/returned	YES / NO	YES / NO
Furnishing comply with current safety regulations	YES / NO	YES / NO
Keys handed over <i>If Yes, list keys handed over:</i>	YES / NO	YES / NO

TENANTS INITIALS _____

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DATE PREPARED AT CHECK OUT DAY MONTH YEAR

GENERAL STANDARD OF CLEANLINESS

	STANDARD AT CHECK IN	STANDARD AT CHECK OUT
Carpets <i>Professionally cleaned for tenancy?</i>	YES/NO	YES/NO
Curtains <i>Cleaned for tenancy</i>	YES/NO	YES/NO
Woodwork/paintwork		
Light fittings		
Beds/mattresses		
Linen		
Upholstery		
Bathrooms/toilets		
Kitchen furniture/units		
Appliances		
Windows		
Condition of gardens		

TENANTS INITIALS _____

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DATE PREPARED DAY MONTH YEAR

PREPARED BY

ROOM TITLE (One sheet per room)

	DESCRIPTION	CONDITION AT CHECK IN	CONDITION AT CHECK OUT
Decorations			
Flooring			
Electrical	<i>Lighting</i> <i>Outlets</i>		
Fixtures	<i>Description</i>		
Windows			
Doors			
Heating			

FURNISHINGS AND MOVEABLE ITEMS (within the room)

QUANTITY	DESCRIPTION	CONDITION AT CHECK IN	CONDITION AT CHECK OUT

TENANTS INITIALS _____

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DATE PREPARED DAY MONTH YEAR

PREPARED BY _____

FURNISHINGS AND MOVEABLE ITEMS (continued)

QUANTITY	DESCRIPTION	CONDITION AT CHECK IN	CONDITION AT CHECK OUT

TENANTS INITIALS _____

ADVICE FOR USING THE INVENTORY FORMS

You are strongly advised to take professional advice where inventories are concerned. The Association of Independent Inventory Clerks can provide the names of inventory clerks in your area, who will produce a professional inventory at a reasonable cost. The advantage to you is that this inventory will be seen as independent by all parties should there be a dispute at the end of the tenancy.

If you wish to prepare your own inventory the attached forms will provide a guideline. It is hoped that this format will help if there is a dispute.

COMPILING AN INVENTORY

- 1 Both tenant and landlord should sign the declaration sheet at the check in. The tenant should not be asked to sign the inventory until they have had a chance to check it.
- 2 The tenant should be given a copy of the inventory and declaration sheet. The landlord should keep the master copy. This copy should be used for the check out. If any changes are made to the property or contents during the tenancy an addendum sheet should be added to the inventory, signed by both tenant and landlord.
- 3 *Each page should show:*
 - the date the inventory was compiled or last amended
 - page number and total number of pages
 - tenants initials.
- 4 *Be aware of the general safety issues:*
- 5 Be accurate with your statement about cleaning. This is probably the major area in which disputes over dilapidation charges occur. If the property is clean at the start, you can expect it to be returned clean. However, as cleaning standards are subjective, you should agree with the tenant that the property is clean and tidy and note this on the declaration sheet. Wherever possible, keep receipts for cleaning, i.e. for carpets, curtains, laundry etc.
- 6 The condition of any gardens should be described in layman's terms. Include statues, garden furniture, tools etc. State if the tenant is responsible for garden maintenance. Tree surgery, seasonal pruning etc. would normally be considered a maintenance issue and not the tenant's responsibility.
- 7 Start a new page for each room.
- 8 Start each room with a description of the fixed items in the room, *e.g. decorations – state colours and/or description of wallpaper*
 - flooring – colour and composition
 - electrical items – lighting, power outlets

- windows and doors – locks, furniture etc.
- heating – fireplace, radiators.

- 9 List the furniture. Try to be more explicit than '1 table and 4 chairs'. For example, grey formica-topped kitchen table, 4 pale varnished kitchen chairs with black vinyl seats. If the item is valuable or an antique, this should be stated. It is advisable to have valuations for antique items and, whenever possible, receipts of purchase.
- 10 List smaller items, such as pictures and ornaments. Given approximate sizes if possible as it makes it easier to find them when they have been moved, and to agree compensation if damaged.
- 11 Be realistic in your descriptions of condition. Items should not be listed as 'new', although the date purchased may be included. Wear and tear must be taken into account. All decorations and contents will deteriorate over time. Their quality will determine at what rate. Kitchen equipment and bedding have a particularly limited lifespan.
- 12 If there are outbuildings, sheds or garages etc., the contents should be listed in the same way as the house.

GENERAL COMMENTS

Be realistic in your descriptions. Try to describe items so that they can be easily identified by other people should you be unable to carry out the check out yourself. While manufacturers' names may help, it is more relevant to know if a chest is laminate board or pine if damages have to be assessed.

It is imperative that you describe the condition of an item in a fair and accurate manner. An item may be in good order for its age, but you should list defects old and new.

Remove from the property any item that is of sentimental value to you.

Tenants rarely wish to be responsible for landlords' ornaments, nick-nacks, pictures etc. We therefore recommend you to remove such items.

State your policy over hanging pictures, shelves etc. at the start of the tenancy. Will you require the tenant to make good?

If you give permission for the tenant to make any alterations to the property you should do so in writing. Keep a file with the inventory and all relevant documents in it. Include receipts for any items bought, repairs and cleaning done. Should there be a dilapidations dispute, this file will be invaluable in substantiating your case.

Please note that you may photocopy these forms for use with a variety of properties but they are not to be used for commercial resale.

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PROPERTY ADDRESS

POSTCODE

LANDLORDS ADDRESS

POSTCODE

CONTACT NAME

CONTACT ADDRESS

POSTCODE

CONTACT TELEPHONE NUMBER

TENANTS NAME

DECLARATION

The items listed in all __ pages of this inventory have been inspected and found to be in the condition indicated.

SIGNED FOR THE TENANT

NAME

SIGNED FOR THE TENANT

NAME