LANDLORD SUMS .com

FREE INVENTORY TEMPLATE FOR UK LANDLORDS

PROPERTY INVENTORY AND INSPECTION REPORT

CHECK-IN | MID-TERM INSPECTION | CHECK-OUT

THE PROPERTY

Address	
Postcode	
Type and bedrooms	
Furnished	

THE PEOPLE

Landlord or agent	
Phone and email	
Tenant(s)	
Tenancy start date	
Deposit scheme and reference	

REPORTS

REPORT	DATE	DONE BY	TENANT PRESENT?
Check-in			
Check-out			

This template helps you record the condition of a property. It isn't legal advice. Deposit disputes are decided by the evidence, so record carefully, take dated photos, and give the tenant a copy. © 2026 Landlord Sums. Free to use and to share with other landlords. Please don't sell it. Full terms: landlordsums.com/terms

HOW TO USE THIS REPORT

AT CHECK-IN

- Go room by room. For each item, describe it (colour, material, make) and its condition, then add a condition code and a cleanliness code.
- Note every mark, chip, stain and scuff, with its size and position. "Small scuff, 3 cm, left of door at knee height" beats "some marks".
- Take dated photos or a video of every room and item, and write the photo number in the Photo column.
- Read the meters, list the keys, and test every smoke and carbon monoxide alarm on the first day of the tenancy.
- Give the tenant a copy. Ask them to sign it, and to add any comments within 7 days.

DURING THE TENANCY

- Use the mid-term inspection page every 3 to 6 months. Give the tenant proper written notice before you visit (at least 24 hours) and agree a time.
- Log repairs you need to do, and anything the tenant needs to sort out.

AT CHECK-OUT

- Use the same pages. Fill in the check-out columns next to the check-in notes so the difference is easy to see.
- Allow for fair wear and tear: the normal decline from everyday use, which depends on how long the tenancy was and how many people lived there.
- List any proposed deductions on the check-out page with the reason and cost, and keep receipts or quotes.

CODES

Condition: N New · G Good · F Fair · P Poor · D Damaged

Clean: PC Professional · DC Domestic · NC Not clean

Photo: photo or video number

CODE	MEANING
N	New or as new, no marks.
G	Good. Light signs of use only.
F	Fair. Visible wear, marks or small damage. Describe it.
P	Poor. Heavily worn, stained or not working properly. Describe it.
D	Damaged or broken. Describe it and photograph it.

FILLING IT IN

Print it, or type into the boxes on a computer or tablet (Adobe Acrobat Reader, Preview on a Mac, or most PDF apps), then save. Pages for rooms you don't have can be skipped; use the spare room pages for anything extra.

This report records condition. It isn't legal advice. Rules on deposits and access can change; check GOV.UK for the current guidance.

METERS, KEYS AND ALARMS

METER READINGS

METER	SERIAL NUMBER AND LOCATION	SUPPLIER	CHECK-IN READING	CHECK-OUT READING
Electricity				
Electricity (night / Economy 7)				
Gas				
Water				
Other				

KEYS, FOBS AND REMOTES

KEY OR ITEM (FRONT DOOR, BACK DOOR, WINDOW, POST BOX, FOB)	NUMBER AT CHECK-IN	NUMBER AT CHECK-OUT	NOTES

SMOKE AND CARBON MONOXIDE ALARMS

England: a smoke alarm on every storey with a room used as living space, and a carbon monoxide alarm in any room with a fixed combustion appliance (except gas cookers). Test them on the first day of the tenancy.

LOCATION	TYPE (SMOKE, HEAT, CO)	WORKING AT CHECK-IN?	WORKING AT CHECK-OUT?	TESTED BY

WHERE THINGS ARE

Stopcock		Fuse box	
Gas shut-off		Boiler	

DOCUMENTS GIVEN TO THE TENANT

Keep proof of what you gave and when. Some documents must be given before the tenancy starts.

DOCUMENT	GIVEN?	DATE	HOW (EMAIL, BY HAND)
Gas safety record (if there's gas)			
Electrical safety report (EICR)			
Energy Performance Certificate (EPC)			
Deposit protection certificate and prescribed information			
Tenancy agreement or written statement of terms			
Government information for tenants (check GOV.UK for the current version)			
Licence (HMO or selective licensing, if needed)			
Appliance manuals and boiler instructions			
Bin collection days and recycling rules			
Emergency contacts and how to report repairs			

TENANT CONFIRMS THEY RECEIVED THE DOCUMENTS TICKED ABOVE

Tenant name	Signature

Date	Landlord or agent

APPLIANCES AND HEATING HANDED OVER

APPLIANCE	MAKE AND MODEL	WORKING AT CHECK-IN?	WORKING AT CHECK-OUT?

ENTRANCE HALL, STAIRS AND LANDING

Condition: N New · G Good · F Fair · P Poor · D Damaged

Clean: PC Professional · DC Domestic · NC Not clean

Photo: photo or video number

ITEM	CHECK-IN DESCRIPTION AND CONDITION	CODE	CHECK-OUT CONDITION	CODE	PHOTO
Front door, locks and letterbox					
Walls					
Ceiling					
Floor or carpet					
Stairs, banister and stair carpet					
Lights and switches					
Sockets					
Radiator or heater					
Smoke alarm					
Doorbell and intercom					
Cupboards and storage					

Cleanliness	Check-in		Check-out	

Other notes for this room

LIVING ROOM

Condition: N New · G Good · F Fair · P Poor · D Damaged

Clean: PC Professional · DC Domestic · NC Not clean

Photo: photo or video number

ITEM	CHECK-IN DESCRIPTION AND CONDITION	CHECK-IN CODE	CHECK-OUT CONDITION	CHECK-OUT CODE	PHOTO
Door, frame and handle					
Walls					
Ceiling					
Floor or carpet					
Skirting boards					
Windows, sills and locks					
Curtains, blinds and rails					
Lights and switches					
Sockets					
Radiator or heater					
Fireplace or surround					
Furniture (see contents list)					

Cleanliness	Check-in		Check-out	

Other notes for this room

KITCHEN

Condition: N New · G Good · F Fair · P Poor · D Damaged

Clean: PC Professional · DC Domestic · NC Not clean

Photo: photo or video number

ITEM	CHECK-IN DESCRIPTION AND CONDITION	CHECK-IN CODE	CHECK-OUT CONDITION	CHECK-OUT CODE	PHOTO
Door, frame and handle					
Walls and tiling					
Ceiling					
Floor					
Windows, sills and locks					
Blinds					
Lights and switches					
Sockets					
Worktops					
Cupboards, doors and drawers					
Sink, taps and plughole					
Oven and grill					
Hob					
Extractor hood					
Fridge freezer					
Washing machine					
Dishwasher					
Boiler (if here)					

Cleanliness	Check-in		Check-out	

Other notes for this room

DINING ROOM

Condition: N New · G Good · F Fair · P Poor · D Damaged

Clean: PC Professional · DC Domestic · NC Not clean

Photo: photo or video number

ITEM	CHECK-IN DESCRIPTION AND CONDITION	CODE	CHECK-OUT CONDITION	CODE	PHOTO
Door, frame and handle					
Walls					
Ceiling					
Floor or carpet					
Skirting boards					
Windows, sills and locks					
Curtains, blinds and rails					
Lights and switches					
Sockets					
Radiator or heater					
Table and chairs (see contents list)					

Cleanliness	Check-in		Check-out	

Other notes for this room

BEDROOM 1

Condition: N New · G Good · F Fair · P Poor · D Damaged

Clean: PC Professional · DC Domestic · NC Not clean

Photo: photo or video number

ITEM	CHECK-IN DESCRIPTION AND CONDITION	CHECK-IN CODE	CHECK-OUT CONDITION	CHECK-OUT CODE	PHOTO
Door, frame and handle					
Walls					
Ceiling					
Floor or carpet					
Skirting boards					
Windows, sills and locks					
Curtains, blinds and rails					
Lights and switches					
Sockets					
Radiator or heater					
Wardrobe and built-in storage					
Bed and mattress (if furnished)					

Cleanliness	Check-in		Check-out	

Other notes for this room

BEDROOM 2

Condition: N New · G Good · F Fair · P Poor · D Damaged

Clean: PC Professional · DC Domestic · NC Not clean

Photo: photo or video number

ITEM	CHECK-IN DESCRIPTION AND CONDITION	CODE	CHECK-OUT CONDITION	CODE	PHOTO
Door, frame and handle					
Walls					
Ceiling					
Floor or carpet					
Skirting boards					
Windows, sills and locks					
Curtains, blinds and rails					
Lights and switches					
Sockets					
Radiator or heater					
Wardrobe and built-in storage					
Bed and mattress (if furnished)					

Cleanliness	Check-in		Check-out	

Other notes for this room

BEDROOM 3

Condition: N New · G Good · F Fair · P Poor · D Damaged

Clean: PC Professional · DC Domestic · NC Not clean

Photo: photo or video number

ITEM	CHECK-IN DESCRIPTION AND CONDITION	CODE	CHECK-OUT CONDITION	CODE	PHOTO
Door, frame and handle					
Walls					
Ceiling					
Floor or carpet					
Skirting boards					
Windows, sills and locks					
Curtains, blinds and rails					
Lights and switches					
Sockets					
Radiator or heater					
Wardrobe and built-in storage					
Bed and mattress (if furnished)					

Cleanliness	Check-in		Check-out	

Other notes for this room

BATHROOM

Condition: N New · G Good · F Fair · P Poor · D Damaged

Clean: PC Professional · DC Domestic · NC Not clean

Photo: photo or video number

ITEM	CHECK-IN DESCRIPTION AND CONDITION	CHECK-IN CODE	CHECK-OUT CONDITION	CHECK-OUT CODE	PHOTO
Door, frame, handle and lock					
Walls and tiling					
Ceiling					
Floor					
Window and blind					
Lights and pull cord					
Bath and bath panel					
Shower, screen or curtain					
Toilet, seat and flush					
Basin and taps					
Sealant and grout					
Extractor fan					
Mirror and cabinet					
Towel rail or radiator					

Cleanliness	Check-in		Check-out	

Other notes for this room

EN-SUITE OR DOWNSTAIRS TOILET

Condition: N New · G Good · F Fair · P Poor · D Damaged

Clean: PC Professional · DC Domestic · NC Not clean

Photo: photo or video number

ITEM	CHECK-IN DESCRIPTION AND CONDITION	CODE	CHECK-OUT CONDITION	CODE	PHOTO
Door, frame, handle and lock					
Walls and tiling					
Ceiling					
Floor					
Window and blind					
Lights					
Shower, screen or curtain					
Toilet, seat and flush					
Basin and taps					
Sealant and grout					
Extractor fan					
Mirror and cabinet					

Cleanliness	Check-in		Check-out	

Other notes for this room

OUTSIDE, GARDEN AND GARAGE

Condition: N New · G Good · F Fair · P Poor · D Damaged

Clean: PC Professional · DC Domestic · NC Not clean

Photo: photo or video number

ITEM	CHECK-IN DESCRIPTION AND CONDITION	CHECK-IN CODE	CHECK-OUT CONDITION	CHECK-OUT CODE	PHOTO
Front garden and path					
Back garden and lawn					
Patio and decking					
Fences, walls and gates					
Shed or garage					
Bins (number and type)					
Outside lights					
Outside tap					
Gutters and drainpipes					
Parking space					
Windows and frames from outside					
Garden furniture					

Cleanliness	Check-in		Check-out	

Other notes for this room

ROOM

Condition: N New · G Good · F Fair · P Poor · D Damaged

Clean: PC Professional · DC Domestic · NC Not clean

Photo: photo or video number

ITEM	CHECK-IN DESCRIPTION AND CONDITION	CODE	CHECK-OUT CONDITION	CODE	PHOTO

Cleanliness	Check-in		Check-out	

Other notes for this room

ROOM

Condition: N New · G Good · F Fair · P Poor · D Damaged

Clean: PC Professional · DC Domestic · NC Not clean

Photo: photo or video number

ITEM	CHECK-IN DESCRIPTION AND CONDITION	CODE	CHECK-OUT CONDITION	CODE	PHOTO

Cleanliness	Check-in		Check-out	

Other notes for this room

FURNITURE AND CONTENTS

For furnished or part-furnished lets. Include anything you're leaving: furniture, white goods, mirrors, curtains, kitchen items.

Condition: N New · G Good · F Fair · P Poor · D Damaged

Clean: PC Professional · DC Domestic · NC Not clean

Photo: photo or video number

ROOM	ITEM AND DESCRIPTION	QTY	CHECK-IN CONDITION	CODE	CHECK-OUT CONDITION	CODE

CHECK-IN AGREEMENT

The tenant and the landlord or agent agree that this report is a fair record of the property, its contents and its condition at the start of the tenancy, including any comments below.

Tenant: you have 7 days from receiving this report to add comments or point out anything that's missing or wrong. Add photos if you can.

Tenant's comments

Landlord or agent's comments

SIGNED

	NAME	SIGNATURE	DATE
Tenant			
Tenant			
Landlord or agent			

MID-TERM INSPECTION

Copy this page for each visit. Give written notice first and agree a time with the tenant.

Inspection date		Notice given on	
Inspected by		Tenant present?	

ROOM BY ROOM

ROOM OR AREA	CODE	WHAT YOU FOUND	ACTION AND WHO	DONE BY

QUICK CHECKS

Smoke and CO alarms working		Signs of damp, mould or leaks	
Heating and hot water working		Extractor fans working	
Garden kept tidy		Number of people living there as agreed	
Pets as agreed		Any repairs the tenant has reported	

Notes and next inspection date

CHECK-OUT SUMMARY

Compare against the check-in notes. Allow for fair wear and tear, and keep receipts or quotes for any costs.

Check-out date		Keys returned	
Forwarding address			
Meters read?		Final clean	

PROPOSED DEDUCTIONS FROM THE DEPOSIT

ROOM AND ITEM	WHAT'S WRONG COMPARED WITH CHECK-IN	EVIDENCE (PHOTO, RECEIPT, QUOTE)	COST
		Total proposed deductions	

Comments from the tenant

SIGNED

	NAME	SIGNATURE	DATE
Tenant			
Landlord or agent			

If you can't agree on deductions, the free dispute service of the deposit protection scheme can decide.

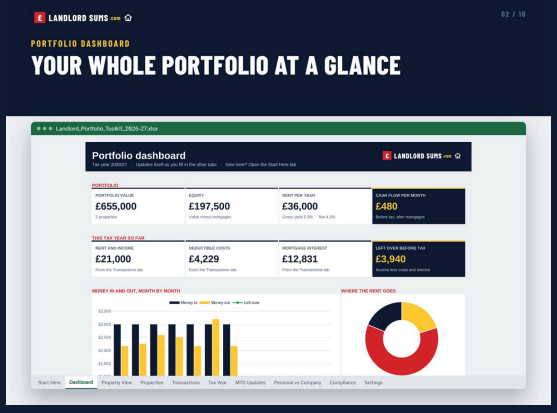
PHOTO AND VIDEO LOG

List each photo or video with what it shows. Keep the originals with their dates.

NO.	ROOM	WHAT IT SHOWS	DATE TAKEN

MORE FROM LANDLORD SUMS

This inventory is free. If it helped, pass it on to another landlord, and have a look at what else we make.



TRACK YOUR WHOLE PORTFOLIO

LANDLORD PORTFOLIO TOOLKIT

Rent, costs and profit for up to 20 properties · Tax at the 2027 rates · Making Tax Digital totals · Certificate renewal dates · Excel and Google Sheets

SEE IT ON ETSY →

FREE TOOLS AT LANDLORDSUMS.COM

FREE

COMPLIANCE CHECKLIST

Everything to do before, during and after a tenancy, and your gas, EICR and EPC renewal dates in your calendar.

FREE

LANDLORD DATABASE

When your region opens for registration, and what your first payment will be.

FREE

RENT INCREASE CALCULATOR

The earliest date you can raise the rent under the Renters' Rights Act.

FREE PDF

FREE 2027 GUIDE

What the new tax rates, Making Tax Digital and the database mean for you, in 7 pages.

MORE TEMPLATES

ETSY

COMPLIANCE PLANNER 2027

Tick-box checklists for every tenancy, a 2027 year planner and property cards.

FREE

QUICK INSPECTION FORM

A free 4-page form for routine visits during the tenancy and small flats.

ETSY

DEAL ANALYSER

Check a buy-to-let or BRRR deal before you offer: cash in, refinance and cash flow after tax.