LANDLORD SUMS .com

FREE INVENTORY TEMPLATE FOR UK LANDLORDS

QUICK PROPERTY INSPECTION

Use one copy at check-in, during the tenancy and at check-out, then compare them line by line.

Address			
Tenant(s)			
Type of visit			
Type of visit: check-in, inspection during the tenancy, or check-out			
Date		Notice given on	
Done by		Tenant present?	

METERS

METER	READING	METER	READING
Electricity		Gas	
Electricity (night)		Water	

KEYS AND ALARMS

Keys and fobs			
Smoke alarms tested		CO alarms tested	

England: a smoke alarm on every storey with living space, and a CO alarm in rooms with a fixed combustion appliance (not gas cookers). Test on the first day of the tenancy.

SAFETY CERTIFICATES IN DATE?

Gas safety		EICR		EPC	

HOW TO FILL IN THE ROOM GRID

Put a condition code in each box, and n/a if it doesn't apply. Write anything worse than Good in the notes, with its size and position, and take a dated photo.

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

Clean: PC Professional · DC Domestic · NC Not clean

n/a: not in this room

General notes

ROOM BY ROOM

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

Clean: PC Professional · DC Domestic · NC Not clean

n/a: not in this room

ROOM	WALLS AND CEILING	FLOOR	DOORS AND WINDOWS	FIXTURES AND FITTINGS	APPLI-ANCES	CLEAN	NOTES	PHOTOS
Hall, stairs and landing								
Living room								
Kitchen								
Dining room								
Bedroom 1								
Bedroom 2								
Bedroom 3								
Bathroom								
En-suite or WC								
Outside and garden								

CHECKS AND ACTIONS

QUICK CHECKS (YES / NO)

Signs of damp, mould or condensation		Leaks under sinks, toilets or the bath	
Heating and hot water working		Extractor fans working	
Windows open, close and lock		Signs of pests	
Garden and bins kept tidy		Number of people living there as agreed	
Pets as agreed		Signs of smoking indoors	

ISSUES AND ACTIONS

ROOM	ISSUE FOUND	ACTION	WHO	BY WHEN

Repairs the tenant has reported

COMMENTS AND SIGNATURES

Tenant's comments

Landlord or agent's comments

AT CHECK-OUT ONLY: PROPOSED DEPOSIT DEDUCTIONS

ROOM AND ITEM	REASON, COMPARED WITH CHECK-IN	COST

SIGNED

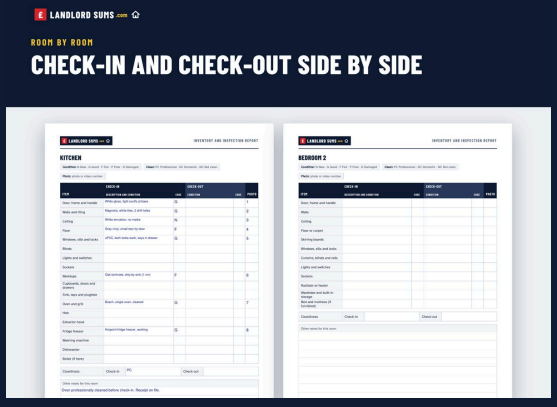
	NAME	SIGNATURE	DATE
Tenant			
Landlord or agent			

Next inspection due	

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NEED MORE DETAIL?

For a larger or furnished home, or a bigger deposit, the more detail you record at check-in, the stronger your evidence if the tenant disputes a deduction.



ALSO FREE

THE FULL PROPERTY INVENTORY

A page for every room, item by item, with check-in and check-out side by side · Furniture and contents list · Mid-term inspection · Photo log · 21 pages, fillable

DOWNLOAD IT FREE →

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.

ETSY

PORTFOLIO TOOLKIT

Rent, costs, tax at the 2027 rates and certificate dates for up to 20 properties. Excel and Google Sheets.