

Inventory and check-in report template

England · Checked against official sources on 12 October 2026

Complete this report with the tenant on the day the tenancy starts. Both of you sign it, and the tenant keeps a copy.

Property address

Tenant name(s)

Landlord or agent

Tenancy start date

Date and time of check-in

Carried out by

How to use this report

- Be precise: "2cm scuff left of the door, waist height", not "some marks".
- Photograph every room and any marks with the date visible, and number the photos.
- Record condition and cleanliness separately.
- Both sign the last page, and the tenant keeps a copy.

Condition: New · Good · Fair · Poor · Damaged

Cleanliness: Professionally cleaned · Clean · Needs cleaning

Meters and services

Meter	Reading	Serial number	Location
Gas			
Electricity			
Water			

Stopcock location

Fuse box location

Keys and fobs

Key, fob or remote	Number handed over

Safety on day one

Check every smoke and carbon monoxide alarm works on the day the tenancy begins. This is a legal requirement.

Alarm location	Smoke or carbon monoxide	Tested and working (yes or no)

Entrance and hallway

Item	Condition	Cleanliness	Notes	Photo refs
Front door and locks				
Door entry or bell				
Stairs and banisters				
Walls				
Ceiling				
Flooring				
Lights and switches				
Sockets				
Radiator				
Smoke alarm				

Living room

Item	Condition	Cleanliness	Notes	Photo refs
Door				
Walls				
Ceiling				
Flooring				
Windows and sills				
Curtains or blinds				
Lights and switches				
Sockets				
Radiator				
Fireplace				
Sofa and chairs				
Tables				
Shelving				

Living room

Item	Condition	Cleanliness	Notes	Photo refs

Kitchen

Item	Condition	Cleanliness	Notes	Photo refs
Door				
Walls				
Ceiling				
Flooring				
Windows and sills				
Worktops				
Cupboards and drawers				
Sink and taps				
Oven and hob				
Extractor				
Fridge or freezer				
Washing machine				
Lights and switches				
Sockets				
Radiator				

Bedroom 1

Item	Condition	Cleanliness	Notes	Photo refs
Door				
Walls				
Ceiling				
Flooring				
Windows and sills				
Curtains or blinds				
Lights and switches				
Sockets				
Radiator				
Bed and mattress				
Wardrobe				

Bedroom 1

Item	Condition	Cleanliness	Notes	Photo refs
Chest of drawers				

Bedroom 2

Item	Condition	Cleanliness	Notes	Photo refs
Door				
Walls				
Ceiling				
Flooring				
Windows and sills				
Curtains or blinds				
Lights and switches				
Sockets				
Radiator				
Bed and mattress				
Wardrobe				
Chest of drawers				

Bedroom 3

Item	Condition	Cleanliness	Notes	Photo refs
Door				
Walls				
Ceiling				
Flooring				
Windows and sills				
Curtains or blinds				
Lights and switches				
Sockets				
Radiator				
Bed and mattress				
Wardrobe				
Chest of drawers				

Bedroom 3

Item	Condition	Cleanliness	Notes	Photo refs

Bathroom

Item	Condition	Cleanliness	Notes	Photo refs
Door				
Walls and tiling				
Ceiling				
Flooring				
Window				
Bath or shower				
Shower screen or curtain				
Toilet				
Basin and taps				
Sealant				
Extractor fan				
Mirror or cabinet				
Lights				
Radiator or towel rail				

Garden and outside

Item	Condition	Cleanliness	Notes	Photo refs
Gates and fences				
Lawn and borders				
Patio and paths				
Shed or outbuildings				
Bins				
Outside lights				

Other room: _____

Item	Condition	Cleanliness	Notes	Photo refs

Other room: _____

Item	Condition	Cleanliness	Notes	Photo refs

Declaration and signatures

Tenant: I have received a copy of this report. If I disagree with anything, I will say so in writing within 7 days.

Landlord or agent name and signature	_____	Date	_____
Tenant 1 name and signature	_____	Date	_____
Tenant 2 name and signature	_____	Date	_____