

## INVENTORY REPORT

House Address:	
<b>AREAS</b>	<b>COMMENTS</b>
Date of Inventory:	
Gas Meter Reading:	
Electricity Meter Reading:	
Water meter reading or n/a:	
Wheelie Bins empty and located:	
<b>Hallway</b>	
Stair carpet	
Hallway floor	
Emergency key on chain n/a or missing	
Emergency lights and alarms	
Paintwork	
<b>Stairs</b>	
Emergency key on chain n/a or missing	
Smoke detector present - press test button	
Stair carpet marks and drinks stains free	
Hallway floor	
Cobweb free	
Paintwork	
<b>Lounge</b>	
Smoke detector present - press test button	
Furniture	
Keys in door lock where applicable?	
Curtains	
Paintwork	
TV (make and model) with remote	
Freeview box (make and model) with remote	
Flooring or carpets free of gum, blue tac, stains, etc.	
Cleanliness	
Windowsills	
Skirting boards	
Door Frames	
<b>Kitchen</b>	

Emergency key on chain n/a or missing	
Heat detector present - press test button	
Replace any ordinary lights with Energy Savers	
Microwave present and clean	
Fridge freezer(s) defrosted no food and clean	
Hobs, Hood Filters, Hood lights, hood fan	
Cupboards empty of dishes, food, clean	
Oven clean of grease and food	
Grill/oven shelves carbon free	
Washer Dryer (dial, soap drawer, door /lock)	
Dishwasher esp. filter	
Floor clean and free of marks, gum, blue tac	
Sink, free of stains and dishes	
Curtains clean, stain free, plenty of hooks	
Window sills clean and clear	
Kitchen bins empty clean located where?	
Skirting boards	
Doors and handles clean and free of finger marks	
<b>Shared Bathroom 1</b>	
Location:	
Window sills clean and clear	
Skirting boards no dust	
Doors, locks, keys inside, finger marks	
Shower tray: no mould scale or scum	
Tiles: no orange mould scale or scum	
Shower head(s) scale free hose(s) on	
Leaks?	
<b>Shared Bathroom 2</b>	
Location:	
Window sills clean and clear	
Skirting boards no dust	
Doors, locks, keys inside, finger marks	
Shower tray: no mould scale or scum	
Tiles: no orange mould scale or scum	
Shower head(s) scale free hose(s) on	
Leaks?	
<b>Bedroom 1</b>	
Tenants Name:	
Smoke detector present or n/a	
Bed (incl. mattress)	
Desk	
Chair	
Bedside table	

Wardrobe	
Chest of drawers	
Inside of drawers	
Carpet	
Curtains clean, stain free, hooks	
Paintwork	
Window sills clean and clear	
Skirting boards clean and dust free	
Doors, locks, keys inside, free of marks	
En suite (if present)	
En suite shower tray no mould scale or scum	
En suite tiles no orange mould scale or scum	
En suite shower head (descaled) hose(s) on	
Leaks?	
<b>Bedroom 2</b>	
Tenants Name:	
Smoke detector present or n/a	
Bed (incl. mattress)	
Desk	
Chair	
Bedside table	
Wardrobe	
Chest of drawers	
Inside of drawers	
Carpet	
Curtains clean, stain free, hooks	
Paintwork	
Window sills clean and clear	
Skirting boards clean and dust free	
Doors, locks, keys inside, free of marks	
En suite (if present)	
En suite shower tray no mould scale or scum	
En suite tiles no orange mould scale or scum	
En suite shower head (descaled) hose(s) on	
<b>Bedroom 3</b>	
Tenants Name:	
Smoke detector present or n/a	
Bed (incl. mattress)	
Desk	
Chair	
Bedside table	
Wardrobe	
Chest of drawers	
Inside of drawers	
Carpet	
Curtains clean, stain free, hooks	
Paintwork	

Window sills clean and clear	
Skirting boards clean and dust free	
Doors, locks, keys inside, free of marks	
En suite (if present)	
En suite shower tray no mould scale or scum	
En suite tiles no orange mould scale or scum	
En suite shower head (descaled) hose(s) on	
<b>Bedroom 4</b>	
Tenants Name:	
Smoke detector present or n/a	
Bed (incl. mattress)	
Desk	
Chair	
Bedside table	
Wardrobe	
Chest of drawers	
Inside of drawers	
Carpet	
Curtains clean, stain free, hooks	
Paintwork	
Window sills clean and clear	
Skirting boards clean and dust free	
Doors, locks, keys inside, free of marks	
En suite (if present)	
En suite shower tray no mould scale or scum	
En suite tiles no orange mould scale or scum	
En suite shower head (descaled) hose(s) on	
Leaks?	
Tenants Name:	
Smoke detector present or n/a	
Bed (incl. mattress)	
Desk	
Chair	
Bedside table	
Wardrobe	
Chest of drawers	
Inside of drawers	
Carpet	
Curtains clean, stain free, hooks	
Paintwork	
Window sills clean and clear	
Skirting boards clean and dust free	
Doors, locks, keys inside, free of marks	
En suite (if present)	
En suite shower tray no mould scale or scum	
En suite tiles no orange mould scale or scum	
En suite shower head (descaled) hose(s) on	
Leaks?	

<b>Bedroom 6</b>	
Tenants Name:	
Smoke detector present or n/a	
Bed (incl. mattress)	
Desk	
Chair	
Bedside table	
Wardrobe	
Chest of drawers	
Inside of drawers	
Carpet	
Curtains clean, stain free, hooks	
Paintwork	
Window sills clean and clear	
Skirting boards clean and dust free	
Doors, locks, keys inside, free of marks	
En suite (if present)	
En suite shower tray no mould scale or scum	
En suite tiles no orange mould scale or scum	
En suite shower head (descaled) hose(s) on	
<b>General</b>	
Whole property free of rubbish incl. garden	
Any other comments	
<b>Continuation sheets for houses with more than 6 bedrooms e.g. 2-4-1</b>	
<b>Bedroom 7</b>	
Tenants Name:	
Smoke detector present or n/a	
Bed (incl. mattress)	
Desk	
Chair	
Bedside table	
Wardrobe	
Chest of drawers	
Inside of drawers	
Carpet	
Curtains clean, stain free, missing hooks	
Paintwork	
Window sills clean and clear	
Skirting boards no dust	
Doors, locks, keys inside, free of marks	
En suite shower tray no mould scale or scum	

En suite tiles no orange mould scale or scum	
En suite shower head (descaled) hose(s) on	