

Advice for using the inventory forms

You are strongly advised to take professional advice where inventories are concerned. The Association of Independent Inventory Clerks (www.theaiic.co.uk) 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:
 - a. The date the inventory was compiled or last amended
 - b. Page number and total number of pages
 - c. Tenant's 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 garden furniture and ornaments, 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 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.
 - a. Flooring – colour and composition
 - b. Electrical items – lighting, power outlets
 - c. Windows and doors – locks, furniture etc.
 - d. 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 for 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.

Inventory of Fixtures, Fittings & Furnishings

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

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		

Tenants initials

Inventory of Fixtures, Fittings & Furnishings

Address:

Postcode

Date prepared at check in Day Month Year

Date prepared at check out Day Month Year

General

	At check in	At check out
Chimneys and / or flues swept	Yes / No	Yes / No
Gas safety certificates provided Issue date:	Yes / No	Yes / No
Electrical safety test carried out Date:		
EPC Certificate Date: Band:	Yes / No	
How to rent: the checklist for renting in England – given to tenant	Yes / No	
Appliance instructions / user manuals supplied / returned	Yes / No	Yes / No
Furnishing comply with current safety regulations	Yes / No	Yes / No
Keys handed over If yes, list keys handed over:	Yes / No	Yes / No

Tenants initials _____

Inventory of Fixtures, Fittings & Furnishings

Address:

Postcode

Date prepared at check in

Day

Month

Year

Date prepared at check out

Day

Month

Year

General standard of cleanliness

	Standard at check in	Standard at check out
Carpets Professionally cleaned for tenancy?	Yes / No	Yes / No
Curtains Cleaned for tenancy	Yes / No	Yes / No
Woodwork / paintwork		
Light fittings		
Beds / mattresses		
Linen		
Upholstery		
Bathroom / toilets		
Kitchen furniture / units		
Appliances		
Windows		
Condition of gardens		

Tenants initials _____

Inventory of Fixtures, Fittings & Furnishings

Address:

Postcode

Date prepared	Day	Month	Year
Prepared by	Day	Month	Year

Room title (one sheet per room) _____

	Description	Condition at check in	Condition at check out
Decorations			
Flooring			
Electrical	Lighting Outlets		
Fixtures Windows Doors Heating			

Furnishings and moveable items (within the room)

Quantity	Description	Condition at check in	Condition at check out

Tenants initials _____

Inventory of Fixtures, Fittings & Furnishings

Address:

Postcode

Date prepared

Day

Month

Year

Prepared by

Day

Month

Year

Furnishings and moveable items (continued)

Quantity	Description	Condition at check in	Condition at check out

Tenants initials _____