

Instruction manuals provided

Make/model	Move In		Move Out	
Central Heating Boiler	Y	N	Y	N
Alarm Code.....	Y	N	Y	N
Cooker	Y	N	Y	N
Microwave	Y	N	Y	N
Fridge	Y	N	Y	N
Freezer	Y	N	Y	N
Dishwasher	Y	N	Y	N
Other	Y	N	Y	N

Certification

Gas Certificate Expiry date*:

Date copies supplied to tenant:

Electrical Certificate Expiry date:

Date copies supplied to tenant:

* Legal requirement

Meter information

Serial Number Location

Meter readings

Move in Move Out

Gas

Electric

Water

Stop Tap Location

Fire precautions

Date

Smoke Alarms Tested
 Smoke Alarm Batteries replaced
 Emergency Lighting tested
 Fire equipment checked/serviced
 Furniture checked for legal compliance

Abbreviations to be used while completing this document

Locations

GFF – Ground Floor Front FFF – First Floor Front
 GFM – Ground Floor Middle FFM – First Floor Middle
 GFR – Ground Floor Rear

Defects

CC – Complete Clean SD – Surface Damage
 PC – Part Clean RP – Repair RPL - Replace
 RD – Redecorate BRR – Beyond Reasonable Repair
 PR – Part Redecorate ✓ - Satisfactory condition

Property Inventory * *All items are assumed to be clean and in good condition unless otherwise stated*

Exterior Front*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Wall / fence				
Gate				
Path				
Roof – soffits, tiles, flashing				
Guttering				
Front door				
Letterbox				
Door bell				
Windows & Frames				
Security lights				
Refuse bin				
Garden				

Porch*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor/floor covering				
Door/s				
Window/s				
Curtains/ blinds				
Light fittings/Bulbs				
Light bulb/s				
Switches/ sockets				
Radiator				

Hall, Stairs & Landing*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/floor Covering				
Doors/ Windows				
Curtains/ Blinds				
Light Fittings/Bulbs				
Switches/ Sockets				
Stair Treads				
Handrail/ Bannister				
Radiator				
Loft Hatch				
Cellar/Basement				

Ground Floor WC/Shower Room*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor/Floor Covering				
Doors/Windows/Lock				
Curtains/Blinds				
Light Fittings/Bulbs				
Wash Hand Basin				
WC				
Bath/Shower				
Shower Screen/Curtain				
Extractor Fan				
Toilet Roll Holder				

Dining Room*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/Windows				
Curtains/Blinds				
Light Fittings/Bulbs				
Switches/Socket				
Radiator				
Fireplace				
Fire				

Lounge*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/Windows				
Curtains/Blinds				
Light Fittings/Bulbs				
Switches/Socket				
Radiator				
Fireplace				
Fire				
Sofa/s				
Chair/s				

Kitchen*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/ Windows				
Curtains/ Blinds				
Light Fittings/Bulbs				
Switches/ Sockets				
Radiator/s				
Sink/Taps/ Draining board				
Worksurfaces				
Extractor Fan				
Base Units				
Wall Units				

Kitchen Accessories*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Cooker / Oven				
Exterior Surfaces				
Hotplates/ Burners				
Controls/ Timer				
Light				
Oven Interior				
Baking Trays/ Racks				
Grill/ Grill Handle				
Refrigerator				
Exterior Surfaces				
Interior Surfaces				
Controls				
Light				
Plug				
Freezer				

Exterior Surfaces				
Interior Surfaces				
Controls				
Light				
Plug				
Dishwasher				
Exterior Surfaces				
Interior Surfaces				
Controls				
Light				
Plug				
Microwave				
Exterior Surfaces				
Interior Surfaces				
Controls				
Light				
Plug				

Utility Room*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/ Windows				
Curtains/ Blinds				
Light Fittings/Bulbs				
Switches/ Sockets				
Radiator/s				
Sink/Taps/ Draining Board				
Worksurfaces				
Base Units				
Wall Units				

Bedroom 1*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/ Windows				
Curtains/ Blinds				
Light Fittings/Bulbs				
Switches/ Sockets				
Radiator/s				
Wardrobe/s Exterior				
Wardrobe/s Interior				
Bed				

Ensuite*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor/ Floor Covering				
Doors/Windows/Lock				
Curtains/Blinds				
Light Fittings/Bulbs				
Wash Hand Basin				
WC				
Bath/Shower				
Shower Screen/Curtain				
Extractor Fan				
Toilet Roll Holder				

Bedroom 2*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/ Windows				
Curtains/ Blinds				
Light Fittings/Bulbs				
Switches/ Sockets				
Radiator/s				
Wardrobe/s Exterior				
Wardrobe/s Interior				
Bed				

Bedroom 3*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/ Windows				
Curtains/ Blinds				
Light Fittings/Bulbs				
Switches/ Sockets				
Radiator/s				
Wardrobe/s Exterior				
Wardrobe/s Interior				
Bed				

Bedroom 4*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/ Windows				
Curtains/ Blinds				
Light Fittings/Bulbs				
Switches/ Sockets				
Radiator/s				
Wardrobe/s Exterior				
Wardrobe/s Interior				
Bed				

Bathroom*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Floor Covering				
Doors/Windows/Lock				
Curtains/Blinds				
Light Fittings/Bulbs				
Wash Hand Basin				
WC				
Bath/Shower				
Shower Screen/Curtain				
Extractor Fan				
Toilet Roll Holder				

Conservatory*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Ceiling				
Walls				
Floor				
Carpet/Floor Covering				
Doors/Windows				
Curtains/Blinds				
Light Fittings/Bulbs				
Switches/ Sockets				
Radiator/s				

Rear*

	Move in defects	Move out defects	Comments (including number of items if necessary)	Cost
Wall/fence				
Gate				
Pathway				
Roof – soffits, tiles, flashing				
Guttering				
Rear door				
Windows/ frames				
Security lights				
Garden				

