

INVENTORY RECORD

It is a requirement of the Accreditation Scheme Code of Good Management Practice that an inventory be completed and signed by both parties at the outset of a tenancy. The form of the inventory is not prescribed but this example may be photocopied and used. Larger format copies are available on request.

Address:	
Number of pages in inventory:	Date prepared:

Signed, landlord/agent:	Date:
Signed, tenant(s):	Date:

KITCHEN		
Item	Condition (delete item/s if not provided)	Example
Decoration – walls		<i>Clean/any marks</i>
Floor covering		<i>Marks/stains/ tears/ state general condition</i>
Door		<i>Sound working order/state general condition</i>
Windows		<i>Broken glazing/rotted frame/state general condition</i>
Curtains/blind		<i>Marks/tears/ stains/state general condition</i>
Light fittings/shade		<i>Sound working order/state general condition</i>
Wall/floor cupboards		<i>Marks/scratches/state general condition</i>
Cooker		<i>Sound working order</i>
Fridge/freezer		<i>Sound working order</i>
Dining table		<i>Marks/scratches/state general condition</i>
Chairs		<i>Marks/scratches/state general condition</i>
Bin		<i>Clean</i>
Kettle		<i>Sound working order</i>
Bucket & mop		
Dustpan & brush, Broom		
Fire blanket		<i>Sound working order</i>
Vacuum cleaner		<i>Sound working order</i>
Iron & ironing board		<i>Sound working order/marks on the board/cover</i>

LOUNGE/DINER		
Item	Condition (delete item/s if not provided)	Example
Decoration – walls		<i>Clean/marks</i>
Carpet		<i>Marks/stains/ tears/ state general condition</i>
Door		<i>General condition</i>
Windows		<i>Broken glazing/rotted frame/state general condition</i>
Curtains		<i>Marks/tears/ stains/state general condition</i>
Light fittings/shade		<i>Sound working order/state general condition</i>
Easy chairs		<i>Tears/scratches/state general condition</i>
Sofa		<i>Tears/marks/state general condition</i>
Dining table		<i>Scratches/stains/state general condition</i>
Chairs		<i>Marks/scratches/state general condition</i>
Coffee table		<i>Scratches/stains/state general condition</i>
Waste paper bin		<i>General condition</i>
TV aerial and lead		<i>Sound working order</i>

GARDEN		
Item	Condition (delete item/s if not provided)	Example
General condition of garden		
Lawnmower		<i>Sound working order</i>
Shears		<i>Sound working order</i>
Spade		<i>State general condition</i>

BATHROOM/WC

(where more than one bathroom/wc copy additional pages and indicate locations)

Item	Condition (delete item/s if not provided)	Example
Decoration – walls		<i>Clean/marks</i>
Floor covering		<i>Marks/stains/ tears/ state general condition</i>
Door		
Windows		<i>Broken glazing/rotted frame/state general condition</i>
Curtains/blind		<i>Marks/tears/stains/state general condition</i>
Light fittings/shade		<i>Sound working order</i>
Toilet		<i>Sound working order/ State general condition</i>
Toilet roll holder		<i>State general condition</i>
Wash hand basin		<i>Sound working order/ state general condition</i>
Towel rail/hooks		<i>Sound working order</i>
Mirror		<i>Sound working order</i>
Shower curtain		<i>Marks/stains/tears/state general condition</i>
Cabinet/shelving		<i>Scratches/stains/state general condition</i>

CIRCULATION AREAS, HALLWAYS, STAIRCASES AND LANDINGS

Item	Condition (delete item/s if not provided)	Example
Decoration – walls		<i>Clean/any marks</i>
Floor covering		<i>Marks/stains/tears/ state general condition</i>
Doors		
Windows		<i>Broken glazing/rotted frame/state general condition</i>
Light fittings/shade		<i>Sound working order/state general condition</i>

BEDROOM

(where more than one bedroom copy additional pages and indicate locations)

Item	Condition (delete item/s if not provided)	Example
Decoration – walls		<i>Clean/any marks</i>
Carpet		<i>Marks/stains/ tears/ state general condition</i>
Door		
Windows		<i>Broken glazing /rotted frame/state general condition</i>
Curtains		<i>Marks/tears/ stains/state general condition</i>
Light fittings/shade		<i>Sound working order</i>
Bed and mattress		<i>Stains/state general condition</i>
Wardrobe		<i>Marks/scratches/ state general condition</i>
Chest of drawers		<i>Marks/scratches/ state general condition</i>
Desk/table		<i>Marks/scratches/ state general condition</i>
Chair		<i>Marks/scratches/ state general condition</i>
Shelving/bookcase		<i>Marks/scratches/ state general condition</i>
Waste paper bin		

ADDITIONAL ROOM

Item	Condition (delete item/s if not provided)	Example
Decoration – walls		<i>Clean/any marks</i>
Carpet		<i>Marks/stains/ tears/ state general condition</i>
Door		
Windows		<i>Broken glazing/ rotted frame/state general condition</i>
Curtains		<i>Marks/tears/ stains/state general condition</i>
Light fittings/ shade		<i>Sound working order</i>