Inventory Check Template

Introduction

Welcome to the Eagle Eye PM Inventory Check Template. This comprehensive document is designed to accurately record the condition of your property at the start and end of a tenancy, protecting both landlords and tenants. Please read the instructions carefully before proceeding.

Instructions

Photos are Crucial: Take clear, well-lit, dated photos of every item and area. Link photos to notes using the numbering/lettering system.

Condition Codes: Use N (New), G (Good), F (Fair), P (Poor), D (Damaged).

Notes: Be detailed. All notes must have a corresponding number and letter and be marked on the photo.

Inspection: Conduct a joint check-in/check-out with all parties present.

Digital Copies: Keep digital copies of the completed inventory and all photos.

Fire Safety: All smoke and carbon monoxide alarms must be tested and documented.

Gas Safety: A valid Gas Safety Certificate (CP12) must be provided.

Electrical Safety: Evidence of electrical safety checks (EICR) should be provided.

Property Details

Property Address:	
Landlord Name:	
Landlord Contact Information (Phone/Email):	
Tenant Name(s): Tenant Contact Information (Phone/Email):	
Date of Inventory:	

Check-in/Check-out: (Circle one) Check-in / Check-out

Room-by-Room Breakdown

1. Hallway

1.A Walls: Condition:	, Notes:	, Photo:	_
1.B Ceiling: Condition:	, Notes:	, Photo:	
1.C Flooring: Flooring Type : (I Notes:, Photo:	=	:/Tile/Other)	_, Condition:,
1.D Lighting: Condition:	, Notes:	, Photo:	
1.E Radiator: Condition:	, Notes:	, Photo:	
1.F Smoke Alarm: (Working/N Checked Date:, Ex			
1.G Carbon Monoxide Alarm : Last Checked Date:			
1.H Front Door: Condition:	, Notes: _	, Photo:	
1.I Electrical Sockets: Condition (Yes/No), EICR Date of the property of			
1.J Light Switches: Condition: Photo:	, Wor	king Order:	_, Notes:,
1.K Other Items (e.g., Coat ra, Notes:,			, Condition:
2. Living Room			
2.A Walls: Condition:	, Notes:	, Photo:	
2.B Ceiling: Condition:	, Notes:	, Photo:	
2.C Flooring: Flooring Type: (I Notes:, Photo:		:/Tile/Other)	_, Condition:,
2.D Windows: Window Type: Notes:,		-	Condition:
2.E Doors: Condition:	Notes:	Photo:	
	, 110100:	, 1 11010	
2.F Lighting: Condition:			

2.H Smoke Alarm: (Working Checked Date:,				
2.I Carbon Monoxide Aları Last Checked Date:				
2.J Electrical Sockets: Co (Yes/No), EICR	ondition:	, Working Order: _	, EICR Pr	
2.K Light Switches: Condit	tion:, W	orking Order:	, Notes:	,
2.L Furniture: Item: Photo:	, Quantity:	, Condition:	, Notes:	
3. Kitchen				
3.A Oven/Hob: Make/Mod Working Order: Certificate Date:	, Gas Safety Certi	ficate Provided: (Y	es/No), (
3.B Boiler: Make/Model: _ Safety Certificate Provided Last Serviced Date:	d: (Yes/No)	, Gas Safety C	ertificate Date:	
3.C Refrigerator: Make/Mo				,
3.D Dishwasher: Make/Mo Working Order:			_	,
3.E Cupboards/Drawers: OPhoto:	Condition:	, Cleanliness:	, Notes:	······································
3.F Sink & Taps: Condition, Notes:			, Leaks: (Yes/No))
3.G Countertops: Conditio	n: , Clea	anliness:	_, Notes:	, Photo:
3.H Electrical Sockets: Co (Yes/No), EICR				ovided:
3.I Light Switches: Conditi Photo:	on: , Wo	orking Order:	, Notes:	,
4. Bathroom				
4 A Walls: Condition:	Notes:	Photo:		

4.B Ceiling: Condition:	, Notes:	, Photo:		
4.C Flooring: Flooring Type: (I Notes:, Photo:		Tile/Other)	, Condition	n:,
4.D Toilet: Condition :, Photo:	, Working Orde	er:,	Cleanliness:	, Notes:
4.E Sink: Condition:	_, Working Order	:,(Cleanliness:	, Notes:
4.F Bath/Shower: Condition: , Photo:		ng Order:	, Cleanlines	s:
4.G Tiles & Grout: Condition:	, Clean	lliness:	, Notes:	, Photo:
4.H Extractor Fan: (Working/N	lot Working)	, Notes	:, Photo	:
4.I Electrical Sockets: Condition (Yes/No), EICR Date		•		
4.J Light Switches: Condition: Photo:	, Work	king Order:	, Notes:	,
5. Bedroom 1				
5.A Walls: Condition:				
5.B Ceiling: Condition: 5.C Flooring: Flooring Type: (I	_aminate/Carpet/			n:,
Notes:, Photo:, 5.D Windows: Window Type: , Notes:,	(Double Glazed/	-	d/Other)	, Condition:
5.E Doors: Condition:	, Notes:	, Photo:		
5.F Lighting: Condition:	, Notes:	, Photo):	
5.G Radiator: Condition:	, Notes:	, Phot	o:	
5.H Smoke Alarm: (Working/li Checked Date:, Ex				
5.I Carbon Monoxide Alarm: (Last Checked Date:				
5.J Electrical Sockets: Condit (Yes/No), EICR Da				
5.K Light Switches: Condition Photo:				

6. External Areas

6.A Garden: Condition:	, Maintenance:	, Notes:	, Photo:
6.B Driveway/Parking: Condition:	, Notes:	, Photo: _	
6.C External Doors & Windows: C	Condition:	_, Security:	, Notes:
7. Meter Readings			
7.A Electricity: Current Reading: _	, Date:	, Photo:	
7.B Gas: Current Reading:	, Date:	, Photo:	_
7.C Water: Current Reading:	, Date:	, Photo:	
8. Key Inventory			
8.A Number of Keys Provided:			
8.B Type of Keys (Front Door, Ba	ck Door, etc.):		

Notes Section

Tenant Signature(s):	,
Date:	
Landlord Signature:	, Date:

Disclaimer

This Inventory Check Template is provided for informational purposes only. Eagle Eye PM recommends seeking legal advice for specific circumstances.