

It may also be an idea to consider taking photos or recording a video. Be aware that some images could be considered 'out of date' unless a date or person is included in the photo.

Tenant Name(s)		
Landlord Name		
Date Compiled	At check-in:	At Check-out:
Full Address of Property		

### Declaration Sheet

Key Control	Description and Number at check-in	Description and Number at check-out
Front Door keys		
Back door keys		
Conservatory		
Garage		
Shed		
Alarm		

Utility Readings	At Check-in:	At Check-out:
Gas		
Electricity		
Water		
Oil Levels		
Solid fuel Stock		

Health & Safety	At Check-in	At Check-out
Gas Safety certificate available	YES / NO	YES / NO
Certificate expiry date		
Chimney/flues swept	YES / NO	YES / NO
Smoke/CO alarms operative	YES / NO	YES / NO
Fire Alarm checks	YES / NO	YES / NO
Extinguishers/Blankets in Place?	YES / NO	YES / NO
Burglar Alarm Checked?	YES / NO	YES / NO
Electrical Wiring Test Certificate?	YES / NO	YES / NO
Certificate expiry date		
Portable Applications checked	YES / NO	

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<b>Conservatory</b>		<b>At Check-in</b>	<b>At Check-out</b>
Roof	Description		
	Condition		
Floors	Description		
	Condition		
Flooring	Description		
	Condition		
Heating	Description		
	Condition		
Doors	Description		
	Condition		
Furniture	Description		
	Condition		

<b>Airing Cupboard</b>		<b>At Check-in</b>	<b>At Check-out</b>
Doors	Description		
	Condition		
Tank Insulation	Description		
	Condition		
Shelving	Description		
	Condition		

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Living Room		At Check-in	At Check-out
Walls	Description		
	Condition		
Floors	Description		
	Condition		
Ceilings	Description		
	Condition		
Curtains/Blinds	Description		
	Condition		
Carpets	Description		
	Condition		
Lights	Description		
	Condition		
Fire & Fireplace	Description		
	Condition		
Radiators & Heaters	Description		
	Condition		
Pictures	Description		
	Condition		
Chairs	Description		
	Condition		
Tables	Description		
	Condition		
Furnishings	Description		
	Condition		
Doors	Description		
	Condition		
Windows	Description		
	Condition		

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Hall & Communal areas		At Check-in	At Check-out
Walls	Description		
	Condition		
Floors	Description		
	Condition		
Ceilings	Description		
	Condition		
	Description		
Lights	Description		
	Condition		
Banisters	Description		
	Condition		
Radiators & Heaters	Description		
	Condition		
Furnishings	Description		
	Condition		
Doors	Description		
	Condition		
Windows	Description		
	Condition		
Electrical Fittings	Description		
	Condition		
Fire alarm	Description		
	Condition		

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Dining Room		At Check-in	At Check-out
Walls	Description		
	Condition		
Floors	Description		
	Condition		
Ceilings	Description		
	Condition		
Curtains/Blinds	Description		
	Condition		
Carpets	Description		
	Condition		
Lights	Description		
	Condition		
Fire & Fireplace	Description		
	Condition		
Radiators & Heaters	Description		
	Condition		
Pictures	Description		
	Condition		
Chairs	Description		
	Condition		
Tables	Description		
	Condition		
Furnishings	Description		
	Condition		
Doors	Description		
	Condition		
Windows	Description		
	Condition		
Electrical Fittings	Description		
	Condition		

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Utility Room		At Check-in	At Check-out
Walls	Description		
	Condition		
Floors	Description		
	Condition		
Ceilings	Description		
	Condition		
Curtains/Blinds	Description		
	Condition		
Carpets	Description		
	Condition		
Lights	Description		
	Condition		
Fire & Fireplace	Description		
	Condition		
Radiators & Heaters	Description		
	Condition		
Pictures	Description		
	Condition		
Chairs	Description		
	Condition		
Tables	Description		
	Condition		
Furnishings	Description		
	Condition		
Doors	Description		
	Condition		
Windows	Description		
	Condition		
Electrical Fittings	Description		
	Condition		

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<b>Bedroom</b>		<b>At Check-in</b>	<b>At Check-out</b>
Walls	Description		
	Condition		
Floors	Description		
	Condition		
Ceilings	Description		
	Condition		
Curtains/Blinds	Description		
	Condition		
Carpets	Description		
	Condition		
Lights	Description		
	Condition		
Fire & Fireplace	Description		
	Condition		
Radiators & Heaters	Description		
	Condition		
Pictures	Description		
	Condition		
Chairs	Description		
	Condition		
Tables	Description		
	Condition		
Furnishings	Description		
	Condition		
Doors	Description		
	Condition		
Windows	Description		
	Condition		
Electrical Fittings	Description		
	Condition		
Bed	Description		
	Condition		

<b>Loft</b>		<b>At Check-in</b>	<b>At Check-out</b>
Roof	Description		
	Condition		
Floors	Description		
	Condition		
Loft ladder/steps	Description		
	Condition		
Water Tank	Description		
	Condition		
Insulation	Description		
	Condition		

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Bathroom		At Check-in	At Check-out
Walls	Description		
	Condition		
Floors	Description		
	Condition		
Ceilings	Description		
	Condition		
Curtains/Blinds	Description		
	Condition		
Carpets	Description		
	Condition		
Lights	Description		
	Condition		
Fire & Fireplace	Description		
	Condition		
Radiators & Heaters	Description		
	Condition		
Pictures	Description		
	Condition		
Chairs	Description		
	Condition		
Tables	Description		
	Condition		
Furnishings	Description		
	Condition		
Doors	Description		
	Condition		
Windows	Description		
	Condition		
Sink	Description		
	Condition		
Bidet	Description		
	Condition		
Cabinets	Description		
	Condition		
Bath	Description		
	Condition		
Shower	Description		
	Condition		
Tiles	Description		
	Condition		
Electrical Fittings	Description		
	Condition		

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<b>Kitchen</b>		<b>At Check-in</b>	<b>At Check-out</b>
Walls	Description		
	Condition		
Floor coverings	Description		
	Condition		
Ceilings	Description		
	Condition		
Curtains/Blinds	Description		
	Condition		
Worktops	Description		
	Condition		
Lights	Description		
	Condition		
Fire & Fireplace	Description		
	Condition		
Radiators & Heaters	Description		
	Condition		
Pictures	Description		
	Condition		
Washing machine	Description		
	Condition		
Microwave	Description		
	Condition		
Furnishings	Description		
	Condition		
Doors	Description		
	Condition		
Windows	Description		
	Condition		
Electrical Fittings	Description		
	Condition		
Sink	Description		
	Condition		
Extractor Fan	Description		
	Condition		
Dish Washer	Description		
	Condition		
Oven	Description		
	Condition		
Fridge	Description		
	Condition		
Fridge Freezer	Description		
	Condition		
Tiles	Description		
	Condition		

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Garden/Exterior Areas		At Check-in	At Check-out
Walls	Description		
	Condition		
Fences	Description		
	Condition		
Gates	Description		
	Condition		
Shed	Description		
	Condition		
Front Door	Description		
	Condition		
Front Door Furniture	Description		
	Condition		
Back Door	Description		
	Condition		
Back Door Furniture	Description		
	Condition		
Windows	Description		
	Condition		
Window fittings	Description		
	Condition		
Garage Exterior	Description		
	Condition		
Garage Interior	Description		
	Condition		
Guttering	Description		
	Condition		
Drains	Description		
	Condition		
Outside Taps	Description		
	Condition		
Alarms	Description		
	Condition		
	Contact		

This Inventory/condition schedule acknowledgement sheet must be signed either when taking over the property and/or returned to the landlord (or his agent) within 14 days of moving in.

I/We (Names)	
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Being the tenant(s) of property	

\*hereby acknowledge that I/we have checked and agree the contents/condition schedule for the above property, numbered pages   1   to  11 

\*I/we attach a letter stipulating any items or condition contained within the inventory which we wish to bring to the attention of the landlord.

The items listed above have been checked and found to be correct.
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Landlord Signature:	Printed:
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Tenant Signature:	Printed:
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\* Delete as appropriate.