

CHECKLIST

# The ins and outs of inventories



## How can we help you:

- make sure the property is kept in the same condition as when the tenant moved in
- avoid end of tenancy disagreements

## Why is an inventory so important?

Without a comprehensive check-in inventory detailing the property's contents, condition and the standard of cleaning, just before the tenant moves in, there will be:

- no record of how the tenant is expected to return the property at the end of the tenancy
- nothing to compare with a check-out report showing the extent of any deterioration during the tenancy

### TOP TIP FOR TENANTS:

It's up to you to check the inventory detail as soon as possible and tell the landlord or agent of anything that needs to be amended. This is your opportunity to agree or disagree with the detail and sign it.

## End of tenancy negotiation

Discussion about how the property has been left is common and when this happens, early and effective communication is proven to be the best way to resolve any issues.

## Inventory – area checklist

Remember – condition and cleanliness are separate issues, with fair wear and tear only applying to condition, so record both.



### 1. Furniture

**If you're letting or renting a furnished property, consider the following...**

- ✓ Is any of the property's furniture already damaged, stained or worn?
- ✓ Check the structure of the beds. Are there any broken supports or damage to the frame? Check the underside of a mattress and not just the top
- ✓ Check sofas for any tearing, chipping or damage
- ✓ What about the bedside tables, chests of drawers and wardrobes – are they free of damage and clean? Do all the drawers and hinges work?
- ✓ Inspect the chairs, tables and desks for signs of damage, stains or scratches



## 2. Doors and décor

- ✓ Are doors properly fitted? Do they open, close and lock where necessary?
- ✓ Are there any painted areas or wallpapered areas that are dirty, stained, scuffed, chipped, ripped or marked?
- ✓ Do skirting boards and door frames have any marks, stains or damage?
- ✓ Remember the shelves, property surfaces and even the ceilings. Are there any marks, stains, watermarks or damage?
- ✓ Are there any signs of damp or mould?



## 3. Flooring

- ✓ Check for any stains and burns on carpets. These are very common. Are there any puckered areas or holes in the flooring or carpets? Is the flooring new or is there an amount of wear to it?
- ✓ Check for any marks and damage on wooden or laminate flooring
- ✓ Check tiled floors for cracks, chips or signs of stained grout



## 4. Windows

- ✓ Do all windows open, close, lock and are they damage free?
- ✓ Is there any damage or staining to curtains, rails or blinds?
- ✓ Is there any sign of condensation, damp or mould around the window frames and seals? Especially in the kitchen and bathroom?



## 5. Kitchen

- ✓ Are all cupboards presentable, clean and empty? Do they all open and close properly?
- ✓ Are the kitchen worktops in good condition and clean with no burn, scratch or chip marks?
- ✓ Are there any tiles with chips or stains and is any of the sealant or grouting dirty or mouldy?
- ✓ Do all the white goods work as they should and are they clean and clear of any mould or damage?
- ✓ Are the oven and hob clean and in full working order?
- ✓ Check the washing machine, soap tray, door and seals for cleanliness

### TOP TIP FOR LANDLORDS AND AGENTS

Does your tenant know the location of all meters; gas, electric and (where applicable) water? Remind them to take accurate readings to make sure they pay for what they use.



## 6. Bathroom

- ✓ Is the sink or bathtub stained or damaged and do the taps work and drain as they should?
- ✓ Are there any areas with mould? Are any tiles stained or chipped?
- ✓ Check the shower, including the doors, showerhead and curtains. Does it all work as it should? Is it all fitted properly or is there any limescale, soap scum or mould?
- ✓ Are the cupboards or cabinets empty and presentable?
- ✓ Check the toilet is free from stains and damage and that it is in good working order and flushes properly
- ✓ Remember the mirrors – are they clean and free of chips and scratches?



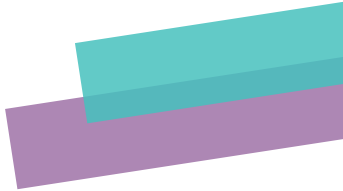
## 7. Utilities

- ✓ Are the plug sockets fully functioning?
- ✓ Is the boiler working, has it been checked by a professional and are the property's radiators functioning?
- ✓ Are all the light fittings secure, do all the lights work and are bulbs fitted?



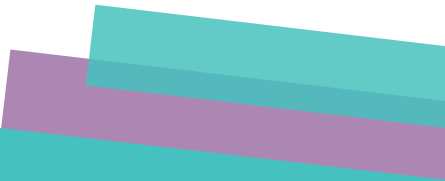
## 8. Outdoors

- ✓ Are the property's drives, gardens and paths presentable and damage free?
- ✓ Are there any side gates? Are they locked and secure?
- ✓ What about the fences or garden walls – are they damaged or broken?
- ✓ Inspect any garages and sheds for damage – are they presentable and clear of rubbish?



# mydeposits

Limelight, 1st Floor  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1JH



Tenancy Deposit Solutions Limited, trading as mydeposits.  
Registered office: 7th Floor Corn Exchange, 55 Mark Lane, London EC3R 7NE.  
Registered in England No: 05861648. VAT No: 893 9729 49