

Model Inventory for Private Sector Properties

It is recommended that this inventory is completed jointly by the landlord and the tenant(s) at the start of the tenancy. After agreeing that this is an accurate record, each party should sign and date the declaration on the final page of the inventory. A copy should be retained by both the landlord and the tenant(s).

NB: All items in the property, except your personal belongings, should be included in the inventory and there must be a clear indication of what condition everything is in, for example:

Item	Provided ✓ x	Quantity	Condition
Blinds	✓	1	Brand New

Item	Provided ✓ x	Quantity	Condition
Bedroom 1			
Decoration / Walls			
Floor Covering			
Ceiling			
Window			
Door			
Heater / Radiator			
Light Fittings / Shade			
Curtains / Blinds			
Bed Base			
Mattress			
Mattress Cover			
Headboard			
Chest of Drawers			
Wardrobe			
Desk / Table			
Chair			
Desk Lamp			
Shelving / Bookcase			
Noticeboard			
Mirror			
Waste Bin			
Please list any other items provided and comment on the condition below:			

Item	Provided ✓ x	Quantity	Condition
Bedroom 2			
Decoration / Walls			
Floor Covering			
Ceiling			
Window			
Door			
Heater / Radiator			
Light Fittings / Shade			
Curtains / Blinds			
Bed Base			
Mattress			
Mattress Cover			
Headboard			
Chest of Drawers			
Wardrobe			
Desk / Table			
Chair			
Desk Lamp			
Shelving / Bookcase			
Noticeboard			
Mirror			
Waste Bin			
Please list any other items provided and comment on the condition below:			

Item	Provided ✓ x	Quantity	Condition
Bedroom 3			
Decoration / Walls			
Floor Covering			
Ceiling			
Window			
Door			
Heater / Radiator			
Light Fittings / Shade			
Curtains / Blinds			
Bed Base			
Mattress			
Mattress Cover			
Headboard			
Chest of Drawers			
Wardrobe			
Desk / Table			
Chair			
Desk Lamp			
Shelving / Bookcase			
Noticeboard			
Mirror			
Waste Bin			
Please list any other items provided and comment on the condition below:			

Item	Provided ✓ x	Quantity	Condition
Bedroom 4			
Decoration / Walls			
Floor Covering			
Ceiling			
Window			
Door			
Heater / Radiator			
Light Fittings / Shade			
Curtains / Blinds			
Bed Base			
Mattress			
Mattress Cover			
Headboard			
Chest of Drawers			
Wardrobe			
Desk / Table			
Chair			
Desk Lamp			
Shelving / Bookcase			
Noticeboard			
Mirror			
Waste Bin			
Please list any other items provided and comment on the condition below:			

Item	Provided ✓ x	Quantity	Condition
Bedroom 5			
Decoration / Walls			
Floor Covering			
Ceiling			
Window			
Door			
Heater / Radiator			
Light Fittings / Shade			
Curtains / Blinds			
Bed Base			
Mattress			
Mattress Cover			
Headboard			
Chest of Drawers			
Wardrobe			
Desk / Table			
Chair			
Desk Lamp			
Shelving / Bookcase			
Noticeboard			
Mirror			
Waste Bin			
Please list any other items provided and comment on the condition below:			

Item	Provided ✓ x	Quantity	Condition
Bedroom 6			
Decoration / Walls			
Floor Covering			
Ceiling			
Window			
Door			
Heater / Radiator			
Light Fittings / Shade			
Curtains / Blinds			
Bed Base			
Mattress			
Mattress Cover			
Headboard			
Chest of Drawers			
Wardrobe			
Desk / Table			
Chair			
Desk Lamp			
Shelving / Bookcase			
Noticeboard			
Mirror			
Waste Bin			
Please list any other items provided and comment on the condition below:			

Item	Provided ✓ ✗	Quantity	Condition
Kitchen			
Decoration / Walls			
Floor Covering			
Ceiling			
Window			
Door			
Heater / Radiator			
Light Fittings / Shade			
Curtains / Blinds			
Kitchen Units / Cupboards			
Worktops			
Cooker			
Fridge / Freezer			
Microwave			
Kettle			
Toaster			
Dining Table			
Chairs			
Waste Bin			
Please list any other items provided and comment on the condition below:			

Item	Provided ✓ ✗	Quantity	Condition
Bathroom			
Decoration / Walls			
Floor Covering			
Ceiling			
Window			
Door			
Heater / Radiator			
Light Fittings / Shade			
Curtains / Blinds			
Toilet			
Toilet Roll Holder			
Toilet Brush & Holder			
Wash Hand Basin			
Bath			
Shower Cubicle / Curtain			
Mirror			
Towel Rail			
Cabinet / Shelving			
Please list any other items provided and comment on the condition below:			

Item	Provided ✓ ✗	Quantity	Condition
Lounge / Dining Room			
Decoration / Walls			
Floor Covering			
Ceiling			
Window			
Door			
Heater / Radiator			
Light Fittings / Shade			
Curtains / Blinds			
Easy Chairs			
Sofa			
Coffee Table			
Waste Bin			
Please list any other items provided and comment on the condition below:			

Item	Provided ✓ ✗	Quantity	Condition
Circulation Areas (Hallways, Staircases And Landings)			
Decoration / Walls			
Floor Covering			
Ceiling			
Window			
Door			
Heater / Radiator			
Light Fittings / Shade			
Curtains / Blinds			
Landlord's Noticeboard			
Please list any other items provided and comment on the condition below:			

Item	Provided ✓ ✗	Quantity	Condition
Communal Equipment			
Washing Machine			
Iron / Ironing Board			
Vacuum Cleaner			
Broom / Dustpan & Brush			
Mop & Bucket			
Fire Blanket / Fire Extinguisher			
Please list any other items provided and comment on the condition below:			

Item	Provided ✓ ✗	Quantity	Condition
Garden			
General Condition of Garden			
Please list any other items provided and comment on the condition below:			

Declaration

I / We, the tenant(s) acknowledge that this completed inventory is an accurate record on:

Date: _____

Tenant(s) signature(s):

I, the landlord acknowledge that this completed inventory is an accurate record on:

Date: _____ Landlord's signature: _____

Ideally this inventory is agreed between the landlord and the tenant(s). Alternatively, the tenant(s) are advised to complete this inventory and give the landlord a copy.