



# Rental property inventory template

**SB** Simply  
Business

# About Simply Business

We're one of the UK's largest business insurance providers. Since we started life in 2005, we've helped three million small businesses and self-employed people find the protection that's right for them, from builders to bakers and personal trainers (we cover landlords, too).

## How does it work?

Answer a few questions about your business and we'll show you quotes from a range of insurers. After you buy, our Northampton-based team will be with you through every step of your cover, whether you have questions about your policy or you need to make a claim.

# Inventory template

When completing your inventory, add as much detail as possible and take time-stamped photos. Remember to take note of any issues that need further investigation.

It's important to make sure that your inventory is completed soon after the tenant moves in. You'll need to review the property with the tenant, fill in all the information, and mutually agree on the condition of the property by signing the inventory.

Both parties should keep a signed copy of the inventory which can then be used as a reference during inspections, and filled in again at check-out when the tenancy ends.

Having a comparison of the property's condition at the start and end of the tenancy allows landlords to work out what needs to be done before the next tenancy, plus whether they should make any deductions from the renter's deposit.

If you need information on how to complete your template, refer back to our [property inventory guide for landlords](#).

This template is based on a three bedroom property with a living room, kitchen, dining room, bathroom, rear garden, and front garden. You may need to edit the template depending on the layout of your property and the furnishing you provide.

Rental property inventory

Check-in date:

Check-out date:

Property address:

Landlord

Name:

Email:

Phone:

Tenant

Name:

Email:

Phone:

Kitchen		
Item	Condition at check-in	Condition at check-out
Doors (internal/ external)		
Floor		
Walls/ceiling/ skirting		
Windows		
Curtains/ blinds		
Light fixtures		
Sockets/ switches		
Radiators		

Cabinets	
Worktops	
Oven/hob/ extractor	
Sink	
White goods	
Other	
Extra notes	

Living room		
Item	Condition at check-in	Condition at check-out
Door		
Floor		
Walls/ceiling/ skirting		
Windows		
Curtains/ blinds		
Light fixtures		
Sockets/ switches		
Radiators		

Fireplace	
Furniture	
Appliances	
Other	
Extra notes	

Dining room		
Item	Condition at check-in	Condition at check-out
Door		
Floor		
Walls/ceiling/ skirting		
Windows		
Curtains/ blinds		
Light fixtures		
Sockets/ switches		
Radiators		

Furniture	
Other	
Extra notes	

Hall, stairs and landing		
Item	Condition at check-in	Condition at check-out
Doors (internal/ external)		
Floor		
Walls/ceiling/ skirting		
Windows		
Curtains/ blinds		
Light fixtures		
Sockets/ switches		
Radiators		

Cupboards	
Furniture	
Stairs and bannister	
Other	
Extra notes	

Bedroom 1		
Item	Condition at check-in	Condition at check-out
Door		
Floor		
Walls/ceiling/ skirting		
Windows		
Curtains/ blinds		
Light fixtures		
Sockets/ switches		
Radiators		

Furniture	
Other	
Extra notes	

Bedroom 2		
Item	Condition at check-in	Condition at check-out
Door		
Floor		
Walls/ceiling/ skirting		
Windows		
Curtains/ blinds		
Light fixtures		
Sockets/ switches		
Radiators		

Furniture	
Other	
Extra notes	

Bedroom 3		
Item	Condition at check-in	Condition at check-out
Door		
Floor		
Walls/ceiling/ skirting		
Windows		
Curtains/ blinds		
Light fixtures		
Sockets/ switches		
Radiators		

Furniture	
Other	
Extra notes	

Bathroom		
Item	Condition at check-in	Condition at check-out
Door		
Floor		
Walls/ceiling/ skirting		
Windows		
Curtains/ blinds		
Light fixtures		
Radiators		
Shower/ extractor		

Toilet	
Sink	
Other	
Extra notes	

Front garden		
Item	Condition at check-in	Condition at check-out
Gate		
Fence/walls		
Grass/flower beds		
Path/driveway		
Garage		
Other		
Extra notes		

Rear garden		
Item	Condition at check-in	Condition at check-out
Fence/walls		
Grass/flower beds		
Outdoor furniture		
Path		
Shed		
Other		
Extra notes		

Check-in	
Landlord	
Name:	
Signed	
Date:	
Tenant	
Name:	
Signed:	
Date:	

Check-out	
Landlord	
Name:	
Signed	
Date:	
Tenant	
Name:	
Signed:	
Date:	

## Related articles

[How often should landlords redecorate a rental property?](#)

[A landlord's guide to right to rent checks](#)

[Buy-to-let mortgage rates explained](#)

[What does landlord insurance cover?](#)

Join our small business community



This template is for information purposes only and isn't intended as legal or professional advice, or to be a legally binding document. You should always seek legal or professional advice before entering into any kind of tenancy agreement.

**Article last updated:** October 2022

### Image credits

Front cover: insta\_photos - stock.adobe.com

