



Rental property inventory template for landlords

Rental property inventory template

As a landlord, ensuring your rental property is protected means more than just having insurance. One of the most effective tools in your property management toolkit is a well-prepared inventory, along with check-in and check-out reports.

About Lansdown Insurance Brokers

Lansdown Insurance Brokers has been supporting property owners across the UK since 1964, helping to protect their property investments with tailored insurance solutions. Based in Cheltenham, we specialise in [Block of Flats Insurance](#) and [Landlord Insurance](#), and are proud to be part of the Benefact Group. With over 60 years of experience, we've built a strong reputation for delivering excellent customer service.

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Why inventories matter

Regardless of how well tenants maintain a property, some level of wear and tear is inevitable. However, if damage, breakages, or missing items exceed what is reasonable, it is crucial to have the appropriate evidence to support any claim against the deposit.

A professionally compiled inventory offers a snapshot of the property's contents and condition at the start of a tenancy. This record lays the groundwork for any comparisons at the end of the tenancy and helps ensure that disputes are avoided or resolved fairly.

You may need to edit the template depending on the layout of your property and the furnishing you provide.

What to include in your inventory and reports

Your reports should include:

- **Detailed descriptions** of each room and its contents
- **Condition and cleanliness** levels at both check-in and check-out
- **Photographs** to support written notes ideally embedded in the report with digital timestamps
- **Utility readings**, key handovers, and smoke/carbon monoxide alarm status
- **Notes on outdoor areas**, appliances, furnishings, and décor
- A **signed declaration** from tenants agreeing to the report (or a clear record of when they were given the opportunity to respond)

Best Practices

- **Be thorough:** Include every detail, from the condition of the flooring to the number of working lightbulbs.
- **Use clear, standardised language:** Avoid vague terms like “sparkle clean” and opt for measurable descriptions such as “professionally cleaned”.
- **Record meter readings and serial numbers:** This is especially important for utility bills and appliance disputes.
- **Avoid assumptions:** Don't rely solely on phrases like “items are as new unless otherwise stated”. Each item should be specifically noted.
- **Don't skip the exterior:** Gardens, driveways, and sheds are often overlooked — but they count too.

Fair Wear and Tear vs. Damage

Landlords must allow for fair wear and tear, which is the natural deterioration over time from reasonable use. But if a carpet is stained, a wall has holes, or furniture is broken, and these go beyond expected usage, they could justify deductions.

Be sure to factor in:

- Age and quality of the item
- Duration of the tenancy
- Number of occupants (e.g., a family vs. a single tenant)
- Type of damage - accidental vs. negligence

Avoiding Disputes

Most tenancy deposit disputes arise from cleaning issues. To reduce the risk of disagreement:

- Make expectations clear at the start
- Provide checklists to tenants for end-of-tenancy cleaning
- Encourage tenants to keep receipts for professional services
- Always compare like-for-like - i.e., check-out condition against check-in

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

[Your Guide to Landlord Grants](#)

[Who pays for Home Insurance in a HMO?](#)

[Residential Landlords: Do you know your obligations to disabled tenants?](#)

[Protecting your property this winter: A guide to mould prevention for Landlords](#)

Contact

01242 524498

enquiries@lansdowninsurance.com



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