

PETRIE'S LETTING SERVICES

**INVENTORY AND  
SCHEDULE OF  
CONDITION  
PROTECTION FOR EVERYONE**

# WHAT IS AN INVENTORY AND SCHEDULE OF CONDITION?

This is a detailed document used to record the condition and contents of a property at a specific point in time, usually before a tenant moves in and after they vacate.

## HOW WOULD THIS LOOK?

- A comprehensive list of all items within the property (e.g., furniture, appliances, fixtures).
- Includes descriptions, quantities, photographs and sometimes videos for evidence.
- A detailed report on the property's physical state, noting any existing damage, wear and tear, or defects (e.g., scratches on floors, stains, wall marks, appliance condition).

ROOM	ITEM	ITEM CONDITION	COMMENTS
Living Room	Sofa	Grey fabric, slight wear	4 x yellow pillows, arms bobbling
Kitchen	Fridge	New with film	
Bathroom	Shower Screen	No cracks, clean	
Bedroom	Wardrobe	Used. 1 shelf and 1 hinge missing.	5cm scratch across both doors

Meter Serial Numbers and Readings: (electric/gas/water)

Keys provided: [List keys, e.g., front door, garage, windows. Yale, Mortice].

Tenant/Landlord acknowledgment: "Both parties confirm the accuracy of this report."

Landlord/Agent Signature: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_

# HOW DOES THIS PROTECT EVERYONE INVOLVED IN THE TENANCY?

- 1 **Allows trust between all parties**
- 2 **Evidence of compliance in the property. ie smoke alarms, co alarms, rails etc.**
- 3 **Helps to avoid disputes at the end of tenancies**
- 4 **Reference point for repairs and property visits**

## HOW WOULD I UTILISE THIS

- 1A **Both parties must agree.** Both parties must sign and agree on the condition of the property, this means a Landlord cannot lie on the inventory and say the walls are in good condition and newly decorated if they are discoloured and have paint patches, nor can they say there are smoke alarms if they have not. This allows for full transparency between parties.
- 2A **Proof of responsibility.** The report would show whether the Landlord provided smoke alarms, carbon monoxide alarms in the correct places and in working order, along with other important provisions like fire labels
- 3A **In a dispute.** As mentioned in 1A both parties must sign and agree on the condition of the property, therefore if a claim must be made at the end of the tenancy, the evidence from the reports should allow for an agreement for a reasonable deduction or at worst fair arbitration
- 4A **Understanding the condition the property was in at one point in time.** Prior to a Property Visit you can assess the inventory and familiarise yourself with the overall condition and what to expect when you attend. You can provide the inventory to contractors to show how you would like the property returning to, or to show the style of bath panel or door once used.

## BASIC REQUIREMENT FOR ANY TENANCY

Effective documentation in rental agreements is essential. It serves as a crucial reference for both landlords and tenants, fostering transparency and trust between both parties. A clear record ensures that neither side can dispute the property's condition at the end of the tenancy. This documentation is the final handover report, marking the transition from landlord to tenant and vice versa. Proper documentation can lead to a smooth rental experience for all, while poor documentation can result in conflicts.

## GET IN TOUCH



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