

INVENTORY INSPECTION SCRIPT

For Residential Property Rental Inventory Inspections

Follow the area scripts below to ensure all items are noted at an inventory inspection

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Preliminary Items					
1.	Property Brief Description				
2.	Keys noted at inspection				
3.	Meter Readings	<u>Inspection reading</u>	<u>Meter location</u>	<u>Check In reading</u>	<u>Check Out reading</u>
	Gas				
	Electricity				
	Water				
	Other				
4.	Mains Water Stopcock	<u>Location</u>			
1.	Detectors and Fire Safety	<u>Test Result</u>		<u>Location</u>	
	Smoke Detectors				
	Carbon Monoxide				
	Other				
2.	Fire safety equipment				
3.	Intruder alarm	<u>Installed: Yes / No</u>	<u>Tested</u>		<u>Description</u>
4.	Furnishings safety labeling				
5.	P.A.T. Test Labels	<u>Appliance</u>	<u>Label date</u>		<u>Location</u>
6.	Gas safety certification	<u>Seen</u>	<u>Expiry date</u>		<u>Location</u>
7.	Tenant Information Pack	<u>Seen</u>		<u>Location</u>	
8.	Photographic Evidence	<u>Yes / No</u>			
9.	Video Evidence	<u>Yes / No</u>			
10.	Appliance manuals list	<u>Item</u>	<u>Manufacturer</u>	<u>Type</u>	<u>Location</u>

Property Generality

Unless later mentioned the following items are found as described throughout the property. To be later referred to in a report as 'Standard'

	<u>Description</u>	<u>Condition</u>
1.	Ceilings	
2.	Walls	
3.	Paintwork Skirtings, Door Frames, Architraves and door linings etc.	
4.	Floorings	
5.	Internal Doors	
6.	Windows Style design and cleanliness	
7.	Window dressings	
8.	Heating	
9.	Lighting	
10.	Electrical Fittings Sockets, light switches, ceiling rose connectors etc.	
11.	Staircase /s	
12.	Cleanliness	

End of property generality items

Front Porch	Description	Condition
1.	Adjacent items around door and frame	
2.	Door and frame External Side	
3.	Door and frame Internal Side	
4.	Ceiling	
5.	Walls	
6.	Wall furnishings & fixings	
7.	Electrical	
8.	Paintwork	
9.	Doors to outside spaces	
10.	Doors to internal areas	
11.	Cupboard /s	
12.	Windows	
13.	Window dressings	
14.	Flooring / rugs and mats	
15.	Heating	
16.	Furniture and accessories	
17.	Other	
18.	Cleanliness	

Entrance & Hallway	Description	Condition
1.	Adjacent items around door and frame	
2.	Door and frame External Side	
3.	Door and frame Internal Side	
4.	Ceiling	
5.	Walls	
6.	Wall furnishings & fixings	
7.	Electrical	
8.	Paintwork	
9.	Doors to outside spaces	
10.	Doors to internal areas	
11.	Cupboard /s	
12.	Windows	
13.	Window dressings	
14.	Flooring / rugs and mats	
15.	Heating	
16.	Furniture and accessories	
17.	Other	
18.	Cleanliness	

Cloakroom	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings & fixings	
5.	Electrical	
6.	Paintwork	
7.	Doors leading off	
8.	Cupboard /s	
9.	Windows	
10.	Window dressings	
11.	Flooring	
12.	Rugs / mats	
13.	WC	
14.	Bidet	
15.	Wash Basin	
16.	Free standing furniture	
17.	Soft furnishings	
18.	Other	
19.	Cleanliness	

Living Room 1	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings	
5.	Electrical	
6.	Paintwork	
7.	Doors leading off to outside spaces	
8.	Doors leading off to internal rooms	
9.	Cupboard /s	
10.	Windows	
11.	Window dressings	
12.	Flooring	
13.	Rugs / mats	
14.	Heating	
15.	Fireplace	
16.	Furniture	
17.	Soft furnishings	
18.	Home entertainment	
19.	Other	
20.	Cleanliness	

Living Room 2	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings	
5.	Electrical	
6.	Paintwork	
7.	Doors leading off to outside spaces	
8.	Doors leading off to internal rooms	
9.	Cupboard /s	
10.	Windows	
11.	Window dressings	
12.	Flooring	
13.	Rugs / mats	
14.	Heating	
15.	Fireplace	
16.	Furniture	
17.	Soft furnishings	
18.	Home entertainment	
19.	Other	
20.	Cleanliness	

Living Room 3	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings	
5.	Electrical	
6.	Paintwork	
7.	Doors leading off to outside spaces	
8.	Doors leading off to internal rooms	
9.	Cupboard /s	
10.	Windows	
11.	Window dressings	
12.	Flooring	
13.	Rugs / mats	
14.	Heating	
15.	Fireplace	
16.	Furniture	
17.	Soft furnishings	
18.	Home entertainment	
19.	Other	
20.	Cleanliness	

Living Room 4	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings	
5.	Electrical	
6.	Paintwork	
7.	Doors leading off to outside spaces	
8.	Doors leading off to internal rooms	
9.	Cupboard /s	
10.	Windows	
11.	Window dressings	
12.	Flooring	
13.	Rugs / mats	
14.	Heating	
15.	Fireplace	
16.	Furniture	
17.	Soft furnishings	
18.	Home entertainment	
19.	Other	
20.	Cleanliness	

Kitchen	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings	
5.	Electrical	
6.	Paintwork	
7.	Doors leading off to outside spaces	
8.	Doors leading off to internal rooms	
9.	Cupboard /s	
10.	Windows	
11.	Window dressings	
12.	Flooring	
13.	Rugs / mats	
14.	Heating	
15.	Fireplace	
16.	Water Heating Boiler	
17.	Fitted Kitchen Installation Description	
18.	Free Standing Kitchen Units	
19.	Worktop	
20.	Sink	

Kitchen	Description	Condition
21.	Wall Tiling	
22.	Refrigerator	
23.	Freezer	
24.	Fridge / Freezer	
25.	Washing Machine	
26.	Tumble Dryer	
27.	Washer / Dryer	
28.	Dishwasher	
29.	Microwave	
30.	Cooker - Oven	
31.	Cooker - Hob	
32.	Cooker – Extractor hood	
33.	Appliances – Other	
34.	Furniture	
35.	Soft furnishings	
36.	Home entertainment	
37.	Other	
38.	Cleanliness	

Utility Room	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings	
5.	Electrical	
6.	Paintwork	
7.	Doors leading off to outside spaces	
8.	Doors leading off to internal rooms	
9.	Cupboard /s	
10.	Windows	
11.	Window dressings	
12.	Flooring	
13.	Rugs / mats	
14.	Heating	
15.	Fireplace	
16.	Water Heating Boiler	
17.	Fitted Kitchen Installation Description	
18.	Free Standing Kitchen Units	
19.	Worktop	
20.	Sink	

Utility Room	Description	Condition
21.	Wall Tiling	
22.	Refrigerator	
23.	Freezer	
24.	Fridge / Freezer	
25.	Washing Machine	
26.	Tumble Dryer	
27.	Washer / Dryer	
28.	Dishwasher	
29.	Microwave	
30.	Cooker - Oven	
31.	Cooker - Hob	
32.	Cooker – Extractor hood	
33.	Appliances – Other	
34.	Furniture	
35.	Soft furnishings	
36.	Home entertainment	
37.	Other	
38.	Cleanliness	

Stairs & Landing 1	Description	Condition
1.	Description	
2.	Ceiling	
3.	Loft hatch	
4.	Walls	
5.	Wall furnishings	
6.	Electrical	
7.	Paintwork	
8.	Doors leading off to outside spaces	
9.	Doors leading off to internal rooms	
10.	Cupboard /s	
11.	Windows	
12.	Window dressings	
13.	Flooring	
14.	Rugs / mats	
15.	Heating	
16.	Built in furniture	
17.	Furniture	
18.	Soft furnishings	
19.	Other	
20.	Cleanliness	

Bedroom 1	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings	
5.	Electrical	
6.	Paintwork	
7.	Doors to outside spaces	
8.	Doors to internal areas	
9.	Cupboard /s	
10.	Windows	
11.	Window dressings	
12.	Flooring	
13.	Rugs / mats	
14.	Heating	
15.	Fireplace	
16.	Built in furniture	
17.	Free standing furniture	
18.	Soft furnishings	
19.	Home entertainment	
20.	Other	
21.	Cleanliness	

En Suite 1	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings & fixings	
5.	Electrical	
6.	Paintwork	
7.	Doors leading off	
8.	Cupboard /s	
9.	Windows	
10.	Window dressings	
11.	Flooring	
12.	Rugs / mats	
13.	Heating	
14.	WC	
15.	Bidet	
16.	Shower Cubicle	
17.	Wash Basin	
18.	Bath	
19.	Furniture and accessories	
20.	Other	
21.	Cleanliness	

Bedroom 2	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings	
5.	Electrical	
6.	Paintwork	
7.	Doors to outside spaces	
8.	Doors to internal areas	
9.	Cupboard /s	
10.	Windows	
11.	Window dressings	
12.	Flooring	
13.	Rugs / mats	
14.	Heating	
15.	Fireplace	
16.	Built in furniture	
17.	Free standing furniture	
18.	Soft furnishings	
19.	Home entertainment	
20.	Other	
21.	Cleanliness	

En Suite 2	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings & fixings	
5.	Electrical	
6.	Paintwork	
7.	Doors leading off	
8.	Cupboard /s	
9.	Windows	
10.	Window dressings	
11.	Flooring	
12.	Rugs / mats	
13.	Heating	
14.	WC	
15.	Bidet	
16.	Shower Cubicle	
17.	Wash Basin	
18.	Bath	
19.	Furniture and accessories	
20.	Other	
21.	Cleanliness	

Bedroom 3	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings	
5.	Electrical	
6.	Paintwork	
7.	Doors to outside spaces	
8.	Doors to internal areas	
9.	Cupboard /s	
10.	Windows	
11.	Window dressings	
12.	Flooring	
13.	Rugs / mats	
14.	Heating	
15.	Fireplace	
16.	Built in furniture	
17.	Free standing furniture	
18.	Soft furnishings	
19.	Home entertainment	
20.	Other	
21.	Cleanliness	

Bedroom 4	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings	
5.	Electrical	
6.	Paintwork	
7.	Doors to outside spaces	
8.	Doors to internal areas	
9.	Cupboard /s	
10.	Windows	
11.	Window dressings	
12.	Flooring	
13.	Rugs / mats	
14.	Heating	
15.	Fireplace	
16.	Built in furniture	
17.	Free standing furniture	
18.	Soft furnishings	
19.	Home entertainment	
20.	Other	
21.	Cleanliness	

Bedroom 5	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings	
5.	Electrical	
6.	Paintwork	
7.	Doors to outside spaces	
8.	Doors to internal areas	
9.	Cupboard /s	
10.	Windows	
11.	Window dressings	
12.	Flooring	
13.	Rugs / mats	
14.	Heating	
15.	Fireplace	
16.	Built in furniture	
17.	Free standing furniture	
18.	Soft furnishings	
19.	Home entertainment	
20.	Other	
21.	Cleanliness	

Stairs & Landing 2		Description	Condition
1.	Description		
2.	Ceiling		
3.	Loft hatch		
4.	Walls		
5.	Wall furnishings		
6.	Electrical		
7.	Paintwork		
8.	Doors leading off to outside spaces		
9.	Doors leading off to internal rooms		
10.	Cupboard /s		
11.	Windows		
12.	Window dressings		
13.	Flooring		
14.	Rugs / mats		
15.	Heating		
16.	Built in furniture		
17.	Furniture		
18.	Soft furnishings		
19.	Other		
20.	Cleanliness		

Bathroom	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings & fixings	
5.	Electrical	
6.	Paintwork	
7.	Doors leading off	
8.	Cupboard /s	
9.	Windows	
10.	Window dressings	
11.	Flooring	
12.	Rugs / mats	
13.	Heating	
14.	WC	
15.	Bidet	
16.	Shower Cubicle	
17.	Wash Basin	
18.	Bath	
19.	Furniture and accessories	
20.	Other	
21.	Cleanliness	

Shower Room	Description	Condition
1.	Door internal side	
2.	Ceiling	
3.	Walls	
4.	Wall furnishings & fixings	
5.	Electrical	
6.	Paintwork	
7.	Doors leading off	
8.	Cupboard /s	
9.	Windows	
10.	Window dressings	
11.	Flooring	
12.	Rugs / mats	
13.	Heating	
14.	WC	
15.	Bidet	
16.	Shower Cubicle	
17.	Wash Basin	
18.	Bath	
19.	Furniture and accessories	
20.	Other	
21.	Cleanliness	

Outside Spaces	Description	Condition
1.	Garage – Carport /s	
2.	Front of Property	
3.	Side/s of Property	
4.	Rear of Property	
5.	Special Features	
6.	Other	
7.	General condition of outside spaces and maintenance standard	

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