**Address of property:**

**Tenant name(s): Landlord and/or Letting agency name(s):**

**Date:**

At the Students’ Union we think it is important to complete an inventory list at the start of your tenancy and this is a good opportunity to report any issues/defect to your landlord/letting agency. This can help to ensure you aren’t charged for any damages in the property at the end of your tenancy that was already there. It’s likely you have already received an inventory list from your landlord/letting agency and please use that one instead of this template. Please ensure you complete an inventory list and don’t be afraid to speak out about anything you are unhappy with. Record the quality/condition of each individual area and take any timestamped photos of anything you have concerns with. We would advise you then contact your landlord/letting agency with these details including photos as evidence. Keep a copy of this email and if at the end of your tenancy they try to charge you for these damages, you have evidence you reported this before you moved in. You can use these emails as evidence with the tenancy deposit scheme.

We have an electronic copy on our website, if you have more rooms than in the list below and you can copy some of these tables in a new word document <https://mynsu.co.uk/advice-centre/your-housing/Inventory> or email su.advice@northumbria.ac.uk

Don’t forget to check for any evidence of damp or leaks. Check all walls, ceilings, corners, windows and behind furniture. Look for signs of flaking paint or wallpaper, black mould patches and/or a musky smell, as these are all tell-tale signs. Any areas of concern can be detailed in the list below. Look for any signs of infestation such as rodents, slugs, flies, or cockroaches. Check for any dropping or signs such as slug trails including checking kitchen cupboards, work surfaces and around bins.

Every floor in the property MUST have a smoke alarm. Don’t forget to test if this works at the start of your tenancy and regularly throughout your tenancy. If any of the rooms has solid fuel stove/fire i.e., wood or coal. Your landlord MUST install a carbon monoxide alarm. Again, don’t forget to test if these work at the start of your tenancy and regularly throughout your tenancy. If any alarms are missing, you can record this in ‘additional information’

|  |  |  |
| --- | --- | --- |
| **Entrance/Hall** | **Quality/Condition or does it work** | **Photo evidence** |
| Front door (including if there is a doorbell and/or camera) |  | Y/N |
| Locks and chains |  | Y/N |
| Flooring  |  | Y/N |
| Walls/ceiling/skirting boards |  | Y/N |
| Furniture |  | Y/N |
| Curtains/Blinds |  | Y/N |
| Lighting fittings and switches |  | Y/N |

|  |  |  |
| --- | --- | --- |
| **Reception room 1** | **Quality/Condition or does it work** | **Photo evidence** |
| Flooring  |  | Y/N |
| Walls/ceiling/Skirting board |  | Y/N |
| Furniture |  | Y/N |
| Curtains/Blinds |  | Y/N |
| Lighting fittings and switches |  | Y/N |
| Do all the plugs work or are there any lose wires |  | Y/N |

|  |  |  |
| --- | --- | --- |
| **Reception room 2** | **Quality/Condition or does it work** | **Photo evidence** |
| Flooring  |  | Y/N |
| Walls/ceiling/Skirting board |  | Y/N |
| Furniture |  | Y/N |
| Curtains/Blinds |  | Y/N |
| Lighting fittings and switches |  | Y/N |
| Do all the plugs work or are there any lose wires |  | Y/N |

**Don’t forget to check the condition of the mattress and it is clean. Check to see if there is a mattress protector and if so, are there any stains or mark underneath.**

|  |  |  |
| --- | --- | --- |
| **Bedroom 1** | **Quality/Condition or does it work** | **Photo evidence** |
| Flooring  |  | Y/N |
| Walls/ceiling/Skirting board |  | Y/N |
| Furniture |  | Y/N |
| Curtains/Blinds |  | Y/N |
| Lighting fittings and switches |  | Y/N |
| Other fittings |  | Y/N |
| Do all the plugs work or are there any lose wires |  | Y/N |
| Condition of mattress |  | Y/N |

|  |  |  |
| --- | --- | --- |
| **Bedroom 2** | **Quality/Condition or does it work** | **Photo evidence** |
| Flooring  |  | Y/N |
| Walls/ceiling |  | Y/N |
| Skirting boards |  | Y/N |
| Furniture |  | Y/N |
| Curtains/Blind |  | Y/N |
| Lighting fittings and switches |  | Y/N |
| Other fittings |  | Y/N |
| Do all the plugs work or are there any lose wires |  | Y/N |
| Condition of mattress |  | Y/N |

|  |  |  |
| --- | --- | --- |
| **Bedroom 3** | **Quality/Condition or does it work** | **Photo evidence** |
| Flooring  |  | Y/N |
| Walls/ceiling |  | Y/N |
| Skirting boards |  | Y/N |
| Furniture |  | Y/N |
| Curtains/Blind |  | Y/N |
| Lighting fittings and switches |  | Y/N |
| Other fittings |  | Y/N |
| Do all the plugs work or are there any lose wires |  | Y/N |
| Condition of mattress |  | Y/N |

|  |  |  |
| --- | --- | --- |
| **Bedroom 4** | **Quality/Condition or does it work** | **Photo evidence** |
| Flooring  |  | Y/N |
| Walls/ceiling |  | Y/N |
| Skirting boards |  | Y/N |
| Furniture |  | Y/N |
| Curtains/Blind |  | Y/N |
| Lighting fittings and switches |  | Y/N |
| Other fittings |  | Y/N |
| Do all the plugs work or are there any lose wires |  | Y/N |
| Condition of mattress |  | Y/N |

|  |  |  |
| --- | --- | --- |
| **Bedroom 5** | **Quality/Condition or does it work** | **Photo evidence** |
| Flooring  |  | Y/N |
| Walls/ceiling |  | Y/N |
| Skirting boards |  | Y/N |
| Furniture |  | Y/N |
| Curtains/Blind |  | Y/N |
| Lighting fittings and switches |  | Y/N |
| Other fittings |  | Y/N |
| Do all the plugs work or are there any lose wires |  | Y/N |
| Condition of mattress |  | Y/N |

**Do all the taps work and there are no leaks or drips. Check the pipes if any are in cupboards. Does the toilet flush**

|  |  |  |
| --- | --- | --- |
| **Bathroom 1** | **Quality/Condition or does it work** | **Photo evidence**  |
| Flooring  |  | Y/N |
| Walls/ceiling |  | Y/N |
| Curtains/Blinds |  | Y/N |
| Extractor fan |  | Y/N |
| Bath suite |  | Y/N |
| Cabinet/fittings |  | Y/N |
| Mirrors |  | Y/N |

|  |  |  |
| --- | --- | --- |
| **Bathroom 2** | **Quality/Condition or does it work** | **Photo evidence**  |
| Flooring  |  | Y/N |
| Walls/ceiling |  | Y/N |
| Curtains/Blinds |  | Y/N |
| Extractor fan |  | Y/N |
| Bath suite |  | Y/N |
| Cabinet/fittings |  | Y/N |
| Mirrors |  | Y/N |

|  |  |  |
| --- | --- | --- |
| **Kitchen** | **Quality/Condition or does it work** | **Photo evidence**  |
| Flooring  |  | Y/N |
| Walls/ceiling |  | Y/N |
| Work tops/benches |  | Y/N |
| Curtains/Blinds |  | Y/N |
| Table/Chairs |  | Y/N |
| Fridge |  | Y/N |
| Cooker |  | Y/N |
| Microwave |  | Y/N |
| Washing machine/Tumble dryer |  | Y/N |
| Other appliances |  | Y/N |
| Cutlery/crockery |  | Y/N |
| Pots and pans |  | Y/N |

**Check your tenancy agreement to see if you are responsible for the maintenance of the garden(s). You may be responsible to keep this weed free and cutting the grass**.

|  |
| --- |
| **Additional information** |
|  |

|  |  |  |
| --- | --- | --- |
| **Name of Landlord** | **Signature** | **Date** |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Name of Tenants** | **Signature** | **Date** |
|  |  |  |