

# Move-In / Move-Out Inspection Template

Deposit-defensible property condition report with photo prompts and RRA-compliant sign-off

**How to use this template:** Complete one copy at move-in and one at move-out. Photograph every item. Both parties should sign each page. This record is your primary evidence in any deposit dispute.

## Property Details

Property address	
Inspection date	
Inspection type	<input type="checkbox"/> Move-in <input type="checkbox"/> Move-out
Tenant name(s)	
Landlord / agent name	
Meter readings — Electric	
Meter readings — Gas	
Meter readings — Water	
Keys issued (number and type)	

## Room-by-Room Condition Report

Rate condition: E = Excellent | G = Good | F = Fair | P = Poor. Note any existing damage or wear. Take a photograph of every item — label photos with room and item number.

### Entrance / Hallway

Item	Condition (E/G/F/P)	Notes / existing damage	Photo ref
Front door and lock			
Walls and paintwork			
Ceiling			
Flooring			
Light fittings			
Smoke alarm			
Other			

### Living Room

Item	Condition	Notes / existing damage	Photo ref
Walls and paintwork			
Ceiling			
Flooring / carpet			
Windows and locks			

<b>Curtains / blinds</b>
<b>Light fittings</b>
<b>Power sockets</b>
<b>Radiator / heating</b>
<b>Furniture (if furnished)</b>

## **Kitchen**

<b>Item</b>	<b>Condition</b>	<b>Notes / existing damage</b>	<b>Photo ref</b>
<b>Walls, tiles, splashbacks</b>			
<b>Ceiling</b>			
<b>Flooring</b>			
<b>Worktops</b>			
<b>Cupboards and drawers</b>			
<b>Sink and taps</b>			
<b>Oven / hob</b>			
<b>Extractor fan / hood</b>			
<b>Fridge / freezer</b>			
<b>Washing machine / dishwasher</b>			
<b>CO alarm</b>			
<b>Windows and locks</b>			

## Bedroom 1

Item	Condition	Notes / existing damage	Photo ref
Walls and paintwork			
Ceiling			
Flooring / carpet			
Windows and locks			
Curtains / blinds			
Built-in storage			
Light fittings			
Power sockets			
Radiator / heating			
Smoke alarm			

## Bedroom 2 (if applicable)

Item	Condition	Notes / existing damage	Photo ref
Walls and paintwork			
Ceiling			
Flooring / carpet			
Windows and locks			
Curtains / blinds			
Built-in storage			
Light fittings			
Power sockets			
Radiator / heating			

## Bathroom

Item	Condition	Notes / existing damage	Photo ref
Walls, tiles, grouting			
Ceiling			
Flooring			
Bath / shower			
Toilet			
Sink and taps			
Mirror / cabinet			
Extractor fan			
Towel rail / radiator			
Sealant condition			

## Outside / Garden (if applicable)

Item	Condition	Notes / existing damage	Photo ref
Garden / patio			
Fencing / boundaries			
Shed / outbuildings			
Bins / bin store			
Parking space			

## General Cleanliness

Area	Move-in standard	Move-out standard
Overall property	<input type="checkbox"/> Professional clean <input type="checkbox"/> Domestic clean	<input type="checkbox"/> Professional clean <input type="checkbox"/> Domestic clean
Oven	<input type="checkbox"/> Clean <input type="checkbox"/> Needs attention	<input type="checkbox"/> Clean <input type="checkbox"/> Needs attention
Windows (internal)	<input type="checkbox"/> Clean <input type="checkbox"/> Needs attention	<input type="checkbox"/> Clean <input type="checkbox"/> Needs attention
Carpets	<input type="checkbox"/> Clean <input type="checkbox"/> Stained <input type="checkbox"/> N/A	<input type="checkbox"/> Clean <input type="checkbox"/> Stained <input type="checkbox"/> N/A

## Sign-Off

**RRA-compliant notice:** This inventory forms part of the prescribed information provided under the tenancy deposit protection scheme. Both parties should retain a signed copy. Any dispute over deposit deductions will be assessed against this record.

<b>Tenant signature</b>	<b>Landlord / agent signature</b>
_____	_____
Date: _____	Date: _____

Additional rooms: photocopy the blank room template above and attach to this report. Number all pages sequentially.