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Sample Report

Inventory and check-in, and check-out

From the Report Preview to the liability evidence summary

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All sections are taken from InventorySafe reports of a real property. Address and client details have been anonymised.

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01

Report Preview

Sent shortly after the inspection, so the key details reach you straight away: cleanliness, issues for attention, alarms, keys and meters.

Report Preview

Inventory and check-in

Sample Report, London, Sample

14th November 2026 · Clerk: Clerk name

Cleanliness rating

Professional level clean with exceptions

Cleaning omissions



Windows
Minor cobweb to window handles in kitchen.



Sanitary ware
Light water marks to bath tap.



Appliances
Minor grease residue to oven edges interior.

For attention



Fixtures
Kitchen unit panel below oven is not securely attached.

Alarms



Smoke Alarm

Location	Ground floor, Reception
Test	Power seen and heard
Replace by	Not seen



Carbon Monoxide Alarm

Location	Ground floor, Kitchen
Appliance	Combustion appliance present (Gas Boiler), same room
Test	Power seen and heard Installation date 19.03.26
Replace by	Not seen

Keys



1 x Yale key for front door top lock

1 x Yale key for front door bottom lock

1 x Yale key for garden/back door

1 x small Yale key for exterior gate padlock

1 x small Yale key for window

Collected from	Agent
Handed to	Tenant

Meters



Electricity meter

Location	Hallway cupboard
Serial number	H17P1059245
Reading	0000134.1 kWh
Balance	£46.85



Gas meter

Location	Hallway cupboard
Serial number	G4P04265471800
Reading	000097.072 kWh
Balance	£87.03



Water meter

Location	External manhole, opposite property
Serial number	310112921 640
Reading	017160.477 m³

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02

Keys, meters and alarms

Every key listed, every meter reading and balance recorded, and every alarm tested, all photographed.

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1. Keys

Keys

1 x Yale key for front door top lock

1 x Yale key for front door bottom lock

1 x Yale key for garden/back door

1 x small Yale key for exterior gate padlock

1 x small Yale key for window

Signature



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Ref 1.1 Keys
11/11/2026 14:52

Collected from	Agent
Handed to	Tenant

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2. Meters

Ref	Meter	Location/Note	Serial Number	Reading
2.1	**Electricity meter**	Hallway cupboard	H17P1059245	Reading: 0000134.1 kWh Balance: £46.85
2.2	**Gas meter**	Hallway cupboard	G4P04265471800	Reading: 000097.072 kWh Balance: £87.03
2.3	**Water meter**	External manhole, opposite property	310112921 640	Reading: 017160.477 m³

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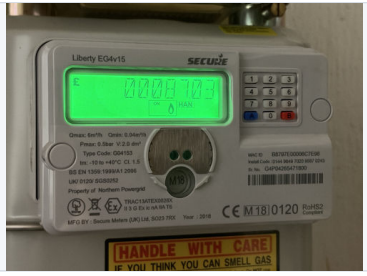
Ref 2.1 Electricity meter
11/11/2026 14:53



Ref 2.1 Electricity meter
11/11/2026 14:53



Ref 2.2 Gas meter
11/11/2026 14:54



Ref 2.2 Gas meter
11/11/2026 14:54



Ref 2.3 Water meter
11/11/2026 14:55

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Ref 2.3 Water meter
11/11/2026 14:56

3. Alarms

Ref	Alarm name	Floor & Location	Test result	Replacement date	Comments / Issues
3.1	**Smoke Alarm**	Ground floor, Reception	Power seen and heard	Not seen	
3.2	**Carbon Monoxide Alarm**	Ground floor, Kitchen	Power seen and heard Installation date 19.03.26		

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Ref 3.1 Smoke Alarm
11/11/2026 14:04



Ref 3.2 Carbon Monoxide Alarm
11/11/2026 13:32

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03

Schedule of condition

The property's overall condition and cleanliness, summarised at a glance.

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Schedule of Condition

Name	Condition
Cleanliness rating	• Professional level clean with exceptions
Decorative condition	• In good condition. • Minor scuff marks to painted walls. • Tiled walls are intact and clean. • Few tiles are chipped in kitchen.
Lights	• Tested and working.
Windows	• Tested and working • Keys not seen. • Minor cobweb to window handles in kitchen. • Interior glazing is clean.
Curtains	• Tested and working. • In good condition.
Flooring	• In good condition. • Floor is clean. • Tiles are intact.
Fixtures	• In good condition. • Sockets and radiators are not tested. • Radiator in kitchen is missing valve caps. • Kitchen unit panel below oven is not securely attached.
Furniture	• In good condition. • Light debris to sofa in reception. • Fire label attached to mattress.
Sanitary ware	• All outlets tested and water is running. • WC flush button tested and working. • Light water marks to bath tap.

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Name	Condition
Appliances	• Tested and power seen. • Light bulbs are working. • Minor grease residue to oven edges interior.
Manuals	• Home user guide seen in living room.
Odour	• Neutral.

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04

Kitchen inventory and photographs

Every item described and its condition recorded, with photographs arranged in the same order as the written report.

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4. Kitchen

Ref.	Item	Description	Condition
4.1	**Door**	None	• None
4.2	**Door Frame**	None	• None
4.3	**Woodwork**	• White painted skirting	• Yellow marks to corner and right-hand side • Light dust to top edge
4.4	**Ceiling**	• White painted ceiling	• In good condition
4.5	**Lights**	• 5 ceiling mounted white plastic spotlights	• Tested and working
4.6	**Switches**	• White plastic	• In good condition
4.7	**Sockets**	• White plastic	• Light dust and minor marks to faceplates and edges • Not tested

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4. Kitchen

Ref.	Item	Description	Condition
4.8	**Walls**	• Part white painted • Part grey ceramic tiles	• Minor scuff marks, stains and painted over defects on right hand side from washing machine from mid to low level • Small indent at mid level right hand side from washing machine • Minor chips to corner edges from mid to low level • Undecorated section above and below boiler with fitment and pen marks • Stress cracking to grout and minor chips along joints on either side from window • Heavy rub mark and chipping on right hand side from boiler • Small chip to edge behind sink • Tiles are clean
4.9	**Windows**	• White uPVC window • Top section with diamond leaded glazing • Bottom section with single pane glazing • 2 white plastic handles with lock	• Window tested and working • Keys not seen • Interior glazing is clean • Minor cobweb around handles • Exterior glazing is lightly rain soiled • Visible scratches to interior glazing • Grout and residue around frame edges • Fitment marks x4 to frame at high level

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4. Kitchen

Ref.	Item	Description	Condition
4.10	**Curtains**	• Ceiling mounted cream fabric roller blind • Stainless steel pull chain	• Tested and working • Break device is attached • Safety cleat not seen • Small brown marks to fabric at low level
4.11	**Flooring**	• Light wood-effect flooring	• Small indent marks to planks opposite sink • Clean
4.12	**Heating**	• Black metal vertical panel radiator	• Not tested • Valve cups are missing
4.13	**Alarms**	• Freestanding white plastic Kidde carbon monoxide (CO) alarm • Model 2030-DCR	• Tested and power seen • Installation date is 19.03.26 • Light dust and debris to speaker grille
4.14	**Kitchen units**	• Part dark wood-effect laminate kitchen units • Part grey wood-effect laminate kitchen units • Integrated gold-effect strip handles • White interior • White laminate shelves	• All units tested and working • Panel below oven is not securely attached • Pencil marks and grout residue to underside of wall unit on right hand side from window • Clean

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4. Kitchen

Ref.	Item	Description	Condition
4.15	**Worktop**	• White quartz-effect worktop with grey veining • Integrated drainer grooves	• In good condition • Clean with exemption to section below boiler, dust seen
4.16	**Sink**	• Stainless steel BLANCO sink • 1 overflow • 1 waste, 1 sieve • Chrome BLANCO mixer tap • 2 chrome lever handles	• Water tested and running • Light usage scratches • Clean
4.17	**Dishwasher**	• Integrated black and stainless steel Bosch dishwasher • E-Nr.: SPV2HKX39G/09 • 2 grey plastic racks • 1 cutlery basket • 1 detergent drawer	• Tested and power seen • Clean

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4. Kitchen

Ref.	Item	Description	Condition
4.18	**Microwave oven**	• Black BOSCH built-in microwave oven • E-Nr. BFL523MB0B /07 • Black glass door • Black plastic control panel with 1 dial • 1 integrated light • 1 clear glass turntable	• Tested and power seen • Light is working • Clean
4.19	**Extractor hood**	• Grey and silver Bosch metal and plastic extractor hood • 2 integrated lights • 1 metal grease filter • Slide controls	• Tested and power seen • Both lights are working • Dust to controls
4.20	**Hob**	• Black ceramic glass Bosch induction hob • 4 burners • Touch controls with digital display	• Tested and power seen • Light scratches to surface • Clean

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4. Kitchen

Ref.	Item	Description	Condition
4.21	**Oven**	• Stainless steel and black glass Bosch oven • Model HBS5B0B7B • Stainless steel bar handle with black plastic ends • 2 chrome rotary dials • Digital display • Grey enamel interior • 2 chrome wire racks • 1 full size and 2 half size grey enamel trays • 1 black muffin tray • 1 light bulb	• Tested and power seen • Light bulb is working • Burnt residue to interior edge near door seal • Dust to handle • Residue to muffin tray
4.22	**Washing machine**	• White LG washing machine • Model: F4X7011TWB • Serial No.: 408PNBM4Q565 • Black rotary dial control panel with screen • White plastic detergent drawer with blue softener compartment • Stainless steel drum and rubber seal	• Tested and power seen • Residue and mould discolouration to bottom of rubber door seal • Small chip to interior rubber door seal

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4. Kitchen

Ref.	Item	Description	Condition
4.23	**Combination boiler**	• White Vaillant combination boiler • Digital display • Control panel • White plastic cover/shelf at base • Freestanding dark wood-effect cover • Freestanding white plastic attachment	• Tested and power seen • Discolouration to control panel • Dust and debris to pipes and surrounding area underneath
4.24	**Kettle**	• Stainless steel Bosch kettle • Black plastic handle	• Dust and debris to lid and handle • Water marks and smears to body • Not tested
4.25	**Nespresso coffee machine**	• White and black plastic Nespresso coffee machine • 1 clear plastic water tank • 1 black plastic power cable with 3-pin plug • 1 black plastic KRUPS drip tray	• Not tested • In good condition

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4. Kitchen

Ref.	Item	Description	Condition
4.26	**Cutlery drawer contents**	• Grey plastic cutlery tray • 1 stainless steel grater with black plastic handle • 1 blue silicone basting brush with black plastic handle • 1 silver metal garlic press with black plastic handles • 2 stainless steel small spoons • 6 stainless steel large spoons • 6 stainless steel forks • 6 stainless steel knives • 1 black plastic peeler with silver metal blade • 1 silver metal knife • 6 multi-coloured glass straws	• In good condition

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4. Kitchen

Ref.	Item	Description	Condition
4.27	**Glasses and mugs**	• 1 light brown ceramic jug • 2 amber glass mugs • 4 clear glass stemmed glasses (wide bowl) • 4 clear glass stemmed glasses (narrow bowl) • 4 clear patterned glass tumblers • 2 clear tall stemmed glasses (narrow bowl) • 2 clear tall stemmed glasses (wide bowl) • 2 clear fluted glass tumblers • 2 clear glass tumblers with green base • 2 clear glass tumblers • 2 brown speckled ceramic mugs • 2 white speckled ceramic mugs • 1 blue speckled ceramic mug • 3 white ribbed ceramic mugs	• In good condition
4.28	**Serving tray**	• Light wood effect serving tray	• Unable to fully inspect due to high position

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4. Kitchen

Ref.	Item	Description	Condition
4.29	**Crockery**	• 4 grey and white patterned ceramic bowls • 4 white ceramic bowls • 1 red ceramic bowl • 1 blue and white patterned ceramic bowl • 1 red ceramic plate • 1 white ceramic plate with red rim • 1 white ceramic bowl • Scalloped edge • Christmas tree design • 1 clear glass bottle with cork stopper • 1 black metal bottle • 4 white ceramic plates with scalloped edge • 10 white ceramic plates with grey pattern • 2 white ceramic bowls • 10 white ceramic plates • 1 white ceramic plate with Christmas tree design • 1 white ceramic plate with rooster design	• In good condition

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4. Kitchen

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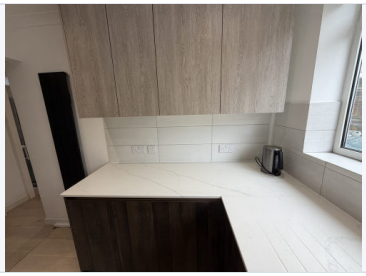
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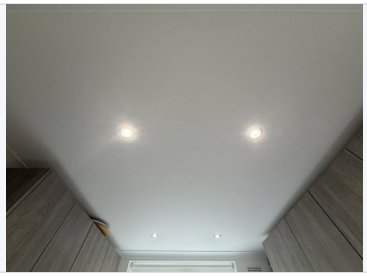
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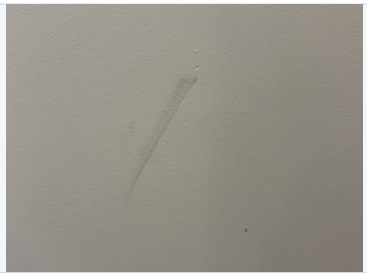
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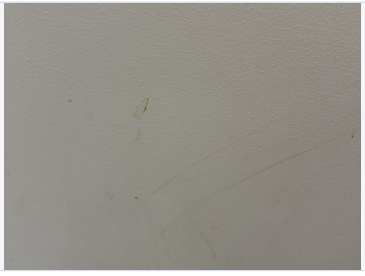
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Ref 4.16
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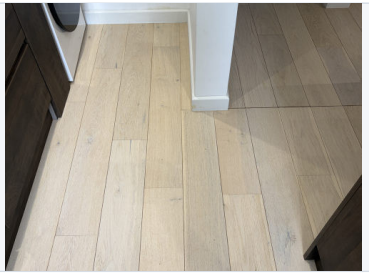
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4. Kitchen

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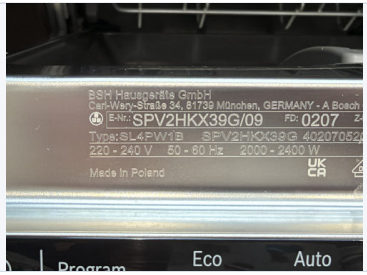
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4. Kitchen

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05

Check-out

Check-in and check-out conditions side by side, with every change clearly identified and a liability assigned.

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Liability key

Where a condition at check-out carries a code, it's the clerk's view of who is responsible for what they found. It's advisory: liability is settled between the parties, and a deposit scheme adjudicator decides it if they can't agree. Every finding marked Tenant, Cleaning, Landlord or Confirmation required is listed again, with its photograph, in the Liability evidence summary at the end of this report.

Code	Liability	When it is used
FWT	**Fair wear and tear**	Gradual deterioration from normal, reasonable everyday use, such as light scuffs, faded fabrics or worn carpet in walkways. What counts as fair takes into account the length of the tenancy, the number of occupants, and the age and condition of the item at check-in.
CC	**Cleaning**	The item needs cleaning and doesn't match the standard of cleanliness recorded at check-in. Where no cleaning comment was made for an item at check-in, it's assessed against the check-in photographs and the overall cleanliness rating given for the property at that time.
TT	**Tenant**	Damage, missing items or deterioration beyond fair wear and tear, likely caused during the tenancy through accident, misuse or neglect. Also covers items added or left behind by the tenant that need removing.
L	**Landlord**	Issues caused by the ageing of the property or its fixtures, or maintenance falling under the landlord's responsibility, such as failed seals, worn-out appliances or building-related defects.
CR	**Confirmation required**	The clerk can't assign liability from the inspection alone. Agent or landlord confirmation is needed, for example on tenancy arrangements, permissions given, or issues reported during the tenancy.

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4. Bathroom

Ref.	Item	Description	Condition at Check-in	Condition at Check-out
4.1	**Door**	• White painted 6-panel door • 2 chrome lever handles	• Minor tarnishing and paint residue to handles	• Additional double hook fitted on interior side TT
4.2	**Door Frame**	• White painted frame • 1 x light wood effect laminate threshold strip	• In good condition	• As per check-in
4.3	**Woodwork**	• White painted skirting	• In good condition	• Paint chipping and swelling near bath TT
4.4	**Ceiling**	• White painted	• Minor settlement cracks near window	• As per check-in
4.5	**Lights**	• White plastic pendant light fitting	• Tested and working	• As per check-in
4.6	**Switches**	• White plastic pull cord switch • White plastic toggle to pull cord	• Rose is slightly gaping from ceiling • Pull cord is slightly discoloured	• As per check-in
4.7	**Sockets**	• None	• None	• As per check-in

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4. Bathroom

Ref.	Item	Description	Condition at Check-in	Condition at Check-out
4.8	**Walls**	• White painted walls • White ceramic tiles	• Painted section • 3 raw plugs on the left-hand side from radiator • Light scuffs below medicine cabinet • Tiled section • Tiles are intact and clean • Grout is slightly discoloured	• Painted over defect at low level on the right hand side from basin TT • Additional hook fitted on left hand side wall at mid level with paint chipping around TT
4.9	**Windows**	• White uPVC window • 2 white plastic handles with lock • Diamond-patterned textured glazing to top panel • Black textured panel to lower section	• Interior glazing • Clean • Exterior • Lightly rain-soiled • Tested and working • Keys not seen • Minor scuff marks to frame at low level	• As per check-in
4.10	**Curtains**	• None	• None	• As per check-in
4.11	**Flooring**	• Blue speckled vinyl flooring	• Dark stain near pipework	• As per check-in

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4. Bathroom

Ref.	Item	Description	Condition at Check-in	Condition at Check-out
4.12	**Heating**	• Wall mounted chrome towel radiator • Curved horizontal bars	• Tarnishing to copper pipework at base • Not tested • Clean	• Light water marks at low level CC
4.13	**Alarms**	• None	• None	• As per check-in
4.14	**Bath**	• White ceramic bath • Chrome mixer tap • 2 chrome lever handles • Chrome shower head with hose • Wall mounted chrome shower riser • White laminate textured bath panel with plinth	• In good condition • Shower head tested and water is running • Clean	• Water marks to mixer tap CC • Plinth is missing TT
4.15	**Mirrored cabinet**	• Mirrored cabinet • 2 mirrored doors • Dark laminate frame • 2 x white laminate shelves	• In good condition • Debris to top surface	• Minor smear marks to exterior mirrors CC

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4. Bathroom

Ref.	Item	Description	Condition at Check-in	Condition at Check-out
4.16	**Basin**	• White Cersanit ceramic basin • White ceramic pedestal • Chrome mixer tap • 1 chrome plug • 1 overflow	• Water tested and running • Dark residue around plug hole	• Smear marks to mixer tap CC • 1 chip to basin edge TT
4.17	**Toilet**	• White ceramic toilet bowl • White plastic seat • White plastic lid • White ceramic cistern • 2 chrome flush buttons	• Water tested and flushing • Clean	• As per check-in
	Additional items			
4.18	**Bath mat**			• Cream fabric bath mat • Light discolouration and soiling to fabric TT

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06

Liability evidence summary

Every liability gathered in one place, each with its photograph, so nothing is overlooked.

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Liability evidence summary

TT Tenant

Ref	Room	Item	Description	Condition at check-in	Condition at check-out	Photo
4.1	Bathroom	**Door**	• White painted 6-panel door • 2 chrome lever handles	• Minor tarnishing and paint residue to handles	Additional double hook fitted on interior side TT	 Ref 4.4 11/11/2026 15:13
4.3	Bathroom	**Woodwork**	• White painted skirting	• In good condition	Paint chipping and swelling near bath TT	 Ref 4.2 11/11/2026 15:13
4.8	Bathroom	**Walls**	• White painted walls • White ceramic tiles	• Painted section • 3 raw plugs on the left-	Painted over defect at low level on the	

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Ref	Room	Item	Description	Condition at check-in	Condition at check-out	Photo
				hand side from radiator • Light scuffs below medicine cabinet • Tiled section • Tiles are intact and clean • Grout is slightly discoloured	right hand side from basin TT	 Ref 4.6 11/11/2026 15:14
4.8	Bathroom	**Walls**	• White painted walls • White ceramic tiles	• Painted section • 3 raw plugs on the left-hand side from radiator • Light scuffs below medicine cabinet • Tiled section	Additional hook fitted on left hand side wall at mid level with paint chipping around TT	 Ref 4.3 11/11/2026 15:13

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Ref	Room	Item	Description	Condition at check-in	Condition at check-out	Photo
				• Tiles are intact and clean • Grout is slightly discoloured		
4.14	Bathroom	**Bath**	• White ceramic bath • Chrome mixer tap • 2 chrome lever handles • Chrome shower head with hose • Wall mounted chrome shower riser • White laminate textured bath panel with plinth	• In good condition • Shower head tested and water is running • Clean	Plinth is missing TT	 Ref 4.11 11/11/2026 15:13
4.16	Bathroom	**Basin**	• White Cersanit ceramic basin • White ceramic pedestal • Chrome mixer tap • 1 chrome plug • 1 overflow	• Water tested and running • Dark residue around plug hole	1 chip to basin edge TT	 Ref 4.8 11/11/2026 15:28
4.18	Bathroom	**Bath mat**	• Cream fabric bath mat		Light discolouration	

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					and soiling to fabric TT	 Ref 4.1 11/11/2026 15:13

CC Cleaning

Ref	Room	Item	Description	Condition at check-in	Condition at check-out	Photo
4.12	Bathroom	**Heating**	• Wall mounted chrome towel radiator • Curved horizontal bars	• Tarnishing to copper pipework at base • Not tested • Clean	Light water marks at low level CC	 Ref 4.7 11/11/2026 15:15
4.14	Bathroom	**Bath**	• White ceramic bath • Chrome mixer tap • 2 chrome lever handles • Chrome shower head with hose • Wall mounted	• In good condition • Shower head tested and	Water marks to mixer tap CC	

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Ref	Room	Item	Description	Condition at check-in	Condition at check-out	Photo
			chrome shower riser • White laminate textured bath panel with plinth	water is running • Clean		 Ref 4.9 11/11/2026 19:13
4.15	Bathroom	**Mirrored cabinet**	• Mirrored cabinet • 2 mirrored doors • Dark laminate frame • 2 x white laminate shelves	• In good condition • Debris to top surface	Minor smear marks to exterior mirrors CC	 Ref 4.10 11/11/2026 19:13
4.16	Bathroom	**Basin**	• White Cersanit ceramic basin • White ceramic pedestal • Chrome mixer tap • 1 chrome plug • 1 overflow	• Water tested and running • Dark residue around plug hole	Smear marks to mixer tap CC	 Ref 4.5 11/11/2026 15:14