

Landlord Periodic Inspection Report

Record a mid-tenancy inspection properly, separating what you need to repair from what the tenant needs to address, with the notice you gave written at the top.

A room-by-room record of the property's condition during a tenancy, with the actions it generates and who is doing them.

NOTICE AND FREQUENCY ARE SET WHERE YOU ARE, NOT HERE

No inspection frequency, notice period or condition standard is printed on this sheet. How much notice a tenant must be given, how often a property may be inspected and what condition it must be kept in differ by country, and often by region within one. Check what applies where the property is, and write it at the top.

HOW TO USE THIS SHEET

- 1 Record the notice given and how, before anything else on the sheet.
- 2 Photograph anything you write down, and note the reference here.
- 3 Separate 'needs repair' from 'tenant to address' plainly — confusing the two is what makes deposit discussions difficult later.
- 4 Give the tenant a copy, and record that you did.

Property	Tenant	Inspection date	Inspected by
Notice given on	How notice was given	Tenant present	Rules that apply here

SAFETY ITEMS SEEN

- | | |
|---|--|
| ☐ Smoke alarms present and tested | ☐ Heating and hot water working |
| ☐ Carbon monoxide alarm where needed | ☐ No visible electrical damage |
| ☐ No obvious damp or mould | ☐ Windows and locks working |
| ☐ Escape routes clear | ☐ Garden or outside area maintained |

General observations, and anything discussed with the tenant

ROOM BY ROOM

Room or area	Condition and what was seen	Photo ref	Repair needed	For tenant to address	Action by

Copy given to tenant on

Next inspection

Signed