

Move-In Condition Report

Establish what the property was like on day one, in a document both sides signed, so the end of the tenancy is not an argument from memory.

The condition of every room at the start of a tenancy, agreed and signed by both sides.

PHOTOGRAPH AS YOU GO

Photograph everything and write the date on the photographs. A condition report without pictures is one person's word against another's six months later. Note where the photographs are kept. This is a record sheet, not a legal document and not legal advice. What a tenancy requires — notice periods, deposit protection, the certificates that must be held and how long records must be kept — depends entirely on where the property is. Establish those locally and keep this alongside them.

Property

Tenant

Inspected on

By

Room	Item or surface	Condition	Marks, damage or wear noted	Photo ref	Agreed

Meter readings — electricity

gas

water

Keys handed over

Photographs kept where

Copy given to tenant on

Landlord or agent

Tenant

Date