

# 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