Landlord Inspection Report Template UK

Proptino Manager | For UK landlords, letting agents and property managers | General guidance, not legal advice

1. Header - fill this in first

Property address and postcode: _____

Landlord / letting agent: _____

Tenant name(s): _____

Inspection date and time: _____

Inspection type (check-in / periodic / check-out): _____

Inspection number (e.g. 1st, 2nd, 3rd): _____

Inspector name: _____

Notice given - date and method: _____

Previous inspection date: _____

Deposit scheme and reference (if any): _____

Tenant present (Yes / No): _____

2. Condition table - one row per item

Room / Item	Condition at check-in	Condition now	Cleanliness	Photo ref	Notes / Action
Hallway /					
Living room /					
Kitchen /					
Bedroom 1 /					
Bedroom 2 /					
Bathroom /					
Garden / exterior /					
Communal / HMO /					

EXAMPLE ONLY (not a real property): Living room - carpet | Good, no marks noted | Small dark mark by sofa, about 15 cm | Clean except mark noted | L-02 | Compare with check-in photo at check-out; do not decide a deduction in this report.

3. Meters, keys, alarms and certificates

Gas meter reading / serial no.: _____

Electricity meter reading (day/night) / serial no.: _____

Water meter reading (if fitted): _____

Keys / fobs / remotes handed over / returned: _____

Smoke alarms tested (result): _____

Carbon monoxide alarms tested (result): _____

Gas safety record date: _____

EICR date: _____

EPC date: _____

4. Damp, mould, safety and occupation observations

Damp / mould - room, wall, position, approximate area: _____

Photo taken before cleaning (Yes / No, ref): _____

Ventilation - extractor fans / trickle vents: _____

Heating working in each room (Yes / No): _____

Safety issue found (describe, do not diagnose): _____

Occupation / pets / alterations noted: _____

Other observations: _____

5. Follow-up actions

Action needed	Responsible person	Priority	Target date	Re-check date

6. Comments and sign-off

Tenant comments (record separately from the original report, with the date given):

Landlord / Agent signature: _____ Date: _____

Tenant signature (if present): _____ Date: _____

Notes: Keep the original check-in record unchanged. Record tenant comments separately. Send the tenant a written summary after the visit. This template is general guidance, not legal advice. Check GOV.UK and your deposit scheme for the current position in your nation of the UK. In England, give at least 24 hours' written notice and visit at a reasonable time of day; giving notice does not by itself authorise entry.