This template has been prepared by [The Guild of Letting and Management.](https://www.guildofletting.com/)

They have developed many other templates including (but not limited to) the below:

* Common law agreements
* Terms and conditions of business
* Smoke Detector and Carbon Monoxide letter
* Fee Schedule (Tenant Fees Act 2019)
* Holding deposit form

If you would like to purchase other templates from their team please contact them directly or take a look on their website here: [Legal Documents — The Guild of Letting & Management](https://www.guildofletting.com/legaldocuments)

**Property Condition Report**

**Instructions for completing this condition report**

If you are a landlord, you or any person acting on your behalf should complete this condition report before you let the property.

Information contained in this condition report provides an important record about the condition of the property.

This condition report applies to residential lettings.

**To complete this condition report, the landlord must:**

1. Inspect the property which the condition report relates to;
2. Indicate on the report whether a particular room or feature is clean, undamaged or working by marking “Y” (YES) or “N” (NO) in the appropriate column;
3. Fill in the comments column to provide further details, if necessary;
4. Itemise and specify the condition of any fixtures, fittings and furniture that are included as part of the tenancy;
5. Sign and date the condition report;

**Important information about this condition report**

1. If there is not enough space on the condition report, attach a separate sheet. All attachments should be completed in the same way and include the signatures of the landlord and tenant, the date, and any comments.
2. A condition report is conclusive evidence of the condition of a property. However, if the landlord or tenant fails to complete the report within the specified periods of time at any stage, then the report will be treated as accepted to the extent that it is completed.
3. If the landlord and tenant do not agree about a statement made in the condition report, and the modifications made in the report have not been agreed by both of them, then the report is not treated as accepted, in whole or in part as the case may be.

|  |
| --- |
| **Condition report** |

|  |  |  |
| --- | --- | --- |
| **Property address** | **Postcode** | |
| **Name of landlord** |  | |
| **Name of tenant(s)** |  | |
| **Period of tenancy** | **Commences on / /** | **Ends on / /** |

| **Room and feature** | **Clean** | **Undamaged** | **Working** | **Tenant agrees** | **Comments at beginning of tenancy** | **Clean** | **Undamaged** | **Working** | **Tenant agrees** | **Comments at end of tenancy** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **First bedroom** |  |  |  |  |  |  |  |  |  |  |
| Doors |  |  |  |  |  |  |  |  |  |  |
| Walls and picture hooks |  |  |  |  |  |  |  |  |  |  |
| Windows and frames |  |  |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |  |  |
| Light fittings |  |  |  |  |  |  |  |  |  |  |
| Electrical outlets |  |  |  |  |  |  |  |  |  |  |
| Blinds and curtains |  |  |  |  |  |  |  |  |  |  |
| Floor coverings |  |  |  |  |  |  |  |  |  |  |
| Wardrobe and shelves |  |  |  |  |  |  |  |  |  |  |
| Furniture |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |
| **Second bedroom** |  |  |  |  |  |  |  |  |  |  |
| Doors |  |  |  |  |  |  |  |  |  |  |
| Walls and picture hooks |  |  |  |  |  |  |  |  |  |  |
| Windows and frames |  |  |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |  |  |
| Light fittings |  |  |  |  |  |  |  |  |  |  |
| Electrical outlets |  |  |  |  |  |  |  |  |  |  |
| Blinds and curtains |  |  |  |  |  |  |  |  |  |  |
| Floor coverings |  |  |  |  |  |  |  |  |  |  |
| Wardrobe and shelves |  |  |  |  |  |  |  |  |  |  |
| Furniture |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |
| **Third bedroom** |  |  |  |  |  |  |  |  |  |  |
| Doors |  |  |  |  |  |  |  |  |  |  |
| Walls and picture hooks |  |  |  |  |  |  |  |  |  |  |
| Windows and frames |  |  |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |  |  |
| Light fittings |  |  |  |  |  |  |  |  |  |  |
| Electrical outlets |  |  |  |  |  |  |  |  |  |  |
| Blinds and curtains |  |  |  |  |  |  |  |  |  |  |
| Floor coverings |  |  |  |  |  |  |  |  |  |  |
| Wardrobe and shelves |  |  |  |  |  |  |  |  |  |  |
| Furniture |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |
| **Living room** |  |  |  |  |  |  |  |  |  |  |
| Doors |  |  |  |  |  |  |  |  |  |  |
| Walls and picture hooks |  |  |  |  |  |  |  |  |  |  |
| Windows and frames |  |  |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |  |  |
| Light fittings |  |  |  |  |  |  |  |  |  |  |
| Electrical outlets |  |  |  |  |  |  |  |  |  |  |
| Blinds and curtains |  |  |  |  |  |  |  |  |  |  |
| Floor coverings |  |  |  |  |  |  |  |  |  |  |
| Television outlet/aerial |  |  |  |  |  |  |  |  |  |  |
| Fireplace/heater |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |
| **Entrance hall** |  |  |  |  |  |  |  |  |  |  |
| Doors |  |  |  |  |  |  |  |  |  |  |
| Walls and picture hooks |  |  |  |  |  |  |  |  |  |  |
| Windows and frames |  |  |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |  |  |
| Light fittings |  |  |  |  |  |  |  |  |  |  |
| Electrical outlets |  |  |  |  |  |  |  |  |  |  |
| Blinds and curtains |  |  |  |  |  |  |  |  |  |  |
| Floor coverings |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |
| **Kitchen** |  |  |  |  |  |  |  |  |  |  |
| Doors |  |  |  |  |  |  |  |  |  |  |
| Walls and picture hooks |  |  |  |  |  |  |  |  |  |  |
| Windows and frames |  |  |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |  |  |
| Light fittings |  |  |  |  |  |  |  |  |  |  |
| Electrical outlets |  |  |  |  |  |  |  |  |  |  |
| Blinds and curtains |  |  |  |  |  |  |  |  |  |  |
| Floor coverings |  |  |  |  |  |  |  |  |  |  |
| Cupboards and draws |  |  |  |  |  |  |  |  |  |  |
| Worktops and tiling |  |  |  |  |  |  |  |  |  |  |
| Sink and taps |  |  |  |  |  |  |  |  |  |  |
| Cooker and Cooker top |  |  |  |  |  |  |  |  |  |  |
| Oven and grill |  |  |  |  |  |  |  |  |  |  |
| Refrigerator and freezer |  |  |  |  |  |  |  |  |  |  |
| Extractor fan |  |  |  |  |  |  |  |  |  |  |
| Washing machine |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |
| **Bathroom** |  |  |  |  |  |  |  |  |  |  |
| Doors |  |  |  |  |  |  |  |  |  |  |
| Walls and picture Hooks |  |  |  |  |  |  |  |  |  |  |
| Windows and frames |  |  |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |  |  |
| Light fittings |  |  |  |  |  |  |  |  |  |  |
| Electrical outlets |  |  |  |  |  |  |  |  |  |  |
| Blinds and curtains |  |  |  |  |  |  |  |  |  |  |
| Floor coverings |  |  |  |  |  |  |  |  |  |  |
| Bath |  |  |  |  |  |  |  |  |  |  |
| Shower screen |  |  |  |  |  |  |  |  |  |  |
| Washbasin and taps |  |  |  |  |  |  |  |  |  |  |
| Mirror and cabinet |  |  |  |  |  |  |  |  |  |  |
| Towel rail |  |  |  |  |  |  |  |  |  |  |
| Vent |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |
| **Cloakroom** |  |  |  |  |  |  |  |  |  |  |
| Doors |  |  |  |  |  |  |  |  |  |  |
| Walls and picture hooks |  |  |  |  |  |  |  |  |  |  |
| Windows and frames |  |  |  |  |  |  |  |  |  |  |
| Ceiling |  |  |  |  |  |  |  |  |  |  |
| Light fittings |  |  |  |  |  |  |  |  |  |  |
| Electrical outlets |  |  |  |  |  |  |  |  |  |  |
| Blinds and curtains |  |  |  |  |  |  |  |  |  |  |
| Floor coverings |  |  |  |  |  |  |  |  |  |  |
| Toilet, cistern and seat |  |  |  |  |  |  |  |  |  |  |
| Washbasin and taps |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |
| **General** |  |  |  |  |  |  |  |  |  |  |
| Smoke alarms |  |  |  |  |  |  |  |  |  |  |
| Entrance door |  |  |  |  |  |  |  |  |  |  |
| Outside space |  |  |  |  |  |  |  |  |  |  |
| Parking and storage |  |  |  |  |  |  |  |  |  |  |
| Rubbish bins |  |  |  |  |  |  |  |  |  |  |
| Heating system |  |  |  |  |  |  |  |  |  |  |
| Hot water system |  |  |  |  |  |  |  |  |  |  |
| Letterbox |  |  |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |  |  |
| **Keys** |  |  |  |  |  |  |  |  |  |  |
| Number of Keys |  |  |  |  | Number at beginning: |  |  |  |  | Number at end: |

**If a room or feature is not included in this form, or you need extra space, these may be recorded on a separate sheet. Any attachments should be signed and dated by both the landlord/agent and the tenant to show that both parties have read and agreed to the condition report’s content.**

|  |
| --- |
| **At the beginning of the tenancy agreement** |

|  |
| --- |
| **Please list here any repairs that the landlord is responsible for and will complete at the beginning of the tenancy:** |

***Both the landlord and tenant(s) must sign the condition report to indicate their agreement with the above information.***

|  |
| --- |
| **Landlord’s signature:** |
| **Print name:** |
| **Date:** |