

EDMUND PLATT

Professional Property Representation & Reporting

INVENTORY & SCHEDULE OF CONDITION

A clear, objective record of the property and its contents

Example HMO Bedroom

PROPERTY AND CLIENT DETAILS REMOVED

INSPECTION DATE	REPORT REFERENCE
21 August 2026	INV-REDACTED-EXAMPLE

Report information

Property	Example HMO Property - address removed
Inspection date	21 August 2026
Report reference	INV-REDACTED-EXAMPLE
Client	Client / Managing Agent
Prepared by	Edmund Platt
Document status	Issued to client for review

Purpose of this report

This report provides an objective record of the contents and condition of the property at the time of inspection. It is intended to assist the landlord, managing agent and tenant by establishing an agreed record against which the property's condition may be compared at the end of the tenancy.

Using this report

- Descriptions and condition assessments should be read together with the photographic record.
- Any alteration or omission should be reported within seven days of taking occupancy; otherwise, this report may be accepted as an accurate record.
- The check-out columns are retained for recording changes at the end of the tenancy.

Photographic record:

Original-resolution image files retained privately.

Numbered photographs are embedded immediately after the relevant sections of this redacted example. Original-resolution image files are retained privately.

Condition glossary

Condition description	Meaning
Brand new, unused condition	still in wrapper or with new tags/labels attached.
Good condition	signs of slight wear, generally lightly worn.
Fair condition	signs of age, frayed, small light stains and marks, discolouration.
Poor Condition	extensive signs of wear and tear, or stains, marks, tears, chips.
Very Poor Condition	extensively damaged/faulty items, large stains, upholstery torn and/or dirty, pet odours/hairs.

Parties to the inventory

Record the names of the landlord or managing agent and each tenant. Formal confirmation is completed in the declaration at the end of this report.

Role	Printed full name
Landlord / managing agent	Client / Managing Agent
Lead tenant 1	Tenant name removed
Tenant 2	
Tenant 3	
Tenant 4	
Tenant 5	

Property records

Safety certificates

	Information	
Gas Safety Certificate	Issue Date	
Electrical Safety Certificate	Issue Date	
EPC	Issue Date	

Meter readings

Meters	Location	Reading at check-in	Reading at check-out	Supplier	Serial No
Gas		HMO – N/A			
Electricity		HMO – N/A			
Water		HMO – N/A			

Keys handed over

Keys Handed Over	Type of key (Yale/Chubb etc)	Number of keys
Communal keys	Yale Photo references: K01	1
Front (room) door	Yale Photo references: K01	1
Back door		
Windows	Small silver window key (Butterfly fob) Photo references: R5-20	1
Fobs		
Patio/French doors		
Post box		
Garage(s)/shed(s)/outhouses		
Meter key		
Electric key (prepaid)		
Gas card (prepaid)		
Alarm code		
Other		

Tenant initials		Landlord / managing agent initials	
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Keys and contextual photographs

The photographs in this report form part of the Inventory & Schedule of Condition. Original-resolution image files are retained privately.

Keys issued

	
K01 Keys issued at check-in Photographed 21 August 2026 at 15:27	

Communal and contextual photographs

Photographs CA01-CA10 provide context for the external approach and shared communal areas only. They do not constitute a full inventory or condition schedule for those shared areas.



CA01 | External approach to the property
Photographed 21 August 2026 at 15:18



CA02 | Communal kitchen - general view
Photographed 21 August 2026 at 15:19



CA03 | Communal bathroom - ceiling and upper-level overview
Photographed 21 August 2026 at 15:21



CA04 | Communal bathroom - fittings and wall finish
Photographed 21 August 2026 at 15:23

Communal and contextual photographs (continued)



CA05 | Communal utility area - worktop, appliances and access
Photographed 21 August 2026 at 15:24



CA06 | Communal utility area - appliances and worktop
Photographed 21 August 2026 at 15:24



CA07 | Communal bathroom - shower enclosure and fittings
Photographed 21 August 2026 at 15:27



CA08 | Communal kitchen - cupboard interior
Photographed 21 August 2026 at 15:30



CA09 | Communal refrigerator - upper interior
Photographed 21 August 2026 at 15:31



CA10 | Adjacent communal fridge-freezer - upper interior
Photographed 21 August 2026 at 15:31

Room 5

Inventory and condition record

Room 5	Description	Condition at Check-In	Condition at Check-Out
Flooring/Carpet	Grey carpet	Good Photo references: R5-09–R5-17, R5-21–R5-22	
Walls	Painted – matt white, with one wall (behind bedhead) in a dark teal matt finish	Good (some marks) Photo references: R5-02–R5-07, R5-18–R5-19, R5-27–R5-29	
Ceiling	Painted – matt white. Integrated smoke alarm fitted centrally.	Good Photo references: R5-24	
Doors	Solid wood/composite fire door – gloss white plain finish, chrome furniture and thumb-turn lock on inner side	Good Photo references: R5-01, R5-05	
Windows	Large single pane double-glazed white UPVC. White handle, with lock.	Good (the key is in this window) Photo references: R5-20	
Window coverings (curtains, blinds, etc.)	Grey roller blind	Good Photo references: R5-23	
Electrical Fittings	4 x double sockets in white plastic	Good Photo references: R5-02, R5-27–R5-29	
Light bulbs and shades	Centrally ceiling mounted pendant drop, with grey shade Small bedside lamp, also with a grey shade	Good Photo references: R5-08, R5-24	
Radiators / Heating	Double channel radiator mounted underneath window, finished in gloss white, with TRV	Good Photo references: R5-21–R5-22	
Bed/Mattress	Small-double bed, with grey upholstered and padded fabric headboard, with 4' mattress (Mattress protector in-situ + spare available)	Good Photo references: R5-17, R5-30–R5-31	
Wardrobe	Two door wood composite - casing in wood finish. Doors in grey gloss finish	Good Photo references: R5-11–R5-12	
Chest of Drawers	Three-drawer set to match wardrobe	Good Photo references: R5-13–R5-16	
Bedside Table	Single drawer to match rest of furniture, with storage space underneath the drawer	Good Photo references: R5-08–R5-10	

Room 5	Description	Condition at Check-In	Condition at Check-Out
Wall Art	4 x canvas mounted beachfront themed pictures, each roughly 0.4m square	Good Photo references: R5-18–R5-19	
En Suite Extractor Fan Isolator Switch	Wall mounted to the left of the en suite door.	Good Photo references: R5-25	
Location in property	Ground floor at end of corridor, on left hand side	Photo references: R5-01	

Tenant initials		Landlord / managing agent initials	
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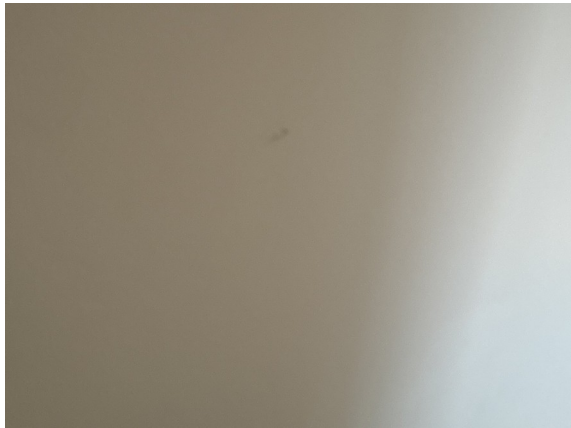
Room 5 photographs



R5-01 | Room 5 entrance and identifying door number
Photographed 21 August 2026 at 15:33



R5-02 | Wall and electrical socket - condition detail
Photographed 21 August 2026 at 15:33



R5-03 | Wall finish - condition detail
Photographed 21 August 2026 at 15:33



R5-04 | Wall finish - minor mark detail
Photographed 21 August 2026 at 15:34

Room 5 photographs (continued)



R5-05 | Door and frame - condition detail
Photographed 21 August 2026 at 15:34



R5-06 | Wall corner - condition detail
Photographed 21 August 2026 at 15:34



R5-07 | Paint chip on outside of en-suite door
Photographed 21 August 2026 at 15:34



R5-08 | Bedside lamp illuminated
Photographed 21 August 2026 at 15:34

Room 5 photographs (continued)



R5-09 | Bedside table - closed
Photographed 21 August 2026 at 15:35



R5-10 | Bedside table - drawer open
Photographed 21 August 2026 at 15:35



R5-11 | Wardrobe - closed
Photographed 21 August 2026 at 15:35



R5-12 | Wardrobe - doors open and interior
Photographed 21 August 2026 at 15:35

Room 5 photographs (continued)



R5-13 | Chest of drawers - closed
Photographed 21 August 2026 at 15:35



R5-14 | Chest of drawers - upper drawer interior
Photographed 21 August 2026 at 15:35



R5-15 | Chest of drawers - middle drawer interior
Photographed 21 August 2026 at 15:36



R5-16 | Chest of drawers - lower drawer interior
Photographed 21 August 2026 at 15:36

Room 5 photographs (continued)



R5-17 | Bed and mattress with mattress protector fitted
Photographed 21 August 2026 at 15:36



R5-18 | Wall art and painted wall
Photographed 21 August 2026 at 15:36



R5-19 | Different wall art
Photographed 21 August 2026 at 15:36



R5-20 | Window, blind and sill
Photographed 21 August 2026 at 15:36

Room 5 photographs (continued)



R5-21 | Radiator beneath window
Photographed 21 August 2026 at 15:36



R5-22 | Radiator thermostatic valve and adjacent floor
Photographed 21 August 2026 at 15:36



R5-23 | Roller blind - closed
Photographed 21 August 2026 at 15:37



R5-24 | Ceiling pendant, shade and integrated smoke alarm
Photographed 21 August 2026 at 15:37

Room 5 photographs (continued)



R5-25 | En-suite extractor-fan isolator switch
Photographed 21 August 2026 at 15:37



R5-26 | Electrical socket - condition detail
Photographed 21 August 2026 at 15:44



R5-27 | Double electrical socket on feature wall
Photographed 21 August 2026 at 15:44



R5-28 | Double electrical socket - condition detail
Photographed 21 August 2026 at 15:44

Room 5 photographs (continued)



R5-29 | Double electrical socket and adjacent wall mark
Photographed 21 August 2026 at 15:44



R5-30 | Spare mattress protector
Photographed 21 August 2026 at 15:45



R5-31 | Mattress
Photographed 21 August 2026 at 15:45

Room 5 En-Suite

Inventory and condition record

Room 5 En-Suite	Description	Condition at Check-In	Condition at Check-Out
Flooring/Carpet	Grey mottled vinyl	Good Photo references: ES-02-ES-05, ES-08	
Walls	Painted – satin white, with one wall in satin teal	Good (in a couple of places on the ceiling corners, the sealant has curled away taking the paintwork with it) Photo references: ES-01, ES-11, ES-13	
Ceiling	Painted – matt white	Brand new Photo references: ES-11-ES-13	
Doors	Solid wood/composite door – gloss white plain finish, chrome furniture	Good Photo references: ES-03-ES-04	
Electrical Fittings	N/A		
Light bulbs and shades	Ceiling-mounted single light, with domed-Perspex shade, in white	Good Photo references: ES-01	
Radiators / Heating	Chrome towel rail	Good Photo references: ES-08	
Extractor Fan	White fan mounted above the towel rail	Good Photo references: ES-12	
Sink and taps	White enamel pedestal basin, with chrome mixer tap and mdf vanity unit sited underneath in a gloss white finish	Good Photo references: ES-03-ES-07	
Toilet	White enamel, with matching plastic seat and lid	Good (some small paint chips on the seat) Photo references: ES-02-ES-04, ES-14	
Shower	Separate shower cubicle, with chrome, wall-mounted shower, with mixer tap	Good Photo references: ES-01, ES-09- ES-10	
Shower Screen/Curtain	All glass, with white plastic basin	Good Photo references: ES-01, ES-10	

Tenant initials		Landlord / managing agent initials	
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Room 5 en-suite photographs



ES-01 | En-suite - general overview
Photographed 21 August 2026 at 15:32



ES-02 | Toilet and floor covering
Photographed 21 August 2026 at 15:38



ES-03 | Toilet, basin and vanity unit
Photographed 21 August 2026 at 15:39



ES-04 | Basin, vanity unit and toilet - alternate view
Photographed 21 August 2026 at 15:40

Room 5 en-suite photographs (continued)



ES-05 | Vanity unit - doors open and interior
Photographed 21 August 2026 at 15:40



ES-06 | Mixer tap operating
Photographed 21 August 2026 at 15:40



ES-07 | Mirror, basin and fittings
Photographed 21 August 2026 at 15:40



ES-08 | Chrome heated towel rail
Photographed 21 August 2026 at 15:41

Room 5 en-suite photographs (continued)



ES-09 | Shower controls, hose and wall finish
Photographed 21 August 2026 at 15:41



ES-10 | Shower enclosure, tray and waste
Photographed 21 August 2026 at 15:41



ES-11 | Sealant and paintwork at ceiling corner
Photographed 21 August 2026 at 15:43



ES-12 | Extractor fan
Photographed 21 August 2026 at 15:43



ES-13 | Separate area of lifted sealant and paintwork at wall/ceiling corner
Photographed 21 August 2026 at 15:43



ES-14 | Toilet seat - paint-chip condition details
Photographed 21 August 2026 at 16:11

Declaration

The signatories confirm that they have reviewed this Inventory & Schedule of Condition and that, subject to any written amendments submitted within the agreed review period, it represents a fair record of the property and its contents at the relevant inspection.

Lead tenant	Tenant name removed
Signature	
Date	
Landlord / managing agent	
Signature / date	

Prepared by Edmund Platt

Professional Property Representation & Reporting

