

Property Inspection Pack

Use: mid-tenancy inspections | Document: LS-U-020 v1.0

GIVE PROPER NOTICE

You must give the tenant at least 24 hours' written notice and inspect at a reasonable time of day. Inspections should be occasional and proportionate — they are to check the property's condition, not to interfere with the tenant's right to live there undisturbed.

1 — Inspection notice

Date of notice: _____

To (tenant): _____

Property: _____

I/we give you at least 24 hours' notice that I/we would like to inspect the property to check its condition and any maintenance needs.

Proposed inspection date & time: _____

Carried out by: _____

If the proposed time is not convenient, please let me/us know and we will arrange an alternative.

Signed (landlord / agent): _____ Date: _____

2 — Mid-tenancy inspection report

Date of inspection: _____

Present (landlord/agent/tenant): _____

General condition & cleanliness: _____

Kitchen & appliances: _____

Bathroom: _____

Living areas: _____

Bedrooms: _____

Damp / mould / ventilation: _____

Garden / exterior: _____

Smoke / heat / CO alarms tested & working: _____

Repairs / issues identified: _____

Action by landlord: _____

Action by tenant: _____

Photographs taken? ☐ yes: _____

Tenant comments: _____

Landlord / agent: _____ Date: _____

Tenant (optional): _____ Date: _____