

Schedule of condition

✓ Both sides check and agree this record before the lease is granted or the work starts.

Property address		Prepared for	
Prepared by		Date of inspection	
Purpose (lease, party wall or neighbouring works)		Weather on the day	
Reference		Photographs taken by	

1. Scope and limits of the inspection

Say which parts you inspected and which you couldn't, such as rooms you couldn't enter or furniture you couldn't move, and how you inspected them.

2. How to read this schedule

Each room is recorded from the ceiling down: ceiling, walls, floor, then windows, doors, joinery and fittings, and services. Left and right are taken facing **{the front of the building}**. Every entry has a photo reference that matches the photo log.

3. Room-by-room record

Room 1: {name and location}

Ref	Element	Condition	Photo ref
1.1	Ceiling		
1.2	Walls		
1.3	Floor		
1.4	Windows		
1.5	Doors		
1.6	Joinery and fittings		
1.7	Services		
1.8			
1.9			

Room 2: {name and location}

Ref	Element	Condition	Photo ref
2.1	Ceiling		
2.2	Walls		
2.3	Floor		
2.4	Windows		
2.5	Doors		
2.6	Joinery and fittings		
2.7	Services		
2.8			
2.9			

Room 3: {name and location}

Ref	Element	Condition	Photo ref
3.1	Ceiling		
3.2	Walls		
3.3	Floor		
3.4	Windows		
3.5	Doors		
3.6	Joinery and fittings		
3.7	Services		
3.8			
3.9			

Room 4: {name and location}

Ref	Element	Condition	Photo ref
4.1	Ceiling		
4.2	Walls		
4.3	Floor		
4.4	Windows		
4.5	Doors		
4.6	Joinery and fittings		
4.7	Services		
4.8			
4.9			

Room 5: {name and location}

Ref	Element	Condition	Photo ref
5.1	Ceiling		
5.2	Walls		
5.3	Floor		
5.4	Windows		
5.5	Doors		
5.6	Joinery and fittings		
5.7	Services		
5.8			
5.9			

Room 6: {name and location}

Ref	Element	Condition	Photo ref
6.1	Ceiling		
6.2	Walls		
6.3	Floor		
6.4	Windows		
6.5	Doors		
6.6	Joinery and fittings		
6.7	Services		
6.8			
6.9			

4. External areas

Only if they could be affected: elevations, boundary walls, fences, paving and planting.

Ref	Element	Condition	Photo ref
E.1	Front elevation		
E.2	Rear elevation		
E.3	Boundary walls and fences		
E.4	Paving and planting		
E.5			

5. Photo log

One line for every photo. Keep the originals, with their dates, alongside this schedule.

[illegible]

6. Agreement

Sign once both sides have checked the schedule and the photos and agree they're an accurate record.

	Name	Signature	Date
Prepared by			
Agreed for the landlord or adjoining owner			
Agreed for the tenant or building owner			