

Rental inventory and condition record

Record the property condition before possession. Compare the same items at return. Keep this record with the tenancy agreement.

Property: [address]. Agreement reference: [reference]. Inspection date and time: [details]. Landlord: [name]. Tenant: [name].

Arrival inventory

Room and item / quantity	Observed condition	Photo reference
[Room / item / quantity]	[Condition]	[File / date]
[Room / item / quantity]	[Condition]	[File / date]
[Room / item / quantity]	[Condition]	[File / date]
[Room / item / quantity]	[Condition]	[File / date]
[Room / item / quantity]	[Condition]	[File / date]

Meters and access items

Item	Value or quantity	Reference
Electricity meter	[Meter value / date]	[Meter ID / photo]
Water meter	[Meter value / date]	[Meter ID / photo]
Keys	[Quantity / purpose]	[Key reference]
Cards and remotes	[Quantity / purpose]	[Item reference]

Existing defects and agreed work

Defect: [description and location]. Proposed work: [details]. Responsible person: [name]. Agreed date: [date]. Evidence: [reference].

Record an untested item as untested. Do not describe an untested item as serviceable.

Landlord record: [name / date]. Tenant record: [name / date]. Disagreement or absence: [details].

Additional sheets: [page references]. Photo folder: [reference]. Keep access codes outside this document.

Property return comparison

Property: [address]. Original inventory date: [date]. Return inspection date and time: [details].
Persons present: [names].

Original item reference	Condition at return / photo	Difference and next action
[Reference]	[Condition / photo]	[Difference / action]
[Reference]	[Condition / photo]	[Difference / action]
[Reference]	[Condition / photo]	[Difference / action]
[Reference]	[Condition / photo]	[Difference / action]
[Reference]	[Condition / photo]	[Difference / action]

Final electricity meter value: [value / date / photo]. Final water meter value: [value / date / photo].

Keys returned: [quantity / reference]. Cards and remotes returned: [quantity / reference]. Missing items: [details].

Inspection sequence

1. Compare each item with the original record.
2. Record the observed difference and its photograph.
3. Record each party's explanation separately.
4. Attach relevant invoices or quotations.
5. Record the next action and its agreed date.

Fictional record example

Item K02: one cupboard door. The arrival record shows a loose hinge. The return record shows the same defect.

The record alone does not establish a new tenant charge. Check the agreement, cause, evidence, and applicable law.

Unresolved items: [details]. Landlord comments: [comments]. Tenant comments: [comments].

Landlord signature and date: _____. Tenant signature and date:

_____.

A signature records the inspection. Record any agreement about payment separately.

Guide: propcashflow.my/blog/tenancy-agreement-template-malaysia/#inventory-record