Housing Guides

Housing Inventories

How this guide helps

The SUSU Advice Centre is committed to providing guidance to all students who are seeking advice about housing and providing direct Adviser support where possible.

You may have questions or concerns if your landlord or letting agents have failed to provide you with an inventory. You may simply want to know how an inventory can help you. To enable you to access help on this topic quickly we have produced this clear and simple guide.

Reading this guide may replace the need for an Adviser Appointment, and will help you prepare for any appointment. You can find information about how to contact us at the end of this document.

The following guide explains what inventories are and why they are important for getting your deposit back.

What is an “inventory”?  
An inventory is a list of the contents of the property and its condition, as provided by the landlord.
It is best to create one at the beginning of your tenancy.
Typically, it will include furniture, carpet/curtains, appliances, and any utensils.
It may also record the initial condition of other things for which you are responsible - such as the garden.

Why is an inventory important?  
Having an inventory at the start of your tenancy can be the single best way to protect yourself from future disputes and/or deductions from your deposit.

It is important for the following reasons:

- It is a record of the condition of what the landlord has provided in case there is a later dispute (and therefore is key to the protection of your security deposit)
- It records what the landlord is providing for the rent you pay (potentially important should disrepair/replacing broken items become an issue)
- It establishes that which belongs to the tenant and which are the landlord’s belongings
- Photographs and videos are usually the main pieces of evidence that are considered by the deposit protection schemes when it comes to disputes.

Top Tip! Each year students come to The Advice Centre reporting a dispute about the condition of the garden which may mean money deducted from their Security Deposit – see below for how best to use photographs in your inventory.
How do you create an inventory?
Good landlords or agents will provide an inventory (although it is wise to check your tenancy agreement or terms for any costs associated with creating and/or checking the inventory) If an inventory is not provided, we strongly advise you create one upon moving in. The main methods of creating an inventory can be found on the Shelter website here. This useful guide explains the best ways of recording issues as part of an inventory: Using photos and videos (my deposit scheme guide).

If you do not know how to start an inventory, you can find an example of a template inventory on the Shelter website: Example of an Inventory Template.

Further guidance
For further guidance on inventories, contact The Advice Centre, details below:
Tel: 02380 592 085
Email: advice@susu.org

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