



How this guide can help

The following guide provides you with basic information and advice on the importance of inventories and how to create one. If you would like additional support, you can contact us using the details below.

The Advice Centre contact details

- **Tel** 023 80 59 2085
- **Email** advice@susu.org
- **Website** susu.org/support
- **Facebook** The Advice Centre – SUSU

Wellbeing

If you have concerns about your or a fellow student's wellbeing, you can contact the University's wellbeing team on studenthub@soton.ac.uk or by calling 023 80 599 599. They are available 24 hours a day, 7 days a week.

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 property owner has provided in case there is a later dispute (and therefore is key to the protection of your security deposit)
- It records what the property owner 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 property owners' belongings
- Photographs and videos are usually the main pieces of evidence that are considered by the deposit protection schemes when it comes to disputes.

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 advice@susu.org

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How do you create an inventory?

Good property owners or agents will provide an 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: [How to check and agree an inventory - Shelter England](#).

If you do not know how to start an inventory, you can find an example of a template inventory on the Shelter website: [Link to inventory template](#)

Disclaimer

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