

Inventory Schedule

Accommodation

Property: <<Name/Address of Property>>

Owner: <<Name/Address of Owner>>

Customer: <<Name/Address of Property>>

Deposit Amount: £ <<Amount of deposit>>
appropriate>>

Date of check-in inventory inspection: <<Date>>

Photographic Schedule of Condition: Y/N <<delete as

Date of check-out inventory inspection: <<Date>>

The Owner and Customer (or their respective agent(s)) were present and
alarms were tested, testing explained to the Customer and where to find fAt the time of the inventory inspection, smoke and carbon monoxide
kitchen appliances were tested and working at check in.

Room	Description of Item		Check out condition (if applicable)
1 Hall [stairs and landing]	<<e.g. Coat Stand>> Fittings & Decoration: Floor [Carpet/Tiles/Wood] Walls << >> Ceiling << >> Light fittings << >> Door << >> Door lock << >> Window(s) << >> Window lock(s) << >> Smoke alarm(s) << >> Other << >>	<< >> <<e.g.colour, new evidenced by photo Schedule)]>> << >> << >> << >> << >> << >> << >> << >>	<< >> as s
2 Living Room	<<e.g. Two Blue Armchairs/curtains/lampshade> > Fittings & Decoration: Floor [Carpet/Tiles/Wood] Walls << >> Ceiling << >> Light fittings << >> Door << >>	<< >> <<e.g. new, no m > << >> << >> << >> << >> << >>	<< >> >

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	Window(s) << >> Window lock(s) << >> Other << >>	<< >> << >> << >>		
3 Dining Room	<<e.g. Pine dining table>> <<e.g. Dining chairs matching table>> <<e.g. large Wine Glasses>> Fittings & Decoration: Floor [Carpet/Tiles/Wood] Walls << >> Ceiling << >> Light fittings << >> Door << >> Window(s) << >> Window lock(s) << >> Other << >>	<<e.g. new, no marks>> << >> << >> << >> << >> << >> << >> << >> << >> << >> << >> << >> << >>	<< >>	
4 Kitchen	<<e.g. Range of Saucepans>> Kitchen Appliances: <<e.g. Gas oven and hob>> <<e.g Fridge/Freezer>> <<e.g Dishwasher>> <<e.g Washing machine>> <<e.g Vacuum Cleaner>> Other Fittings & Decoration: Floor <<Carpet/Tiles/Wood>> Walls << >> Ceiling << >> Light fittings << >> Door << >> Door lock << >> Window(s) << >> Window lock(s) << >> Smoke alarm(s) << >> CO alarm << >> Other << >>	<< >> <<e.g. new, no marks>> <<e.g. make and model, no marks, approx X years old>> << >> << >> << >> << >> << >> << >> << >> << >> << >> << >> << >> << >> << >> << >> << >> << >> << >> << >> << >> << >>	<< >>	
5 Cloakroom	<< eg toilet >>	<<e.g. colour of wall>>	<< >>	

	<< eg basin >> << eg mirror >> << eg toilet roll holder >> Other << >>	<< >> << >> << >> << >>
6 Bedroom 1	<<e.g. Pine dressing table>> <<e.g. Pine wardrobe matching dressing table>> <<e.g. Kingsize double mattress>> Fittings & Decoration: Floor [Carpet/Tiles/Wood] Walls << >> Ceiling << >> Light fittings << >> Door << >> Window(s) << >> Window lock(s) << >> Other << >>	<<e.g. m << >> << >> << >> << >> << >> << >> << >> << >> << >> << >> << >>
7 Bedroom 2	<< >>	<< >>
8 Bedroom 3	<< >>	<< >>
9 Bathroom	<< >>	<< >>
10 Garden	<<e.g. shed, garden furniture, lawn mower, tools, mown lawn>> << >>	<<e.g. m << >>
<< >>	<< >>	<< >>

SAMPLE

approx age>>	<< >>
	<< >>
	<< >>
	<< >>
approx age>>	<< >>
	<< >>

photographs]

1. [<<Photo 1 (attached) >>
2. << >>
3. << >>]

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(Delete as appropriate)

The Customer **agrees** that this check-in inventory is accurate and that the carbon monoxide and smoke alarms are working.

The Customer **does not** agree that the inventory in respect of the property is accurate for the following reasons:

Signed by the Customer(s) _____

Name: << >>

Name: << >>

Signed by the Owner/Agent _____

Name: << >>

SUMMARY OF CHECK OUT INSPECTION

Details including inventory no.		Cost to remedy £	Customer's initials
<<eg None/ 1 Hallway - walls have holes to be filled and painted >>	checkout schedule >>	<< >>	
<< >>		<< >>	
TOTAL AMOUNT FOR DEDUCTION		<< >>	

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(Delete as appropriate)

The Customer **agrees** that the check-out inventory is accurate and the Customer agrees to the deduction of the above amount of £.<< >> from the Deposit Amount].

The Customer **does not** agree that the check-out inventory is accurate for the following reasons:

--	--

Signed by the Customer(s) _____
Name: << >>

Name: << >>

Signed by the Owner Agent _____
Name: << >>

