



R&R

Property Inventory Services

# Check In & Check Out Report for

*Address 1*

*Address 2*

*Address 3*

*Address 4*

*Address 5*



Date & Time : 02 August 2008

Report Completed : 16:30

Report prepared for on behalf of

Landlord: \_\_\_\_\_

Tenant: \_\_\_\_\_

Letting Agent: \_\_\_\_\_

Report Compiled By: \_\_\_\_\_



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## **INVENTORY GUIDANCE NOTES**

This inventory presents a precise record of the contents and condition of the property in question on the date the inventory was taken. It is the responsibility of the tenant, landlord or respective agent to agree on the accuracy of this report and it is advised that both parties sign it in confirmation.

Please note; it is strongly advised that you examine the contents of this inventory prior to signing. R&R Property Inventory Services cannot be held responsible for any errors or omissions. Any discrepancies regarding the accuracy of this report need to be agreed directly between the landlord and the tenant.

R&R Property Inventory Services do not remark on any structural defects. R&R Property Inventory Services will not value any objects at the property. This inventory can be used for comparative purposes at the end of the tenancy only if full payment for work completed has been settled.

R&R Property Inventory Services will not move any large or heavy items nor describe the contents and condition of any unattainable areas such as basements and lofts. We cannot inspect items put away in such a manner that they cannot be taken out easily to be examined. Any items left in locked rooms or cupboards are the sole responsibility of the Landlord and will not be included in this inventory.

All descriptions within this inventory are for identification purposes only. At the time of Check Out a comparison will be made between the original inventory and the state of the property and contents at the commencement of the tenancy.

Any electrical appliances tested will be for power only and this will only be carried out where practical. Boilers, gas fires, water supply and radiators will not be tested therefore must be tested by an approved party. With electrical appliances tested, an account will not be given as to the efficiency or safety of the items only the condition will be noted.

R&R Property Inventory Services do not comment on the exact specification of items and are not furniture specialists. The inventory clerk will only describe items as it is seen. If items are brand new and are to be stated as being 'brand new', R&R Property Inventory Services must be informed prior to Check In/handing back the inventory.

The appropriate utility companies must be assigned to check any meter readings. R&R Property Inventory Services cannot be held accountable for any discrepancies. Should meters not be located or accessible to read then no readings will be taken and we cannot be held responsible for this.

The Fire and Safety regulations regarding furnishings, gas and electrical items alike are the responsibility of the Landlord. Where the inventory notes that an FFR label is seen this should not be interpreted as the item complies with the furniture and furnishings (Fire) (Safety) (Amendments) 1993. It is merely a record that the item had a label as described or similar to that detailed in the guide to the regulations as published by the Department of Trade and Industry, January 1997 (or subsequent edition), attached at the time the inventory was compiled.

At the end of the tenancy all personal items must be removed and cleaning must be concluded prior to the Check Out date. The property must be restored to the condition it was found on the date the tenancy commenced. The managing agent or landlord must be informed of any items removed from, or added to the property. Failure to do so may result in charges being made for the replacement of items removed. It is the tenant's responsibility to return all items to their original rooms at the end of the tenancy. Should items not be in their original room at Check Out and the inventory clerk lists items as 'not seen', R&R Property Inventory Services cannot be held responsible.



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## PROPERTY PREPARATION

The Property should be prepared as follow, and with reference to your Tenancy Agreement.

### **GARDENS**

Front, rear and sides should be presented to a good standard for the season. Lawns should be cut, borders tidy, paths and patios should be tidy and all rubbish removed.

### **CLEANING**

The property should be clean to a good standard, with particular emphasis on windows, bathrooms, kitchens and any appliances with in the property. The flooring should also be to a good standard.

### **DECORATION**

The decoration should be to a good standard this includes all wood work, doors and walls. Wear and Tear is an acceptable part of normal daily living, however excessive wear and tear is not acceptable e.g. screws, nails etc. into wall, marks to walls and wood work, tears to wallpaper, pencil, pen, marker or crayon marks are not acceptable.

### **CURTAINS & CARPETS**

Curtains and carpets should be cleaned to a good standard at the beginning and ending of a tenancy. Damage to curtains and carpets could incur charges. Refer to your Tenancy Agreement.

### **UTENSILS, PANS & CROCKERY**

All kitchenware must be in place and returned at the end of the tenancy and must be clean.

### **WHITE GOODS**

All white goods must be clean and Refrigerators & Freezers must be defrosted, clean and switched off, with doors open.

## Inventory Shorthand Codes

|                                |  |   |
|--------------------------------|--|---|
| AC - Accidental Damage         | GO - Good Order                                | RD - Redecoration Required                    |
| AG - Agent                     | GUS - General Usage Marks ( No Serious Damage) | RP - Repair Required                          |
| PA - Photograph Attached       | ID - Intentional Damage                        | RPL - Replace                                 |
| BRR - Beyond Reasonable Repair | LL - Landlord                                  | REQ INSP - Requires Inspection (Professional) |
| CCR - Complete Clean Required  | MCA - Marks Consistent with Age                | SC - Satisfactory Condition                   |
| FF - First Floor               | NT - Not Tested                                | SD - Surface Damage                           |
| GCO - Good Clean Order         | PCR - Part Clean Required                      | SF - Second Floor                             |
| GF - Ground Floor              | PRR - Part Redecoration Required               | TT - Tenant                                   |



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## **DISCLAIMERS**

### **DISCLAIMER**

The inventory provides a fair and accurate record of the contents of the property and the property's external and internal condition. The clerk preparing the inventory is not an expert on fabrics, woods, materials, antiques etc: nor a qualified surveyor or valuer. The inventory should not be used as an accurate description of each and every piece of furniture and equipment, or as a structural survey report. Property left in lofts, cellars or in locked rooms, garages and sheds, which have not been noted in the inventory, are the sole responsibility of the landlord. The movement of any items of heavy furniture or appliances will not be undertaken.

### **SAFETY DISCLAIMER**

The inventory relates only to the furniture, furnishings and all landlord's equipment and contents in the property. It is no guarantee of, or safety of any such equipment or contents, merely a record that such items exist in the property as of the date of the inventory and the superficial condition of same. None of the electrical or gas appliances have been checked as to working order. Any bunk beds in the property have been checked to ascertain if they comply with "The Bunk Bed (Entrapment Hazards) Safety Regulations 1987". If not ascertained or the item does not comply, they will be marked with (xxxxx).

### **FURNITURE & FURNISHINGS (FIRE) (SAFETY) REGULATIONS 1988 as amended 1993**

Relevant furniture and furnishings, which have the appropriate label complying with the above regulations, will be shown on the inventory as "fire resistant". In the case of any relevant furniture and furnishings where no labels are identified and the landlord has not confirmed that the items comply with the above regulations they will be marked with 4 asterisks (\*\*\*\*) on the inventory.

### **FIREGUARDS**

Where there are any loose fireguards that are not part of a heater, gas or electric fire, this will be indicated on the inventory.

### **SMOKE DETECTORS**

It is the tenant's responsibility to inspect any smoke detector fitted in the property at regular intervals to ensure they are in full working order as per the manufacturer's instructions.

### **CHECK OUT INSPECTION AT THE END OF THE TENANCY**

It is essential that all items are returned to respective rooms as shown on the original inventory before the final check out inspection is due to be carried out, failure to do this may incur further costs.

It is the responsibility of the tenant and landlord to check the accuracy of this Inventory, and agree amendments at the outset of the tenancy. Tenants must agree any amendments to the Inventory at the Check-In with the Inventory Clerk.



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# PROPERTY AND INVENTORY CONDITION REPORT

| LANDLORD / AGENT DETAILS |       |
|--------------------------|-------|
| NAME:                    | _____ |
| ADDRESS:                 | _____ |
| TEL No.:                 | _____ |

| TENANT/S DETAILS |       |
|------------------|-------|
| NAME/S:          | _____ |
| ADDRESS:         | _____ |
| TEL No.:         | _____ |

| PROPERTY TO BE LET (Address and Postcode): |
|--|
| _____                                      |

| INVENTORY 'MAKE' INSPECTION |       |
|-----------------------------|-------|
| DATE OF INSPECTION:         | _____ |
| IC SIGNATURE:               | _____ |

| INVENTORY INTRIM INSPECTION |       |
|-----------------------------|-------|
| DATE OF INSPECTION:         | _____ |
| IC SIGNATURE:               | _____ |

| CHECK IN INSPECTION |       |
|---------------------|-------|
| DATE OF INSPECTION: | _____ |
| IC SIGNATURE:       | _____ |
| MOVE IN DATE:       | _____ |

| CHECK OUT INSPECTION |       |
|----------------------|-------|
| DATE OF INSPECTION:  | _____ |
| IC SIGNATURE:        | _____ |
| MOVE OUT DATE:       | _____ |

| KEYS                       |         |          |                               |         |          |
|----------------------------|---------|----------|-------------------------------|---------|----------|
|                            | MOVE IN | MOVE OUT |                               | MOVE IN | MOVE OUT |
| NUMBER OF FRONT DOOR KEYS: | _____   | _____    | NUMBER OF WINDOW KEYS:        | _____   | _____    |
| NUMBER OF REAR DOOR KEYS:  | _____   | _____    | NUMBER OF SHED / GARAGE KEYS: | _____   | _____    |
| NUMBER OF SIDE DOOR KEYS:  | _____   | _____    | NUMBER OF OTHER KEYS:         | _____   | _____    |

|             |       |
|-------------|-------|
| Initial TT: | _____ |
| Initial LL: | _____ |
| Initial IC: | _____ |



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# PROPERTY AND INVENTORY CONDITION REPORT

## INSTRUCTION MANUALS PROVIDED

| MAKE / MODEL             | MOVE IN | MOVE OUT |
|--------------------------|---------|----------|
| CENTRAL HEATING / BOILER | Y / N   | Y / N    |
| ALARM                    | Y / N   | Y / N    |
| COOKER                   | Y / N   | Y / N    |
| MICROWAVE                | Y / N   | Y / N    |
| FRIDGE                   | Y / N   | Y / N    |
| FREEZER                  | Y / N   | Y / N    |
| DISHWASHER               | Y / N   | Y / N    |
| OTHER                    | Y / N   | Y / N    |

## METER INFORMATION

## METER READINGS

| SERIAL NUMBER           | LOCATION | MOVE IN | MOVE OUT |
|-------------------------|----------|---------|----------|
| GAS                     |          |         |          |
| ELECTRIC                |          |         |          |
| WATER                   |          |         |          |
| OIL                     |          |         |          |
| WATER STOP TAP LOCATION |          |         |          |

## PHOTOGRAPHIC / VIDEO EVIDENCE

|                             |     |                           |  |
|-----------------------------|-----|---------------------------|--|
| PHOTOGRAPHIC EVIDENCE TAKEN | Y N | DATE COPY GIVEN TO TENANT |  |
| VIDEO EVIDENCE TAKEN        | Y N | DATE COPY GIVEN TO TENANT |  |



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## PROPERTY AND INVENTORY CONDITION REPORT

| FRONT EXTERIOR |                        |                 |                  |                       |
|----------------|------------------------|-----------------|------------------|-----------------------|
| Item No.       | Item                   | Check In Status | Check Out Status | Photographic Evidence |
| 1              | Wall / Fence           |                 |                  |                       |
| 2              | Gate/s                 |                 |                  |                       |
| 3              | Path                   |                 |                  |                       |
| 4              | Garden/s               |                 |                  |                       |
| 5              | Roof                   |                 |                  |                       |
| 6              | Guttering              |                 |                  |                       |
| 7              | Security Light/s       |                 |                  |                       |
| 8              | Front Door             |                 |                  |                       |
| 9              | Letterbox              |                 |                  |                       |
| 10             | Door Bell              |                 |                  |                       |
| 11             | Windows / Frames       |                 |                  |                       |
| 12             | Additional Information |                 |                  |                       |

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| <b>FRONT PORCH</b> |                        |                        |                         |                              |
|--------------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b>    | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 13                 | Door / Frame           |                        |                         |                              |
| 14                 | Walls / Tiling         |                        |                         |                              |
| 15                 | Flooring / Skirting    |                        |                         |                              |
| 16                 | Light Fittings / Bulbs |                        |                         |                              |
| 17                 | Switches / Sockets     |                        |                         |                              |
| 18                 | Curtains / Blinds      |                        |                         |                              |
| 19                 | Heating                |                        |                         |                              |
| 20                 | Additional Information |                        |                         |                              |

| <b>ENTRANCE HALL</b> |                        |                        |                         |                              |
|----------------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b>      | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 21                   | Door / Frame           |                        |                         |                              |
| 22                   | Walls / Tiling         |                        |                         |                              |
| 23                   | Flooring / Skirting    |                        |                         |                              |
| 24                   | Light Fittings / Bulbs |                        |                         |                              |
| 25                   | Switches / Sockets     |                        |                         |                              |
| 26                   | Curtains / Blinds      |                        |                         |                              |
| 27                   | Heating                |                        |                         |                              |
| 28                   | Additional Information |                        |                         |                              |



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| <b>STAIRS &amp; LANDING AREA</b> |                        |                        |                         |                              |
|----------------------------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b>                  | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 29                               | Door / Frame           |                        |                         |                              |
| 30                               | Walls / Tiling         |                        |                         |                              |
| 31                               | Flooring / Skirting    |                        |                         |                              |
| 32                               | Light Fittings / Bulbs |                        |                         |                              |
| 33                               | Switches / Sockets     |                        |                         |                              |
| 34                               | Curtains / Blinds      |                        |                         |                              |
| 35                               | Heating                |                        |                         |                              |
| 36                               | Additional Information |                        |                         |                              |

| <b>MAIN BATHROOM</b> |                        |                        |                         |                              |
|----------------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b>      | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 37                   | Door / Frame           |                        |                         |                              |
| 38                   | Walls / Tiling         |                        |                         |                              |
| 39                   | Flooring / Skirting    |                        |                         |                              |
| 40                   | Light Fittings / Bulbs |                        |                         |                              |
| 41                   | Switches / Sockets     |                        |                         |                              |
| 42                   | Curtains / Blinds      |                        |                         |                              |
| 43                   | Heating                |                        |                         |                              |
| 44                   | Sink                   |                        |                         |                              |
| 45                   | Bath / Shower          |                        |                         |                              |
| 46                   | W/C                    |                        |                         |                              |
| 47                   | Additional Information |                        |                         |                              |



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| <b>BEDROOM 1</b> |                        |                        |                         |                              |
|------------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b>  | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 48               | Door / Frame           |                        |                         |                              |
| 49               | Walls / Tiling         |                        |                         |                              |
| 50               | Flooring / Skirting    |                        |                         |                              |
| 51               | Light Fittings / Bulbs |                        |                         |                              |
| 52               | Switches / Sockets     |                        |                         |                              |
| 53               | Curtains / Blinds      |                        |                         |                              |
| 54               | Heating                |                        |                         |                              |
| 55               | Additional Information |                        |                         |                              |

| <b>BEDROOM 2</b> |                        |                        |                         |                              |
|------------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b>  | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 56               | Door / Frame           |                        |                         |                              |
| 57               | Walls / Tiling         |                        |                         |                              |
| 58               | Flooring / Skirting    |                        |                         |                              |
| 59               | Light Fittings / Bulbs |                        |                         |                              |
| 60               | Switches / Sockets     |                        |                         |                              |
| 61               | Curtains / Blinds      |                        |                         |                              |
| 62               | Heating                |                        |                         |                              |
| 63               | Additional Information |                        |                         |                              |



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| <b>BEDROOM 3</b> |                        |                        |                         |                              |
|------------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b>  | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 64               | Door / Frame           |                        |                         |                              |
| 65               | Walls / Tiling         |                        |                         |                              |
| 66               | Flooring / Skirting    |                        |                         |                              |
| 67               | Light Fittings / Bulbs |                        |                         |                              |
| 68               | Switches / Sockets     |                        |                         |                              |
| 69               | Curtains / Blinds      |                        |                         |                              |
| 70               | Heating                |                        |                         |                              |
| 71               | Additional Information |                        |                         |                              |

| <b>BEDROOM 4</b> |                        |                        |                         |                              |
|------------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b>  | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 72               | Door / Frame           |                        |                         |                              |
| 73               | Walls / Tiling         |                        |                         |                              |
| 74               | Flooring / Skirting    |                        |                         |                              |
| 75               | Light Fittings / Bulbs |                        |                         |                              |
| 76               | Switches / Sockets     |                        |                         |                              |
| 77               | Curtains / Blinds      |                        |                         |                              |
| 78               | Heating                |                        |                         |                              |
| 79               | Additional Information |                        |                         |                              |

|             |  |
|-------------|--|
| Initial TT: |  |
| Initial LL: |  |
| Initial IC: |  |



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| <b>RECEPTION ROOM</b> |                        |                        |                         |                              |
|-----------------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b>       | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 80                    | Door / Frame           |                        |                         |                              |
| 81                    | Walls / Tiling         |                        |                         |                              |
| 82                    | Flooring / Skirting    |                        |                         |                              |
| 83                    | Light Fittings / Bulbs |                        |                         |                              |
| 84                    | Switches / Sockets     |                        |                         |                              |
| 85                    | Curtains / Blinds      |                        |                         |                              |
| 86                    | Heating                |                        |                         |                              |
| 87                    | Additional Information |                        |                         |                              |

| <b>LIVING ROOM</b> |                        |                        |                         |                              |
|--------------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b>    | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 88                 | Door / Frame           |                        |                         |                              |
| 89                 | Walls / Tiling         |                        |                         |                              |
| 90                 | Flooring / Skirting    |                        |                         |                              |
| 91                 | Light Fittings / Bulbs |                        |                         |                              |
| 92                 | Switches / Sockets     |                        |                         |                              |
| 93                 | Curtains / Blinds      |                        |                         |                              |
| 94                 | Heating                |                        |                         |                              |
| 95                 | Additional Information |                        |                         |                              |



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| <b>DINNING ROOM</b> |                        |                        |                         |                              |
|---------------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b>     | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 96                  | Door / Frame           |                        |                         |                              |
| 97                  | Walls / Tiling         |                        |                         |                              |
| 98                  | Flooring / Skirting    |                        |                         |                              |
| 99                  | Light Fittings / Bulbs |                        |                         |                              |
| 100                 | Switches / Sockets     |                        |                         |                              |
| 101                 | Curtains / Blinds      |                        |                         |                              |
| 102                 | Heating                |                        |                         |                              |
| 103                 | Additional Information |                        |                         |                              |

EXAMPLE

|             |       |
|-------------|-------|
| Initial TT: | _____ |
| Initial LL: | _____ |
| Initial IC: | _____ |



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| <b>KITCHEN</b>  |                        |                        |                         |                              |
|-----------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b> | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 104             | Door / Frame           |                        |                         |                              |
| 105             | Walls / Tiling         |                        |                         |                              |
| 106             | Flooring / Skirting    |                        |                         |                              |
| 107             | Light Fittings / Bulbs |                        |                         |                              |
| 108             | Switches / Sockets     |                        |                         |                              |
| 109             | Curtains / Blinds      |                        |                         |                              |
| 110             | Heating                |                        |                         |                              |
| 111             | Sink / Work Surfaces   |                        |                         |                              |
| 112             | Kitchen Units          |                        |                         |                              |
| 113             | Unit 1 (From Left)     |                        |                         |                              |
| 114             | Unit 2                 |                        |                         |                              |
| 115             | Unit 3                 |                        |                         |                              |
| 116             | Unit 4                 |                        |                         |                              |
| 117             | Unit 5                 |                        |                         |                              |
| 118             | Cooker & Hob           |                        |                         |                              |
| 119             | Fridge                 |                        |                         |                              |
| 120             | Washing Machine        |                        |                         |                              |
| 121             | Tumble Dryer           |                        |                         |                              |
| 122             | Dish Washer            |                        |                         |                              |
| 123             | Microwave Oven         |                        |                         |                              |
| 124             | Additional Information |                        |                         |                              |

|             |  |
|-------------|--|
| Initial TT: |  |
| Initial LL: |  |
| Initial IC: |  |



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| <b>ANY OTHER ROOMS</b> |                        |                        |                         |                              |
|------------------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b>        | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 125                    | Door / Frame           |                        |                         |                              |
| 126                    | Walls / Tiling         |                        |                         |                              |
| 127                    | Flooring / Skirting    |                        |                         |                              |
| 128                    | Light Fittings / Bulbs |                        |                         |                              |
| 129                    | Switches / Sockets     |                        |                         |                              |
| 130                    | Curtains / Blinds      |                        |                         |                              |
| 131                    | Heating                |                        |                         |                              |
| 132                    | Additional Information |                        |                         |                              |

| <b>REAR PORCH or CONSERVATORY</b> |                        |                        |                         |                              |
|-----------------------------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b>                   | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 133                               | Door / Frame           |                        |                         |                              |
| 134                               | Walls / Tiling         |                        |                         |                              |
| 135                               | Flooring / Skirting    |                        |                         |                              |
| 136                               | Light Fittings / Bulbs |                        |                         |                              |
| 137                               | Switches / Sockets     |                        |                         |                              |
| 138                               | Curtains / Blinds      |                        |                         |                              |
| 139                               | Heating                |                        |                         |                              |
| 140                               | Additional Information |                        |                         |                              |



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| <b>REAR EXTERIOR</b> |                        |                        |                         |                              |
|----------------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b>      | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 141                  | Wall / Fence           |                        |                         |                              |
| 142                  | Gate/s                 |                        |                         |                              |
| 143                  | Path                   |                        |                         |                              |
| 144                  | Garden/s               |                        |                         |                              |
| 145                  | Roof                   |                        |                         |                              |
| 146                  | Guttering              |                        |                         |                              |
| 147                  | Security Light/s       |                        |                         |                              |
| 148                  | Back Door              |                        |                         |                              |
| 149                  | Windows / Frames       |                        |                         |                              |
| 150                  | Additional Information |                        |                         |                              |

| <b>SIDE EXTERIOR</b> |                        |                        |                         |                              |
|----------------------|------------------------|------------------------|-------------------------|------------------------------|
| <b>Item No.</b>      | <b>Item</b>            | <b>Check In Status</b> | <b>Check Out Status</b> | <b>Photographic Evidence</b> |
| 151                  | Wall / Fence           |                        |                         |                              |
| 152                  | Gate/s                 |                        |                         |                              |
| 153                  | Path                   |                        |                         |                              |
| 154                  | Garden/s               |                        |                         |                              |
| 155                  | Roof                   |                        |                         |                              |
| 156                  | Guttering              |                        |                         |                              |
| 157                  | Security Light/s       |                        |                         |                              |
| 158                  | Back Door              |                        |                         |                              |
| 159                  | Windows / Frames       |                        |                         |                              |
| 160                  | Additional Information |                        |                         |                              |



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**DECLARATION PAGE**

**CHECK IN DECLARATION**

Property has been inspected on \_\_\_\_\_ and  
this document is a true representation of the condition of the property on this date. This has been agreed by  
both Landlord/Agent and Tenant/s. Any discrepancies must be reported in writing within 7 days of receiving this inventory.

LL Name: \_\_\_\_\_

LL Sig: \_\_\_\_\_

TT Name: \_\_\_\_\_

TT Sig: \_\_\_\_\_

TT Name: \_\_\_\_\_

TT Sig: \_\_\_\_\_

*Please use additional pages if necessary*

**CHECK OUT DECLARATION**

Property has been inspected on \_\_\_\_\_ and  
this document is a true representation of the condition of the property on this date. This has been agreed by  
both Landlord/Agent and Tenant/s. Any discrepancies must be reported in writing within 7 days of receiving this inventory.

LL Name: \_\_\_\_\_

LL Sig: \_\_\_\_\_

If tenant or tenant representative available

TT Name: \_\_\_\_\_

TT Sig: \_\_\_\_\_

TT Name: \_\_\_\_\_

TT Sig: \_\_\_\_\_

*Please use additional pages if necessary*

**FORWARDING ADDRESS FOR CHECK OUT TENANTS**



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**PHOTOGRAPHIC EVIDENCE**

|   |   |   |
|---|---|---|
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| PHOTO 1   | PHOTO 2   | PHOTO 3   |
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