

Inventory

Accommodation

Property: <<Name/Address of Property>>

Owner: <<Name/Address of Owner>>

Guest: <<Name/Address of Property>>

Deposit Amount: £ <<Amount of deposit>>

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

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

The Owner and Guest (or their respective agent(s)) were present and inspected the property. At the time of the inventory inspection, smoke and carbon monoxide alarms were tested, testing explained to the Guest and where to find fire extinguishers.

Room	Description of Item	Check in condition (if applicable)	Check out condition (if applicable)
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. make and model>> << >> << >> << >> << >>	<< >>
<< >>	<< >>	<< >>	<< >>

(Delete as appropriate)

The Guest **agrees** that this check-in inventory is accurate and that

and smoke alarms are working.

The Guest **does not** agree that the inventory in respect of the prop

following reasons:

Signed by the Guest(s)

Name: << >>

Name: << >>

Signed by the Owner/Agent

Name: << >>

SUMMARY OF ISSUES **CHECK-OUT INSPECTION**

S
A
M
P
L
E

Details
<<eg None/ Bedroom 1 - bedding stains which cannot be removed at time of stay - see photo no 1 checkout schedule >>
<< >>
TOTAL AMOUNT FOR DEDUCTION

(Delete as appropriate)

The Guest **agrees** that the check-out inventory is accurate

The Guest **does not** agree that the check-out inventory is accurate

Signed by the Guest(s)

Name: << >>

Signed by the Owner Agent

Name: << >>

	Cost to remedy £	Guest's initials
to be replaced. Bedding only 5 months	<< >>	
	<< >>	
	<< >>	

of the above amount of £.<< >> from the Deposit Amount].

accurate for the following reasons:

Name: << >>