

Blank Inventories Notes Form (cover sheet)

(to be used when taking inspection notes of your property, prior to transposing to the on-line Inventory facility)



Property.....

Date Notes Taken...../...../.....

Property Type.....

Notes Taken By.....

Summary Status of Property (further details may be provided in Inventory comments regarding item)		YES/NO or N/A
Fridge/Freezer Clean		
Freezer defrosted		
Cooker and Oven clean		
Property clear of all garbage		
Telephone connected		
Heating system left ON		
All Doors & Windows working		
Which Keys provided (i.e front door, back door etc)	Yale/Motice/Chubb/Other (if applicable)	Number
Parking permit		
Manuals provided with Property		

Utilities

Gas supplier:

Gas reading:

Location of gas meter:

Electric supplier:

Electric reading:

Location of electric meter:

Water supplier:

Water reading (if applicable):

Location of water meter:

Location of water stop-cock:

LEGEND OF TERMS TO BE USED REGARDING PROPERTY CONDITION WITHIN THIS INVENTORY

PROPERTY CONDITION (abbreviations in brackets)

NEW CONDITION (New): Items/Walls/Floor Coverings/Fixtures which are new/redecorated/without any visible fault

GOOD CONDITION (Good): Items/Walls/Floor Coverings/Fixtures which are in good condition but with minor signs of wear, paint chips, or marks which are consistent with average usage of not more than 2 or 3 years fair wear and tear

REASONABLE CONDITION (Reasonable): Items/Walls/Floor Coverings/Fixtures which are functional and sound but show signs of wear through usage, such as walls having a number of paint chips or marks throughout

POOR CONDITION (Poor): Items/Walls/Floor Coverings/Fixtures which are heavily marked or worn and where their function may be questionable

CLEANING CONDITION (abbreviations in brackets)

PROFESSIONALLY CLEANED (Prof. Clean): Where a room and/or the items in the room have been cleaned professionally and correctly prior to the new tenancy

GOOD CLEAN CONDITION & SUITABLE FOR OCCUPATION (Good Clean): Where a room and/or the items in the room have been cleaned before the tenancy commenced but, unlike a professional clean, certain items, such as skirting boards, may not have been washed and/or wiped down and carpets may not have been shampooed. Nevertheless, the room and the items in it should be considered clean and tidy.

HAS NOT BEEN CLEANED PRIOR TO NEW OCCUPATION (Not Cleaned): Where a room and/or the items in the room have not been cleaned prior to a new tenancy. In such cases, any marks showing on carpets, curtains or other items should be detailed in the comments section

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(Photocopy more copies of this page, as required)

Property:

Room:

Date:

FEATURE	CONDITION	✓	CLEANLINESS	✓	COMMENTS
	New Condition	<input type="checkbox"/>	Professionally Cleaned	<input type="checkbox"/>	
	Good Condition	<input type="checkbox"/>		<input type="checkbox"/>	
	Reasonable Condition	<input type="checkbox"/>	Good Clean Condition	<input type="checkbox"/>	
	Poor Condition	<input type="checkbox"/>	Has not been Cleaned	<input type="checkbox"/>	
	New Condition	<input type="checkbox"/>	Professionally Cleaned	<input type="checkbox"/>	
	Good Condition	<input type="checkbox"/>		<input type="checkbox"/>	
	Reasonable Condition	<input type="checkbox"/>	Good Clean Condition	<input type="checkbox"/>	
	Poor Condition	<input type="checkbox"/>	Has not been Cleaned	<input type="checkbox"/>	
	New Condition	<input type="checkbox"/>	Professionally Cleaned	<input type="checkbox"/>	
	Good Condition	<input type="checkbox"/>		<input type="checkbox"/>	
	Reasonable Condition	<input type="checkbox"/>	Good Clean Condition	<input type="checkbox"/>	
	Poor Condition	<input type="checkbox"/>	Has not been Cleaned	<input type="checkbox"/>	
	New Condition	<input type="checkbox"/>	Professionally Cleaned	<input type="checkbox"/>	
	Good Condition	<input type="checkbox"/>		<input type="checkbox"/>	
	Reasonable Condition	<input type="checkbox"/>	Good Clean Condition	<input type="checkbox"/>	
	Poor Condition	<input type="checkbox"/>	Has not been Cleaned	<input type="checkbox"/>	
	New Condition	<input type="checkbox"/>	Professionally Cleaned	<input type="checkbox"/>	
	Good Condition	<input type="checkbox"/>		<input type="checkbox"/>	
	Reasonable Condition	<input type="checkbox"/>	Good Clean Condition	<input type="checkbox"/>	
	Poor Condition	<input type="checkbox"/>	Has not been Cleaned	<input type="checkbox"/>	
	New Condition	<input type="checkbox"/>	Professionally Cleaned	<input type="checkbox"/>	
	Good Condition	<input type="checkbox"/>		<input type="checkbox"/>	
	Reasonable Condition	<input type="checkbox"/>	Good Clean Condition	<input type="checkbox"/>	
	Poor Condition	<input type="checkbox"/>	Has not been Cleaned	<input type="checkbox"/>	