

# Property Inventory & Check-In / Check-Out Report

A clean, AIIC-style template you can fill in by hand. Record the condition and cleanliness of each item at check-in, then compare at check-out.

Property address:

Tenant(s):

Inspected by:

Date:

Inspection type: Check-in / Check-out / Periodic

## Condition key

G = Good · F = Fair · P = Poor · N/A = Not applicable. Note cleanliness separately (Clean / Domestic clean / Needs cleaning).

## Entrance / Hallway

| Item / Area | Description (make, colour, material) | Cond. | Cleanliness | Comments |
|-------------|--------------------------------------|-------|-------------|----------|
|             |                                      |       |             |          |
|             |                                      |       |             |          |
|             |                                      |       |             |          |

## Living Room

| Item / Area | Description (make, colour, material) | Cond. | Cleanliness | Comments |
|-------------|--------------------------------------|-------|-------------|----------|
|             |                                      |       |             |          |
|             |                                      |       |             |          |
|             |                                      |       |             |          |

## Kitchen

| Item / Area | Description (make, colour, material) | Cond. | Cleanliness | Comments |
|-------------|--------------------------------------|-------|-------------|----------|
|             |                                      |       |             |          |
|             |                                      |       |             |          |
|             |                                      |       |             |          |

## Bathroom / WC

| Item / Area | Description (make, colour, material) | Cond. | Cleanliness | Comments |
|-------------|--------------------------------------|-------|-------------|----------|
|             |                                      |       |             |          |
|             |                                      |       |             |          |
|             |                                      |       |             |          |

## Bedroom 1

| Item / Area | Description (make, colour, material) | Cond. | Cleanliness | Comments |
|-------------|--------------------------------------|-------|-------------|----------|
|-------------|--------------------------------------|-------|-------------|----------|

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Bedroom 2

| Item / Area | Description (make, colour, material) | Cond. | Cleanliness | Comments |
|-------------|--------------------------------------|-------|-------------|----------|
|             |                                      |       |             |          |
|             |                                      |       |             |          |
|             |                                      |       |             |          |

### Windows, Doors & Walls

| Item / Area | Description (make, colour, material) | Cond. | Cleanliness | Comments |
|-------------|--------------------------------------|-------|-------------|----------|
|             |                                      |       |             |          |
|             |                                      |       |             |          |
|             |                                      |       |             |          |

### Flooring & Carpets

| Item / Area | Description (make, colour, material) | Cond. | Cleanliness | Comments |
|-------------|--------------------------------------|-------|-------------|----------|
|             |                                      |       |             |          |
|             |                                      |       |             |          |
|             |                                      |       |             |          |

### Garden / Exterior

| Item / Area | Description (make, colour, material) | Cond. | Cleanliness | Comments |
|-------------|--------------------------------------|-------|-------------|----------|
|             |                                      |       |             |          |
|             |                                      |       |             |          |
|             |                                      |       |             |          |

### Meters, Keys & Alarms

| Item / Area | Description (make, colour, material) | Cond. | Cleanliness | Comments |
|-------------|--------------------------------------|-------|-------------|----------|
|             |                                      |       |             |          |
|             |                                      |       |             |          |
|             |                                      |       |             |          |

### Tenant agreement

I agree this inventory is a fair and accurate record of the property's condition at the date above.

Tenant signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tired of typing the report up afterwards? **SnapReport** turns these photos + a few notes into a finished, branded condition report — with an automatic move-in/move-out comparison — in about 2 minutes. Try it free at [snapreport.com](https://snapreport.com).

Free template by SnapReport. General guidance, not legal advice.