INVENTORY

Move-in inventory

Rented property	.....
Landlord	.....
Tenant(s)	.....
Lease reference	.....
Inventory date	.....
People present	.....

The inventory is drawn up jointly by the landlord and the tenant(s). Each party gets a signed copy. Attach it to the lease and have it registered with the lease.

Meters

METER	NUMBER	READING	UNIT
Electricity			
Electricity (night)			
Gas			
Water			

Keys and badges handed over

KEY OR BADGE	NUMBER

Rooms

For each item, write down its condition (new, good, normal wear, damaged, not applicable) and your remarks.

Entrance hall

ITEM	CONDITION	NOTES
Floor		
Walls		
Ceiling		
Doors		
Windows and glazing		

ITEM	CONDITION	NOTES
Sockets and switches		
Lighting		
Heating, radiator		

Living room

ITEM	CONDITION	NOTES
Floor		
Walls		
Ceiling		
Doors		
Windows and glazing		
Sockets and switches		
Lighting		
Heating, radiator		

Kitchen

ITEM	CONDITION	NOTES
Floor		
Walls		
Ceiling		
Doors		
Windows and glazing		
Sockets and switches		
Lighting		
Heating, radiator		
Worktop		
Sink and tap		

ITEM	CONDITION	NOTES
Hob		
Oven		
Cooker hood		
Fridge		
Cupboards		

Bathroom

ITEM	CONDITION	NOTES
Floor		
Walls		
Ceiling		
Doors		
Windows and glazing		
Sockets and switches		
Lighting		
Heating, radiator		
Washbasin		
Shower or bath		
Taps		
Mirror		
Ventilation		

Toilet

ITEM	CONDITION	NOTES
Floor		
Walls		
Ceiling		

ITEM	CONDITION	NOTES
Doors		
Windows and glazing		
Sockets and switches		
Lighting		
Heating, radiator		
Toilet bowl		
Flush		

Bedroom 1

ITEM	CONDITION	NOTES
Floor		
Walls		
Ceiling		
Doors		
Windows and glazing		
Sockets and switches		
Lighting		
Heating, radiator		

Bedroom 2

ITEM	CONDITION	NOTES
Floor		
Walls		
Ceiling		
Doors		
Windows and glazing		
Sockets and switches		

ITEM	CONDITION	NOTES
Lighting		
Heating, radiator		

Other (cellar, attic, outside)

ITEM	CONDITION	NOTES
Floor		
Walls		
Ceiling		
Doors		
Windows and glazing		
Sockets and switches		
Lighting		
Heating, radiator		

General remarks

Done at ..... on .....

The landlord

.....

Signature

The tenant

.....

Signature

The tenant

.....

Signature

Free template from Beauvik. Beauvik can fill it in for you: beauvik.be