



## Inventory Checklist – Check-In & Check-Out

### 1. Keys & Access

Item	Check-In	Check-Out	Notes
Main door keys			
Mailbox key			
Storage/Shed key			
Garage remote			
Access cards / fobs			

### 2. General Condition

Item	Check-In	Check-Out	Notes
Entry / Hallway			
Living room			
Bedrooms			
Kitchen			
Bathroom(s)			
Toilet(s)			
Balcony / Garden			
Storage room			

### 3. Appliances

Item	Check-In	Check-Out	Notes
Refrigerator			
Freezer			
Oven			
Microwave			
Dishwasher			

Washing machine			
Dryer			
Cooktop / Stove			
Extractor hood			
Heating / Thermostat			

#### 4. Fixtures Remaining

Item	Check-In	Check-Out	Notes
Curtains / Rails			
Blinds / Shutters			
Built-in lighting			
Wall lamps			
Smoke detectors			
Flooring condition			
Garden fixtures			

#### 5. Meter Readings

Item	Check-In	Check-Out	Notes
Electricity			
Gas			
Water			

#### Additional Notes

---



---



---

#### Signatures

Landlord / Seller: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Tenant / Buyer: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_