

Date: _____

Page: _____ of _____



HOLIDAY SHORT LET INVENTORY

Property Address:

Property Owner / Property Agent:

Tel: _____

Tenant/s Name:

Tel: _____

Date: _____

Date: _____

Page: _____ of _____

INVENTORY

for

PROPERTY ADDRESS : _____

AREA: LIVINGROOM

ITEM DESCRIPTION	CONDITION	REPLACEMENT COST
Examples:		
1 Sony HD TV (Grey)	Good Condition / Working	£400
1 Tv Remote control	Worn / working	£50

STANDARD FITTINGS:

Radiator/s _____

Walls / Decor _____

Windows _____

Window Handles / Locks _____

Window Sill/s _____

Doors and handles _____

Light Switches _____

Plug Sockets _____

NB: Damage to Standard Fittings may require an estimate for repair

NB: The Owners time in having to arrange replacement / repair of damaged items may be chargeable at £_____p/hour, so tenants are welcome to minimize costs by organising repairs etc themselves, with the written agreement of the Owner.

Date: _____

Page: _____ of _____

AREA: _LIVINGROOM (cont)_

ITEM DESCRIPTION

CONDITION

REPLACEMENT COST

[illegible]

Date: _____

Page: _____ of _____

AREA: BEDROOM

ITEM DESCRIPTION	CONDITION	REPLACEMENT COST
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STANDARD FITTINGS:

Radiator/s

Walls / Decor

Windows

Curtains / Blinds

Window Handles / Locks

Window Sill/s

Doors and handles

Light Switches

Plug Sockets

NB: Damage to the Standard Fittings may require an estimate for repair

NB: The Owners time in having to arrange replacement / repair of damaged items may be chargeable at £_____p/hour, so tenants are welcome to minimize costs by organising repairs etc themselves, with the written agreement of the Owner.

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Tenants Initials

Date: _____

Page: _____ of _____

AREA: KITCHEN_____

ITEM DESCRIPTION	CONDITION	REPLACEMENT COST
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STANDARD FITTINGS:

Radiator/s _____

Walls / Decor _____

Windows _____

Window Handles / Locks _____

Window Sill/s _____

Doors and handles _____

Switches & Plug Sockets _____

Kitchen Worktops _____

Sink & Taps _____

Heating system _____

Gas Certificate (where applicable) up-to-date: __ Yes / No _____

Carbonmonoxide Alarm (where applicable) fitted and working __ Yes / No _____

Smoke Alarm __ working ____ Yes / No _____

NB. Smoke and Carbonmonoxide alarms must be fully working.

NB: Damage to Standard Fittings may require an estimate for repair

Date: _____

Page: _____ of _____

AREA: _____

ITEM DESCRIPTION

CONDITION

REPLACEMENT COST

[illegible]

Date: _____

Page: _____ of _____

AREA: __BATH / SHOWER ROOM_____

ITEM DESCRIPTION	CONDITION	REPLACEMENT COST
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STANDARD FITTINGS:

Bath & Taps_____

Shower Head & Cable_____

Shower Curtain_____

Sink & Taps_____

Toilet Bowl_____

Toilet Seat_____

Radiator/s_____

Towel Rail_____

Walls / Decor_____

Extractor Fan_____

Window/s_____

Window Handle/s / Locks_____

Window Sill/s_____

Doors and handles_____

Switches & Sockets_____

NB: Damage to Standard Fittings may require an estimate for repair.

Date: _____

Page: _____ of _____

AREA: _____

ITEM DESCRIPTION

CONDITION

REPLACEMENT COST

[illegible]

Date: _____

Page: _____ of _____

AREA: _____

ITEM DESCRIPTION

CONDITION

REPLACEMENT COST

[illegible]

Date: _____

Page: _____ of _____

AREA: _____

ITEM DESCRIPTION

CONDITION

REPLACEMENT COST

[illegible]

Date: _____

Page: _____ of _____

AREA: _____

ITEM DESCRIPTION

CONDITION

REPLACEMENT COST

[illegible]

Date: _____

Page: _____ of _____

I, The Lead Tenant,

have been shown around the property and agree with the inventory notes made above.

Name: _____

Signature: _____ Date: _____

NB: To be used in conjunction with the Main Shortlet Holiday Booking Agreement.

NOTES:

This Inventory Template document should be completed, in detail, by the property Owner noting the condition of all items within the property (whether they are new, good, slightly worn, damaged etc) and it is also advisable to take photographs or video footage of all items which should carry a date stamp on the picture itself as further proof to avoid any potential disputes.

Once you have compiled the Inventory, you should photocopy it and at check-in, hand your Tenant/s the duplicate copy in order for you both to go around the property checking the condition of all items from the list in each Area which, upon completion of inspection, they must initial at the bottom right hand corner of every page and at the top of this page.

For additional Inventory sheets to add additional other Areas to simply photocopy one of the blank Template sheets included, and insert them in the relevant property Area being sure to number them in the top right hand box so as to produce a clear, consecutive inventory of your property condition, items and fixtures and fittings.

This document is intended to provide some protection to both parties from any potential dispute regarding condition and safety of the Shortlet rental Property / Room, but note that UK Shortlets accepts no liability for any disputes arising from its use, which remains with the Property Owner / Agent who carries out the physical Inventory check, and Tenant/s.
