

- ○ Tenant check in & check out declarations
- ○ Safety & appliance manuals checklist & utility meter readings, keys list etc
- ○ Inventory General Comments
- ○ Front Porch
- ○ Entrance & Hallway
- ○ Cloakroom
- ○ Conservatory
- ○ Dining Room
- ○ Living Rooms 1 to 4
- ○ Kitchen
- ○ Utility Room
- ○ Kitchenware
- ○ Stairs & Landing to First Floor
- ○ Stairs & Landing to Second Floor
- ○ Bedrooms 1
- ○ En Suite
- ○ Bedroom 2
- ○ En Suite 2
- ○ Bedroom 3
- ○ Bedroom 4 (more can be added)
- ○ Bathroom
- ○ Shower Room
- ○ Outside Spaces
- ○ Gardening & Maintenance Equipment
- ○ Check In Comments sheet
- ○ Check Out Comments sheet
- ○ Inventory Usage guide for the ultimate beneficiary of compiled reports.
- ○ Note that other rooms (Lofts, Basements, Studies extra Storeys etc.) required can be created easily by copying, pasting and renaming named area tables in the template.

How To Use The Templates

Set up the 'Inventory Clerk Pro' on your computer as follows:

With the received (downloaded and unzipped files) that you have stored at a location / folder of your choice. (see 'Delivery' section above)

Save Inventory Templates Pro to use as a master template with a name and location of your choice on your computer. This will then be the 'Master' template. You should not use this master for your

inventories – you should work from copies of the master template for your inventory reports. As follows:

For a new inventory report open the saved 'master' template and 'Save As' with a name and location of your choice on your computer to use for your new inventory report.

With the new inventory report named and saved you can print it out to use as a script to follow when inspecting a property. You can make notes on the printed script or use as a prompt if dictating your findings at an inspection.

After an inspection and when you come to preparing / compiling your report you can delete the room and areas in the document not required for that inventory. *(Do not delete rooms and areas on the master template)*

Fill in the property, landlord, tenant, & letting agent details etc.

Following the order of the rooms and areas set out in the document fill in your comments for the contents and condition for each room's items as noted at the inventory inspection.

Insert images in to the document where needed with or without image captions.

When the rooms and areas are completed go through the document and delete any unnecessary / unused items room and area rows. (to make the document more concise.)

Update the included table of contents. Print Out to paper or to PDF for electronically deliverable reports.

You will have created a professional quality inventory which can be used to check in tenants at the start of a tenancy and when agreed with landlord and tenant can as the definitive basis of comparison at check out when tenants vacate the property.

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