




Check-in Document

Example address

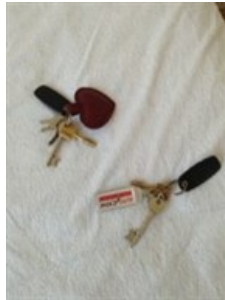
15/05/2014



Check-in

Check-in Details	
Property	Example address
Property Manager	Open Rent
Date of Check-in	15/05/2014
Management Status	Let Only
Photo	
Tenant Happy	Yes
Tenant Comments	

Tenants	
Name	tenant's name
Mobile	tenant's phone number
Other Phone	
Email	

Key Details	
Key Description (all keys)	2x communal door fobs. 2x front door Chubb type keys. 2x front door small Chubb keys. 2x window keys and 1x garage key.
Notes	
Are All Fobs Working?	Yes
Entrance Codes	N/A
Alarm Codes	N/A
Keys Photo	

Parking

Parking Available?	No
Number of Spaces	

Cleaning

Is Cleaning Needed?	No
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Grout Details

Grout Clean	Yes
Notes	Mildly discoloured.
Photos:	



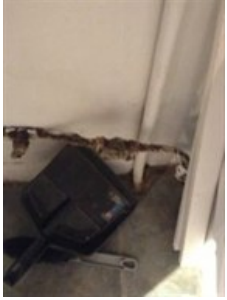

Condensation Details

Signs of Condensation	No
Notes	

Mailbox

Where is mailbox?	N/A
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Utilities

Item	Details	Photo
Gas Meter	Reading: 16464 Serial Number: 1234	
Electric Meter	Reading: Rate 1: 08446 / Rate 2: 20844 Serial Number: abcd	
Water Meter	Reading: Could not locate	
Stopcock Location	Kitchen cupboard	
Fusebox Location	Kitchen cupboard	
Comments	Gas meter is locate behind kitchen unit in corner	

Contacts

Concierge/Caretaker/Management
contact details

Tenant Requests

Request

For tenant to place some items of furniture in garage.