

PROPERTY INFORMATION SHEET MUST BE RETURNED TO THE OFFICE BY 30th SEPTEMBER 2020

ADDRESS:.....

DATE:.....

GAS METER READINGS:.....

ELEC METER READINGS:.....

Communal	Item/How Many	Description of minor defect (mark/scuff/burn)
<u>HALLWAY</u>		
Laminate Floor/Carpet		
Decor (Paint/Wallpaper)		
<u>LOUNGE</u>		
Carpet/Laminate Floor		
Sofa(s)		
Coffee Table (if applicable)		
Curtains/Blinds		
Decor (Paint/Wallpaper)		
Miscellaneous Items		
<u>KITCHEN</u>		
Vinyl/Laminate Floor		
Fridge(s)/Freezer(s)		
Microwave		
Cooker or Oven and Hob		
Curtains/Blinds		
Washing Machine/Dryer or Washer Dryer		
Dishwasher (if applicable)		
Dining Table and Chairs		
Fire Extinguisher(s), Blanket and C/M detector		
Smoke/Heat detector(s)		
Decor (Paint/Wallpaper)		
<u>BATHROOM</u>		
Shower and/or Bath		
Toilet		
Decor (Paint/Wallpaper)		
Miscellaneous Items		
<u>OTHER/MISCELLANEOUS:</u>		
Hoover		
Agent Signature:	Tenant Name:	Tenant Signature:

Property Information Sheet - Bedrooms

Tenant Name: Bedroom:	Yes/No/ How Many?	Description of minor defect (mark/scuff/burn)
Bed		
Desk		
Desk Chair		
Wardrobe/Wardrobe with Drawers		
Chest of Drawers (if applicable)		
Carpet or Laminate Floor		
Decor (Paint/Wallpaper etc)		
Miscellaneous item(s)		
Tenant Signature		

Tenant Name: Bedroom:	Yes/No/ How Many?	Description of minor defect (mark/scuff/burn)
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Desk		
Desk Chair		
Wardrobe/Wardrobe with Drawers		
Chest of Drawers (if applicable)		
Carpet or Laminate Floor		
Decor (Paint/Wallpaper etc)		
Miscellaneous item(s)		
Tenant Signature		

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Tenant Signature		

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