

Inventory checklist

For Compliance

- ☐ Floorplan - an overview for all property managers to understand the layout and manage it effectively
- ☐ Number of and location of alarms (Smoke and Carbon Monoxide)
- ☐ Installation dates and expiration dates. for all alarms.
- ☐ Utility meter readings, serial numbers and the position of stopcocks or isolation switches and locations, levels of oil tanks +photos
- ☐ Prepare inventory in plenty of time to be sent to the tenant before they move in so they can check it on day one.
- ☐ Use clear unambiguous language to describe cleanliness and condition of the property to avoid disputes.
- ☐ Use inventories as the bases of Mid Term Inspection reports to check occupancy of both human and pet and record what you find.

