Check-in and check-out report

Short-term rental (Airbnb, Booking.com, direct booking)

Check Easy

How to use this template
1. Fill in the "Check-in" column before the guest arrives and the "Check-out" column after they leave, on the same document.
2. For each line, write the reference of the matching photo (e.g. KIT-03 for the 3rd kitchen photo). Take check-out photos from the same angles as check-in photos.
3. Condition codes: **G** good · **W** fair wear and tear · **D** damaged · **NW** not working · **M** missing. Describe any defect under "Notes".
4. Strike out lines that do not apply and add your own items in the blank lines.

1. Property

Property address	
Listing name	
Owner / property manager	
Platform and booking reference	

2. Guest and stay

Lead guest name	
Number of guests (adults / children / pets)	
Expected arrival: date and time	
Expected departure: date and time	

	Date	Time	Carried out by	Guest present?
Check-in inspection				yes / no
Check-out inspection				yes / no

3. Meter readings

Meter	Meter number	Reading at check-in	Reading at check-out	Photo ref.
Electricity (peak)				
Electricity (off-peak)				
Cold water				
Hot water				
Gas				

4. Keys, fobs and access

Item	Qty handed over	Qty returned	Notes
Property keys			
Mailbox key			
Building fob or remote			
Gate / garage remote			
Key box: code shared			

5. Room-by-room condition

Room: Entrance and hallway				
Item	**Check-in**	**Check-out**	**Notes**	**Photo ref.**
Floor				
Walls and ceiling				
Front door and lock				
Lights and switches				
Cupboard, coat hooks				

Room: Living room				
Item	**Check-in**	**Check-out**	**Notes**	**Photo ref.**
Floor				
Walls and ceiling				
Windows, shutters, curtains				
Sofa and armchairs				
Table and chairs				
TV and remote				
Lights and sockets				

Room: Kitchen				
Item	**Check-in**	**Check-out**	**Notes**	**Photo ref.**
Floor				
Walls and splashback				
Worktop and sink				
Hob and extractor				
Oven and microwave				
Fridge and freezer				
Dishwasher				
Cupboards and drawers				

Room: Bedroom 1				
Item	**Check-in**	**Check-out**	**Notes**	**Photo ref.**
Floor				
Walls and ceiling				
Windows, shutters, curtains				
Bed, mattress, protector				
Wardrobe, hangers, drawers				
Bedside tables, lamps				

Room: Bedroom 2				
Item	**Check-in**	**Check-out**	**Notes**	**Photo ref.**
Floor				
Walls and ceiling				
Windows, shutters, curtains				
Bed, mattress, protector				
Wardrobe, hangers, drawers				
Bedside tables, lamps				

Room: Bathroom				
Item	**Check-in**	**Check-out**	**Notes**	**Photo ref.**
Floor				
Walls, tiles and seals				
Shower or bath				
Basin, taps, drains				
Mirror and vanity unit				
Ventilation, towel rail				

Room: Toilet				
Item	**Check-in**	**Check-out**	**Notes**	**Photo ref.**
Floor and walls				
Bowl, seat, flush				
Hand basin				

Room: Outdoor (balcony, terrace, garden)				
Item	**Check-in**	**Check-out**	**Notes**	**Photo ref.**
Floor and railings				
Garden furniture				
Barbecue, parasol				

Room:				
Item	**Check-in**	**Check-out**	**Notes**	**Photo ref.**

6. Equipment inventory

Item	Expected qty	Qty in	Qty out	Notes
Dinner / soup / dessert plates				
Glasses and mugs				
Cutlery (forks, knives, spoons)				
Pans, pots, utensils				
Small appliances (kettle, coffee maker, toaster)				
Bed linen sets (sheets, duvet covers, pillowcases)				
Duvets and pillows				
Bath and hand towels				
Hair dryer				
Iron and ironing board				
Vacuum, broom, mop				
Router and cables				
Smoke alarm (present, tested)				
Fire extinguisher, first aid kit				

7. Issues found at check-out

Description of the issue	Room	Photo ref.	Estimated cost

8. General notes

Cleanliness at check-out
Other remarks (smoke smell, pets, reported noise)

9. Supporting documents

Document	Attached (X)	Count or reference
Check-in photos		
Check-out photos		
Photos or videos of each issue (wide shot and close-up)		
Repair quotes, invoices or replacement receipts		
Messages with the guest (platform messaging)		
Original purchase receipts for damaged or missing items		

10. Signatures

This report is made in two copies, one for each party. If it is carried out without the guest, it is sent to them the same day (email or platform messaging).

	Host or representative	Guest
At check-in Place ..... Date ..../..../....	Name, signature	Name, signature
At check-out Place ..... Date ..../..../....	Name, signature	Name, signature