



## CHECKLIST LOCATION DESCRIPTION

Room number:.....(reference code see contract)  
 Name: .....  
 Date: .....

This description has to be uploaded within 14 days via the RENTIO-app or via your RENTIO-account on the website [www.rentio.be](http://www.rentio.be)  
 Please fill in carefully and don't forget to sign

### **How do I have to fill in the columns?**

\* You only have to check the things that are actually in your room or studio (so no common spaces).

Fill in one of the numbers in the column titled "Condition":

- 1 = new or almost new
- 2 = in very good shape
- 3 = some marks of damage
- 4 = in really bad shape
- 5 = broken, doesn't work anymore
- 6 = not in the room or studio

In case of numbers 3 – 5, please give a detailed description of the damage or malfunction and **add a photo of the damage.**

The column "Amount" has to be left clear.

Description	Condition (fill in the numbers)	Description of damage or malfunction	Amount
Mailbox key			
Phone to open door			
<b>Room</b>			
Door (stickers removed?)			
Windows			
Net curtains			
Curtains			
Floor			
Walls			
Ceiling			
Radiator			
Switches			
Sockets			
Lamps			
<b>Kitchen *</b>			
Floor			
Walls			
Ceiling			
Tiles			
Cupboards			
Refrigerator			
Water heater *			
Sink			
Tap			
Cooker			
Cooker hood (filter cleaned?)			
Lamps			

Description	Condition (fill in the numbers)	Description of damage or malfunction	Amount
<b>Bathroom*</b>			
Door			
Floor			
Tiles			
Ceiling			
Sink			
Tap			
Toilet			
Support toilet paper			
Plastic cupboard (also on top)			
Mirror			
Lamps			
<b>Furniture</b>			
Desk			
Chair			
Bookshelf			
Wardrobe (also inside)			
Bed			
Bed bottom			
Bedside cabinet			

General remarks:

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Please notice that a place description is not an automatic repair order. Make a report for this using the red report button at [www.kotleven.be](http://www.kotleven.be)

If we do not receive a filled in place description within 14 days after the start of the contract, we will send someone to fill it in with you and it will cost 25 euros.

Date: .....

Signature + "Red and approved"