

Inventory template for a tourist home, room by room

An inventory to sign when starting with a manager, when changing manager or to check the flat between guests: item, quantity, condition and remarks for each room.

Reviewed on 6 October 2026 · Applies to: good management practice, not a legal rule

A signed inventory is the proof of what condition the flat was in. It is useful when you **start with a manager**, when you **change manager** (the outgoing one hands it over signed on the last day, with the keys and codes) and when you need to **claim for damage**: without photos or a list from before, the guest will say it was already like that and the claim is almost always lost (What if they wreck my flat?).

The pre-filled rows include what the Annex to Decree 28/2016 requires (mandatory equipment). Delete what you do not have and add anything missing in the blank rows.

How to use it

- ☐ Do it with the flat freshly cleaned, room by room, and with both parties present if it is a change of manager.
- ☐ Take dated photos of each room and of anything with damage, and keep them with this document.
- ☐ Under «Condition» always use the same words: new, good, used, damaged or missing.
- ☐ Between guests, the check-out clean is the time to check it: anything broken or missing is reported that same day.
- ☐ Review it and sign it again at every change of manager, and every time you buy or remove something important.

Details of the home

Address of the home (street type, name, number, floor, door and municipality)

Registration code in the Registro de Turismo de Andalucía (Andalusian Tourism Register)

Number of registered places

Date of the inventory

Reason (start with a manager, change of manager, check between guests, other)

Who does it (name and role: owner, manager, cleaning) and who is present

Inventory by room

ROOM	ITEM	QUANTITY	CONDITION	REMARKS
Living room	Sofa or sofa bed			
Living room	Table and chairs			
Living room	Television and remote			
Living room	Lamps			

ROOM	ITEM	QUANTITY	CONDITION	REMARKS
Living room	Roller shutters or curtains			
Living room	Air conditioning or heating and remote			
Kitchen	Hob (number of rings)			
Kitchen	Oven or microwave			
Kitchen	Fridge			
Kitchen	Washing machine or dishwasher			
Kitchen	Coffee maker, toaster or grill, blender and juicer			
Kitchen	Plates, bowls and serving dishes			
Kitchen	Glasses, wine glasses and mugs			
Kitchen	Cutlery and serving cutlery			
Kitchen	Frying pans and saucepans			
Kitchen	Corkscrew, bottle opener, tin opener, scissors and colander			
Kitchen	Bins for separating waste			
Kitchen	Iron, ironing board and clothes airer			
Bedroom 1	Bed (size) and mattress			
Bedroom 1	Pillows and blankets or duvet			
Bedroom 1	Wardrobe and hangers			
Bedroom 1	Bedside tables and lamps			
Bedroom 1	Roller shutter or blackout curtain; air conditioning and remote			
Bedroom 2	Bed (size) and mattress			
Bedroom 2	Pillows, wardrobe and hangers			
Bedroom 2	Roller shutter or blackout curtain; air conditioning and remote			
Bathroom	Washbasin, toilet, shower or bath and mirror			
Bathroom	Shower screen or curtain			
Bathroom	Hairdryer			
Bathroom	Bath mat and non-slip mat			
Bathroom	Toilet brush and bin with lid			
Terrace	Table and chairs			
Terrace	Awning, clothes airer or other			
Linen	Sets of sheets and covers (per bed)			
Linen	Bath towels			
Linen	Hand towels			
Safety	Fire extinguisher (date on label)			
Safety	Smoke detector			
Safety	First aid kit			
Documents	Complaint forms and sign			
Documents	Tourist information and map of the town			
Documents	Appliance instructions and channel sheet			
Keys	Keys and remotes (building entrance, flat, letterbox, garage)			
Keys	Lock or key box codes (changed on)			

ROOM	ITEM	QUANTITY	CONDITION	REMARKS

General remarks
General condition of walls, floors, doors and windows; pre-existing damage noted

Meter readings (electricity, water, gas), if agreed

Signatures
The parties sign this inventory, together with the dated photos accompanying it, as a record of the condition of the home on the date indicated.
Owner: name and signature

Manager or person receiving the home: name and signature

Place and date

Guidance template: this is not a legal document. Adapt it to your home and to what your management contract says.
mipisoturistico.app/en/downloads/template-inventory · Reviewed on 6 October 2026

Sources

- Decree 28/2016 on tourist dwellings, consolidated text with the 2024 amendments (Junta de Andalucía): Annex «Requisitos adicionales» (additional requirements) (in Spanish) – https://www.juntadeandalucia.es/sites/default/files/inline-files/2024/02/3%20Decreto%2028-2016,%20de%202%20de%20febrero%20de%20las%20viviendas%20con%20fines%20turisticos_0.pdf