**Dirección:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/**Ciudad**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/**Código Inmueble:** \_\_\_\_\_\_\_\_\_\_\_/

**Nombre del Agente Inmob.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/Clase de inmueble:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

De conformidad con el contrato de administración del inmueble destinado a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ de fecha \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/, se procede al inventario para su recibido así:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OBJETO** | **CANTIDAD** | | | | | | **MATERIAL** | **OBSERVACIONES** |
| **Puertas** |  | | | | | |  |  |
| **Ventanas** |  | | | | | |  |  |
| **Vidrios** |  | | | | | |  |  |
| **Closets** |  | | | | | |  |  |
| **Cerraduras** |  | | | | | |  |  |
| **Lavamanos** |  | | | | | |  |  |
| **Duchas** |  | | | | | |  |  |
| **Jabonera** |  | | | | | |  |  |
| **Cepillará** |  | | | | | |  |  |
| **Papelera** |  | | | | | |  |  |
| **Gabinete** |  | | | | | |  |  |
| **Sanitarios** |  | | | | | |  |  |
| **Toallero** |  | | | | | |  |  |
| **Rosetas** |  | | | | | |  |  |
| **Interruptores** |  | | | | | |  |  |
| **Timbre** |  | | | | | |  |  |
| **Toma corrientes** |  | | | | | |  |  |
| **Plafones** |  | | | | | |  |  |
| **Citofono** |  | | | | | |  |  |
| **Ventiladores** | **Clase** | | **Cantidad** | | **Estado** | |  |  |
|  | |  | |  | |
| **Aire Acondicionados** | **Clase** | | **Cantidad** | | **Estado** | |  |  |
|  | |  | |  | |
| **Medidor de Luz** | **# medidor** | **Marca** | | **Lect. actual** | | **Fecha** |  |  |
|  |  | |  | |  |
| **Medidor de Gas** | **# medidor** | **Marca** | | **Lect. actual** | | **Fecha** |  |  |
|  |  | |  | |  |
| **Medidor de Agua**  **SI** | **# medidor** | **Marca** | | **Lect. actual** | | **Fecha** |  |  |
|  |  | |  | |  |
| **Cocina** | **Integral** | **Equipada** | | **Americana** | | **Normal** |  |  |
|  |  | |  | |  |
| **Horno** |  | | | | | |  |  |
| **Lavaplatos** |  | | | | | |  |  |
| **Calentador** |  | | | | | |  |  |
| **Lavadero** |  | | | | | |  |  |
| **Sala** |  | | | | | |  |  |
| **Comedor** |  | | | | | |  |  |
| **Patio** |  | | | | | |  |  |
| **Alcobas** |  | | | | | |  |  |
| **Terraza** |  | | | | | |  |  |
| **Paredes** |  | | | | | |  |  |
| **Fachada** |  | | | | | |  |  |
| **PISO** |  | | | | | |  |  |
| **Cielo Raso** |  | | | | | |  |  |
| **Juego de llaves**  **SI** |  | | | | | |  |  |
| **Otros** |  | | | | | |  |  |

Todo lo anterior está en perfecto estado de funcionamiento excepto:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

El inmueble se entrega a la empresa de acuerdo con el presente inventario en buen estado para su administración, y se entregara de igual forma una vez desocupen el inmueble, salvo el deterioro natural.

Para mayor constancia se firma hoy \_\_\_\_\_\_/del Mes\_\_\_\_\_\_\_\_\_ del Año\_\_\_\_\_\_\_\_\_/Hora\_\_\_\_\_\_\_\_/, en dos ejemplares del mismo tenor en la ciudad de \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/.

**LAS PARTES:**

**EL ADMINISTRADOR o AGENTE EL PROPIETARIO/ENCARGADO**

**Firma:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Firma:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/**

**Nombre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ Nombre:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/**

**CC. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ CC.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/**