退房验收表

编号：

 年 月 日

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **区域** |  | **原承租人** |  | **电话** |  |
| **地址** |  **栋 层**  |
| **本体** | **墙** |  | **管** |  | **验收人** |
| **梁** |  | **灯** |  |  |
| **柱** |  | **房间** |  |
| **窗** |  | **门锁** |  |
| **内墙** |  |  |
| **外墙** |  |  |
| **洗手间** |  |  |
| **钥匙情况** |  |  |
| **供电** | **上月读数** |  | **本次读数** |  | **单价** |  | **金额** |  |  |
| **供水** | **上月读数** |  | **本次读数** |  | **单价** |  | **金额** |  |  |
| **原承租人意见及签名** |  |
| **维修情况** |  |
| **验房情况及签名** |  |