

## Inventory Checklist

### Commencement

(Tenant to complete two copies – one for Landlord and one for Tenant)

**NOTICE TO TENANT:** Michigan law states that you should complete this checklist, noting the condition of the rental property, and return it to the landlord within 7 days after obtaining possession of the rental unit. You are also entitled to request and receive a copy of the last termination inventory checklist which shows what claims were chargeable to the last prior tenants.

Property Address: \_\_\_\_\_

Tenant(s): \_\_\_\_\_

Date Occupied: \_\_\_\_\_ Date Lease Starts: \_\_\_\_\_ Date Lease Expires: \_\_\_\_\_

#### Items:

#### Description of Damage:

Floors:	_____
Walls:	_____
Ceilings:	_____
Windows:	_____
Doors:	_____
Kitchen:	_____
Appliances:	_____
Furniture:	_____
Bathroom(s):	_____
Basement:	_____
Garage:	_____
Exterior:	_____
Electrical Fixtures:	_____
Plumbing Fixtures:	_____
Mechanical Equipment:	_____
Miscellaneous:	_____
	_____
	_____
	_____

Date of Inspection: \_\_\_\_\_ Tenant(s) Signature: \_\_\_\_\_

Tenant(s) Signature: \_\_\_\_\_

**NOTICE TO TENANT:** Michigan law requires that you must notify your landlord in writing within 4 days after you move of a forwarding address where you can be reached and where you will receive mail; otherwise your landlord shall be relieved of sending you notice of or an itemized list of damages and the penalties adherent to that failure.

The Landlord's name and address for receipt of communications is as follows:

Landlord's Name: \_\_\_\_\_

Landlord's Address: \_\_\_\_\_

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