

INVENTORY CHECKLIST FOR

You are being provided with two copies of the Inventory Checklist. You should complete one 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 should keep the other copy for your records. 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.

You must notify the 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 an itemized list of damages and the penalties adherent to that failure.

Landlord's name and address:

Security deposit deposited at:

Name(s) of the tenant(s):

MOVE-IN CHECKLIST

Move-In Date: _____

MOVE-OUT CHECKLIST

Move-Out Date: _____

Kitchen:

- Refrigerator _____
- Range & oven _____
- Broiler _____
- Range hood & fan _____
- Sink & counter _____
- Garbage disposal _____
- Cabinets _____
- Light fixture _____
- Walls/ceiling & paint _____
- Carpet/floor _____
- Curtains or draperies _____
- Windows & screens _____
- Furniture _____
- Closets _____
- Shelves _____
- Doors _____
- Plumbing fixtures _____
- Other _____
- _____
- _____
- _____

Dining room

- Thermostat _____
- Air conditioner _____
- Door _____
- Windows & screens _____
- Walls/ceiling & paint _____
- Carpet/floor _____
- Curtains or draperies _____
- Light fixture _____
- Furniture _____
- Closets _____
- Shelves _____
- Other _____
- _____
- _____
- _____

Living room

Thermostat	_____	_____
Air conditioner	_____	_____
Door	_____	_____
Windows & screens	_____	_____
Walls/ceiling & paint	_____	_____
Carpet/floor	_____	_____
TV cord & adaptor	_____	_____
Curtains or draperies	_____	_____
Light fixture	_____	_____
Furniture	_____	_____
Closets	_____	_____
Shelves	_____	_____
Other	_____	_____
	_____	_____
	_____	_____
	_____	_____

Bathroom

Bathtub/shower	_____	_____
Sink & counter	_____	_____
Medicine cabinet	_____	_____
Vent fan	_____	_____
Ceramic tile	_____	_____
Light fixture	_____	_____
Walls/ceiling & paint	_____	_____
Carpet/floor	_____	_____
Curtains or draperies	_____	_____
Windows	_____	_____
Closets	_____	_____
Shelves	_____	_____
Doors	_____	_____
Toilet	_____	_____
Other	_____	_____
	_____	_____
	_____	_____
	_____	_____

Bedroom No. 1

Doors	_____	_____
Windows & screens	_____	_____
Light fixture	_____	_____
Walls/ceiling paint	_____	_____

Carpet/floor	_____	_____
Closets	_____	_____
Curtains or draperies	_____	_____
Furniture	_____	_____
Shelves	_____	_____
Other	_____	_____
	_____	_____
	_____	_____

Bedroom No. 2

Doors	_____	_____
Windows & screens	_____	_____
Light fixture	_____	_____
Walls/ceiling & paint	_____	_____
Carpet/floor	_____	_____
Closets	_____	_____
Curtains or draperies	_____	_____
Furniture	_____	_____
Shelves	_____	_____
Other	_____	_____
	_____	_____
	_____	_____

Basement/storage

Windows	_____	_____
Walls/ceiling & paint	_____	_____
Closets	_____	_____
Floors	_____	_____
Doors	_____	_____
Other	_____	_____
	_____	_____
	_____	_____

Hallway(s)

Doors	_____	_____
Walls/ceiling & paint	_____	_____
Floors	_____	_____
Windows	_____	_____
Other	_____	_____
	_____	_____
	_____	_____

Stairwell

Doors	_____	_____
Walls/ceiling & paint	_____	_____
Floors	_____	_____
Windows	_____	_____
Railings	_____	_____
Other	_____	_____

Garage or parking area

Windows	_____	_____
Walls/ceiling	_____	_____
Shelves	_____	_____
Paint	_____	_____
Doors	_____	_____
Other	_____	_____

Date utilities notified

Gas company	_____	_____
Electric company	_____	_____
Water & sewer	_____	_____

Number of keys	_____	_____
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**RECEIPT FOR INVENTORY
CHECKLIST AND LEASE**

Tenant acknowledges a copy of two Inventory checklists and a signed copy of the Lease for Premises located at _____. If one completed Checklist is not returned to Landlord within the 7 days from this date, the Landlord and Tenant agree that none of the real or personal property at the premises is damages or flawed in any way.

TENANT

Dated: _____

By: _____

ITEMIZED LIST OF CHARGES

RE:

Tenant: _____

Forwarding Address _____

Date list was mailed to the tenant _____

CREDITS:

1.	Security Deposit	\$ _____	
2.	Other	\$ _____	
		TOTAL CREDITS:	\$ _____

CHARGES

1.	Rental arrearage	\$ _____	
2.	Rent due for premature termination of the lease by the tenant	\$ _____	
3.	The tenant's utility bills not paid by the tenant	\$ _____	
4.	Damages to property and estimated cost of repair:		
	a. _____	\$ _____	
	b. _____	\$ _____	
	c. _____	\$ _____	
	d. _____	\$ _____	
	e. _____	\$ _____	
		TOTAL CHARGES	\$ _____

AMOUNT OWED TO THE TENANT (if charges are less than credits, the tenant is entitled to receive this amount) \$ _____

ADDITIONAL AMOUNT OWED TO THE LANDLORD (if credits are less than charges, the tenant owes this additional amount to the landlord) \$ _____

You must respond to this notice by mail within 7 days after receipt of same; otherwise you will forfeit the amount claimed for damages.