

**COMMENCEMENT AND TERMINATION
INVENTORY CHECKLIST FORM**

“YOU SHOULD COMPLETE THIS CHECKLIST NOTING THE CONDITION OF THE RENTAL PROPERTY AND RETURN IT TO THE LANDLORD WITH 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.”

Instructions to the Owners, Manager or Landlord: The Security Deposit Law, Act No 348 of the Public Acts of 1972 provides Section 8, subsection (5), “At the termination of occupancy, the landlord shall complete a termination inventory checklist listing the damages he claims were caused by the tenant.”

Under the law, the Termination Inventory Checklist must be identical to the form used for the Commencement Inventory Checklist. The completed Termination Inventory Checklist should be retained in your files permanently at the law provides that subsequent tenants are entitled to “receive a copy of the last termination inventory checklist which shows what claims were chargeable to the last prior tenant.” (Section 8, subsection (4))

Tenant(s) _____

Date Occupied _____

Property Address _____

Lease Starts _____

Lease Expires _____

Living Room	Beginning Condition	Ending Condition
Door	_____	_____
Windows	_____	_____
Carpet or Floor	_____	_____
Walls	_____	_____
Ceiling	_____	_____
Lights & Switches	_____	_____
Other	_____	_____

Family/Great Room	Beginning Condition	Ending Condition
Door	_____	_____
Windows	_____	_____
Carpet or Floor	_____	_____
Walls	_____	_____
Ceiling	_____	_____
Lights & Switches	_____	_____
Other	_____	_____

Dining Room	Beginning Condition	Ending Condition
Windows	_____	_____
Carpet or Floor	_____	_____
Walls	_____	_____
Ceiling	_____	_____
Lights & Switches	_____	_____
Other	_____	_____

Buyer(s) Initials

Seller(s) Initials

3rd Bedroom

Door
Windows
Carpet or Floor
Walls
Ceiling
Lights & Switches
Closet

Beginning Condition

Ending Condition

4th Bedroom

Door
Windows
Carpet or Floor
Walls
Ceiling
Lights & Switches
Closet

Beginning Condition

Ending Condition

Laundry/Mud Room

Windows
Carpet or Floor
Walls
Ceiling
Lights & Switches
Sink
Other

Beginning Condition

Ending Condition

Foyer

Windows
Carpet or Floor
Walls
Ceiling
Lights & Switches
Other

Beginning Condition

Ending Condition

Bathroom

Windows
Carpet or Floor
Walls
Ceiling
Lights & Switches
Sink
Tub & Shower

Beginning Condition

Ending Condition

2nd Bathroom/Lav

Windows
Carpet or Floor
Walls
Ceiling
Lights & Switches
Sink
Tub & Shower

Beginning Condition

Ending Condition

Buyer(s) Initials

Seller(s) Initials

