

# INVENTORY CHECKLIST\*

## COMMENCEMENT AND TERMINATION INVENTORY CHECKLIST FORM

“YOU MUST 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.”

	BEGINNING CONDITION	ENDING CONDITION
<b>LIVING ROOM</b>		
DOOR (INCLUDING LOCKS):		
WINDOWS:		
CARPET OR FLOOR:		
WALLS:		
CEILING:		
LIGHTS & SWITCHES:		
OTHER:		
<b>DINING ROOM</b>		
WINDOWS:		
CARPET OR FLOOR:		
WALLS:		
CEILING:		
LIGHTS & SWITCHES:		
OTHER:		
<b>HALLWAY</b>		
FLOOR:		
WALLS:		
CEILING:		
OTHER:		
<b>KITCHEN</b>		
WINDOWS:		
FLOOR:		
WALLS:		
CEILING:		
LIGHTS & SWITCHES:		
STOVE:		
REFRIGERATOR:		
SINK:		
CABINETS & COUNTER:		
OTHER:		

\* Remember! Be specific. Describe any conditions in detailed terms rather than saying "fine" or "acceptable."

**BEGINNING CONDITION**

**ENDING CONDITION**

**BEDROOM**

DOOR:		
WINDOWS:		
CARPET OR FLOOR:		
WALLS:		
CEILING:		
LIGHTS & SWITCHES:		
CLOSET:		
OTHER:		

**BATHROOM**

DOOR:		
WINDOW:		
FLOOR:		
WALLS:		
CEILING:		
SINK:		
TUB AND/OR SHOWER:		
TOILET:		
CABINET, SHELVES, CLOSET:		
TOWEL BARS:		
LIGHTS & SWITCHES:		
OTHER:		

**BASEMENT**

--	--	--

**GARAGE**

--	--	--

**FURNITURE INVENTORY**

Use this if rental unit is furnished;  
check **condition** of items and **number** present.

KITCHEN CHAIRS:		
TABLES:		
END TABLES:		
LOUNGE CHAIRS:		
SOFAS:		
LAMPS:		
DESKS:		
DESK CHAIRS:		
BOOKCASES:		
MATTRESSES:		
DRESSERS:		

SIGNATURE OF TENANT(S) \_\_\_\_\_

ADDRESS OF UNIT \_\_\_\_\_

SIGNATURE OF LANDLORD \_\_\_\_\_

LANDLORD'S ADDRESS \_\_\_\_\_

PHONE NUMBER (LANDLORD) \_\_\_\_\_

DATE \_\_\_\_\_