

Inventory Checklist - Commencement

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

NOTICE TO TENANT: Complete and return to the landlord within 3 days after obtaining possession of the rental unit.

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: Please 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.

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

Landlord's Name: _____

Landlord's Address: _____

The landlord must return the security deposit within 30 days after the rental agreement ends and the tenant moves out. The landlord may deduct the cost of any repair for items other than normal wear and tear. All charges must be listed separately by the landlord and the list must be sent with the rest of the deposit. If the tenant does not receive the security deposit or disagrees with the deductions, the tenant may sue to get back the amount in dispute.

When the tenant gives the landlord an address to send the security deposit, and has given proper notice to end the rental agreement, the security deposit or a written explanation from the landlord must be sent within 30 days or the tenant may sue for twice the amount the landlord has kept and reasonable attorney's fees. Suits for under \$1,000 may be brought in Small Claims Court without an attorney.