

## Inventory Checklist - Termination

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

At the termination of the occupancy, the Landlord shall complete a termination inventory checklist listing all the damages the Landlord claims were caused by the Tenant.

**NOTICE TO TENANT: You must respond to this notice by mail within 7 days after receipt of same, otherwise you will forfeit the amount claimed for damages.**

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

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

Date Occupied: \_\_\_\_\_ Date Lease Started: \_\_\_\_\_ Date Lease Expired: \_\_\_\_\_

Items:	Description of Damage	/	Estimated cost of repair
Floors:	_____		
Walls:	_____		
Ceilings:	_____		
Windows:	_____		
Doors:	_____		
Kitchen:	_____		
Appliances:	_____		
Furniture:	_____		
Bathroom(s):	_____		
Basement:	_____		
Garage:	_____		
Exterior:	_____		
Electrical Fixtures:	_____		
Plumbing Fixtures:	_____		
Mechanical Equipment:	_____		
Miscellaneous:	_____		
	_____		
	_____		

Amount of Security Deposit: \$ \_\_\_\_\_

Subtotal of Property Damage: \$ \_\_\_\_\_

Unpaid Utility Bills: \$ \_\_\_\_\_

Unpaid Back Rent: \$ \_\_\_\_\_

Unpaid Early Termination rent: \$ \_\_\_\_\_

Total Amount Assessed: \$ \_\_\_\_\_

Difference **(Check for which is enclosed)** \$ \_\_\_\_\_

Date of Inspection: \_\_\_\_\_ Landlord's Signature: \_\_\_\_\_

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.