

COMMENCEMENT INVENTORY CHECKLIST (2 copies)

NOTICE TO TENANT:

"YOU SHOULD 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."

Tenant _____ Date Occupied _____
 Property Address _____ Date Lease Starts _____
 _____ Date Lease Expires _____

Items delivered to Tenant:
 Date: _____ # of Keys: _____
 Date: _____ # of Remote: _____

Identification of Items

Description of Damage

Carpeting	_____
Other Window Treatments	_____
Appliances	_____
Windows	_____
Furniture	_____
Walls	_____
Closets	_____
Shelves	_____
Paint	_____
Doors	_____
Plumbing Fixtures	_____
Electrical Fixtures	_____
Mechanical Equipment	_____
Additional Structures	_____
Draperies	_____
Others	_____

Date of Inspection _____

Date of Move-Out _____

 (Signature of Tenant)

Complete two copies - one for Landlord, one for Tenant



Security Deposit Settlement (2 copies)

Re: Property _____

Dear _____
 Tenant

In accordance with Section 9 of the Security Deposit Law, Act 348 of the Public Acts of 1972, which provides, "In case of damage to the rental unit or other obligations against the security deposit, the Landlord shall mail to the tenant, **within 30 days** after the termination of occupancy, an itemized list of damages claimed of which the security deposit may be used as provided in Section 7, including the estimated cost of repair of each property damaged item and the amounts and basis on which he intends to assess the tenant," a review of our records and inspection of the above named property recently vacated by your disclosed the following:

Amount of Security Deposit \$: _____

Room	Identification of Item and Description of Damage	Estimated Cost of Repair

Miscellaneous	Descriptions	Amount/Notes

DISCLAIMER: This form is created by 1st Michigan Realty. 1st Michigan Realty is not responsible for use or misuse of the form, for misrepresentation, or for warranties made in connection with the form.

