

# Inventory Checklist

## Termination

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

Michigan law provides that 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. MCL 554.608(5). Michigan law also provides that in case of damage to the rental unit or other obligation 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 for which the security deposit may be used, including the estimated cost of repair of each property damaged and the amounts and bases upon which the Landlord intends to assess the tenant. MCL 554.609.

**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: \_\_\_\_\_