

# 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 \_\_\_\_\_

Date and Number of Keys  
Delivered to Tenant \_\_\_\_\_

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	_____

Date of Inspection \_\_\_\_\_

\_\_\_\_\_  
(Signature of Tenant) Date of Move-Out \_\_\_\_\_

Complete two copies - one for Landlord, one for Tenant

BBRSOAR Lease revised 8/2000