

TERMINATION INVENTORY CHECKLIST

(2 copies)

Instructions to the Owner, Manager or Landlord. The Security Deposit Law, Act No. 348 of the Public Acts of 1972 provides in Section 8, subsection (5), "At the termination of occupancy, the Landlord shall complete a termination inventory checklist listing all the damages he claims were caused by the Tenant."

Under the law, the Termination Inventory Checklist must be identical to the form used for the Commencement Inventory Checklist. The completed Termination Inventory Checklist should be retained in your files permanently as the law provides that subsequent tenants are entitled to "receive a copy of the last Termination Inventory checklist which shows what claims were chargeable to the last prior tenant." (Section 8, subsection (4)).

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 _____
_____ Date of Move-Out _____
(Signature of Owner or Manager)

Complete two copies - one for Landlord, one for Tenant

BBRSOAR Lease revised 8/2000