

Real Estate Management and Investment

522 1/2 S. BURDICK ST.
KALAMAZOO, MI 49007

INVENTORY INSPECTION FORM

Address of Rental Unit _____ Telephone # _____

YOU SHOULD COMPLETE THE 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.

**DO NOT USE THIS FORM AS A MAINTENANCE REQUEST
PLEASE SUBMIT ALL MAINTENANCE REQUESTS SEPARATELY.**

	Beginning Condition Date: _____	Ending Condition Date: _____
APARTMENT DOOR		
Locks/Handles		
Door Jamb		
Strike Plate		
Weather Stripping		
Paint		
Other		
KITCHEN		
Flooring		
Walls		
Ceiling		
Oven/Stove/Drip pans		
Oven Fan and Light		
Hood Vent		
Refrigerator/Freezer		
Refrigerator shelving		
Drawers, Crisper Cover		
Items left behind		
Dishwasher		
Sinks and Drains		
Basket Strains, Faucets		
Countertop: marks, chips		
Cupboards/Drawers		
Items left behind		
Light Fixtures		
Doors		
Windows		
Closets & Shelves		
Paint		
Fire Extinguisher		
Screens		
Other		
LIVING ROOM		
Flooring		
Stains, Burns, Tears, etc		
Walls		
Ceiling		

Real Estate Management and Investment

Light Fixtures		
Outlets and Switch Plates		
Thermostat		
Windows		
Paint		
Smoke Detector		
Other		
PATIO/BALCONY		
Vertical Blinds		
Slats and Wand		
Patio Door		
Lock/Handle		
Screen		
Exterior		
Other		
BACK DOOR/CLOSET/FOYER		
Locks/Handles		
Door Jamb		
Strike Plate		
Weather Stripping		
Closet Doors/Knobs		
Flooring		
Walls		
Water Heater		
Light Fixtures		
Other		
BATHROOM (Specify)		
Flooring		
Walls		
Ceiling		
Sink		
Toilet		
Seat, Tank, Handle		
Shower/Tub		
Vanity		
Cabinets		
Light Fixtures		
Doors		
Closets & Shelves		
Paint		
Towel Bars		
Thermostat		
Other		
BATHROOM (Specify)		
Flooring		
Walls		
Ceiling		
Sink		
Toilet		
Seat, Tank, Handle		
Shower/Tub		
Vanity		
Cabinets		
Light Fixtures		
Doors		
Closets & Shelves		
Paint		

Real Estate Management and Investment

Tower Bars		
Thermostat		
Other		
BEDROOM (Specify)		
Flooring: stains, burns, etc		
Walls		
Ceiling		
Doors		
Light Fixtures		
Windows: blinds, screens		
Closets & Shelves		
Paint		
Smoke Detector		
Other		
BEDROOM (Specify)		
Flooring: stains, burns, etc		
Walls		
Ceiling		
Doors		
Light Fixtures		
Windows: blinds, screens		
Closets & Shelves		
Paint		
Smoke Detector		
Other		
BEDROOM (Specify)		
Flooring: stains, burns, etc		
Walls		
Ceiling		
Doors		
Light Fixtures		
Windows: blinds, screens		
Closets & Shelves		
Paint		
Smoke Detector		
Other		
BEDROOM (Specify)		
Flooring: stains, burns, etc		
Walls		
Ceiling		
Doors		
Light Fixtures		
Windows: blinds, screens		
Closets & Shelves		
Paint		
Smoke Detectors		
Other		
EXTERIOR (Specify)		
Windows		
Graffiti		
Porch		
Other		
OTHER NOTES IF NEEDED		

Real Estate Management and Investment

I/We agree that all of the above items have been inspected and furthermore we agree that the following statements are true. I/We have made or received a copy of the completed form for my/our records:

Fire Extinguishers

- There is at least one functioning fire extinguisher in the unit. If you are unsure of how to determine if your fire extinguisher is functioning, call our office ASAP and we will inform you of how to properly test this safety device.

Smoke Detectors

- There is a least one functioning smoke detector in every bedroom, at least one functioning smoke detector on every floor including the attic and basement, and at least one functioning smoke detector in every room or hall adjacent to a bedroom. Every smoke detector has been tested and the batteries are good. If you are unsure of how to test if your smoke detector is functioning, call our office ASAP and we will inform you of how to properly test this safety device. Tenants are responsible for smoke detector batteries throughout their tenancy.

Light Bulbs

- All of the light bulbs throughout the unit are installed and working at the time of move-in. Tenants are responsible for light bulbs throughout their tenancy.

Garage/Basement/Storage Area Cleanliness

- The garage/basement/storage area's are clean and do not contain any trash or furniture such as couches, moving boxes, etc.

Bed Bug Inspection

- Based upon a thorough inspection of mattresses, box springs, bed frames, headboards, couches, chairs and recliners, nightstands, dressers, clothing, suitcases, backpacks and a general inspection of current premises including baseboards, carpet and rug edges, between folds of curtains and all window and door molding there are no signs of bed bug infestation.

SIGNATURE OF TENANTS

1) _____	Date _____	5) _____	Date _____
2) _____	Date _____	6) _____	Date _____
3) _____	Date _____	7) _____	Date _____
4) _____	Date _____	8) _____	Date _____