

Note: This is not to be used as a repair notice. Please call us immediately, if you need repairs done. *Get work order # from receptionist. You must 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 entitled to request and receive a copy of the last termination inventory checklist.

Condition Upon Arrival		Kitchen/Dining Area	Condition Upon Departure	
		Cupboards, Cabinets, and Drawers		
		Floor Covering		
		Walls and Ceilings		
		Electrical Fixtures		
		Refrigerator/Stove		
		Sink		
		Blinds		
		Windows and Screens		
		Doors and Locks		
Condition Upon Arrival		Living room Area	Condition Upon Departure	
		Walls and Ceilings		
		Carpeting		
		Electrical Fixtures		
		Blinds		
		Hallway and/or Stairwell		
		Windows and Screens		
		Doors and Locks		
Upon Arrival Bathroom 1	Upon Arrival Bathroom 2	Bathrooms	Upon Departure Bathroom 1	Upon Departure Bathroom 2
		Shower Curtain		
		Tub and Sink		
		Medicine Cabinet		
		Toilet		
		Walls and Ceiling		
		Floor Covering		
		Towel Racks and Tissue Holder		
		Windows and Screen		

			Doors and Locks			
Upon Arrival Bedroom 1	Upon Arrival Bedroom 2	Upon Arrival Bedroom 3	Bedrooms	Upon Departure Bedroom 1	Upon Departure Bedroom 2	Upon Departure Bedroom 3
			Walls and Ceiling			
			Carpeting			
			Blinds			
			Electrical Fixtures			
			Windows and Screens			
			Doors and Locks			

The inventory checklist above is complete and correct for _____ ,

REQUIRED Alarm system provider and code (if applicable) _____

Date

Tenant Phone #

Landlord / Representative

Maintenance Email: Maintenance@forepm.com Maintenance Fax: (248)479-1204

****Make sure checklist is signed prior to submitting****