

# RENTAL PROPERTY INVENTORY INSPECTION FORM

**ADDRESS OF RENTAL UNIT**

Rental Unit Address: \_\_\_\_\_, Kalamazoo, MI.

**TERM OF LEASE**

Fixed Term Lease Beginning at 12:00 PM on \_\_\_\_\_ & Ending at 12:00 PM on \_\_\_\_\_.

The undersigned acknowledge that they have entered into the above referenced Lease with The Lo Company, LLC. The undersigned further agree to and understand the following terms and conditions:

**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 TENANT(S).**

All items are presumed to be in good condition unless noted otherwise. Test all locks, window latches, smoke detectors, and equipment. This form is not a repair request. Submit all requests for repairs separately in accordance with your lease. You and your LANDLORD may also use this form upon move-out. Keep a copy for your records. Note any defects in the items listed below, items not marked may be subject to charges upon completion of your lease.

EXTERIOR ITEMS	Move-In Comments	Move-Out Comments
Lower Windows		
Lower Storms		
Upper Windows		
Upper Storms		
Graffiti		
Siding & Paint		
Porch		
Mailbox		
Fences & Gates		
Lawn, Trees & Shrubs		
Roof & Gutters		
Front Door		
Door Knob & Lock		
Weather-Stripping		
Light Fixture		
Rear Door		
Door Knob & Lock		
Weather-Stripping		
Light Fixture		
ENTRY AREA	Move-In Comments	Move-Out Comments
Flooring		
Walls & Wall Covering		
Ceiling		
Light Fixtures		
Doors		
Windows & Latches		
Blinds		

Closets & Shelves		
Paint		
Smoke Detector		
Storms		
Screens		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
<b>LIVING ROOM</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
Flooring		
Walls & Wall Covering		
Ceiling		
Light Fixtures		
Doors		
Windows & Latches		
Blinds		
Closets & Shelves		
Paint		
Smoke Detector		
Storms		
Screens		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Fireplace		
<b>DINING ROOM</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
Flooring		
Walls & Wall Covering		
Ceiling		
Light Fixtures		
Doors		
Windows & Latches		
Blinds		
Closets & Shelves		
Paint		
Smoke Detector		
Storms		
Screens		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Fireplace		
<b>FAMILY ROOM</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
Flooring		
Walls & Wall Covering		
Ceiling		
Light Fixtures		
Doors		
Windows & Latches		
Blinds		
Closets & Shelves		
Paint		
Smoke Detector		

Storms		
Screens		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Fireplace		
<b>LAUNDRY ROOM</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
Flooring		
Walls & Wall Covering		
Ceiling		
Light Fixtures		
Doors		
Windows & Latches		
Blinds		
Closets & Shelves		
Paint		
Smoke Detector		
Storms		
Screens		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Washer		
Dryer		
Utility Sink		
Countertops		
<b>KITCHEN</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
Flooring		
Walls & Wall Covering		
Ceiling		
Light Fixtures		
Doors		
Windows & Latches		
Blinds		
Closets & Shelves		
Paint		
Smoke Detector		
Storms		
Screens		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Countertops		
Refrigerator		
Ice Trays		
Shelves & Drawers		
Butter Tray		
Light & Bulb		
Range/Stove		
Racks		
Knobs		
Vent Hood		
Fan		

Bulb		
Dishwasher		
Garbage Disposal		
Dishwasher		
Racks		
Silver Basket		
Fire Extinguisher		
Sink		
<b>HALLWAYS</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
Flooring		
Walls & Wall Covering		
Ceiling		
Light Fixtures		
Doors		
Windows & Latches		
Blinds		
Closets & Shelves		
Paint		
Smoke Detector		
Storms		
Screens		
Plugs & Switches		
Closet Shelves & Rods		
<b>BATHROOM:</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
Flooring		
Walls & Wall Covering		
Ceiling		
Light Fixtures		
Doors		
Windows & Latches		
Blinds		
Closets & Shelves		
Paint		
Smoke Detector		
Storms		
Screens		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Jacuzzi		
Shower		
Sink & Faucet		
Toilet		
Countertops		
<b>BATHROOM:</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
Flooring		
Walls & Wall Covering		
Ceiling		
Light Fixtures		
Doors		
Windows & Latches		
Blinds		
Closets & Shelves		

Paint		
Smoke Detector		
Storms		
Screens		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
Jacuzzi		
Shower		
Sink & Faucet		
Toilet		
Countertops		
<b>BEDROOM:</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
Flooring		
Walls & Wall Covering		
Ceiling		
Light Fixtures		
Doors		
Windows & Latches		
Blinds		
Closets & Shelves		
Paint		
Smoke Detector		
Storms		
Screens		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
<b>BEDROOM:</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
Flooring		
Walls & Wall Covering		
Ceiling		
Light Fixtures		
Doors		
Windows & Latches		
Blinds		
Closets & Shelves		
Paint		
Smoke Detector		
Storms		
Screens		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
<b>BEDROOM:</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
Flooring		
Walls & Wall Covering		
Ceiling		
Light Fixtures		
Doors		
Windows & Latches		
Blinds		
Closets & Shelves		

Paint		
Smoke Detector		
Storms		
Screens		
Plugs & Switches		
Closet Shelves & Rods		
Cabinets		
<b>OTHER</b>	<b>Move-In Comments</b>	<b>Move-Out Comments</b>
Central A/C		
Furnace		
Furnace Filter		
Thermostat		
Water Heater		
Smoke Detectors		
Fire Extinguishers		
Security System		
Other:		

THIS SPACE IS RESERVED FOR ADDITIONAL COMMENTS:

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I/We agree that all of the above items have been inspected and furthermore we agree that the following statements are true:

**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. TENANT(s) 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. TENANT(s) 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.

**AGREEMENT SIGNATURES**

Upon execution by LANDLORD and TENANT(s), LANDLORD and TENANT(s) agree that this shall constitute a binding agreement for the lease of this property. All parties to this AGREEMENT have read, and agree to abide by all the rules and regulations listed herein. In consideration hereof, the undersigned hereby guarantee the faithful performance of the covenants and conditions of this Lease.

TENANT(s) Signature	TENANT(s) Signature
1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

LANDLORD: \_\_\_\_\_  
The Lo Company, LLC \_\_\_\_\_  
Date