

Standard Inventory Inspection Form  
Michigan Public Act 348

**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 CHARGABLE TO THE LAST PROIR TENANTS.**

It is the landlord's responsibility to fill out the ending condition. This inspection form becomes a basis for refunding the security deposit. Don't forget to consider items such as windows, screens, doors, locks, electrical and plumbing fixtures, paint, shelves, carpeting, draperies, and closets.

Don't forget signatures.

Address of Unit \_\_\_\_\_

Beginning Condition Date _____		Ending Condition Date _____	
<b>KITCHEN</b> Floors Walls/ceiling Stove/Refrigerator Sink/Countertop Other			
<b>LIVING ROOM</b> Floors Walls/Ceiling Other			
<b>BATHROOM</b>	<b>#1</b>	<b>#2</b>	<b>#1</b>
Floors Walls/Ceiling Toilet Shower/Tub Other			<b>#2</b>
<b>BEDROOM(S)</b> #1 Floors Walls/Ceiling Other #2 Floors Walls/Ceiling Other #3 Floors Walls/Ceiling Other #4 Floors Walls/Ceiling Other #5 Floors Walls/Ceiling Other #6 Floors Walls/Ceiling Other <b>OTHER</b>			
<b>BEGINNING</b> Tenants		<b>ENDING</b> Tenants	

Landlord Emerald Property & Management LLC  
6661 Brigham St.  
Portage, MI 49024  
(269) 317- 2057

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PORTIONS OF MICHIGAN PUBLIC ACT 348 OF 1972

Section 8

1. The landlord shall make use of inventory checklists both at the commencement and termination of occupancy for each rental unit which detail the condition of the rental unit for which security deposit is required.
2. At the commencement of the lease, the landlord shall furnish the tenant 2 blank copies of a commencement inventory checklist, which form shall be identical to the form used for the termination inventory checklist. The checklist shall include all items in the rental unit owned by the landlord including, but not limited to, carpeting, draperies, appliances, windows, furniture, walls, closets, shelves, paint, doors, plumbing fixtures, and electrical fixtures.
3. Unless the landlord and tenant agree to complete their inventory checklist within a shorter period, the tenant shall review the checklist, note the condition of the property and return 1 copy of the checklist to the landlord within 7 days after receiving possession of the premises.
4. The checklist shall contain the following notice in 12 point boldface type at the top of the first page: **“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 CHARGABLE TO THE LAST PROIR TENANTS.”**
5. At the termination of the occupancy, the landlord shall complete a termination inventory checklist listing all the damages he claims were caused by the tenants.

PLEASE NOTE:

The Inventory Inspection form is NOT a carbon copy.

Please make a photo-copy for your own records.  
Return a copy to Emerald Properties & Management  
within 7 days of move-in.

Thank you.

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