PPM L
Partlo Property Management

Inventory Checklist

COMMENCEMENT
Inventory Checklist Form

PPM Office Use Only
Date Given / Staff
/ /
Date Due:
/ /
Date Returned / Staff

	4
Tenant Name(s):	Date Returned / Staff
Unit Address:	/ /

YOU MUST COMPLETE THIS CHECKLIST NOTING THE CONDITION OF THE RENTAL PROPERTY AND RETURN IT TO THE LANDLORD WITHIN **7 DAYS** OF OBTAINING POSSESSION OF THE RENTAL UNIT. YOU ARE ALSO ENTITLED TO REQUEST AND RECEIVE A COPY OF THE LAST TERMINATION INVENTORY CHECKLIST WHICH SHOWS CLAIMS CHARGEABLE AGAINST THE LAST PRIOR TENANTS.

	Note Condition or Type of Damage	
LIVING ROOM		
DOOR (INCLUDING LOCKS)		
WINDOWS		
WINDOW BLINDS		
WINDOW SCREENS		
FLOORING		
WALLS		
CEILING		
OTHER:		
DINING ROOM		
WINDOWS		
WINDOW BLINDS		
WINDOW SCREENS		
FLOORING		
WALLS		
CEILING		
OTHER:		
KITCHEN		
WINDOWS		
WINDOW BLINDS		
WINDOW SCREENS		
FLOORING		
CABINETS		
WALLS		
CEILING		
APPLIANCES		
OTHER:		
HALLWAY		
WALLS		
CEILING		
FLOORING		
OTHER:		

	Note Condition or Type of Damage
	Please indicate bedroom location & occupant
BEDROOM 1,	Location & Occupant Name:
DOOR	
WINDOWS	
WINDOW BLINDS	
WINDOW SCREENS	
FLOORING	
WALLS	
CEILING	
OTHER:	
BEDROOM 2,	Location & Occupant Name:
DOOR	Location & Occupant Name.
WINDOWS	
WINDOWS WINDOW BLINDS	
WINDOW BLINDS WINDOW SCREENS	
FLOORING	
WALLS	
CEILING	
OTHER:	
BEDROOM 3,	Location & Occupant Name:
DOOR	Location & Occupant Name.
WINDOWS	
WINDOWS WINDOW BLINDS	
WINDOW SCREENS	
FLOORING	
WALLS	
CEILING	
OTHER:	
BEDROOM 4,	Location & Occupant Name:
DOOR	
WINDOWS	
WINDOW BLINDS	
WINDOW SCREENS	
FLOORING	
WALLS	
CEILING	
OTHER:	
BEDROOM 5,	Location & Occupant Name:
DOOR	
WINDOWS	
WINDOW BLINDS	
WINDOW SCREENS	

FLOORING	
(Bedroom 5 continued)	Note Condition or Type of Damage
WALLS	note contained of Type of Barnage
CEILING	
OTHER:	
BATHROOM 1	Location:
DOOR	Location.
WINDOWS	
WINDOWS WINDOW BLINDS	
WINDOW BEINDS WINDOW SCREENS	
FLOORING	
WALLS	
CEILING	+
TOILET	+
TOWEL BARS OTHER:	
	Location:
BATHROOM 2	Location.
DOOR	
WINDOWS	
WINDOW BLINDS	
WINDOW SCREENS	
FLOORING	
WALLS	
CEILING	
TOILET	
TOWEL BARS	
OTHER:	
BATHROOM 3	Location:
DOOR	
FLOORING	
WALLS	
CEILING	
TOILET	
TOWEL BARS	
OTHER:	
BASEMENT/GARAGE/OTHER	1.