

#### MAKE READY PROCESS

Follow the steps below to complete the Make Ready Process:

#### Notice to Vacate

## Service Manager or Service Coordinator

30 days prior to move out

NTV entered in YARDI & Pre Move Out Inspection is scheduled with the

#### **Pre-Inspection**

#### Service Manager

Prior to move out date

Pre Move Out
Inspection notes are
documented on the
Move Out Condition
Form/Work Order

#### Make Ready Tickets

## Service Manager or Service Coordinator

Post Pre-Inspection

Tickets entered in YARDI based on the info provided on the Move out Condition Form

### Final Move Out Inspection

#### Service Manager or Service Coordinator

Day of Move Out

Inspect home for damages beyond normal wear & tear to bill back to the resident if applicable

# Moved Out in YARDI

#### Service Coordinator

Day keys are received

Resident moved out in YARDI after receiving keys

#### Turn Service Completed

#### Vendor/Staff

Post move out date

Make Ready Tickets assigned to vendors/ staff & must be returned to office

### MAKE READY PROCESS: Service Technician

Follow the steps below to complete the Service Technician Make Ready Process:

#### Home Assigned

Date assigned by Service Coordinator

MR/PM Ticket for maintenance is assigned to a tech for completion

#### Home Inspected

Same date as home assigned

Tech tests, touches, & inspects home to identify what needs to be addressed

#### Maintenance Performed

Same date as home assigned

Deficiencies notated during home inspection are corrected by tech

#### Preventative Maintenance

Same date as home assigned

Annual Home
Inspection & repairs
items found

#### Re-walk Home

Same date as home assigned or following day

Home is re-walked by assigned tech to double check their work

#### Make Ready Checklist

Same date as re-walk

Make Ready and
Preventative
Maintenance Checklist
Form filled out in

### Final QC & Make Ready

Make Ready Day

Management conducts final Quality Control Inspection & clicks "Make Unit Ready"

#### PREVENTATIVE MAINTENANCE

Every home must be inspected and findings documented on the Make Ready and Preventative Maintenance Checklist. Annual Inspections are created using the Inspections role in YARDI and assigned to technicians through the YARDI Inspections App. This priority may only be used for Preventative Maintenance or RECP home energy inspections. Inspections completed at make ready must have an Annual MR step.

The Make Ready and Preventative Maintenance Checklist Form must be attached to the o9-QC Inspection Work Order in YARDI. This can be done by taking pictures of the completed form and attaching to the Work Order using YARDI Mobile. If a necessary repair is noticed during a PM inspection a Service Request must be created and classified as routine, urgent, or emergency, not o8-Inspections.

HVAC - AIR DISTRIBUTION	×	œ	T	ACE	HVAC - CONDENSING UNIT	×	≃		ACE	nents	HVAC - GEOTHERMAL AIR SIDE COIL	×	×		ACE	nents
Check appropriate box for each item	N/A	REPAIR	g	REPLACE	Check appropriate box for each item	N/A	REPAIR	SAT	REPLACE	Comment	Check appropriate box for each item	N/A	REPAIR	SAT	REPLACE	Comment
Inspect Air Filter Housing & Seal			I		Inspect Cabinet, Fasteners, & Panels						Inspect Coil Fins					
Replace Filter			Т		Inspect for Required Clearance	Г	П	П	П							
Inspect for Dirt Accumulation:			$\perp$		Around Cabinet						HVAC - GEOTHERMAL CONDENSATE	×		П	8	35
Grilles			I		Inspect Refrigerant Line						Check appropriate box for each item	N/A X	REPAIR	L	REPLACE	9
Registers			_		Insulation	L						ž	REI	SAT	E E	ð
Diffusers			Т		Diffusers	Г	П		П		Inspect for Condensate Blowing					
runk Branch Balancing Dampers		П	T		Inspect/Clean Coil Fins	Г	П		П		from Coil into Cabinet					
Clean Air Return Grille			T								Inspect for Condensate Blowing	П				
Inspect Duct Work for Moisture		П	Т		HVAC - FURNACE	×			I	22	from Coil into Air Distribution	П	П			
or Biological Growth			T		Check appropriate box for each item	г	¥.		18	Comment	System					
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HVAC - CONTROLS & SAFETY	×	П	Т	m &	Replace Filter	г					Proper Operation					
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Thermostat Tight/Level	-	-	~	<u> </u>	Remove Dust from Burners	Н					HVAC - GEOTHERMAL WATER LOOP	×			w	22
Heat Working			t		Clean Flame Sensor	Н					Check appropriate box for each item		REPAIR		REPLACE	age .
A/C Working			7		Check Blower Motor	т						N/A	EP.	SAT	븄	
Fan Working			T			_	_		_	-	Inspect Water Pump	Ē				
Drain Pan Safety Switch Working			7		HVAC - GAS BOILER	×			ш	20						
		_	_		Check appropriate box for each item		AR.		Ιš	net L	WATER HEATER (tank or tankless, circle one)	×			w	2 %
HVAC - EVAPORATOR COIL	×		Т	H 월		1 S	REPAIR	SAT	REPLACE	8	Check appropriate box for each item		AIR		REPLACE	19 E
Sheck appropriate box for each item		REPAIR	- 1	REPLACE	Inspect Burners for Contamination	Г					T	N/A	REPAIR	SAT	뒢	Comme (Enter Degrees Water)
	××	9 3	3	de le	Test Main Burner Ignition	Т					Water Heater Free of Leaks			-		
Inspect Cabinet, Fasteners, & Panels			Ť		Test Burners	Г					Check Straps	П				
nspect/Clean Condensate Drain			┪		Inspect Combustion Chamber	Т	т		т		Check Flue/Hood/Vent Pipe	П	П	П		
Inspect Drain Line & Pan for			1		Inspect Burner & Flue	г					Check TP Valve & Discharge Line					
Biological Growth			7			_	_	_	_		Discharge Line is CPVC/Copper	П	$\equiv$			
nspect Secondary Drain Line		П	T		HVAC - HYDRONIC LOOP	×	Г	Г	T	22	Pipe Insulation Present	П				
nspect Secondary Drain Pan			7		Check appropriate box for each item	г	ű,		ACE	Ē	Check Drain Pan					
Inspect Overflow Protection Devices		$\vdash$	+		circuit appropriate box for each term	3	REPAIR	P. P.	REPLACE	Comments	Check Sediment Trap	Н		_		
nspect for Proper Drain Flow	-	Н	+		Inspect Water Pump	P	α	S	ω.	0	Check Supply Lines (water & gas)	Н			_	
Inspect for Evidence of Water in	-	Н	+	_	Inspect Condensate	Н	۰	Н	۰		Check Water Heater Stand	Н	_	Н	_	
Secondary Drain Pan	-		+		Inspect condensate	_	_		_		Check Electrical Lines	Н				
nspect/Clean Coil Fins	-	$\vdash$	+	_	1						Check Water Heater for Grounding	Н	Н	Н	_	
	-	$\vdash$	+		-							Н				
nspect Refrigerant Line		$\vdash$	+		4						Water Temperature Degrees @ WH	Н				
nsulation			П		Page 3 of						Check Water Temperature @ Faucet					ised 08/17/20

### **Preventative Maintenance Quiz**

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1.	1. It's time to complete the district's annual fire extinguisher inspections, can the o8-Inspections priority be used to create the Work Orders?	
2.	2. List some other examples of work that can be entered using o8-Inspections:	

### MARE READY PROCESS: Pre-Make Ready Work

M

**Maintain** an organized tool box with Primary Parts (commonly used items) & Secondary Parts (limited use items)

Α

**Assess** the home by testing, touching, & inspecting maintenance items that need to be addressed during the turn process

K

**Know** what additional parts you will need to complete the home & document those items on the Make Ready and Preventative Maintenance Checklist

Ε

**Efficiently** develop your game plan to complete the home, set a realistic time-frame for completion, & inform your supervisor of your goal

#### Standard Parts

#### **Primary Parts**

Door Stops • Hinge Door Stops • Door Bumpers • Screen Material • Screen Corners • Spline • Tabs • Face Plates

• Switches • Outlets • Blind Slats • Pull Chains • Showerheads • Caulking • Silicone • Flapper • Light Bulbs • HVAC Filter • Sink Basket • Disposal Stop

#### **Secondary Parts**

Kitchen Faucet • Bathroom Faucet • Pop-Up Assembly • Passenger/Privacy Levers • Sliding Glass Door Hardware

• Supply Lines (Kitchen/Bath) • Angle Stops • Knobs • Drawer Pulls • Flush Valves • Tub Shoe • Overflow • Tub

Diverter • Shower Rod • Toilet Seat • Towel Bar • Toilet Paper Holder • Door Sweep

### MAKE READY PROCESS: Post Make Ready Work

Review items that require additional time & inform your supervisor

Exit the home after maintenance is done, spiff the unit, & re-walk the home to double check your work

Assess what was done in the home, fill out the Make Ready Checklist & Annual Inspection Form in their entirety

DM, MS, and/or SC will walk the home & create a QC punch list; address items found, if any

You learn from your mistakes & apply what you have learned to the next Make Ready

#### MAKE READY AND PREVENTATIVE MAINTENANCE CHECKLIST

Every home that is turned requires a Make Ready and Preventative Maintenance Checklist Form to be filled out documenting the conditions and corrective actions taken during the Make Ready Process. Each room is broken down into individual tasks and we must indicate whether those items have been repaired, replaced, in good condition, or not applicable. This Make Ready and Preventative Maintenance Checklist will help ensure we have inspected everything to verify the home is in neat, clean, and working order.

In addition, this document will also ensure we have specifically tested all life safety devices and performed our preventative maintenance which includes but not limited to, inspecting for water intrusions, cleaning HVAC systems, and ensuring there are no leaks.

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A/C Heat Vents Rust Free		П				Check Microwave Operation	Г		T			Ceiling/Wall/Paint Condition		П	$\Box$		
Ceiling/Wall/Paint Condition						Check Microwave Filter						Check Outlets for Power			$\Box$		
Countertop Condition		П				Check Microwave Lights	Г	П	$\neg$			Switch & Outlet Plate Condition		П	П		
Countertops Caulked						Check Range Hood			Т			Check Lighting/Ceiling Fans			П		
Countertop Backsplash Caulked			Т			Check Range Hood Filter			П			Leak/Mold Evidence					
Kitchen Doors		П				Check Range Hood lights	Т	П	Т	$\neg$		A/C-Heat Vents Rust Free		П	П		
Cabinet Drawers & Doors		П				Check Fire Sprinkler Heads	Г	П	T			Check Blind/Wand Operation		П	П		
Cabinet Condition (Upper/Lower)		П				Caulk Kitchen/Pantry Floor	Г	П	П	Т		Windows Cracked/Fogged/Stickers		П	П		
Cabinet Liner Present		П	$\neg$			Vinyl/Tile Floor Condition	Г	П	T			Check Smoke/CO Detectors	П	П	П		
Pantry Door Operation		П				Check for Water Intrusion/Moisture	Г	П	$\neg$			Exterior Door Condition		П	П		
Lighting		П	$\neg \vdash$									•		_			
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Outlet & Switch Plate Condition		П	$\top$				ΙŞ	발	SAT	잂	Ö		N/A	ш	SAT	휥	ō
Windows Operation & Safety Stickers		П				Check Siding Loose/Missing						Trash Bins Present and Condition					
Windows Cracked &/or Fogged						Check Stucco Condition	Т	П	$\neg$			Check for proper drainage		П	П		
Window Screens		П				Check Shutters Loose/Missing	Г					Check meter boxes/valve cover		$\Box$			
Blinds/Wand Operations		П				Check Exterior Flashing	Т	П	$\neg$			WASHER/DRYER ROOM	×		$\neg$	щ	T .
Sliding Glass Door Operation		П				Check for Missing Shingles		П	$\neg$			Check appropriate box for each item		AR.	ı. I	¥	Comment
Sliding Glass Door Charlie Bar/Locks		П				Check Exterior Hand Rails	Г	П	Т	$\neg$			N/A	REPAIR	SAT	REPLACE	Š
Check Disposal for Operation/Leaks		П				Check Exterior Hand Rail Paint		П	T			Ceiling/Wall/Paint Condition		П			
Check Faucet for Leaks		П				Check Exterior Hose Bibb	Т		$\neg$			Check Door/Locks/Door Stops		П	П		
Check Faucet Spray		П	$\top$			Check Fence for Loose Boards	Г	П	T			Check Cabinets/Doors/Shelves		П	П		
Check Water Shutoff Valves		П				Check Gate Operation	Т	П	$\neg$			Check Outlets/Switches		П	П		
Refrigerator Level/Set on #1						Check Condensing Unit		П				Check Lighting		П	$\Box$		
Check Refrigerator Racks/Door Bars		П				Check Yard Condition	Г	П	$\neg$	$\neg$		Baseboard Caulk/Paint Condition		П	П		
Check Refrigerator Door Seal		П				Check Sidewalk Condition			T			Check Washer Box/Drain		П	П		
Check Icemaker/Ice Tray		П	$\neg$			Check All Concrete Condition	Т	П	Т	$\neg$		Check Washer Operation		П	П		
Clean Refrigerator Coil		П				Check Exterior Stairs			T			Check Washer Pan Condition		П	$\Box$		
Check Stove/Burner Operation		П				Check Foundation	Т	П	$\neg$	$\neg$		Check Dryer Operation		П	П		
Check Stove Door Gasket		П				Check Roof	Н		$\neg$			Check Dryer Duct/Hose		$\Box$			
Check Stove for Leveling		Н	_			Check Drainage Gutters	Н	Н	_	_		Check Dryer Vent Pipe		П			
Check Stove Anti-Tip Bracket		Н				Check Downspouts	Н	Н	1			Check Dryer Gas Line		$\Box$			
Check Dishwasher Operation		П				Check Exterior Vent Pipe		П	1					_	_		
Check Dishwasher for Leaks						Check Pressure Reducing Valve			1	+							
Check Dishwasher Soap Dispenser						Check Hose Bib/Anti-Siphon Device			_	_		$\dashv$					

Condition of Known Locations of ACM:   Condition of Known ACM:   Condition of Kno	Date Completed  Mgr Approval (signature)  Approved by (printed)  Approved Date	、レヘレ
Condition of Known LPB:    Manager/Director must be notified if an outside contractor is needed for remediation.	CARBON MONOXIDE TEST RESULTS	•
Condition of Known LPB:  Manager/Director must be notified if an outside contractor is needed for remediation.  Or No  Or No  Outside Contractor? Yes Or No  Outside Contractor? Yes Or No  Sistemoval) of the  Where LBP material may be fixed without disturbing (such as cutting, scraping, sanding, drilling, removal)  Fire Extinguisher (if required)  Or No  Pressure/Charge Correct? Yes Or No  Replaced? Yes Or No  Replaced? Yes Or No  Replaced? Yes Or No	Test each floor listed with heat on & record below:	
an outside  Manager/Director must be notified if an outside contractor is needed for remediation.  Or No  Or No  Outside Contractor? Yes Or No  Outside Contractor? Yes Or No  Sistembring (such as where BP material monty be done in-house in the case where BP material monty be done in-house in the case where letturbing (such as cutting, scraping, scraping, sanding, drilling, removal)  ED/TAKEN  Or No  Pressure/Charge Correct? Yes Or No Prins in Place? Yes Or No Prins in Placed? Yes Or No Prins in Place? Yes O	Basement 1st Level 2nd Level 3rd Level	
In House?  ***Work shall only be done in-house in the case where LBP material may be fixed without disturbing (such as cutting, scraping, sanding, drilling, removal)  Of the material  Fire Extinguisher (if required)  Pressure/Charge Correct? Yes Or No Pins in place?  Replaced? Yes Or No Replaced?  Page 1 of 10	4th Level SMOKE DETECTOR AND CARRON MONDXIDE DETECTOR	
***Work shall only be done in-house in the case where LBP material may be fixed without disturbing (such as cutting, scraping, sanding, drilling, removal) of the material  Fire Extinguisher (if required)  Pressure/Charge Correct? Yes Or No Pins in Place? Yes Or No Replaced? Yes Or No Replaced? Yes Or No	CERTIFICATION By signing below, I certify that all smoke and carbon	· ·
***Work shall only be done in-house in the case where LBP material may be fixed without disturbing (such as cutting, scraping, sanding, drilling, removal) of the material  Fire Extinguisher (if required)  Pressure/Charge Correct? Yes Or No Pins in Place? Yes Or No Replaced? Yes Or No Replaced?	monoxide detectors are operational .	
***Work shall only be done in-house in the case where LBP material may be fixed without disturbing (such as cutting, scraping, sanding, drilling, removal) of the material  Fire Extinguisher (if required)  Pressure/Charge Correct? Yes Or No Pins in Place? Yes Or No Replaced? Yes Or No Replaced? Yes Or No	Signature	
ree From Trip Hazards CTIONS NEEDED/TAKEN  Yes Or No  Yes Or No  Replaced?  Fire Extinguisher (if required)  Pressure/Charge Correct?  Yes Or No  Replaced?  Replaced?  Page 1 of 10	Printed Name	spec
Page 1 of 10	Fire Suppression System (if applicable) Annual system inspection by certified contractor up to date if required by local code?  Yes Or No	LLUIL
	Revised 08/17/2021	1 OI III

WATER INTRUSION CHECK	FRONT DOOR/FOYER Check appropriate box for each item	X A\V ЯIA938 TA3	Comments	PORCH/PATIO/DECK Check appropriate box for each item	X A\V AIA938	TAS	3EPLACE	comments
	Screen Door	1		Patio Soffit Condition	_		_	
	Door Bell/Push Button			Lighting/Globe/Lens Cover(s)				
	Paint Condition			Electrical Outlet/GFCI				
Miscellaneous Notes:	Weather Strip & Door Sweep			Caulking @ Sliding Glass Door				
	Threshold			Storage Door & Lock			-	
	Locks Changed/Door Secures			Clean				
	Peep Hole			Rails (secure, paint condition)	Ė			
	Door Numbers			Porch/Decking Condition				
Manager/Director must be notified if an outside	Lighting			Stair Condition				
contractor is needed for remediation.	Door Stops			Sliding Glass Door/Screen Door				
	Flooring Condition (Vinyl, Tile, etc.)			Storage area attached/detached				
	GARAGES/CARPORTS			Switches/Outlets Operable				
	Check appropriate box for each item	IJĄd	ome	Switch/outlet covers				
REMOVAL ACTION TAKEN		.VS		Storage lighting/globe/lens cover				
	Check Electric Door Operation			MECHANICAL EQUIP/ROOM	X		CE	stn
	Check Electric Door Remotes			Check appropriate box for each item	A	1	√ld	əwu
In House? Yes Or No	Check Door Sensors				/N	.VS	KFI	noD
	Check Safety Reversal Switch			Room Clean				
Outside Contractor? Yes Or No	Check Exterior Lighting			Area Free of Gas Leaks				
	Check Exterior Door Lock/Strike			Area Free of Mold				
	Check Interior Door Lock/Strike			Breaker Panel Labeled				
PEST CONTROL	Check Interior Lighting/Switches			Breaker Access Panel				
	Check Garage Shelving			Breaker Dead Front Cover				
Is the home free of pests? Yes Or No	Check Garage Siding			Breaker Conditions				
	Flooring Condition			Water Lines Marked				
	Check Doorbell			Gas Lines Marked				
CORDED BLINDS	Check outlets/covers			C/O Mitigation System	Ė		H	
	INTERIOR COMMON AREAS	İ		Radon System				
Does the home have corded	Check appropriate box for each item	ЯІ∀		Sprinkler System	Ė	F		
blinds? Yes Or No		A\N .qan TAS	Com	Security System				
	Check Interior Stair Rails			Fire Sprinkler Heads	X		CE	stn
If Yes, is there a Yes Or No	Check Closet Doors/Hardware			Check appropriate box for each item	A	1	₩Jd	əwu
continuous loop?	Check Closet Wall/Paint Condition				//N	.\AS	KFI	uoɔ
	Check Hall Closet Shelves			Check Fire Sprinkler Heads		F		
If Yes, continuous loop must be removed.	Check Hall Closet Light/Lens Cover			Throughout Home for Proper Operation				
	Check Hall Outlets/Covers Page 2 of 10	0					Revised	Revised 08/17/2021

N/A X REPLACE SAT REPLACE			K Y	A\N AEP					jo				ACE	A\V TA2 Jq37			X X	A/A EPLA(E	B CC CC CC CC CC CC											0 H	cet Revised 08/17/203	
HVAC - GEOTHERMAL AIR SIDE COIL Check appropriate box for each item	Inspect Coil Fins		Check appropriate box for each item		Inspect for Condensate Blowing	from Coil into Cabinet	Inspect for Condensate Blowing	from Coil into Air Distribution	System Inspect Condensate Drain Piping for	Proper Operation	Inspect Condensate Drain Traps		HVAC - GEOTHERMAL WATER LOOP	Check appropriate box for each item	Inspect Water Pump		WATER HEATER (tank or tankless, circle one)	Check appropriate box for each item	Water Heater Free of Leaks	Check Straps	Check Flue/Hood/Vent Pipe	Check TP Valve & Discharge Line	Discharge Line is CPVC/Copper	Pipe Insulation Present	Check Drain Pan	Check Sediment Trap	Check Supply Lines (water & gas)	Check Water Heater Stand	Check Water Heater for Grounding	Water Temperature Degrees @ WH	Check Water Temperature @ Faucet	
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X A\N	Ц					Ħ		х	A\V	-			1		1	Х	_	//N			Ħ			Х		/N	1				0,40	2
HVAC - CONDENSING UNIT Check appropriate box for each item	Inspect Cabinet, Fasteners, & Panels	Inspect for Required Clearance	Around Cabinet Inspect Refrigerant Line	Insulation	Diffusers	Inspect/Clean Coil Fins		HVAC - FURNACE	Check appropriate box for each item	Replace Filter	Clean Air Return Grille	Inspect Venting is Secured	Remove Dust from Burners	Check Blower Motor		HVAC - GAS BOILER	Check appropriate box for each item		Test Main Burner Ignition	Test Burners	Inspect Combustion Chamber	Inspect Burner & Flue		HVAC - HYDRONIC LOOP	Check appropriate box for each item	1	Inspect Water Pump	Inspect Condensate			0130 6 920	
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X A\N	П							_		Х	b	/N	1				1	Х	∀/N				_		П				1			
<b>HVAC - AIR DISTRIBUTION</b> Check appropriate box for each item	Inspect Air Filter Housing & Seal	Replace Filter	inspect for Dift Accumulation: Grilles	Registers	Diffusers	Trunk Branch Balancing Dampers	Clean Air Return Grille	Inspect Duct Work for Moisture	or biological Growth	HVAC - CONTROLS & SAFETY	Check appropriate box for each item	50 50 50 50 50 50 50 50 50 50 50 50 50 5	Thermostat Tight/Level	Heat Working A/C Working	Fan Working	Drain Pan Safety Switch Working		HVAC - EVAPORATOR COIL	Check appropriate box for each fleff	Inspect Cabinet, Fasteners, & Panels	Inspect/Clean Condensate Drain	Inspect Drain Line & Pan for	Biological Growth	Inspect Secondary Drain Line	Inspect Secondary Drain Pan	Inspect Overflow Protection Devices	Inspect for Proper Drain Flow	Inspect for Evidence of Water In	Secondary Drain Pan Deport/Clean Coil Fins	Inspect Refrigerant Line	Insulation	

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		Check Microsops Operation		-	0	Colling AMAII (Dain+ Condition	В	$\perp$	o
	Check	Check Microwave Filter	ŀ			Check Outlets for Power			
	Check	Check Microwave Lights				Switch & Outlet Plate Condition			
	Check	Range Hood	L			Check Lighting/Ceiling Fans			
	Check	Range Hood Filter				leak/Mold Evidence			
	Check	Range Hood lights	ŀ			A/C-Heat Vents Blist Free			
	Sherk	Fire Sprinkler Heads				Check Blind/Wand Operation			
	Caulk	Kitchen/Dentry Floor	ł	$\perp$		Windows Cracked/Engaged/Atickers		+	
	/ Kind	Tile Floor Condition		+		williams of activation of activation			
	/IMIIIV	for Water latericies (Moisture	ł			Citech Silloke/CO Defectors			
	CIECK	Tor water intrusion/inforture		$\exists$		Exterior Door Condition		$\frac{1}{2}$	
				-				-	a
	EXTER	RIOR		/CE		EXTERIOR (Continued)		/CE	uəu
	Check	appropriate box for each item				Check appropriate box for each item	A93		uwo(
	3000	Siding Loop / Missing	_	-		Total	A		o
	Check	Sturre Condition		+		Check for proper drainage		-	
	Joech	Shutters Loce /Missing	t	+		Chack mater hoves Walve cover			
	Check	Sylucters Ecose, Missing				MANGER DONES VAIVE COVER	>	3	ąι
	Check	for Missing Shingles		+		WASHEN/ DRIER ROOM		ACE	mer
	Check	Total Missing Simigles	ł			Cileck appropriate box for each fleffi	443		ıwo
	Check	Exterior Hand Ralls				A MONITOR AND INTERPRETATION	Я	_	С
	Check	Exterior Hand Rall Paint				Chack Daar/Lada/Daar Stans			
	Check	Exterior for Local Boards		-		Check Cabinata/Poors/Shalvas			
	Check	Cett Occupies				Check Cabinets/ Dool s/ shelves			
	Check	Gate Operation		+		Check Outlets/switches		1	
	Check	Condensing Unit				Check Lighting		-	
	Check	Yard Condition		+		Baseboard Caulk/Paint Condition	1		
	Check	Sidewalk Condition				Check Washer Box/Drain			
	Check	: All Concrete Condition		$\exists$		Check Washer Operation		4	
	Check	Exterior Stairs				Check Washer Pan Condition			
	Check	. Foundation				Check Dryer Operation			
	Check	Roof				Check Dryer Duct/Hose			
	Check	: Drainage Gutters				Check Dryer Vent Pipe			
	Check	Downspouts				Check Dryer Gas Line			
	Check	Exterior Vent Pipe							
	Check	Check Pressure Reducing Valve							
	-	Check Hose Rih/Anti-Sinhon Device							
		Check   Chec	Check Range Hood Filter Check Range Hood Filter Check Range Hood Filter Check Range Hood Filter Check Fange Hood Filter Check For Water Intrusion/Moisture Check for Water Intrusion/Moisture Check Siding Loose/Missing Check Stucco Condition Check Stutters Loose/Missing Check Exterior Hashing Check Exterior Hand Rails Check Exterior Hase Bibb Check Exterior Condition Check Exterior Condition Check Baterior Stairs Check Bownspouts Check Exterior Vent Pipe	Check Range Hood Filter Check Range Hood lights Check Range Hood lights Check Range Hood lights Check Fire Sprinkler Heads Caulk Kitchen/Pantry Floor Viny/Tile Floor Condition Check appropriate box for each item  EXTERIOR Check Stuctor Condition Check Stuctor Condition Check Stutters Loose/Missing Check Stuctor Condition Check Exterior Hand Rails Check Exterior Hand Rails Check Exterior Hand Rails Check Exterior Hand Rails Check Exterior Hose Bibb Check Exterior Hose Bibb Check Exterior Hose Bibb Check Condensing Unit Check Condensing Unit Check Condensing Unit Check Chale States Check Chordation Check Choundation Check Exterior Stairs Check Exterior Verlayles Check Exterior Verlayles Check Exterior Verlayles Check Exterior Verlayles	<u>x</u> ∀/N	Б X A\V   X	Б	Theck Lighting/Celling Fans  Reak/Mold Evidence  A/C-Heat Vents Rust Free  Check Blind/Wand Operation  Windows Cracked/Fogged/Stickers  Check Smoke/CO Detectors  Exterior Door Condition  Check Bling/Wall/Paint Condition  Check for proper drainage  Check Appropriate box for each item  Check tor proper drainage  Check Appropriate box for each item  Check Cabinets/Doors/Shelves  Check Washer Doors/Shelves  Check Washer Doors/Inchain  Check Washer Operation  Check Washer Operation  Check Dryer Operation  Check Dryer Operation  Check Dryer Casa Line  Check Dryer Casa Line	The control of the co

NAME   NAME	ZPT REPLAC														Bedroom 3 Bedroom 4 Bedroom 5	rents X X X A X R R R R R R R R R R R R R R R	A\N TA2								.0 KeWised <i>US/</i> 17/202
REPAIR         SAT         SAT           ARPLACE         REPLACE         REPLACE		Baseboard Cault/Daint Condition	Remove Hooks in Walls/Ceilings	Check Outlets/Switches for Power	Switch & Outlet Plate Condition	Carpet/Vinyl Seam Condition	Check Lighting & Ceiling Fans	Check Fire Sprinkler Heads	Leak/Mold Evidence	A/C-Heat Vents Rust Free	Check Blind/Wand Operation	Window/Screen (Crack/Fog/Stickers)	Angel Locks on Windows <24"		Bedroom 2	rents	TAS TAS REPLA								Page 5 of 1
	REPLAC														Bedroom 1	S)	IA93A TA2 AJ938								-

			Bathroom 1	1				Bathroom 2					Bathroom 3
BATHROOMS Check appropriate box for each item	X A\N	TAS SEPLACE		stnemmoC	X A\V	AIA938 TA8	SEPLACE	stnemmoJ	X A\v	SEPAIR ANA	TAS	3EPLACE	sżnemmoc
Caulk Tubs & Floor		_		)	_	-		)		-			,
Check Tub Spout for Leaks													
Check Tub Stopper		H				L							
Caulk Shower/Shower Doors													
Check Shower/Tub Stall Surround													
Check Splash Guards/Door Seals		Н											
Check Shower Head Operation		H				L				L			
Check Shower Door/Rod						L							
Check Faucet/Sink for Leaks		H											
Check for Loose Handles		H				L							
Check Sink Stopper Operation													
Check Toilet for Leaks		Н											
Caulk Toilet Base		H				L							
Check Toilet Operation													
Check Flapper		Н											
Check Toilet Seat		Н							_				
Check Toilet Tank Water Level													
Check Ceiling/Wall/Paint Condition		_											
Check Medicine Cabinet & Catch		Н				Н							
Check Vanity Mirror		Н				_							
Cabinet and Vanity Condition													
Check Vanity Drawers/Knobs/Pulls		_											
Caulk Countertops/Vanity													
Check Light Fixtures/Bulbs		Н											
Check Bath Fan Operation													
Check Outlets/Switches for Power		Н				Н							
Check Outlets/GFCI													
Check Door Locks/Strikes		Н											
Check Toilet Paper Holder													
Check Towel Bars		Н											
Check ADA Bars in Tub/Bathroom													
Check Window/Screen Operation													
Linen Closet Doors & Shelves													
A/C Heat Vents Rust Free													
Check for Water Intrusion/Moisture													
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NOTES	

