

6 MONTH INSPECTION/MAINTENANCE CHECKLIST

DATE _____

Address: _____

- 1) Replace Furnace Filter Size of Filter _____. Ensure furnace area is free of clutter and there is nothing around furnace area.
- 2) Test Carbon Monoxide and Smoke Detectors and get tenants to sign off (see separate form)
- 3) Walk around of exterior of unit checking for
 - a. Debris in yard to clean up, clutter _____
 - b. Condition of Roof, any shingles missing, any repair needed _____
 - c. Evertroughs needing clean out, downspouts properly secured and water flowing away from the foundation. _____
 - d. Fences – in good shape _____
 - e. Driveway – no cracks, potholes needing repair. _____
 - f. Trees in Yard – do they need trimming back _____
 - g. Sheds – in good shape, any repair needed _____
 - h. Rodents – any indication of damage due to rodents/loose garbage attracting them etc. to be addressed _____
- 4) Walk around the Interior to the Unit checking for
 - a. Any major clutter – blocking exits to be removed _____
 - b. Damage of any kind, walls, baseboards _____
 - c. Smells of concern (garbage, smoke) _____
 - d. Moisture issues – any water damage, stains, bathroom ceiling humidity

 - e. Any other to note

- 5) Check to ensure keys work in the locks _____
- 6) Confirm with tenants contact information has not changed, ensure have emergency contact information and that what you have on file is still valid. _____
- 7) Confirm same number of people living in unit as per the lease _____
- 8) Record any maintenance/repair issues that tenant indicates needs attention

9) Water Meter – if needed take picture and record reading _____

10) Interior Fire Safety Check – i.e.: fire doors are being kept shut, plugs are not overloaded with extra extension cords and too many things plugged into electrical outlets. Around furnace is kept clear. Dryer vents are cleaned out – free of lint.

11) FALL TIMEFRAME – turn off the exterior taps, put away any exterior hoses, put away lawnmower etc.

Any other comments, actions needed

