Property: Unit:

Review Date: Est. Repair Completion

Manager: Maintenance Person:

Phone: Phone:

Email: Email:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **KITCHEN** | **Repair?** | **Condition / Notes** |  | **Complete** |
| Faucet & spray hose | Yes / No |  |  |  |
| Light fixtures | Yes / No |  |  |  |
| Sink stopper | Yes / No |  |  |  |
| Sink caulking | Yes / No |  |  |  |
| Leaks under sink | Yes / No |  |  |  |
| Hot & cold water | Yes / No |  |  |  |
| Sink caulking | Yes / No |  |  |  |
| Cabinets | Yes / No |  |  |  |
| Shelves | Yes / No |  |  |  |
| Windows & Screens | Yes / No |  |  |  |
| Drawers | Yes / No |  |  |  |
| Built-in Furniture | Yes / No |  |  |  |
| Window treatment | Yes / No |  |  |  |
| Wall & wall finishes | Yes / No |  |  |  |
| Flooring | Yes / No |  |  |  |
| Disposal | Yes / No |  |  |  |
| **Stove** |  |  |  |  |
| Vent hood | Yes / No |  |  |  |
| Lights | Yes / No |  |  |  |
| Indicators & dials | Yes / No |  |  |  |
| Burners | Yes / No |  |  |  |
| Boiler pan & oven racks | Yes / No |  |  |  |
| **Refrigerator** |  |  |  |  |
| Cleanliness | Yes / No |  |  |  |
| Leaks | Yes / No |  |  |  |
| Compressor | Yes / No |  |  |  |
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| **ROOMS** | **Repair?** | **Condition / Notes** |  | **Complete** |
| **Living & Dining Areas** |  |  |  |  |
| Light fixtures | Yes / No |  |  |  |
| Flooring / Carpet | Yes / No |  |  |  |
| Windows & Screens | Yes / No |  |  |  |
| Window treatments | Yes / No |  |  |  |
| Wall & wall finishes | Yes / No |  |  |  |
| Other | Yes / No |  |  |  |
| **Bedrooms** |  |  |  |  |
| Light fixtures | Yes / No |  |  |  |
| Flooring / Carpet | Yes / No |  |  |  |
| Windows & Screens | Yes / No |  |  |  |
| Window treatment | Yes / No |  |  |  |
| Wall & wall finishes | Yes / No |  |  |  |
| Closets & Shelves | Yes / No |  |  |  |
| Other | Yes / No |  |  |  |
| **Common Areas/Halls** |  |  |  |  |
| Light fixtures | Yes / No |  |  |  |
| Flooring / Carpet | Yes / No |  |  |  |
| Windows & Screens | Yes / No |  |  |  |
| Window treatment | Yes / No |  |  |  |
| Closets & Shelves | Yes / No |  |  |  |
| Wall & wall finishes | Yes / No |  |  |  |
| **Utility or Laundry Room** |  |  |  |  |
| Light fixtures | Yes / No |  |  |  |
| Flooring | Yes / No |  |  |  |
| Windows & Screens | Yes / No |  |  |  |
| Wall & wall finishes | Yes / No |  |  |  |
| **Patio** |  |  |  |  |
| Light fixtures | Yes / No |  |  |  |
| Surface finishes | Yes / No |  |  |  |
| Railing | Yes / No |  |  |  |
| Other | Yes / No |  |  |  |
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| **BATHROOMS** | **Repair?** | **Condition / Notes** |  | **Complete** |
| **Sink** |  |  |  |  |
| Sink faucet & stopper | Yes / No |  |  |  |
| Sink caulking | Yes / No |  |  |  |
| Leaks under sink | Yes / No |  |  |  |
| Hot & cold water | Yes / No |  |  |  |
| **Toilet** |  |  |  |  |
| Toilet operation | Yes / No |  |  |  |
| Toilet seats | Yes / No |  |  |  |
| Toilet paper holder | Yes / No |  |  |  |
| **Shower/Bath** |  |  |  |  |
| Hardware operation | Yes / No |  |  |  |
| Hot & cold water | Yes / No |  |  |  |
| Shower pressure | Yes / No |  |  |  |
| Shower rods | Yes / No |  |  |  |
| Caulking | Yes / No |  |  |  |
| Grout | Yes / No |  |  |  |
| Drain & stopper | Yes / No |  |  |  |
| **Cabinets** |  |  |  |  |
| Shelves | Yes / No |  |  |  |
| Water damage | Yes / No |  |  |  |
| Other damage | Yes / No |  |  |  |
| **Other** |  |  |  |  |
| Door stops | Yes / No |  |  |  |
| Door locks | Yes / No |  |  |  |
| Mirror | Yes / No |  |  |  |
| Flooring | Yes / No |  |  |  |
|  |  |  |  |  |
| **APPLIANCES & SYSTEMS** | **Repair?** | **Condition / Notes** |  | **Complete** |
| **Fire Alarms** |  |  |  |  |
| Circuitry test | Yes / No |  |  |  |
| Battery | Yes / No |  |  |  |
| **Fire Extinguisher** |  |  |  |  |
| Checked | Yes / No |  |  |  |
| **Washer /Dryer** |  |  |  |  |
| Vents | Yes / No |  |  |  |
| Connections | Yes / No |  |  |  |
| **APPLIANCES & SYSTEMS** | **Repair?** | **Condition / Notes** |  | **Complete** |
| **AC & Heater** |  |  |  |  |
| Thermostat works | Yes / No |  |  |  |
| Insulation tight | Yes / No |  |  |  |
| Filter clean | Yes / No |  |  |  |
| Condenser clean | Yes / No |  |  |  |
| Blades tight | Yes / No |  |  |  |
| Blower wheel aligned | Yes / No |  |  |  |
| Air Return Registers | Yes / No |  |  |  |
| Evaporator & drain line | Yes / No |  |  |  |
| Pan | Yes / No |  |  |  |
| **Electric Panel Box** |  |  |  |  |
| Connections tight | Yes / No |  |  |  |
| **Water Heater** |  |  |  |  |
| Leaks | Yes / No |  |  |  |
| Connections tight | Yes / No |  |  |  |
| Pan and rust | Yes / No |  |  |  |
| Thermostat setting | Yes / No |  |  |  |
|  |  |  |  |  |
| **DOORS** | **Repair?** | **Condition / Notes** |  | **Complete** |
| **Entry Door** |  |  |  |  |
| Paint | Yes / No |  |  |  |
| Weather Stripping | Yes / No |  |  |  |
| Lock & Hardware | Yes / No |  |  |  |
| Doorstop | Yes / No |  |  |  |
| Other | Yes / No |  |  |  |
| **Interior Doors** |  |  |  |  |
| Paint | Yes / No |  |  |  |
| Hardware & lock | Yes / No |  |  |  |
| Doorstop | Yes / No |  |  |  |
| **Sliding Glass Doors** |  |  |  |  |
| Closing action | Yes / No |  |  |  |
| Locks | Yes / No |  |  |  |
| Screen door | Yes / No |  |  |  |
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