

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

**Quarterly Submission Due Jan 15, Apr 15, Jul 15 & Oct 15**

**Fall Submission Due Nov 15<sup>th</sup>**

**Spring Submission Due May 15<sup>th</sup>**

HOME MAINTENANCE SCHEDULE				
<b>QUARTERLY:</b> Submit online no later than Jan 15, Apr 15, Jul 15 & Oct 15		<b>Date last completed</b>		
<b>Plumbing</b>	<b>Description</b>	<b>Date</b>	<b>Initials</b>	<b>Initials</b>
Faucets and shower heads	Check interior and exterior faucets for leaks. Clean aerators. Replace washers if necessary.			
Drains	Clean with baking soda. Pour water down unused drains.			
Pipes	Inspect visible pipes for leaks.			
Kitchen and bathroom cabinets	Check under and around for leaks.			
Toilets	Check for stability and leaks.			
Water heater	Check area around water heater for leaks. If you have hard water, drain 1-2 gallons water.			
<b>Interior</b>	<b>Description</b>	<b>Date</b>	<b>Initials</b>	<b>Initials</b>
Wood cabinets and trim	Apply a wood protectant.			
Interior doors	Lubricate hinges.			
Garage door	Lubricate hardware. Inspect mechanism for free travel.			
Window and door tracks	Check to see if weep holes are open. Clean out dirt and dust. Lubricate rollers and latches.			
Basement or crawl space	Check for cracks or any sign of dampness or leaks. Check for any evidence of termites or wood-eating insects.			
Ceramic tile	Check and clean grout.			
<b>Electrical and Appliances</b>	<b>Description</b>	<b>Date</b>	<b>Initials</b>	<b>Initials</b>

Heating and cooling systems	Replace filters and wash outside condenser unit.			
Kitchen exhaust fan	Remove and clean the filter. Clean accumulated grease deposits from the fan housing.			
Refrigerator	Clean dust from top. Clean refrigerator drain pan. Clean and defrost freezer if necessary.			
Dishwasher	Check for leaks.			
Wiring, electrical cords, and plugs	Check for wear or damage. Replace if necessary.			
Smoke detector	Test for proper operation and replace batteries if necessary.			
GFI outlets	Test for proper operation.			
<b>Exterior</b>	<b>Description</b>	<b>Date</b>	<b>Initials</b>	<b>Initials</b>
Foundation	Inspect visible areas, vents, and ducts for cracks, leaks, or blockages.			
Landscaping	Check for proper drainage.			
Concrete and asphalt	Clean oil and grease.			
<b>FALL: Submit online no later than Nov 15<sup>th</sup></b>		<b>Date last completed</b>		
<b>Plumbing</b>	<b>Description</b>	<b>Date</b>	<b>Initials</b>	<b>Initials</b>
Plumbing shut-off valves	Inspect for proper operation.			
Outside faucets	Drain.			
Water heater	Flush out hot water to remove accumulated sediment.			
Faucet aerators	Check for proper flow of water. If the flow is reduced, clean the aerator screens. During the first two months, the faucet aerators could require more frequent cleaning.			
	<b>Description</b>	<b>Date</b>	<b>Initials</b>	<b>Initials</b>

<b>Interior</b>				
Attic	Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.			
Countertops	Inspect for separations at sinks and backsplash. Recaulk where required.			
Tiled areas	Inspect for loose or missing grout or caulking. RegROUT or recaulk if necessary.			
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.			
Weather stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.			
Sectional garage doors	Adjust the travel and tension.			
Fireplace	Inspect flues. Clean if necessary. Inspect fireplace brick and mortar for cracks or damage.			
<b>Electrical and appliances</b>	<b>Description</b>	<b>Date</b>	<b>Initials</b>	<b>Initials</b>
Heating system	Service heating system and heat pump.			
Cooling system	Remove debris from around units and clean with garden hose. Remove window air conditioner or protect with weatherproof cover. Clean and replace filters if necessary.			
Refrigerator coils	Clean.			
Combustible appliances	Inspect and service if necessary.			
<b>Exterior</b>	<b>Description</b>	<b>Date</b>	<b>Initials</b>	<b>Initials</b>

Roof	Check for leaks. Check for damaged, loose, or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.			
Gutters and downspouts	Clean and check for leaks, misalignment, or damage.			
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.			
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.			
Concrete and asphalt	Check for cracks or deterioration. Reseal or repair if necessary.			
Septic system	Examine septic system drain field for flooding and odor. Have tank pumped yearly.			
<b>SPRING: Submit online no later than May 15<sup>th</sup></b>		<b>Date last completed</b>		
<b>Plumbing</b>	<b>Description</b>	<b>Date</b>	<b>Initials</b>	<b>Initials</b>
Water heater	Flush out hot water to remove accumulated sediment.			
<b>Interior</b>	<b>Description</b>	<b>Date</b>	<b>Initials</b>	<b>Initials</b>
Attic	Examine for evidence of any leaks. Check insulation and remove or add if necessary. Check for evidence of birds, squirrels, raccoons, etc. Check for proper ventilation.			
Countertops	Inspect for separations at sinks and backsplash. Recaulk where required.			
Tiled areas	Inspect for loose or missing grout or caulking. RegROUT or recaulk if necessary.			
Shower doors/tub enclosures	Inspect for proper fit. Adjust if necessary. Inspect caulking and recaulk if necessary.			

Weather stripping	Check caulking around windows and doors. Check window and door screens. Adjust or replace if necessary.			
<b>Electrical and appliances</b>				
	<b>Description</b>	<b>Date</b>	<b>Initials</b>	<b>Initials</b>
Heating and cooling system	General furnace inspection: Look for rust, scaling on heat exchanger, and proper flame color; note odd sounds or smells; and check condition of venting. Remove debris around units.			
<b>Exterior</b>				
	<b>Description</b>	<b>Date</b>	<b>Initials</b>	<b>Initials</b>
Roof	Clean. Check for leaks. Check for damaged, loose or missing shingles. Check vents and louvers for birds, nests, squirrels, and insects. Check flashing around roof stacks, vents, and skylights for leaks.			
Gutters and downspouts	Clean and check for leaks, misalignment, or damage.			
Windows	Clean.			
Exterior walls	Check for deteriorating bricks and mortar. Check siding for damage or rot. Check painted surfaces for flaking.			
Landscaping	Trim shrubbery around walls. Remove tree limbs, branches, or debris that can attract insects (no wood or shrubbery should be closer than 3 inches to your house). Maintain grading.			

I understand that I am required to complete this Home Maintenance Schedule and make repairs as necessary. Additionally, I agree to a \$50 fee for each scheduled maintenance that I fail to submit online within the term of my lease. Fee may be deducted from deposit.

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 Tenant Signature

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 Co-Tenant Signature