

EQUITY REAL ESTATE, INC.

Quarterly Unit Check

Invoice #: _____

Unit for 4plex: 1 2 3 4

Unit for 2plex: A B

Unit for other: _____

HVAC Filter size:

Date: _____

Property Address: _____

Person Inspecting: _____

The Following Maintenance Was Completed At This Property:

Exterior:

- | | | |
|--|---|--|
| <input type="checkbox"/> Check fence & gate | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> repairs needed: _____ |
| <input type="checkbox"/> Check all windows | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> # broken / cracked: _____ |
| <input type="checkbox"/> Each window has a latch | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> # broken /missing: _____ |
| <input type="checkbox"/> Check screens | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> # missing / torn: _____ |
| <input type="checkbox"/> Check roof condition | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> repairs needed: _____ |
| <input type="checkbox"/> Check paint condition | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> repairs needed: _____ |
| <input type="checkbox"/> Check for any evidence of pet | Type of pet(s) <input type="checkbox"/> Dog #____ <input type="checkbox"/> Cat #____ <input type="checkbox"/> Other _____ | |

What kind of evidence? _____ Any damage from pet? _____

Safety related Items:

- | | | |
|--|--|--|
| <input type="checkbox"/> Doors have keyless deadbolt | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> missing _____ |
| <input type="checkbox"/> Doors have keyed deadbolt | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> missing _____ |
| <input type="checkbox"/> Door has peep hole | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> missing _____ |
| <input type="checkbox"/> Sliding glass door has pin lock | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> missing _____ |
| <input type="checkbox"/> Sliding glass door has security bar | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> missing _____ |
| <input type="checkbox"/> Check doorknob condition | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> missing _____ |
| <input type="checkbox"/> Check Smoke alarms | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> missing _____ |
| Smoke alarm bedroom 1 _____, | Smoke alarm bedroom 2 _____, | Smoke alarm bedroom 3 _____ |
| Smoke alarm bedroom 4 _____, | Hallway _____. | Battery _____ Total Install _____ |

Interior:

- | | | |
|--|---|--|
| <input type="checkbox"/> Check overall condition of the carpet | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> repairs needed: _____ |
| <input type="checkbox"/> Check overall condition of _____ | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> repairs needed: _____ |
| <input type="checkbox"/> Check thermostat | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> repairs needed: _____ |
| <input type="checkbox"/> Check all plumbing for drips/leaks | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> repairs needed: _____ |
| <input type="checkbox"/> Check water heater | <input type="checkbox"/> good / fair condition | <input type="checkbox"/> repairs needed: _____ |
| <input type="checkbox"/> Check A/C filter | <input type="checkbox"/> clean | |
| | <input type="checkbox"/> Dirty & replaced _____ | |
| | <input type="checkbox"/> Filthy & replaced due to tenant not changing (tenant charge) | |

Comments:

Repair Total \$ _____

Quarterly Total \$ _____

TOTAL \$ _____