

WATERMARK CO-OP

~~ANNUAL INSPECTIONS~~

PRE-MOVE-OUT and FINAL MOVE-OUT INSPECTIONS

Annual Inspections ~~Once Yearly~~

Pre-Move-Out Inspections Within the 65 days before move-out

Final Move-Out Inspections When Unit is Empty

Unit #: _____ **Date:** _____

10 pages

Legend:

S = Satisfactory	R = Repair	M = Members Repair	MR = Maintenance Repair	
ITEM	S	R	Problem	MR
Front Entry				
Lock				
Door Hinges & Hardware				
Door / Frame				
Entry Closet Doors				
Entry Closet Tracks				
Closet Rod				
Ceiling Fixture & Light				
Walls				
Floor				
Ceiling				
Baseboards				
Other Notations				

S = Satisfactory	R = Repair	M = Members Repair	MR = Maintenance Repair		
ITEM	S	R	M	Problem	MR
Hallway					
Storage Room Doors					
Storage Tracks					
Storage Walls					
Storage Shelving					
Storage Ceiling					
Storage Ceiling Fixture					
Smoke Alarm (TEST IT)					
Carpeting					
Baseboard					
Elect. Outlet & Switches					
Other Notations FUSE BOX CLEARED					
Bathroom					
Light & Fan Switches on outside					
Door and Frame					
Door Hardware (knob ...)					
Exhaust Fan					
Fixture and Lights					
Walls					
Ceiling					
Floor					
Heater (not in all units)					

S = Satisfactory	R = Repair	M = Members Repair	MR = Maintenance Repair		
ITEM	S	R	M	Problem	MR
Bathroom – Continued					
Mirror					
Medicine Cabinet					
Vanity and Hardware					
Towel Bars (2)					
Toothbrush Holder					
Toilet Paper Holder					
Toilet (Flush and adjust water level if needed)					
Bathtub, faucet, waterpressure					
Tile / Shower Head					
Shower Curtain Rod and s/s hooks					
Caulking, Leaking					
Basin, faucet, plug, water pressure, piping under sink					
Other Notations					
Dining Room / Living Room					
Walls					
Ceiling					
Ceiling Fixture/Lights					
Switches & Thermostat					
Cable TV Outlet					
Electrical Outlet					
Carpeting					

S = Satisfactory R = Repair M = Members Repair MR = Maintenance Repair

ITEM	S	R	M	Problem	MR
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Dining Room / Living Room Continued					
Baseboards / Woodwork					
Windows / Screens					
Lock					
Thermostat / Heater					
Weather-stripping					
Patio Door (some units)					
Patio Door Lock & Hardware					
Other Notations					

SUN ROOM (some units)					
Walls					
Ceiling					
Ceiling Fixture					
Switches & Receptacles					
Electrical Outlet					
Floor					
Thermostat / Heater					
Baseboard / Woodwork					
Sliding Doors, Tracks					
Windows / Screens / Tracks					
Curtin Rod & Hooks					
Weather-Stripping, Caulking					
Other Notations					

S = Satisfactory	R = Repair	M = Members Repair	MR = Maintenance Repair		
ITEM	S	R	M	Problem	MR
Kitchen					
Ceiling					
Walls					
Floor					
Baseboard / Woodwork					
Window, Screen and Locks					
Window Curtin Rod & Hooks					
Window Tracks					
Weatherstripping, Caulking					
Electrical Outlets, Switches					
Heater/Thermostat					
Sinks, faucet, (2 strainers) and water pressure					
Countertops, Caulking					
Cabinets (inside and out), Drawers, Knobs					
Under -Sink / Piping					
Refrigerator (2 drawesr,1 full shelf on top, 2 wire shelf, egg container 2 ice cube trays), Light					
Stove (2 racks, 1 broiler pan), Oven light					
Exhaust Fan and Filter					
Exhaust Light and Cover					
Other Notations					

S = Satisfactory	R = Repair	M = Members Repair	MR = Maintenance Repair		
ITEM	S	R	M	Problem	MR
Main Bedroom					
Door / Frame					
Door Hardware, Hinges, Door Stop, ..etc.					
Walls					
Ceiling					
Ceiling Fixture / Light					
Switches & Receptacles					
Heater / Thermostat					
Electrical Outlets					
Carpeting					
Baseboard/Woodwork					
Closet Walls / Ceiling					
Closet Rod, Shelf					
Closet Sliding Doors					
Closet Door Tracks					
Closet Carpeting					
Widows, Screen, Tracks and Lock					
Weatherstripping, Caulking					
Curtain Rod & Hooks					
Cable T.V. Outlet					
Other Notations					

S = Satisfactory	R = Repair	M = Members Repair	MR = Maintenance Repair		
ITEM	S	R	M	Problem	MR
2nd Bedroom					
Door / Frame					
Door Hardware, Hinges, Door Stop, ..etc.					
Walls					
Ceiling					
Ceiling Fixture / Light					
Switches & Receptacles					
Heater / Thermostat					
Electrical Outlets					
Carpeting					
Baseboard/Woodwork					
Closet Walls / Ceiling					
Closet Rod, Shelf					
Closet Sliding Doors					
Closet Door Tracks					
Closet Carpeting					
Widows, Screen, Tracks and Lock					
Weatherstripping, Caulking					
Curtain Rod & Hooks					
Cable T.V. Outlet					
Other Notations					

S = Satisfactory	R = Repair	M = Members Repair	MR = Maintenance Repair		
ITEM	S	R	M	Problem	MR
3rd Bedroom					
Door / Frame					
Door Hardware, Hinges, Door Stop, ..etc.					
Walls					
Ceiling					
Ceiling Fixture / Light					
Switches & Receptacles					
Heater / Thermostat					
Electrical Outlets					
Carpeting					
Baseboard/Woodwork					
Closet Walls / Ceiling					
Closet Rod, Shelf					
Closet Sliding Doors					
Closet Door Tracks					
Closet Carpeting					
Widows, Screen, Tracks and Lock					
Weatherstripping, Caulking					
Curtain Rod & Hooks					
Cable T.V. Outlet					
Other Notations					

S = Satisfactory	R = Repair	M = Members Repair	MR = Maintenance Repair		
ITEM	S	R	M	Problem	MR
Balcony					
Weatherstripping, Caulking					
Door					
Hardware & lock					
Widows, Screen and Lock					
Flashing					
Walls and Fencing					
Ceiling					
Light Fixture / Light					
Floor (if not cement					
Railings					
Cement, Fencing					
Cable T.V. Outlet					
Other Notations					

Unit was painted in: _____

BY-LAWS BOOK RETURNED TO OFFICE: YES NO

PARKNG PERMIT RETURNED TO OFFICE: YES NO

SIGNATURE SHEET

ANNUAL INSPECTIONS

Date: _____

Co-Op Reps. Signatures: _____

Member Signature: _____

PRE-MOVE OUT INSPECTIONS

Date: _____

Co-Op Reps. Signatures: _____

Member Signature: _____

FINAL MOVE OUT INSPECTIONS

Date: _____

Co-Op Reps. Signatures: _____

Member Signature: _____