

MAINTENANCE CHECKLIST DURING MY ABSENCE

Date	Rep		Charge
		Upon departure, shut off water and water heater	N/C
		Monthly fee for a 15 minute check each week	\$30.00
WEEKLY CHECK INCLUDES:			
		1 AC operation	
		2 Check refrigerator/freezer operation	
		3 Check hurricane shutter operation (leave switches in neutral position after checking)	
		4 Operate toilets, ensure refill, check for leaks	
		5 Operate all sink faucets and shower to fill traps	
		6 Inspect overall for insect and vermin	
		8 Inspect hot water heater for leaks	
		7 Note any severe problems & report to owner	
		There is an additional charge for additional requests	
		LIST YOUR ADDITIONAL REQUESTS BELOW:	

PLEASE CHECK DESIRED BOX BELOW AND SIGN:

During my absence, I authorize the above maintenance on my unit at \$30 per month

I have a private outside service

(but I authorize maintenance staff to check my unit at \$30 per month)

I have a private outside service and I DO NOT authorize any maintenance check during my absence

I do not have outside service, but I DO NOT authorize anyone in my unit during my absence

Arbor Pointe Management is not to be held responsible for any damage that may occur

Signature of Resident Unit