

# *S & L Property Management*

## PREVENTATIVE MAINTENANCE CHECK-UP & OBSERVATION WALK-THRU

**PROPERTY ADDRESS:** \_\_\_\_\_

In the interest of establishing a greater degree of knowledge about your property and to minimize the possibility of adverse property conditions, which could be costly, S & L Property Enterprises (S & L) strongly recommends a mid-term (six month duration) Preventative Maintenance Check-Up & Observation walk-thru of your property in order to evaluate observed & needed maintenance/repair work. It is our opinion that with such pro-active intervention, we will significantly reduce the likelihood of incidence of unforeseen and compromising conditions (cheap insurance, if you will). Note: if you waive this service, you will have the opportunity to request a photo inspection to be performed by our Field Representative at the time of Lease Renewal. However, bear in mind that a period of one full calendar year will have passed before entry is made for the purpose of either Lease Renewal or Notice to Vacate activities. It's your choice! S & L prefers a condition of no surprises.

Due to Fair Housing and privacy issues, entry does require the consent of the tenant for an owner and or owner's representative, to gain access to the property and take authorized pictures (as consented by your tenant). S & L and vendor would meet you, if you are present, at the property to review the items listed below. As access is coordinated, and in compliance with California Civil Codes, we ask that you please adhere to the following guidelines:

1.	The walk-thru must be restricted to maintenance and/or repairs matters only.
2.	The visit would be coordinated at a time when our Field Representative and vendor are able to meet at the property.
3.	The visit is limited to approximately no more than one (1) hour.
4.	During the walk-thru – please remember that you are there to <u>observe</u> and we ask that you refrain from making any comments or asking questions of the tenants. Any questions/concerns should be brought up after the visit with the Field Representative and vendor.
5.	Please do not exchange any contact information with the tenant(s) as this compromises our interaction between both parties.
6.	Lastly, due to their privacy rights, other than that which is listed below, do not open drawers, doors, cabinets, closets, etc., as tenants do have a right to their privacy and may seek legal counsel if they feel these rights have been violated.

The following is a list of routine, preventative Check-Up & Observation items to be observed:

		<b>Approximate cost(s):</b>
✓	General walk thru of interior and exterior of property.	<b>Included</b>
✓	Change out batteries on Smoke and/or Carbon Monoxide Detector(s).	<b>At cost</b>
✓	Inspect and replace HVAC filter(s).	<b>At cost</b>
✓	Inspect all fixtures, including under cabinet areas for signs of leaks, moisture, and/or any other potential issue(s).	<b>Included but additional cost(s) may be determined*</b>

\* If additional maintenance issues are observed, and upon your approval of identified work and costs, a licensed contractor will oversee the necessary repairs and maintenance activities at a later day and time.

**PREVENTATIVE CHECK-UP & OBSERVATION WALK-THRU continued**

<b>Please check one of the following options:</b>	
<input type="checkbox"/>	<b>YES</b> , I will be in attendance for the preventative Check-Up & Observation walk-thru and agree to the guidelines as listed above.
<input type="checkbox"/>	<b>NO</b> , I am not able to attend but would still direct S & L to perform the preventative Check-Up & Observation walk-thru.
<input type="checkbox"/>	I wish to <b>WAIVE</b> this service and bear the adverse consequences of this choice.

<b>Please check one of the following options:</b>			<b>COST</b>
1.	Preventative Check-Up & Observation walk-thru with Field Representative.	<b>S &amp; L Base cost:</b>	<b>\$75.00</b>
	Vendor's base cost does <b>NOT</b> include necessary materials.	<b>Base cost:</b>	<b>\$65.00</b>
2.	Preventative Check-Up & Observation walk-thru & pictures taken. I request that the pictures be forwarded via an e-mail link (link will be forwarded to you within 3 days of the visit).		<b>S &amp; L Base cost + \$65.00</b>
3.	Preventative Check-Up & Observation walk-thru & pictures taken. I request that the pictures be forwarded on a CD (delivery may take up to 2-weeks).		<b>S &amp; L Base cost + \$75.00</b>

**AGENT:**

S & L Enterprises, Inc,  
dba S & L Property Management

\_\_\_\_\_  
John J. Sorah, Managing Agent DATE

P.O. Box 610, Murrieta, CA 92564  
(951) 698-4030 Fax: (951) 698-4469

**OWNER(S): (please sign)**

\_\_\_\_\_  
OWNER (1) DATE

\_\_\_\_\_  
OWNER (2) DATE

\_\_\_\_\_  
OWNER (3) DATE

\_\_\_\_\_  
OWNER (4) DATE