



Vacant Unit Inspection

Service Description:

As a service to owners who have units vacant for more than thirty days (vacation, home sale, extended stay in a second home, etc.), the Ellington offers Vacant Unit Inspections. The purpose of the service is early detection of issues or failures that might cause damage to the unattended unit, or to neighboring units (for example, a water heater failure). The sooner these failures are detected, unit owner costs and damage can be minimized.

Interested owners of vacant units may register with the Concierge. Vacant units will be inspected by trained staff on a monthly basis using the checklist below. If urgent items are detected, the owner will be contacted via the contact information provided on their registration form to approve the repairs. If Ellington Staff are unable to contact the Owner, immediate steps will be taken to mitigate a problem that will cause damage the Owner's unit, or neighboring units.

Sign up Procedure:

1. Owners register their vacant units with the Concierge using the Registration Form available on the website or at the Concierge desk.
2. Vacant units are added to the "Building Calendar" and scheduled for monthly inspections by Concierge Staff.
3. Once processed the registration forms are filed in the unit file.

Inspection Procedure:

1. Staff, trained by the Facility Manager, will do the scheduled inspection and complete the checklist.
2. A copy of the completed checklist will be left in the unit.
3. A copy of the completed checklist will be mailed or E-mailed to the unit owner, if they so choose.
4. A copy of the completed checklist will be forwarded to the Facility Manager to be placed in the individual's Unit File.
5. If repairs are required, the Concierge contacts the Facility Manager.
6. The Facility Manager manages the necessary repairs and communication with the owner.



Vacant Unit Inspection

Vacant Unit Inspection Checklist

DATE/TIME _____
COMPLETED BY _____

ITEM _____ LOCATION _____

Toilets

- Leaking around base _____
- Running _____
- Other _____

Sinks

- Water beneath sink _____
- Faucets dripping _____
- Backup in sink _____
- Other _____

Hot Water Heater/ HVAC Unit

- Signs of rust _____
- Water in drip pan _____
- Other _____

Windows

- Broken _____
- Leaking _____
- Vents Open _____
- Other _____

Doors

- Locked _____
- Leaking _____
- Other _____

Deck

- Pooling Water _____
- Other _____

Pests

- Type _____

Pilot light

- Off _____



Vacant Unit Inspection

Registration Form

For owners whose homes are vacant for more than thirty days (vacation, home sale, extended stay in a second home, etc.), the Ellington offers a service to inspect your unit during your absence. The purpose of the inspections is to detect any leaks or system failures that, left unattended, might cause damage that could be mitigated with early detection. These might include running toilets, leaking pipes, water heater failure, pigeons roosting on the deck, etc. Caught early, damage can be minimized.

Procedure for inspection:

- Registered vacant units are inspected monthly by trained Concierge Staff.
- The unit will be called two hours prior to inspection to confirm that it is vacant.
- Checklists are completed during the inspection and a copy will be left in the unit. Additional copies will go to the Facility Manager and the Association Records.
- If repairs are required, the Facility Manager confirms the condition and manages the necessary repairs and communication with the owner.

I have received and read the above guidelines and would like to have my unit inspected monthly during my absence.

First & Last Name Printed: _____ Unit#: _____

Date of Vacancy: _____ / _____ / _____ thru _____ / _____ / _____
Month Day Year Month Day Year

Contact me at this number(s): _____

Homeowner Signature: _____ Date: _____

Ellington Representative: _____ Date: _____