



VACANT UNIT INSPECTIONS

Service Description:

As a service to residents and owners who have units that will be vacant for more than 7 days (vacation, home sale, extended stay in a second home, etc.), the Ellington requires 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 leak). The sooner these failures are detected, unit owner costs and damage can be minimized.

All owners and residents of units that will be vacant for more than 7 days are required to register with the Concierge. Vacant units will be inspected by trained staff on a weekly 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 or residents register their units that will be vacant for 7 days or longer 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 weekly inspections by Ellington Staff.

Inspection Procedure:

1. Ellington Staff will complete 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. If repairs are required, the Concierge will contact the unit owner and/or resident for prompt attention or will manage the necessary repairs in the event owners are not immediately available to address them. The unit owner will be responsible for any required repairs as deemed necessary.



VACANT UNIT INSPECTION CHECKLIST

Unit # _____

DATE _____ COMPLETED BY _____

CONFIRM WATER SHUT OFF TO UNIT _____ DATE SHUT OFF _____

ITEM	LOCATION
Toilets	
<input type="checkbox"/> Leaking around base	_____
<input type="checkbox"/> Running	_____
<input type="checkbox"/> Other _____	
Sinks/ Tubs	
<input type="checkbox"/> Water beneath sink	_____
<input type="checkbox"/> Faucets dripping	_____
<input type="checkbox"/> Backup in sink	_____
<input type="checkbox"/> BioClean in Kitchen sink _____	
Hot Water Heater/ HVAC Unit	
<input type="checkbox"/> Signs of rust	_____
<input type="checkbox"/> Water in drip pan	_____
<input type="checkbox"/> Water Alarm working _____	
Windows	
<input type="checkbox"/> Broken	_____
<input type="checkbox"/> Leaking	_____
<input type="checkbox"/> Vents Open	
<input type="checkbox"/> Other _____	
Doors	
<input type="checkbox"/> Locked	_____
<input type="checkbox"/> Leaking	_____
<input type="checkbox"/> Other _____	
Deck	
<input type="checkbox"/> Pooling Water	_____
<input type="checkbox"/> Other _____	
Pests	
<input type="checkbox"/> Type _____	_____
Pilot light	
<input type="checkbox"/> Off	



REGISTRATION FORM

ELLINGTON VACANT UNIT INSPECTION

For owners whose homes are vacant for more than 7 days (vacation, home sale, extended stay in a second home, etc.), the Ellington requires inspection of 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 weekly by trained Ellington Staff.
- Checklists are completed during the inspection and a copy will be left in the unit. Additional copies will be kept with the Association Records.
- If repairs are required, the Facility Manager will manage the necessary repairs with the unit owner and confirm when repairs have been completed.

I have received and read the above guidelines and register my unit to be inspected WEEKLY during my absence. I acknowledge this service is offered as a courtesy of the Ellington Owners Association, that there is no expressed warranty extended to the unit owner, and that the Ellington Owners Association will not be liable for any damage, internal or external to my unit, that results from a failure of any part of the property for which I am responsible.

First and 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: _____