



## Make Ready Checklist Inspection

| Inspection Date | Technician    | Property    | Units |
|-----------------|---------------|-------------|-------|
| 01-08-2024      | Joseph Cooper | Willow Bend | B201  |

| LIVING ROOM:       |    |
|--------------------|----|
| Ceilings / Lights: | Ok |
| Door / Closet:     | Ok |
| Other:             | Ok |
| Walls / Outlets:   | Ok |
| Window:            | Ok |
| Window coverings:  | Ok |

| DINING ROOM:       |    |
|--------------------|----|
| Ceilings / Lights: | Ok |
| Walls / Outlets:   | Ok |
| Window:            | Ok |
| Window coverings:  | Ok |

| KITCHEN:               |    |
|------------------------|----|
| Backsplash:            | Ok |
| Cabinets:              | Ok |
| Ceiling Fan:           | Ok |
| Ceiling Light Fixture: | Ok |
| Ceiling Lights:        | Ok |
| Cleaning of Stove:     | Ok |
| Counter Top:           | Ok |
| Dishwasher:            | Ok |
| Drip Pan:              | Ok |
| Electric Meter:        | Ok |
| Faucet:                | Ok |

|                                                                                               |    |
|-----------------------------------------------------------------------------------------------|----|
| Faucet Knobs:                                                                                 | Ok |
| Floors:                                                                                       | Ok |
| Formica/Tiles:                                                                                | Ok |
| Garbage Disposal:                                                                             | Ok |
| Kitchen Sink:                                                                                 | Ok |
| Microwave:                                                                                    | Ok |
| Other:                                                                                        | Ok |
| Oven / Range:                                                                                 | Ok |
| Oven Door Handle:                                                                             | Ok |
| Oven Racks:                                                                                   | Ok |
| Range Top:                                                                                    | Ok |
| Refrigerator (Freezer):                                                                       | Ok |
| Rubber Stopper:                                                                               | Ok |
| Stove Knob:                                                                                   | Ok |
| Verify that either a Fire Stop (under the microwave) or FireAvert (behind the stove) exists.: | Ok |
| Wall Outlets:                                                                                 | Ok |
| Washer/Dryer:                                                                                 | Ok |
| Window Coverings:                                                                             | Ok |

| BEDROOMS:          |    |
|--------------------|----|
| Ceilings / Lights: | Ok |
| Door / Closet:     | Ok |
| Floors / Carpet:   | Ok |
| Other:             | Ok |
| Walls / Outlets:   | Ok |
| Window:            | Ok |
| Window coverings:  | Ok |

| BATHROOM:          |    |
|--------------------|----|
| Cabinets / Mirror: | Ok |
| Ceiling Lights:    | Ok |
| Cleaning Bathroom: | Ok |
| Complete Toilet:   | Ok |
| Counter Top:       | Ok |

|                                                            |    |
|------------------------------------------------------------|----|
| Floors:                                                    | Ok |
| Formica /Tile:                                             | Ok |
| Is there signs of moisture from outside in the apartment?: | Ok |
| Medicine Cabinet:                                          | Ok |
| Mirror Cabinet:                                            | Ok |
| Other:                                                     | Ok |
| Remove Mildew on Tiles:                                    | Ok |
| Shower Curtain Bar:                                        | Ok |
| Shower Head:                                               | Ok |
| Sink:                                                      | Ok |
| Soad Dish (Tub):                                           | Ok |
| Soap Dish (Sink):                                          | Ok |
| Toilet Paper Holder:                                       | Ok |
| Toilet Tank:                                               | Ok |
| Towel Bar:                                                 | Ok |
| Tub Knob(s):                                               | Ok |
| Tub Reglazing:                                             | Ok |
| Vanity Cabinet:                                            | Ok |
| Wall Outlets:                                              | Ok |
| Window:                                                    | Ok |

|                                                                           |    |
|---------------------------------------------------------------------------|----|
| <b>LOCKS:</b>                                                             |    |
| Door Knob:                                                                | Ok |
| Door Lock:                                                                | Ok |
| Ensure the apartment door has an automatic closure and closes properly. : | Ok |
| Fix Door when extra lock is removed:                                      | Ok |
| Mail-Box Lock:                                                            | Ok |

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|----------------------------------|----|
| <b>KEYS:</b>                     |    |
| Failure To Return Apartment Key: | Ok |
| Failure To Return Mailbox Key:   | Ok |

|                                      |    |
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| <b>DOORS:</b>                        |    |
| Apartment Door:                      | Ok |
| Apartment Door closes automatically: | Ok |

|                     |    |
|---------------------|----|
| Frame:              | Ok |
| Hollow:             | Ok |
| Solid Core & Steel: | Ok |

| PAINTING:                     |    |
|-------------------------------|----|
| Border Removal (Per Room):    | Ok |
| Holes in Walls (Each Hole):   | Ok |
| Over Dark Colors (Per Room):  | Ok |
| Wallpaper Removal (Per Room): | Ok |

| CARPET:                   |    |
|---------------------------|----|
| Burns:                    | Ok |
| Deodorize:                | Ok |
| Pet Treatment (Odor):     | Ok |
| Replace Carpet 1 Bedroom: | Ok |
| Replace Carpet 2 Bedroom: | Ok |
| Shampoo 1 Bedroom:        | Ok |
| Shampoo 2 Bedroom:        | Ok |
| Stain Removal:            | Ok |

| MISCELLANEOUS:                                                                                  |            |
|-------------------------------------------------------------------------------------------------|------------|
| Broken Window Glass (Per Pane):                                                                 | Ok         |
| Cabinet Equipment:                                                                              | Ok         |
| Carbon Monoxide Detector:                                                                       | Ok         |
| Cleaning of Apartment:                                                                          | Ok         |
| Clear Storage Locker:                                                                           | Ok         |
| Closet Shelves:                                                                                 | Ok         |
| Common Area damaged during moveout:                                                             | Ok         |
| Confirm you have installed or there is in place a stainless steel toilet tank water connector.: | Ok         |
| Door Intercom System:                                                                           | Ok         |
| Exhaust Fan:                                                                                    | Ok         |
| Fan Blades:                                                                                     | Ok         |
| If fire stops have been installed throughout the property, ensure fire stops are installed.:    | Ok         |
| Date of Installation                                                                            | 2024-01-08 |
| Light Globes:                                                                                   | Ok         |

|                                          |    |
|------------------------------------------|----|
| Mini Blind(s) each:                      | Ok |
| Outside Lights:                          | Ok |
| Phone Jack:                              | Ok |
| Rallings:                                | Ok |
| Removal Of Bulk Items:                   | Ok |
| Remove Debris (Per Bag):                 | Ok |
| Sliding Mirror/Glass Door (2):           | Ok |
| Smoke Detector Alarm:                    | Ok |
| Stoppage by foreign object in any drain: | Ok |
| Switch Plate Covers:                     | Ok |
| Thermostat Cover:                        | Ok |
| Vertical Blinds:                         | Ok |
| Vinly Tile Bathroom:                     | Ok |
| Vinly Tile Kitchen:                      | Ok |
| Window Screen(s) each:                   | Ok |
| Window Sills:                            | Ok |

|                                          |    |
|------------------------------------------|----|
| <b>OVERALL:</b>                          |    |
| Signs of Moisture inside the apartment:  | Ok |
| Signs of Moisture outside the apartment: | Ok |

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| <b>RENOVATED UNITS:</b>                                                                   |    |
| All electrical boxes are to be secure in place and not hanging.:                          | Ok |
| Disposal and dishwasher are to be plug in and not hot hard wired.:                        | Ok |
| Do not overload the circuits.:                                                            | Ok |
| Ground wires are to be hook up.:                                                          | Ok |
| Make sure all wires are connected properly and tight and correct wire nut use.:           | Ok |
| No stabbing of wires into the back of outlet, they are to be put around the screw.:       | Ok |
| On GFCI outlets the hot wire goes to the line side on the fixture and not the load side.: | Ok |
| Plastic boxes are not to be surface-mounted, with a utility box.:                         | Ok |

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| <b>BATHROOM RENOVATION:</b>                                        |    |
| Install new 1/2 inch ball valves and remove the old gates valves.: | Ok |
| Removal of all sheetrock in the bathroom.:                         | Ok |
| Remove of old drums trap and installing P traps for tub drains.:   | Ok |

|                                                             |    |
|-------------------------------------------------------------|----|
| Replace the 1/2 inch copper water lines.:                   | Ok |
| Using 1/2 inch hardi board around the wet area of the tub.: | Ok |

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| Resident |  |
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| Lindy Community Representative Name | Joseph Cooper |
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| Technician | Joseph Cooper |
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| Resident not available for signature |  |
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