



# Inventory & Condition Form

**Property:** Park at Westminster

**Units:** B16

**Toilet Fixtures:**

Replace Fixtures 3.5 gallons or greater

Use dye to check leak, adjust or change flapper, Fluid Master

Supply Lines/Replace Plastic Lines

**Sink Faucets:**

Leaks

Change Washers

Seats

Faucet

Include clean/replace aerator

Pop up mechanism

**Tub and Shower:**

Leaks

Change Washers

Seats

Faucet

Refill container with water in dryer lint trap

New/Old Shower Diverters

**Inspection:**

Electrical panel

Clean dryer vents/check water

Check for gaps in windows - closing securely

Check thermostat control

Install pan under hot water heater

Change air conditioning filters/Kitchen/Bath Vents

Check self closing door

Check water filled in dryer vent

Check grease on auto out/Installed

Water Alarm-Hot Water Heater/AC Closet

GFI on porches

Smoke Detector

Electronic Locks

Check Battery

Unauthorized Residents

Unauthorized Pets

Cleanliness

Check Anti-tip for ranges are installed

Ensure the apartment door has an automatic closure and closes properly.

If fire stops have been installed throughout the property, ensure fire stops are installed.

**Appliances:**

Washer/Dryer

Dishwasher

Microwave

Range

Refrigerator