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**POLICY REGARDING VACANT/UNOCCUPIED UNIT CHECKS**

- Owners of units in 1666 Coffman that are absent for more than thirty days (vacation, home sales, extended stays in a second home, etc.) must either, agree to have Coffman maintenance staff, or arrange to have a friend, neighbor or other person, inspect their unit monthly.
- Owners must register their vacant units with the Coffman Office using the form provided for this purpose, whether the owner wishes Coffman staff or another person to make the inspections.
- 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, dry sink traps, leaky pipes, etc. Caught early, damage can be minimized.
- Units will be inspected using the checklist below. If urgent problems are detected, the owner will be contacted via the contact information provided on their registration form to approve the repairs. If Coffman staff is unable to contact the owner, immediate steps may be taken to mitigate the problem that might cause damage to the owner's unit or neighboring units.

**Procedure for inspection:**

1. Owners register their vacant unit with the Coffman Office using the forms for this purpose. Registration forms are filled in the unit's file.
2. Vacant units are added to the "building Calendar." Registered vacant units are inspected monthly by trained Coffman staff or by another person as arranged, who will turn in a monthly inspection form to the office.
3. The first inspection will take place thirty days following the date of vacancy.
4. The Unit will be called two hours prior to the inspection to confirm that it is vacant.
5. A checklist (see below) is completed during the inspection. A copy will be left in the unit. A copy will be mailed or emailed to the owner, if they so choose. An additional copy will go to the Office Manager and be retained in the Association records.
6. If repairs are required, Coffman staff will confirm the condition and order and manage the necessary repairs, and communication with the owner.

Regulation 22

CHECK LIST FOR VACANT/UNOCCUPIED UNITS.

For Unit \_\_\_\_\_ Owner \_\_\_\_\_ Date \_\_\_\_\_

Person completing inspection \_\_\_\_\_

**Kitchen & Bathrooms:**

**Inspection date / Comment**

Dripping Faucets \_\_\_\_\_

Proper Sink Drainage \_\_\_\_\_

Functioning Garbage Disposal \_\_\_\_\_

Empty Trash Can \_\_\_\_\_

Water Spots on Ceiling \_\_\_\_\_

Flushed toilets \_\_\_\_\_

**Living room, Dining room,**

**Bedrooms & Halls:**

Temp in unit \_\_\_\_\_

Water spots on ceilings \_\_\_\_\_

**Windows:**

Closed & locked \_\_\_\_\_

Condensation on windows or sills \_\_\_\_\_

**Repairs Needed and or Comments:**

Copies: to Owner \_\_\_\_\_ to Office \_\_\_\_\_ to Unit file \_\_\_\_\_