

**WHITTIER COMMUNITY ASSOCIATION, INC.
FALL 2016 TOWNHOUSE MAINTENANCE INSPECTION**

The Board of Directors for the Association has arranged for an inspection of each home within the community to identify maintenance needs. Regular and adequate maintenance of your home is needed for several reasons. First and foremost, *for you to avoid more costly repairs in the future*. Next, regular maintenance of the homes preserves and protects property values within the community. The items identified (marked) on this form are those that were noted as viewed from the street or common property; *there may be other maintenance needs that could not be seen*. You are asked to repair/correct the identified items at your earliest convenience.

<p style="text-align: center;">PROPERTY ADDRESS:</p> <p style="text-align: center; font-size: small;">Place address label here.</p>	<p>INSPECTION DATE: _____</p>
---	-------------------------------

If The Required Maintenance Has Already Been Performed, Please Disregard This Notice and Thank You For Your Cooperation!

I. FRONT OF HOME

EXTERIOR PAINTING				
A. PAINTING REQUIRED:			DESCRIPTION:	
1	Front Door/Frame/Trim	6	Gutters/Gutter Boards	
2	Window/Dormer Trim	7	Down Spouts	
3	Roof Trim: Front/Sides	8	Hand Railings	
4	Chimney	9	Corner Trim	
5	Vents	10	Garage Door / Trim	
GENERAL REPAIRS				
B. GENERAL REPAIRS REQUIRED:			DESCRIPTION:	
1	Door / Frame	7	Front Porch / Stoop (broken/sinking)	
2	Gutters / Downspouts	8	Windows/Screens/Shutters	
3	Roofing/Shingles	9	Wood Trim	
4	Siding Repair	10	Light Fixtures	
5	Mailbox / Post	11	Garage Door	
6	House Numbers Missing	12	Other	
LANDSCAPING				
C. LANDSCAPING MAINTENANCE REQUIRED:			DESCRIPTION:	
1	Tall Grass	3	Recycle Bin/Trash Can Stored in public view	
2	Dead trees / shrubs	4	Other:	

If The Required Maintenance Has Already Been Performed, Please Disregard This Notice and Thank You For Your Cooperation!

II. END/SIDE/BACK OF UNIT

EXTERIOR PAINTING				
A. PAINTING REQUIRED:				DESCRIPTION
1	Door/Frame/Trim	5	Vents	
2	Window Trim	6	Gutters / Downspouts	
3	Roof Trim: Rear/Sides	7	Hand-railing	
4	Chimney	8	Other:	
GENERAL REPAIRS				
B. GENERAL REPAIRS REQUIRED:				DESCRIPTION
1	Door / Frame	7	Patio/Deck	
2	Gutters / Downspouts	8	Windows/Screens damage	
3	Roofing/Shingles	9	Sidewalk/Walkway	
4	Siding Repair	10	Wood Trim	
5	Shed	11	Light Fixtures	
6	Fencing	12	Other:	
LANDSCAPING				
C. LANDSCAPING MAINTENANCE REQUIRED				DESCRIPTION
1	Tall grass	4	Shrubbery / Trees	
2	Dead trees / shrubs	5	Other:	

ADDITIONAL DESCRIPTION:

If The Required Maintenance Has Already Been Performed, Please Disregard This Notice.

THANK YOU FOR YOUR COOPERATION!