

## Semi-Annual Safety and Maintenance Update

Please complete the following checklist and note any safety or maintenance problems in your unit or on the premises.

Please describe the specific problems and the rooms or areas involved. Here are some examples of the types of things we want to know about: garage roof leaks, excessive mildew in rear bedroom closet, fuses blow out frequently, door lock sticks, water comes out too hot in shower, exhaust fan above stove doesn't work, smoke alarm malfunctions, peeling paint and mice in basement. Please point out any potential safety and security problems in the neighborhood and anything you consider a serious nuisance.

Please indicate the approximate date when you first noticed the problem and list any other recommendations or suggestions for improvement.

Please return this form with this month's rent check.

Thank you. -- THE MANAGEMENT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Please indicate (and explain below) problems with:

\_\_\_ Floors and floor coverings \_\_\_\_\_

\_\_\_ Walls and ceilings \_\_\_\_\_

\_\_\_ Windows, screens and doors \_\_\_\_\_

\_\_\_ Window coverings (drapes, mini-blinds, etc.) \_\_\_\_\_

\_\_\_ Electrical system and light fixtures \_\_\_\_\_

\_\_\_ Plumbing (sinks, bathtub, shower or toilet) \_\_\_\_\_

\_\_\_ Heating or air conditioning system \_\_\_\_\_

\_\_\_ Major appliances (stove, oven, dishwasher, refrigerator) \_\_\_\_\_

\_\_\_ Basement or attic \_\_\_\_\_

\_\_\_ Locks or security system \_\_\_\_\_

- \_\_\_ Smoke detector \_\_\_\_\_
- \_\_\_ Fireplace \_\_\_\_\_
- \_\_\_ Cupboards, cabinets and closets \_\_\_\_\_
- \_\_\_ Furnishings (table, bed, mirrors, chairs) \_\_\_\_\_
- \_\_\_ Laundry facilities \_\_\_\_\_
- \_\_\_ Elevator \_\_\_\_\_
- \_\_\_ Stairs and handrails \_\_\_\_\_
- \_\_\_ Hallway, lobby and common areas \_\_\_\_\_
- \_\_\_ Garage \_\_\_\_\_
- \_\_\_ Patio, terrace or deck \_\_\_\_\_
- \_\_\_ Lawn, fences and grounds \_\_\_\_\_
- \_\_\_ Pool and recreational facilities \_\_\_\_\_
- \_\_\_ Roof, exterior walls, and other structural \_\_\_\_\_
- \_\_\_ Driveway and sidewalks \_\_\_\_\_
- \_\_\_ Neighborhood \_\_\_\_\_
- \_\_\_ Nuisances \_\_\_\_\_
- \_\_\_ Other \_\_\_\_\_

Specifics of problems:

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Other comments:

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Date: \_\_\_\_\_

Tenant: \_\_\_\_\_

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**FOR MANAGEMENT USE**

Action/Response:

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\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Landlord/Manager: \_\_\_\_\_