



## *Home Management Professionals*

# Our “37-Point of Service” Checklist

Every item is covered in each Home Watch Inspection

With Home Management Professionals you won't have to worry about your Arizona home while you're away. For more than 20 years, we've built a reputation as a trusted home services company by treating our customers' homes as we do our own. Every home watch inspection is thoroughly documented, with images, and a detailed status report. Below is the “37-Point of Service” checklist that is followed each time we visit your home.

### Exterior Inspection Checklist

- Inspect the perimeter of the home
- Ensure all yard and pool/spa services are maintained
- Check for visible signs of forced entry of windows/doors
- Check for signs of vandalism or trespassing
- Check for property damage, including storm damage
- Check for rodent/insect infestation
- Check that maintenance services are correctly performed
- Remove large debris from the yard
- Ensure that landscape lighting and exterior coach lights are operational.
- Inspect for proper water flow at condensation lines from the HVAC system
- Check for visible irrigation leaks, distressed plants, and weeds
- Check that the irrigation timer has power.
- Bring in mail, newspapers, and fliers accumulating on the driveway or at the front door
- Sweep up in front of the entryway
- Ensure all HOA requirements are being met
- Any additional needs exclusive to your home



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## Interior Inspection Checklist

- Confirm all doors and windows to ensure all are locked and secure
- Assure security system is functioning properly
- Visual inspection of interior walls, ceiling, and floors
- Inspect for leaks, water damage, and mold
- Inspect for indications of bugs & rodents
- Run all faucets to prevent seals from drying out, also ensure drain traps are filled, eliminating sewage odors and inspect for leaks by hand
- Flush all toilets to prevent seals from drying out, also ensure drain traps are filled eliminating sewage odors and inspect for leaks by hand
- Run garbage disposal to prevent seals from drying out
- Run dishwasher and washer every other visit to prevent seals from drying out
- Run reverse osmosis system
- Confirm that refrigerator and freezer are functioning properly.
- Ensure soft water system is functioning and salt in the reservoir
- Check hot water heater for temp and leaks
- Check HVAC: thermostats, air-handlers, compressors, make seasonal adjustments as needed
- Check air filters and change when needed.
- Alternate (open/shut) position of window treatments
- Random light setting adjustments
- Check smoke detectors and replace owner supplied batteries as needed
- Water indoor plants
- Start golf cart and automobiles to help keep batteries charged and engines running smoothly
- We provide a visible presence that may deter thieves, vandals, and squatters



## *Home Management Professionals*

**Home Management Professionals** makes coming and going a breeze with our convenient Pre-arrival and Departure services. Pre-arrival services ensure your home is fresh and ready to welcome you back, while Departure services ensure that your home is properly secured once you have left for the season.

### **Pre-arrival Services**

1. Retrieve mail
2. Confirm arrival cleaning is completed (if requested)
3. Confirm water is on, if summarized,
4. Confirm water heater is on and check breakers
5. Confirm icemaker is on
6. Plug in all electrical items
7. Put out patio/deck furniture
8. Confirm that all Interior/exterior lighting is operating properly
9. Change AC air filters (if requested)
10. Set thermostats to the requested temperature
11. Confirm clocks are set properly
12. Confirm interior/exterior lighting is on for night arrivals
13. Open drapes for day arrivals
14. Confirm door alarm is set
15. Confirm doors are locked

### **Departure Services**

1. Schedule departure cleaning
2. Summerize as necessary
3. Confirm water heater breaker is off
4. Confirm icemaker is empty and off
5. Confirm lights are off
6. Dispose of perishables
7. Confirm windows are locked
8. Confirm thermostat is set to 58/88
9. Close blinds/drapes
10. Unplug appointed electrical items
11. Ensure trash removal, bring in containers
12. Bring in patio/deck furniture
13. Turn off water main
14. Confirm door alarm is set
15. Confirm doors are locked