

University Hills

Homeowner Annual Inspection

At least once per year, it is recommended that you use the checklist below to visually inspect the condition of your home. Please see the University Hills Property Use and Maintenance Regulations in your ground sublease to ensure you comply with the maintenance standards and requirements.

Area of Inspection	Note	Inspection Date
Stucco: Significant cracking or chipping is visible on exterior walls?	Yes / No	
Exterior Paint: There are visible signs of peeling, cracking, and/or fading	Yes / No	
Exterior Fascia/Wood Trim Detail Around Windows: There are visible signs of wood rot, termite damage, and/or cracking or peeling paint	Yes / No	
Exterior Lighting: All exterior lighting illuminates (wall sconces, porch light, house address)	Yes / No	
Interior Paint: What year was the interior of your home most recently painted?		
Interior Paint: There are visible signs of cracks in the drywall, discoloration, an/or peeling paint	Yes / No	
<p>Note: The paint on the exterior and interior wood surfaces must be maintained in good condition at all times. Chips, scratches and other breaks in the surface of the paint must be repainted promptly, or serious damage to the underlying wood could result. Paint touch up may be necessary every few years to maintain quality, durability, community aesthetics, and home value.</p>		
Central HVAC System:		
Does both the AC and Heat work properly? What year was the return air filter last replaced?		
Heating (furnace):		
What date was the furnace most recently serviced on? What year was the furnace installed or replaced?		
Air Conditioning:		
What date was the air conditioning unit and ducting most recently serviced on? What year was the air conditioning unit installed or replaced?		
<p>Note: Carefully read and follow your manufacturers' warranties and instructions for use and care of your heating and air conditioning systems. Good maintenance of the heating and air conditioning systems can save energy dollars as well as prolong the effectiveness of those systems.</p>		
Window and Door Frames: There are visible signs of cracking or damage to the caulking or seals		
<p>Note: Inspect the caulking and seals of your windows annually. Over time, and particularly during warm, dry weather, caulking will dry and shrink. When this happens, it no longer provides a good seal against moisture. Repair or replace missing caulk or damaged seals promptly. Inspect the interior and exterior paint on your windows and window trim annually.</p>		
Interior Flooring:		
What year was the existing flooring installed? There are visible signs of significant wear and tear?	Yes / No	
<p>Note: It is recommended that you thoroughly clean your carpets at least once each year by employing a professional carpet cleaner. Clean vinyl flooring with a solution of warm water and a commercial vinyl flooring cleaner. Your hardwood floors should be maintained according to the manufacturer's instructions. Consider having this done by a professional.</p>		
Kitchen Cabinets:		
Do all kitchen cabinet doors and drawers function properly?	Yes / No	
<p>Note: To maintain the beauty and utility of your cabinets, proper care is required. Remove splashes and splatters promptly to avoid permanent stains.</p>		

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Appliances:		
Dishwasher - functions properly?	Yes / No	
Oven - functions properly?	Yes / No	
Stove Top - functions properly?	Yes / No	
Water Heater - functions properly? What year was the existing water heater installed?	Yes / No	
Note: If a problem arises with an appliance, call the customer service number listed in the manufacturer's warranty. When reporting warranty items to the appliance manufacturer, be prepared to supply: • the serial and model numbers (found on a metal plate on side, back or bottom of appliance) and • a description of the problem		
Garage Door: The garage door functions properly? Is the door warping or damaged?		
	Yes / No	
Plumbing: Have you completed any repairs to the plumbing in your home? If so, what year?		
	Yes / No	
Plumbing: Is there any water damage to cabinetry or drywall beneath sinks?		
	Yes / No	
Bathrooms:		
<u>Primary Bathroom</u> All fixtures and plumbing work properly? The bathroom cabinets, vanity, tile, and/or paint have been updated from their original design? If so, what year?	Yes / No Yes / No	
<u>Guest Bathroom #1</u> All fixtures and plumbing work properly? The bathroom cabinets, vanity, tile, and/or paint have been updated from their original design? If so, what year?	Yes / No Yes / No	
<u>Guest Bathroom #2</u> All fixtures and plumbing work properly? The bathroom cabinets, vanity, tile, and/or paint have been updated from their original design? If so, what year?	Yes / No Yes / No	
<u>Guest Bathroom #3</u> All fixtures and plumbing work properly? The bathroom cabinets, vanity, tile, and/or paint have been updated from their original design? If so, what year?	Yes / No Yes / No	
Concrete: Exterior driveway and walkways - There are visible signs of significant cracks or uplifting caused by adjacent roots		
	Yes / No	
Concrete: Is water pooling against the exterior of your home at adjacent concrete flatwork? Note: Concrete is a major structural material in your home. It provides strength and durability for the foundation. Your concrete requires minimal care. It should be kept free of accumulated dirt and debris. Oil and grease stains and standing water should be removed. Concrete cleaners are available at home centers and hardware stores.		
	Yes / No	
Counter Tops: There are visible stains, burn marks, scratches, or caulking separations?		
	Yes / No	
Walls/Fencing: Are your property walls or fencing leaning or tilting away from the original vertical position? Depending on the material, are there visible signs of deterioration?		
	Yes / No Yes / No	

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Mold: I have noticed an earthy or musty odor in an area that may be susceptible to collecting moisture. I have noticed visible dark spotting in an area susceptible to moisture?	Yes / No Yes / No	
Note: Because it may be impossible or impracticable to eliminate all indoor mold, indoor mold is an important topic about which a homeowner should become informed.		
Roof: Has anyone installed equipment on your roof that required making punctures to the roofing materials? Have debris been cleared off of the roof and out of rain gutters? Is there any visible water damage in the house after a rain event? All rain gutters & downspouts are fully connected, not leaking, and are directing water away from the home?	Yes / No Yes / No Yes / No Yes / No	
Note: At least once per year, and after severe weather or upon any sign of water intrusion through the roof, you should have a maintenance inspection and "tune-up" of your roof by a roofing professional.		

***If you answered "Yes" to any of the questions above, it is recommended that you contact a licensed contractor immediately to maintain the quality of your home and prevent the issue from worsening.**