

THE VENICE AVENUE CONDOMINIUM ASSOCIATION, INC.

Unit Inspection Report

Date: _____ Unit # _____

Owner Contact:

Name: _____ Phone: _____ Email: _____

Unit Maintenance Inspector Information:

Name: _____ Phone: _____ Email: _____

Absence. Any Unit Owner that will not be occupying his/her Unit for a period greater than fourteen (14) days shall complete an "Absence From Unit Form" and provide the same to the Association Management Company prior to the scheduled absence. Any Unit owner that will not be occupying his/her Unit for a period greater than thirty (30) days shall arrange for a third party to inspect the Unit on a bi-weekly basis during the period of time the Unit is unoccupied. The Unit Owner shall ensure the third party inspector of the Unit completes an "Inspection Report" and provides the same to the Association Management Company upon completion of the inspection. Both the "Absence From Unit Form" and the "Inspection Report" are available on the 512 Library shelf. It is the Unit owner's responsibility to ensure the timely completion of the "Absence From Unit Form" and the "Inspection Report" as discussed herein.

Minimum Requirements:

Inspections are to be conducted every two weeks of every month when owner/resident is away for a period of two weeks or longer.

- Turn water **ON** in unit.
- Run all fixtures (sinks, tubs, showers) for a minimum of 3-5 minutes.
- Flush all toilets at least twice.
- Check all ceilings in bathrooms, kitchens, closets and living area for water stains and mold.
- Check hot water heaters, closets, counters & under kitchen sinks for rodent droppings.
- Ensure automatic ice maker is off.
- Check AC units for condensate levels, AC drain in closet, and cycle thermostats to ensure system is functioning. *While away, thermostats should be set according to your HVAC contractor's recommendation to prevent mold. While away, Florida Power & Light recommends setting AC at 77.*
- Turn water and electric hot water to **OFF** position when leaving unit.
- Ensure balconies are clear of all furniture/items (in case of storm/hurricane.)
- Resident cars left on property must be maintained and operational. If necessary, vehicles must be relocated by owner or Inspector.

Upon completion, the Unit Maintenance Inspector will alert owners by leaving a copy of the Inspection Report on the unit's kitchen counter. A copy must also be given to a 512 Board Member or placed in the 512 Lobby office mailslot. Any issues must be immediately reported to the Unit Owner and Lighthouse Property Management (941-460-5560 x504.)

Inspector Signature: _____ Date: _____

A Critical Reminder:

The VACA Board has adopted the rule that water must be turned off when unit will be vacant for 48 hours or more. Section 718.111(11)(j) (1), Florida Statutes, provides that a unit owner is responsible for the costs of repair or replacement of any portion of the condominium property not paid by insurance proceeds if such damage is caused by intentional conduct, negligence, or failure to comply with the terms of the declaration or the rules of the association by a unit owner, the members of his or her family, unit occupants, tenants, guests, or invitees, without compromise of the subrogation rights of the insurer.