

PROPERTY MAINTENANCE/INSPECTION CHECKLIST

General Requirements

1. RESPONSIBILITIES

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| <i>Owner:</i> | Maintain the structure and exterior property in accordance with these requirements and not occupy, or permit others to occupy premises which are not in a sanitary and safe condition and which do not comply with the property maintenance code. The owner shall be responsible for extermination of pests and rodents prior to renting or leasing the premises. |
| <i>Occupant:</i> | Keep the dwelling unit or premises which they occupy and control in a clean and sanitary and safe condition. The occupant is responsible to maintain the property rodent and pest free. |

2. EXTERIOR PROPERTY AREAS

| Item | Yes / No | Comments |
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| Is the exterior of the property in a clean, safe, and sanitary condition? | | |
| Is the grading and drainage maintained to prevent standing and stagnant water? | | |
| Are the sidewalks, driveways, stairways, parking areas and similar spaces maintained and free of hazardous conditions? | | |
| Is the premises maintained free of noxious weeds and unsightly grass growth? | | |
| Are all structures and exterior properties free of rodent harborage and infestation? | | |
| Are pipes, ducts and fans maintained so as not to discharge gases, steam, vapor, hot air, grease, smoke, odors or other gaseous or particulate wastes directly upon abutting public or private property? | | |
| Are accessory structures including garages, fences, walls and sheds structurally sound and in good repair? | | |
| Are swimming pools, spas and hot tubs maintained in a clean and sanitary condition and in good repair with a proper security fence, locking, self closing gate and/or lockable cover? | | |
| Are motor vehicles validly licensed, operable and parked in proper location? | | |
| Is the property free from marking, carving, graffiti, damage or defacement? | | |
| Are the landscaping areas planted and maintained, with no dead or severely damaged plant materials? | | |

THIS IS A 7-PAGE FORM.