

## WESTSIDE CONCIERGE SERVICES

### Home Check-in Inspection Points

\* This list of Services includes the scope of Services offered by Westside. Client shall initial next to all Services requested as of above date, indicate any requested preferences and specify any additional/alternate services.

Client Initials	Island Property Inspection Points
	<b>Exterior</b>
	Visual check of grounds and landscaping for damage/issues
	Remove newspapers/flyers from driveway and front door
	Visual check for pests
	Ensure outdoor/security lights are functioning and on/off as requested
	Check that garbage can is empty and placed in garage
	Collect mail from mailbox
	Visual check of the farm plan, if applicable
	<b>Interior</b>
	Enter home, disarm security system
	Check all windows and doors for damage and ensure they are locked
	Visual check for signs of water damage, mold and mildew
	Flush toilets
	Run water in sinks, tubs and showers
	Turn water lines (faucets, toilets, etc.) on/off as requested
	Check for air conditioning to be off or on proper setting
	Check that lights and timers are on/off as requested
	Check water heater for leaks and make sure it's plug/unplugged
	Visual check for pests
	Visual check of closets, pantry and storage closets
	Check refrigerators, freezers and ice machines for operation or off
	Check circuit breaker panel

	Check garage and make sure it is locked and door unplugged
	Verify laundry water lines are off
	Take note of any unusual odors
	Check for condition/cleanliness left by authorized contractors or guests
	Visual check for any garbage cans not left empty
	At departure, reset security system and lock up
	<b>Other</b>
	Provide 25+ point inspection Check-in Report with pictures of identified issues or as requested
	Additional/alternate inspection points, as agreed upon: