

## Home Monitor Registration Form

Drop off at clubhouse office or email to: [villageplazacondos@gmail.com](mailto:villageplazacondos@gmail.com)

Date of Submission: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Date of Receipt: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Use this form if a unit is left empty for any period of time.** It is the responsibility of the owner to monitor and maintain the interior and the immediate area surrounding their Villa or Condominium. When planning to be absent, the owner must register a home monitor with the association 14 days prior to vacating the unit. The owner assumes all financial responsibility for any damage to their unit and to adjacent units as a result of the unit being vacant and/or not maintaining the premises. The home monitor is responsible for checking and advising the owner of any problems regarding, but not limited to:

- Plumbing (avoid dry pipes by running water and flushing toilets; then shutting main water off)
- Checking windows, doors, garage doors, ceilings, and gates; looking for water or wind damage
- Checking that AC is working, and no mold is growing, checking for water leaks under sinks.
- Checking on overgrowth of landscaping.
- Checking for evidence of mice, rats, termites, or other insect infestation
- For condo units with private balconies, checking & cleaning all drains.

**Homeowner Name:** \_\_\_\_\_

Street Address & Unit Number:

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Home Monitor Name:**

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Dates unit will be vacant: from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_

How frequently will the inspections be conducted? **(We recommend at least monthly.)**

\_\_\_\_\_

Other notes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_