

Village Plaza Condominium Association, Inc.

Home Monitor/Inspector Registration Form

(If your unit will be empty for one month or more, please complete and submit this form to the Village Plaza office or email to: villageplazacondos@gmail.com. Give a copy of this form & checklist to the Home Monitor and ask them to give you a regular report that they are routinely accomplishing the checklist items listed below.)

Date of Submission: ____ / ____ / ____

It is the responsibility of the unit owner to ensure that the interior and immediate area surrounding their Villa or Condominium is regularly monitored and maintained, especially when they are not in residence.

Monthly Checklist -- Such responsibility should include, but not be limited to monthly inspections to:

- ___ Check interiors & report any signs of water leaks or mold in kitchen & bath, leaks on ceilings or walls
- ___ Run water through all plumbing fixtures (toilets, sinks, laundry tubs); and check for leaks in sink cabinets
- ___ Check for Air Conditioning issues – to avoid mold, all units should have the AC run between 78 & 80°.
- ___ Look for signs of a blocked A/C drain by looking for water damage or leaks in the garage ceiling or near AC unit drain line.
- ___ Check for leaks or cracks in windows, doors, garage doors, gates
- ___ Check for signs of insects or rodents – termite frass, dead insects, visible ants or roaches, rodent droppings
- ___ Check for damage to any approved personalized landscaping – dead plants, overgrowth, flooding issues
- ___ Check balconies, lanais & courtyard for standing water and signs of insect. Clear all drains on balconies

The owner must register a home monitor/inspector with the association if the unit is empty for any extended period. Owners should submit a Home Monitor form at least 14 days prior to vacating the unit for more than a month. The owner assumes all financial responsibility for any damage to their unit and to adjacent units as a result of not maintaining the above items, whether in residence or not.

Homeowner: _____

Address: _____

Phone: _____ Email: _____

Months or Dates you will be away from your unit: _____

Home Monitor Name:

Monitor's Phone: _____ Monitor's Email: _____

Monitor's Address: _____

Commencement of Inspections: ____ / ____ / ____

Planned Frequency of Inspections: _____

Homeowner's Signature: _____ Date ____ / ____ / ____