

# Northway Estates

An age restricted community for persons 55 and older.

## CHECKSHEET

Site Inspection Fees/Administrative Fees

Lot #: \_\_\_\_\_ Date: \_\_\_\_\_

- \_\_\_\_\_ Check foundation/footings and/or piers (this does not include leveling of home)
  - \_\_\_\_\_ Check septic if applicable and necessary
  - \_\_\_\_\_ Check septic connections and lines
  - \_\_\_\_\_ Check Thermoliner/make sure lead cord is OK/Plug in if necessary
    - Replace Heat Tube if necessary
  - \_\_\_\_\_ Check water fittings and shut offs/turn water on if necessary
  - \_\_\_\_\_ Inspect skirting for compliance with Park Rules
  - \_\_\_\_\_ Check cable TV and phone lines if applicable
  - \_\_\_\_\_ Process Rental Application, check references
  - \_\_\_\_\_ Obtain Credit Report
  - \_\_\_\_\_ Label Tenant's mailbox/Replace Lock/Provide Keys
  - \_\_\_\_\_ Prepare Lease
  - \_\_\_\_\_ Review Park Rules and Regulations booklet
  - \_\_\_\_\_ Various mailings and phone calls
  - \_\_\_\_\_ Check electrical disconnect
  - \_\_\_\_\_ Check water meter
  - \_\_\_\_\_ Remove cartons or debris too large for regular garbage pick-up (one time only/prior to moving in)
  - \_\_\_\_\_ Notify Saratoga Water Services, in writing, of New Tenant info.
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BELOW ARE ITEMS YOU MAY WANT TO HAVE DONE BEFORE TAKING OCCUPANCY:

- Mow lawn/trim/plow driveway, if necessary
- Check heat tapes/renew insulation and wrap, if necessary\*
- Check electrical connections for underwriter compliance\*
- Check propane and/or natural gas system\*
- Check fuel lines and oil tank\*
- Check that the home is level\*

\*THESE PARTICULAR ITEMS SHOULD BE COMPLETED BY A PROFESSIONAL.