Instructions : Inspection Sheet

Thanks for renting with Kalpresh Properties ! Great decision that you're moving into one of our most beautiful units. Moving can be exhaustive and can tire the whole family. Upon your move in remember to submit your Inspection Sheet. Inspection is a pro-active process that has been set up by Kalpresh Properties for the following reasons;



1. Although KP team does a thorough job of inspecting things before handing over the unit to the Tenant, there is always a possibility that something falls out the crack. So, the idea would be fix anything major or anything non-functioning that hasn't been noticed and thus not attended to by our Unit preparation team. Once brought to our attention by the newly moved in Tenant, we would then get the issue immediately addressed.

2. Inspection Sheet is a document to note and register 'major' items that could be called out as a pre-existing condition. As discussed during our showing and handing over meetings, the idea here is to ensure that the Tenant doesn't get charged or doesn't get their Security deposit adjusted unnecessarily for a condition that pre-exist in the unit. Often time such trivial normally-ignorable conditions are not damages but dents and marks that can't be fixed and thus become permanent call outs for the unit. Newly moved Tenants will not be held responsible for such pre-existing conditions.

Inspection Sheet – for better understanding - is like a quick inspection one does before one drives out a rental car. One doesn't have to note down every tiny little detail. Instead, just focus on some major items

that needs to be either called out at move in time or needs immediate fixing. Calling out establishes that it's a pre-existing condition and it doesn't get adjusted against Tenant's Security (Damage) Deposit.

Some tenants sweat profusely on an Inspection Sheet and work to fil the entire sheet. As such, it's not a document to call out every tiny little peck or a small paint touch up or blemish that exist all over the house. Most constructions are a 15+ old townhome that are available for renting purposes. Normal wear and tear are a part of an old townhome. All our Tenants are allowed to put nails, hooks, hangers as they want. We want to them to have the freedom of putting any paintings, wall-hangings, etc they like to feel at home. When they leave, they are expected to fill the holes with caulking or mud , sand the part and repaint it using the surplus quantity of paint that we provide to all our units. If the outgoing Tenants don't do it, our team takes over and completes the job before the unit is handed over to the incoming Tenants. Normal wear & tear are pretty much an acceptable part of the renting business.

Do's and Don'ts



1. Do remember to glance every place in the house. Check if everything is functioning.
2. Remember to mark ok if everything in that room is working fine or appears fine.
3. Don't sweat over the sheet trying to fill the entire sheet leaving no space blank. That is not the intent of this sheet.
4. Remember to call out Major Items only. If there are more than one items, prioritize them so that Owner can have them fixed in order of your priority preference.
5. Do not treat this as a Fault-finding Exercise or a big Audit project. You don't have to necessarily find something wrong in the unit if there is nothing wrong or damaged to be fixed.
6. If there are items that you can fix yourself, let the Owner know. Owner might consider compensating you for your time basis the Handyman service providing rate of $30/hr.

Some Tenants think that a Landlord would bill them for every wear and tear when they move out. Out of this fear they try to overwrite and include unnecessary information in the sheet which the Owner may not agree to. An Owner typically spends about $600-$800 engaging 6-8 people in preparing a unit. If it helps, ask the Owner about pictures and videos from cleaning process. This will help you understand and appreciate all the efforts that have gone into preparing your unit.

An Inspection Sheet is the start of your relationship with your Owner. Filling out unnecessary information or calling out things that are too trivial might set a wrong impression about you right at the start.

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Example of an improper sheet; We had a Tenant in 2017 who filled every available white space on the sheet. Barring couple of the items included in that list, everything else appeared 'minor' or 'trivial' item. A major condition is the point where a Tenant's Security Deposit could be adjusted. Examples are - lost keys, no batteries in the garage door opener, broken handle, cracked glass in refrigerator, other damages, fixtures, dented oven, leaky air conditioner, water leaky faucets, etc. These are some examples which are to be called in an Inspection Sheet.



Note that sometimes there are bonus items included in your unit. Blinds, Window Dressing, Decors, Hangings, Storage, etc. These aren't a part of regular rent and the unit. Owner has provided these for your convenience and usage. Inspection Sheet should not include such items and Tenant shouldn't have expectations to fix such bonus items.

Kalpresh Properties has designed this process to ensure peace of mind for tenants and ease their settling into their new place. Welcome to your new home ! Wishing you of a wonderful and peaceful stay.

