



SEMI-ANNUAL CO-OWNER MAINTENANCE REPORT **FOR RENTAL OR ABSENTEE UNITS**

Co-Owner Inspections must be completed semi-annually within stated dates with a minimum of 150 days and maximum of 210 days between inspections. Failure to report on all items and/or at required times may lead to Co-Owner charged for repairs and fines.

Work order requests for Association related repairs must be immediately submitted to Berkshire Hathaway in writing with a detailed explanation of the needed repairs. Please email kzooworkorders@bhhsmi.com or submit a work order through your Propertyware Portal.

I, Owner: _____ have completed the required semi-annual inspection on my Unit located at: _____ and

I confirm that all information provided is accurate and truthful as detailed below.

Signature of Owner

Date

Owner Email

Owner Phone Number

Date of Inspection: _____	Mark each item with either S = Sound or R = Repair Needed (& Co-Owner Work Order to be submitted for needed repairs)	
Exterior Inspection:	April 1 to October 31	Nov 1 to March 31
Roof - shingle condition - missing or damaged; curling and warping - sagging or soft areas; interior ceiling shows discoloration or bubbled paint		
Soffits - holes?, damages?		
Ice Dams - (needs weekly inspection during winter months) evidence of ice dams and or damages to bldg. or gutters/downspouts- Co-Owner responsible to report/repair/address damages/insulate/ventilate		
Gutters /downspouts/extendors - attached; clean/working		
Siding/Structure/Walls - peeling paint or holes, cracking, gaps, openings, etc.		
Trim or Decorative Structures - check for holes, rodent destruction, need of caulking, etc.		
Brick (if present) - deteriorated mortar, cracking, bowing, falling off, caulking needed		
Foundation; sidewalk; driveway - lifting, dropping, cracks		

6312 Stadium Drive • Kalamazoo, MI 49009
quailrun2condoassociation@gmail.com • 269-488-0133

Exterior Inspection – Continued:	April 1 to October 31	Nov 1 to March 31
Retaining Walls (if present) - in sound condition		
Meter Equipment is properly attached and area is sound		
Garage Door - door panels, rails, gaskets		
Deck - Inspect for unsound posts (3"-5" below ground level), railings, deck boards; under deck inspected if taller deck		
Destructive Structural Pests - inspect for carpenter bees in siding; termites/carpenter ants		
Exterior Plumbing Fixtures - in good repair; not leaking/dripping, and interior shut offs are turned off during cold months; hoses disconnected for winter (Co-Owner's cost to maintain)		
Garden - bed planting at least 12 -24 " away from the building		
Trees - dead or overhanging unit		
Exterior Dryer Vent cover is intact and clear/clean (Co-Owner's cost to maintain)		
Exterior outlets - have exterior rated covers and in working order (Co-owner's cost to maintain)		
Interior Inspection:	April 1 to October 31	Nov 1 to March 31
Foundation walls and structure for cracks		
Destructive structural pests		
Report Water damage from leaks into basement not due to egress windows or interior plumbing leaks		
Interior Water Inspection:	April 1 to October 31	Nov 1 to March 31
Do water heater, toilets, faucets, appliances, and piping function properly and set up to conserve water?		
Inspect for signs of leakage from plumbing		
All water shut off valves are functioning properly		
Water meter within unit working & not leaking		
Water system - is bonded (electrical/water safety)		
Fire and Safety:	April 1 to October 31	Nov 1 to March 31
Smoke Detectors properly placed and working with new batteries		
Charged fire extinguisher (type 1A10BC) is mounted on path of egress between kitchen and an exit to the exterior		
Carbon Monoxide detectors located outside each bedroom and are properly functioning		

Quail Run II Condominium Association

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Fire and Safety – Continued:	April 1 to October 31	Nov 1 to March 31
Cover plates and light fixtures are present and in good repair		
Extension cords are not permitted as a permanent electrical source (for example: for refrigerator, fish tank, space heater, etc.)		
Clearance around furnace, water heater and electrical panel is 36 inches minimum		
Dryer vent is attached properly to dryer and exhausts to outside/ is clean of lint		
Garage door safety sensors working properly		
No hazardous or combustible materials stored or used within the unit, garage or deck		

Report received on (Date): _____ by: _____