

Property Maintenance Checklist for Occupants

Date: _____

Dear [Occupant's Name],

As part of our ongoing effort to ensure the comfortable living conditions for all residents, please review the following property maintenance checklist and report any issues to management.

Checklist

- Inspect smoke detectors - OK Needs Battery Replacement
- Check heating/cooling system - OK Needs Service
- Examine plumbing fixtures - No Leaks Leaks Present
- Inspect electrical outlets and switches - Working Not Working
- Check windows and doors for drafts - No Drafts Drafts Present
- Assess exterior maintenance (lawn care, snow removal) - Up to Date Needs Attention
- Review general cleanliness and order of the property - Acceptable Needs Cleaning

Please complete this checklist and return it to management by [Due Date]. Your cooperation is greatly appreciated.

Sincerely,

[Your Name]

[Your Position]

[Management Company Name]