

Vacant Unit Inspection Form

**HARBOR POINTE VACANT UNIT CHECK AGREEMENT**

Monthly Check of Owner's vacant unit(s) for extended periods of time

**Building #** \_\_\_\_\_ Indian River Ave, **Unit #** \_\_\_\_\_, Titusville, FL. 32796

**Owners:** \_\_\_\_\_

**Primary Contact Phone Number:** \_\_\_\_\_

**Secondary Contact Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

We will be gone from: \_\_\_\_\_ to \_\_\_\_\_, and request that the Harbor Pointe staff perform monthly inspections of the above referenced unit for the following months:

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, in 20\_\_\_\_

We, the owners, understand that our unit will be checked on a monthly basis, along with the unit checks of the other vacant units that are being inspected by the Management/Maintenance Team at Harbor Pointe. It will cover such items as checking that the A/C is properly set and running, the blinds are up or down Depending on storm status, the toilets get flushed and water briefly run; including running the hot water in showers in all bathrooms, check a/c condensate pan, water is then turned off coming into the unit in the utility room, and the power is left on, as well as a visual inspection of premises for anything else out of the ordinary. We keep monthly inspection records and contact the owner as needed by email or phone on their unit's status

**There is a \$30.00 monthly fee which must be pre-paid for the duration of your absence. Checks are payable to Harbor Pointe Condo Association and may be mailed to 7 Indian River Ave #1206, Titusville, FL 32796**

**Owner Signature** \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\$ \_\_\_\_\_ **Received on:** \_\_\_\_\_, 20\_\_\_\_

Leland Management for Harbor Pointe