

St Clair Properties
128 Grant Ave., Suite 114
Santa Fe NM 87501
505-955-1999

Property_____

Owner_____

Date of Walk Thru_____

Home Tending Checklist

We inspect the property once a week. This includes, though not limited to, the following:

Walk Through – Inside

- Inspect all doors and windows- all should lock and work
- Check the ceilings and walls for roof leaks
- Check function of toilets
- Inspect all water valves for leaks
- Inspect hot water heater for leaks
- Check all faucets and washer/dryer and fridge for leaks
- Check furnace/air conditioning
- Inspect baseboards for water leaks
- Check for insect infestation
- Monitor art and/or antique collection+
- Ensure alarm system is working
- Check smoke detectors
- Check garage for leaks
- Attentive and aware of strange or different smells
- Check for criminal or animal activity

Walk Through- Outside

- Check all outside water valves for leaks
- Check on irrigation systems
- Check landscaping, walls, gates, patios, etc for criminal activity or animal activity
- Check for any storm damage- sun damage
- Look for any water pooling- specifically around the foundation
- Check all drainage areas both on and around the house
- Check for criminal activity

Seasonal

Fall: Drain swamp cooler
 Drain drip irrigation systems
 Service heating system
 Roof maintenance

Spring: Hook up swamp cooler
 Service refrigerated air cooling system
 Turn on drip irrigation system
 Fireplace cleaning

We will, if applicable, recommend annual servicing/inspections to equipment, roof or other.
St. Clair Properties will be listed as emergency contact with security provider.
Time spent, as the result of events over and above the walk throughs, will be charged at \$40/hour