

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 \$35/hour