

Checklist: Unit Annual Inspection

This checklist lists the tasks to complete annually when inspecting a unit before the rental season begins, or before a unit is added to the rental program. This checklist is used once a year for each unit, usually in August.

Unit #: _____ Date to Inspect: _____

Assigned To: _____ # of Guests Allowed: _____

Fix Issues?: YES NO Date & Time Done: _____

Issues Found/Notes: _____

Inspection Area

- ☐ **Inventory:** Unit has items required to be part of the rental program (see required items in Owner Contract). Towels, bed linens, dishware, kitchen items, etc. are in good shape and stored nicely and neatly.

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- ☐ **Cleaning:** Unit has been cleaned, including all items identified in the Pre-Season Clean checklist. Additional items may be required, such as weeding, outside unit care, and washing items that do not fit in washer.

- ☐ Pre-season cleaning needed.
- ☐ Pressure wash unit and driveway.
- ☐ Clean carpets throughout unit.
- ☐ Clean comforters and blankets that do not fit in washer.
- ☐ Clean blinds throughout the unit.
- ☐ Clean vinyl windows the unit.
- ☐ Other items as outlined below:

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- ☐ **Repair/Maintenance:** Renters expect units to be in good repair with signs of general maintenance. This section identifies any items that require repairs or maintenance, such as torn screens, chipped paint, loose handrails, etc.
- ☐ If unit has grill, the grill needs to be repaired and propane tank filled. The grill should be clean, covered, and in good shape.
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Inspection Area

- ☐ **Improvement Suggestions:** Renters appreciate units with additional comforts from home. This section identifies any suggestions for ways to encourage return renters, such as adding a grill or improving curb appeal. These items are not required.

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- ☐ **Additional Notes/Observations:** This section provides additional feedback about your unit, such as potential future issues or general observations.
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Please select one of the following options:

- ☐ I authorize Outdoor Resorts at Orlando to schedule the completion of the items listed in the Inventory, Cleaning, and Repair/Maintenance sections of this report.
- ☐ I will complete the items I circled on this report by _____ (date), and I authorize Outdoor Resorts at Orlando to schedule the completion of the remaining items listed in the Inventory, Cleaning, and Repair/Maintenance sections of this report.
- ☐ I will complete the items listed in the Inventory, Cleaning, and Repair/Maintenance sections of this report by _____ (date).

By signing below, I understand that I will be charged for any items scheduled by Outdoor Resorts at Orlando. The charges are estimated by the Rental Coordinator, but the actual charges may differ from those estimates. Outdoor Resorts at Orlando will not be held liable for any work done. In addition, I understand that if items are not completed by the date listed, the Rental Coordinator will schedule their completion on my behalf.

Signature of Owner(s): _____

Date(s) Signed: _____

Please return this form via mail/fax/email by _____ (date) to:

Outdoor Resorts at Orlando, Inc.
Attention: Rental Coordinator
9000 US Highway 192, #1000
Clermont, Florida 34714

RENTAL COORD: **(863) 877-4182** | FAX: **(863) 424-5476** | EMAIL: **rentals@oro-orlando.com**