

Checklist: RV Site Annual Inspection

This checklist lists the tasks to complete annually when inspecting an RV site before the rental season begins, or before it is added to the rental program. This checklist is used once a year for each RV site, usually in Aug/Sep.

RV Site #: _____ Electric Services: _____ Date Inspected: _____

Usable Pad Dimensions: _____ Inspected By: _____

Thank you for your participation in the ORO Rental Program. This report provides the results of our inspection of your RV site. Please review this report, select a completion option, sign and date it, and then return the form to the Rental Coordinator. If you have any questions or concerns, contact the Rental Coordinator.

Inspection Area

- ☐ **Electric/Water/Sewer/Trash:** Each RV site is required to provide electric service, water line with on/off valve, sewer line with cap, and in-ground trash can with lid. The electric pedestal and services must be in good shape and easy for the renter to connect to.
- ☐ Repair electric service.
 - ☐ Repair water line or on/off valve.
 - ☐ Install/repair sewer cap.
 - ☐ Replace trash can or the trash can lid/assembly.

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- ☐ **Site Number:** Each RV Site needs to clearly display the lot (site) number.
- ☐ Install/replace the lot (site) number on the electrical pedestal (or in a clearly visible location).

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- ☐ **Cleaning:** Each lot needs to be clean and ready for arriving guests.
- ☐ Clean electric pedestal.
 - ☐ Pressure wash pad.
 - ☐ Pressure wash concrete table and benches.
 - ☐ Pressure wash picnic table.
 - ☐ Weed pad, weed garden, weed around electric pedestal, trim trees, and bushes.
 - ☐ Edge the pad.
 - ☐ If lot has grill, the grill needs to be clean and covered.

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- ☐ **Repair/Maintenance:** Renters expect lots to be in good repair with signs of general maintenance. This section identifies any items that require repairs or maintenance, such as chipped paint.
- ☐ If lot has grill, the grill needs to be repaired and propane tank filled.
 - ☐ Paint concrete table and/or benches (if painted and peeling).
 - ☐ Paint parking pad (if painted and peeling).
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Inspection Area

- ☐ **Improvement Suggestions:** Renters appreciate lots with additional comforts of home. This section identifies any suggestions for ways to encourage return renters, such as adding an outdoor seating area. These items are not required.

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- ☐ **Additional Notes/Observations:** This section provides additional feedback about your lot, 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 this report other than the Improvement Suggestions and Additional Notes/Observations sections.
- ☐ 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 this report other than the Improvement Suggestions and Additional Notes/Observations sections.
- ☐ I will complete the items listed in this report other than the Improvement Suggestions and Additional Notes/Observations sections 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 and the RV site will not be available for rent until the items are completed.

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