



American Heritage Properties  
Property Maintenance Worksheet

Office Use Only	
QA_____	Yardi_____

Property Address: \_\_\_\_\_

Mgmt. Start Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Agent: \_\_\_\_\_

Group: \_\_\_\_\_

To help insure that the transition between you and a new tenant moving in goes as smoothly as possible, please fill out the worksheet below. This will help us to avoid any maintenance or repairs that need to be completed from being missed.

<u>MAINTENANCE NEEDED</u>	<u>OWNER WILL DO</u>		<u>AHP TO SCHEDULE</u>		<u>AHP TO GET ESTIMATE</u>	
<b>Painting---Complete</b>						
Flat Walls & Trim	Yes_____	No_____	Yes_____	No_____	Yes_____	No_____
Enamel Walls & Trim	Yes_____	No_____	Yes_____	No_____	Yes_____	No_____
<b>Painting---Touch Up</b>						
Flat Walls & Trim	Yes_____	No_____	Yes_____	No_____	Yes_____	No_____
Enamel Walls & Trim	Yes_____	No_____	Yes_____	No_____	Yes_____	No_____
<b>Carpet Cleaning</b>	Yes_____	No_____	Yes_____	No_____	Yes_____	No_____
<b>General Cleaning</b>	Yes_____	No_____	Yes_____	No_____	Yes_____	No_____
<b>Yard Maintenance While Vacant:</b>	Yes_____	No_____	Yes_____	No_____	Yes_____	No_____
Gardner provided:	Yes_____	No_____				
<b>Pool / Spa Care While Vacant:</b>	Yes_____	No_____	Yes_____	No_____	Yes_____	No_____
Pool / Spa Service Provided:	Yes_____	No_____				

**Miscellaneous Repairs:**(Please list any repairs or maintenance that you would like AHP to schedule or provide estimates on)

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