

LCA Inspection Form**for Unit No. _____**

The Lakeshore Condominium Association is requiring the Owner of any unit to submit an inspection report to the Association whenever an occupancy change occurs. This includes a change in tenant or owner. This is part of the registration process for all occupants.

Reports must be filed with the Association prior to new tenant occupying the unit or if a new owner, within two weeks after closing. If the inspection reports are not submitted to the Association office by the required dates a Fee of \$25.00 will be added to the unit owners account and late fees will be applied, just as they are applied to monthly association fees.

Inspections must be done by personnel that are capable of repairing the issues that may be found and/or scheduling appropriate personnel to repair such items as faulty A/C systems or items that connect to an Association common element.

Inspection Items	OK or Comment
Furnace & A/C	
Filter, is it clean and in place	
Drain Pan clean	
Water drains through lines and all visible drain lines do not leak	
Bath Tub & Shower area	
Faucets - Valve stems, not leaking and completely shuts off water	
Stem covers at wall sealed so no water flows behind	
Water spout at ceramic tile sealed so no water flows behind	
Check ceramic tile, tile grout and caulking around tub	
Shower head - No leaks, not spraying extraneous water on walls	
Bathroom Sink	
Faucets not leaking	
Shutoff valves working and water line connections to sink not leaking	
Plumbing drain line under sink solid and not leaking	
Toilet	
Shutoff valve working properly and connection to tank not leaking	
Water closet mechanism shuts off water supply properly	
Toilet seated properly, no wobble or movement of toilet base	
No leakage around base	
No leakage between water tank and toilet base	
Dishwasher inspection	
All plumbing inspection	
Kitchen Sink & Attachments	
Faucet not leaking and completely shuts off water	
All shut off valves under sink working properly	
Check all connections for spray hose & disposal	
Refrigerator	
Check all connections for icemaker	
Sliding Door-wall in Living Room	
Weep holes draining properly	
Sliding door and screen adjusted and working properly	
Note: This list is the minimum requirement for inspections. Other items that could cause damage to an adjacent condominium or any building common element should also be inspected, even if not on this list.	

Inspector Signature: _____**Date:** _____**Print Name:** _____**Phone:** _____