

# Property Preservation

Keep track of all the properties that need preservation. Log them on one map on your smartphone. Keep your team update on the status of each property. Find the digital version of this form and more at <https://www.fulcrumapp.com/apps/property-preservation>.

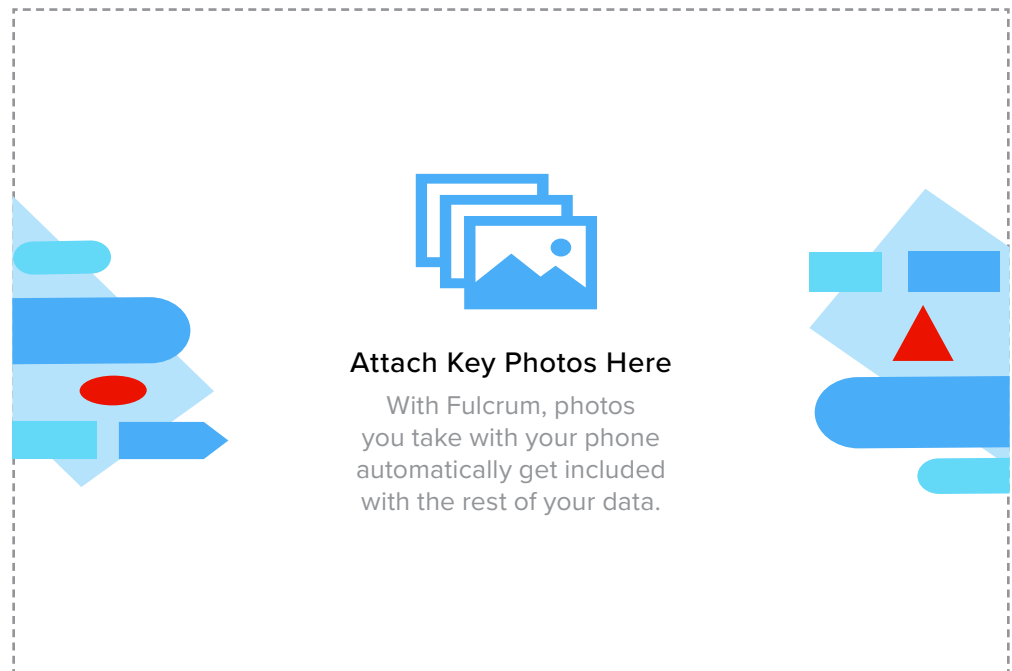
Address Street Address

City, State, Zip

Property ID \_\_\_\_\_

Start Time \_\_\_\_\_ : \_\_\_\_\_ AM / PM

Property Exterior  
Photos

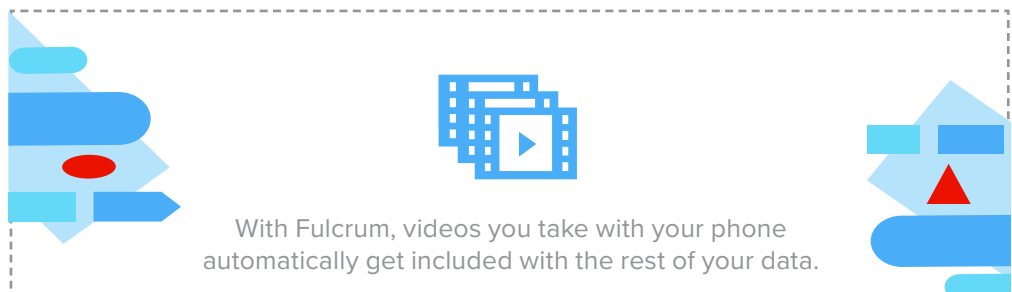


Attach Key Photos Here

With Fulcrum, photos you take with your phone automatically get included with the rest of your data.

The placeholder area is a dashed-line box containing a stylized house icon on the left and right sides. The house icon is composed of blue and light blue geometric shapes with a red triangle on the roof. In the center, there is an icon of three overlapping photo frames, with the top one showing a landscape photo. Below the photo icon is the text 'Attach Key Photos Here' and a paragraph: 'With Fulcrum, photos you take with your phone automatically get included with the rest of your data.'

Exterior  
Perimeter Videos  
Walk around  
the property if possible.



With Fulcrum, videos you take with your phone automatically get included with the rest of your data.

The placeholder area is a dashed-line box containing a stylized house icon on the left and right sides, identical to the one in the photo section. In the center, there is an icon of three overlapping video frames, with the top one showing a play button. Below the video icon is the text 'With Fulcrum, videos you take with your phone automatically get included with the rest of your data.'

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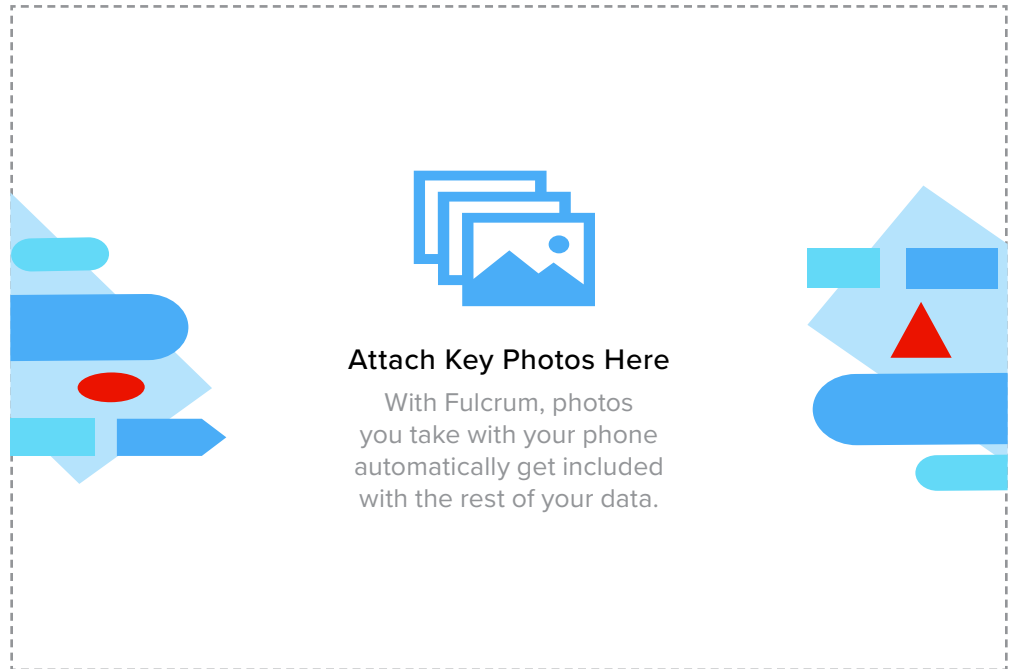
## Securing

- ▶ **All exterior door locks are to be rekeyed to the Kwikset code on service order.** Please be advised decorative door knobs may be serviced differently; please discuss the situation with your property coordinator for special instructions.  
 Yes       No
  
- ▶ **Secure the interior garage door leading from the home to the attached garage.**  
 Yes       No
  
- ▶ **Overhead garage doors are secured?**  
 Yes       No
  
- ▶ **Garage doors secured with padlock and/or chain.**  
 Yes       No
  
- ▶ **All exterior buildings secured with padlocks. (required)**  
 Yes       No
  
- ▶ **The lockbox is coded per your service order and hung on or near front door.**  
 Yes       No
  
- ▶ **Pools are secured at gates and/or screen doors.**  
 Yes       No
  
- ▶ **Perimeter fence gates are secured with padlocks.**  
 Yes       No
  
- ▶ **Sliding doors are properly secured with a charley bar or wooden dow.**  
 Yes       No
  
- ▶ **Closets housing water heaters secured with padlock.**  
 Yes       No
  
- ▶ **Are any doors boarded or screwed shut.**  
 Yes       No

▶ Which Windows or Doors?

Yes     No

Photos



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## Interior

### KITCHEN

▶ Cabinets and pantry are emptied and cleaned.

Yes     No

▶ Counter tops are cleaned and wiped.

Yes     No

▶ Sinks and faucets are cleaned.

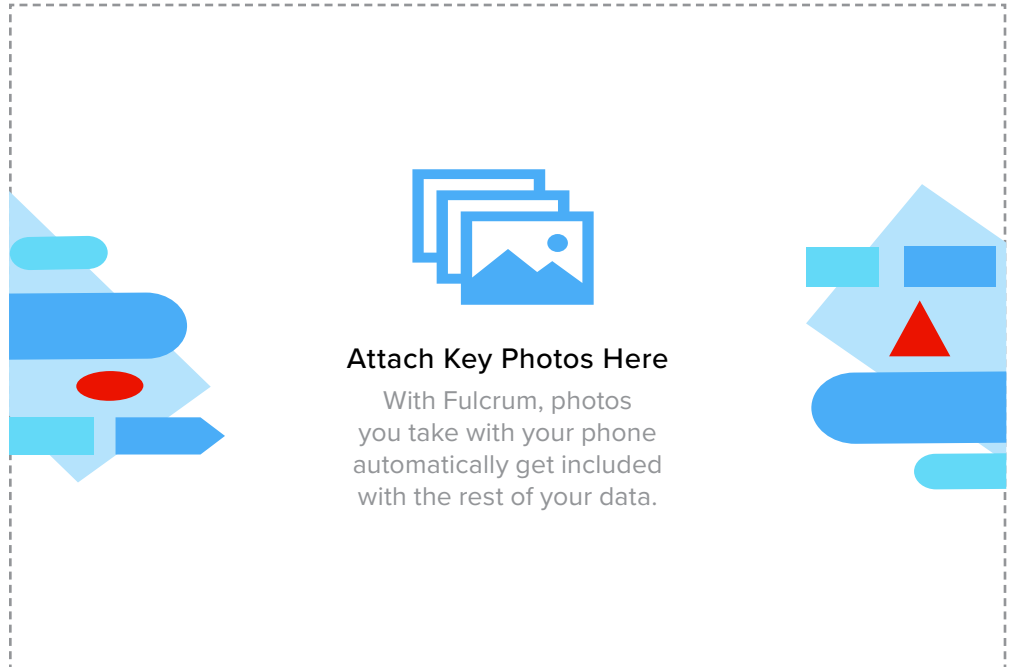
Yes     No

▶ **The refrigerator is cleaned inside and out.** All magnets should be removed. If the appliance is in disrepair and/or cannot be cleaned, please advise your property coordinator and provide photo-documentation as you may be required to remove the appliance.

Yes     No

- ▶ The range and oven are cleaned. The Vent-A-Hood is cleaned.  
 Yes     No
- ▶ The dishwasher is emptied and cleaned.  
 Yes     No
- ▶ Air freshener is placed in the kitchen.  
 Yes     No
- ▶ Trash compactor emptied and cleaned.  
 Yes     No
- ▶ Microwave cleaned and wiped out.  
 Yes     No

Photos

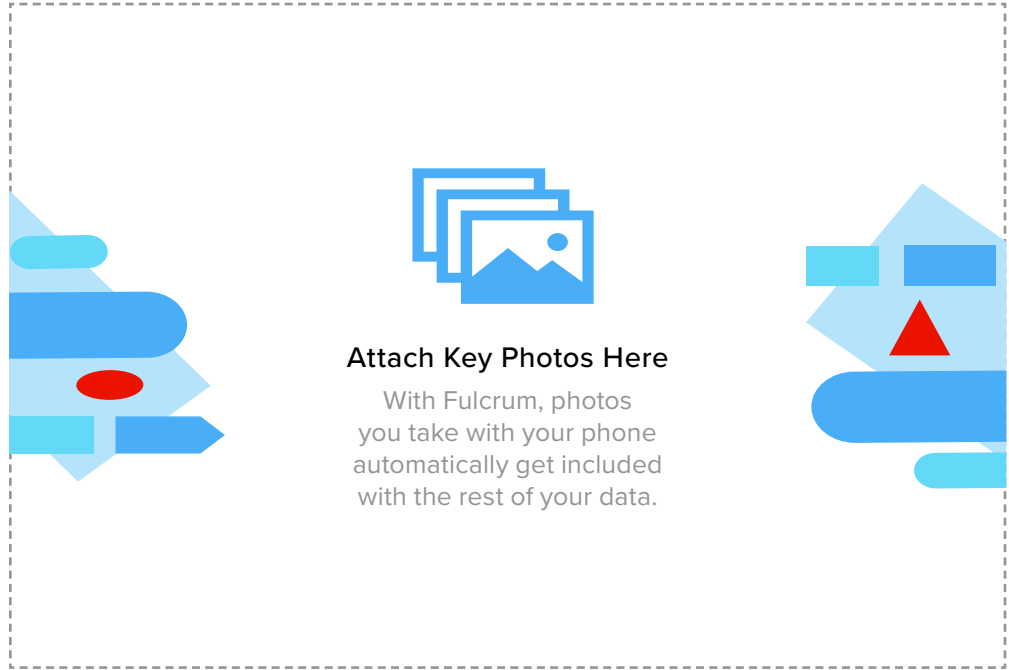


## BATHROOM

- ▶ Cabinets/medicine cabinets/closets/ drawers are emptied and cleaned.  
 Yes     No

- ▶ Countertops/vanity tops and mirrors are cleaned.  
 Yes     No
- ▶ The tubs, showers, sinks, faucets and toilets are cleaned.  
 Yes     No

Photos



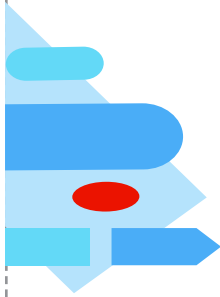
## Exterior


- ▶ Lawn edged including walkways/driveways/foundations.  
 Yes     No
- ▶ All debris is removed and is properly disposed. Personal property with a garage sale value of \$300 may be consolidated and stored on site for 30 days. Please advise your property coordinator regarding ALL remaining personals.  
 Yes     No
- ▶ The lawn is cut, trimmed raked and edged.  
 Yes     No
- ▶ Weeds/tall grass trimmed from fence lines & foundations  
 Yes     No

- ▶ Weeds/tall grass trimmed around sheds/outbuildings/porches/decks/patios.  
 Yes       No
- ▶ Shrubs and ornamental trees are trimmed to below window height and 8" minimum from house.  
 Yes       No
- ▶ Shrubs and ornamental trees are trimmed to below window height and 8" minimum from house.  
 Yes       No
- ▶ All excess trimmings removed from property.  
 Yes       No
- ▶ Walkways are swept.  
 Yes       No
- ▶ Vines are removed from fences/garage and the house.  
 Yes       No
- ▶ Dead plants or shrubs are removed.  
 Yes       No
- ▶ Christmas lights are removed.  
 Yes       No
- ▶ Swing sets that do not bring value to the property are removed.  
 Yes       No
- ▶ Doghouses are removed.  
 Yes       No
- ▶ Garages, patios, and outbuildings are cleaned and swept and free of cobwebs  
 Yes       No
- ▶ Vehicles towed. In accordance with city/county ordinances.  
 Yes       No

- ▶ Clotheslines and posts are removed.  
 Yes       No
  
- ▶ Exterior trash cans emptied.  
 Yes       No
  
- ▶ All exterior doors cleaned and wiped down “free of cobwebs”.  
 Yes       No
  
- ▶ The front door (or primary entrance) should be clean and free from stains, cobwebs and atmospheric wear. Additionally, any cobwebs that accumulate around windows or patio entrances should be removed.  
 Yes       No
  
- ▶ All debris removed from crawl spaces, sheds, out-buildings.  
 Yes       No
  
- ▶ All debris removed from porches, decks. And flower beds.  
 Yes       No
  
- ▶ All exterior windows washed.  
 Yes       No

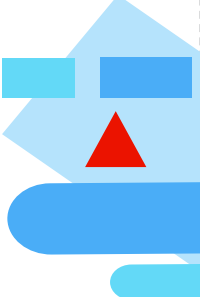
Photos





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## POOL

- ▶ If the property has a pool with a screen enclosure, ensure that all screens are intact and free from tears or debris.

Yes       No

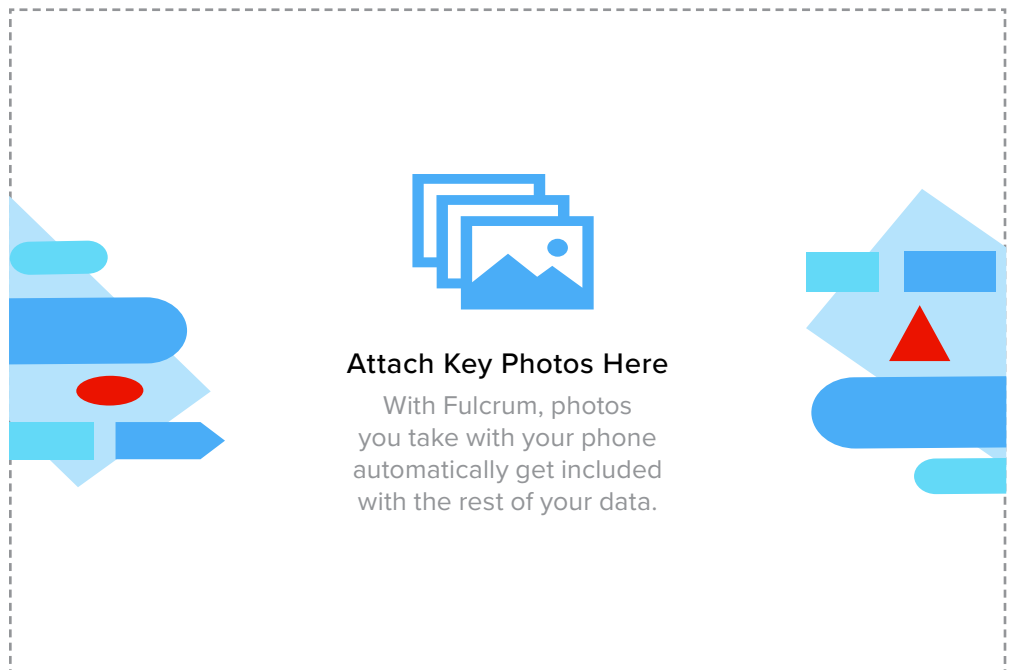
- ▶ Pool color normal.

Yes       No

- ▶ Pool equipment running daily.

Yes       No

Photos



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End Time \_\_\_\_\_ : \_\_\_\_\_ AM / PM



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## Certification

Passed?  Pass  Fail

Name of Inspector

Please print

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time

\_\_\_\_ : \_\_\_\_ **AM / PM**



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