

**OPC Management, Inc.**  
**APARTMENT INSPECTION - SCHEDULE OF SERVICES**

**15 Point Inspection Service –**

1. **Turn on Main Water Valve upon entering and close storm shutters.**  
Residents should always turn off their water to eliminate the chance of a leak. One Complimentary close and open per contract.
2. **Run water in traps, disposal and dishwasher pump.**  
This keeps the traps, seals and rubber lines hydrated, increasing their longevity by preventing dry rot.
3. **Flush toilets and raise seats.**  
Eliminates extremely foul smelling odors from stagnant water in pipes. Keeps the toilet traps hydrated.
4. **Check pipe connections.**  
Having water pressure on allows for a safe & accurate inspection of pipe connections while inspector is on premises.
5. **Check doors and windows for water leaks.**  
Harsh tropical storms can alter alignment and sealing properties of any window or sliding glass door.
6. **Check all windows & doors for secure locking.**
7. **Check critical areas for mold & mildew.**
8. **Check critical areas for insects.**  
Owners are notified upon discovery so that they may take action to avoid infestation.
9. **Check refrigerator operation (if left on).**
10. **Check Water Heater.**  
Often the primary source of damaging leaks.
11. **Check Air Conditioning.**  
If your apartment suffers a temporary loss of electricity, often the A/C must be manually reset.
12. **Turn off main water valve upon leaving.**  
Eliminates any chance of a catastrophic leak developing.
13. **Open shutters before residents arrive for the season.**
14. **Report any unusual conditions or those needing repair during contract.**
15. **Furnish regular monthly reports to owner; special reports when needed.**

**Please make your choice on the front of this Agreement for either \$500 for an Annual agreement, \$450 for nine months, \$300 for six months or \$210 for three months.**

\_\_\_\_\_  
Name of Service Company (Repair of A/C or household appliances)

\_\_\_\_\_  
Service Company Phone #

\_\_\_\_\_  
Contact Person's Name

\_\_\_\_\_  
Name of Exterminator

\_\_\_\_\_  
Exterminator Phone #

\_\_\_\_\_  
Contact Person's Name

**Please provide Off-Season Address where you can be contacted in case of emergency:**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number(s)

**OPC Management, Inc.**  
**APARTMENT INSPECTION - AGREEMENT**

I, \_\_\_\_\_, hereinafter referred to as **Owner**, Owner of Apartment  
(Please Print)

# \_\_\_\_\_ in \_\_\_\_\_ (Condo Association), in consideration of OPC  
(Please Print)

Management Incorporated providing an inspection service for my apartment; hereby agree to permit OPC Management, Inc. access to said apartment for the purpose of said inspections for which I agree to pay the sum indicated below, per apartment for such services as enumerated in **Apartment Inspection - Schedule of Services**, located on the back of this agreement. OPC Management Inc. shall use its best efforts to follow the instructions in the Instruction Letter from Owner.

For other services performed that are not included in the scope of this Agreement that either I request or OPC Management, Inc. deems necessary, due to the existence of an emergency, I agree to pay the normal hourly labor charges incurred plus the cost of any material used. **This Agreement will be continuous until written notice of cancellation is received by either party. This agreement is non-cancelable for one year.**

I, as Owner, also hereby agree to save harmless the OPC Management, Inc. and its employees who perform these services, from any damage to my apartment, its contents and furnishings which may be due to any causes other than negligence of OPC Management, Inc. or its employees. I further indemnify OPC Management, Inc. from any and all liability for damage to the premises caused by events beyond its control.

\_\_\_\_\_ \$500 Annually \_\_\_\_\_ \$450 Nine Months \_\_\_\_\_ \$300 Six Months \_\_\_\_\_ \$210 Three Months  
These amounts will be billed in advanced.

**Other Services provided by OPC Management, Inc. include:**

**Mail Handling**

For one flat annual rate, our Director of Inspections, Margie Hanson, will collect your mail and have it sent to an address of your choosing. You may change your address as often as necessary. \$150.

**Car Start**

Our Inspector will start your auto once a week to keep the battery fresh and the engine lubricated. Please circle the appropriate service:

Annual - \$120      9 Month - \$90      6 Month - \$60      3 Month - \$30

This inspection is to begin \_\_\_\_\_, 20 \_\_\_\_.

Estimated Date for Return \_\_\_\_\_, 20 \_\_\_\_ (To open shutters)

**ACCEPTED:**

\_\_\_\_\_  
Owner Signature

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.