POLICY
To ensure that apartments are clean, secure and ready for occupancy, Ageia Health Services requires an Apartment Inspection Report to be completed when a unit is vacated and prior to a new resident moving in. The maintenance supervisor and/or the maintenance assistant is to fully inspect the apartment and complete the report. Upon move-out, the report is to be completed within 24 hours. If the inspection reveals damage beyond normal wear and tear or a need for excessive cleaning, the Cleaning/Repair form is to be completed. All damage will be documented with photographs. The inspection report is to be completed no later than 48 hours prior to a new resident moving into the apartment.

PROCEDURES
1. Move Out: Upon receipt of notification of a move out, maintenance will inspect the apartment within 24 hours. Take the community’s digital camera with you to the apartment.
2. Move In: The inspection report will be completed no less than 48 hours prior to a new resident occupying the apartment.
3. Completing the form:
   a. Fill in all sections including comments where necessary.
   b. If the Inspection Report reveals damage or a need for excessive cleaning, fill out the Apartment Cleaning and Repair form.
   c. Document any damage or need for excessive cleaning by taking at least two photos (from different angles) of each area requiring excessive cleaning or exhibiting signs of damage.
   d. Maintenance supervisor/maintenance assistant and executive director both sign the form.
4. Fax completed form to your Accounts Receivable manager. Attach photos to email and send to Accounts Receivable manager.

RELATED POLICIES
Apartment Cleaning and Repair

FORMS
Apartment Inspection Report
Cleaning/Repair Cost

RETENTION GUIDELINES
Five years