

Commonwealth Property Management
2375 130th Avenue NE, Suite 102
Bellevue, WA 98005
(425) 881-9890
(425) 881-8720 Fax

GENERAL NOTICE
Cleanup/Repair/Miscellaneous

FORM
21W

COMMUNITY NAME: _____

RESIDENT NAME: _____

RESIDENT ADDRESS: _____ SPACE #: _____

CITY: _____ STATE: Washington ZIP: _____

MAILING ADDRESS: _____
(if different than above)

A recent inspection was done of your home/space and the following item(s) noted need(s) your attention.

HOME MAINTENANCE	
HOME EXTERIOR <input type="checkbox"/> Front <input type="checkbox"/> Side(s) <input type="checkbox"/> Back <input type="checkbox"/> Clean/Wash <input type="checkbox"/> Re-paint; colors to be approved <i>in advance</i> by management <input type="checkbox"/> Repair/replace exterior trim <input type="checkbox"/> Repair/replace light(s) <input type="checkbox"/> Repair/replace damaged windows/screens/coverings <input type="checkbox"/> Remove towing hitch (and replace skirting as necessary) <input type="checkbox"/> Install/repair/replace gutters/downspouts/rain drains/bubblers <input type="checkbox"/> Other _____	SKIRTING <input type="checkbox"/> Front <input type="checkbox"/> Side(s) <input type="checkbox"/> Back <input type="checkbox"/> Clean/wash/repaint <input type="checkbox"/> Repair/replace per current standards <input type="checkbox"/> Other _____
DECKS/PORCHES <input type="checkbox"/> Front <input type="checkbox"/> Side(s) <input type="checkbox"/> Back <input type="checkbox"/> Clean/wash/repaint/restain <input type="checkbox"/> Repair/replace per current standards <input type="checkbox"/> Skirt deck/porch per current standards <input type="checkbox"/> Repair/replace railing(s) per current standards <input type="checkbox"/> Other _____	AWNINGS <input type="checkbox"/> Front <input type="checkbox"/> Side(s) <input type="checkbox"/> Back <input type="checkbox"/> Clean/wash/repaint/restain <input type="checkbox"/> Repair/replace per current standards <input type="checkbox"/> Other _____
STORAGE BUILDINGS/ACCESSORY STRUCTURES <input type="checkbox"/> Clean/wash/repaint <input type="checkbox"/> Repair/replace roof/boards <input type="checkbox"/> Repair/replace/remove/paint/stain fencing <input type="checkbox"/> Repair/replace per current standards <input type="checkbox"/> Other _____	
Completion Date(s):	Rule Reference(s):
SPACE MAINTENANCE	
CLEAN UP ITEMS <input type="checkbox"/> Front <input type="checkbox"/> Side(s) <input type="checkbox"/> Back <input type="checkbox"/> Sweep driveway/sidewalks/porches/decks <input type="checkbox"/> Properly store trash & recycle containers <input type="checkbox"/> Other _____	UNAPPROVED ITEMS <input type="checkbox"/> Front <input type="checkbox"/> Side(s) <input type="checkbox"/> Back <input type="checkbox"/> Holiday decorations <input type="checkbox"/> Appliances/Furniture/Exercise Equipment <input type="checkbox"/> Other _____
LANDSCAPING <input type="checkbox"/> Front <input type="checkbox"/> Side(s) <input type="checkbox"/> Back <input type="checkbox"/> Remove yard debris <input type="checkbox"/> Planting beds – water/edge/fertilize/weed/rake (circle all that apply) <input type="checkbox"/> Lawn – mow/water/edge/fertilize/weed/rake (circle all that apply) <input type="checkbox"/> Trim shrubbery/trees <input type="checkbox"/> Re-landscape yard areas <input type="checkbox"/> Complete landscaping per current standards <input type="checkbox"/> Other _____	MISCELLANEOUS <input type="checkbox"/> Unauthorized occupants <input type="checkbox"/> Remove oil stains <input type="checkbox"/> Trespassing on other resident spaces <input type="checkbox"/> Other _____ _____ _____ _____
Completion Date(s):	Rule Reference(s):
We appreciate your continued efforts to maintain the value of your home and our community. If you have any questions, require clarification, or have a problem with correcting the item(s) indicated, please contact community management immediately. Thank you.	
Community Management _____	Telephone Number _____
	Date _____