

Check to see if you know the process for selling your condominium unit. Refer to your CC&Rs (Covenants, Conditions and Restrictions) for the complete information regarding the resale process.



Read:

Owner Guidelines for Reselling On Campus  
Condominiums

for answers to questions you might have.

# Pepperdine University

## Owner Guidelines for Reselling On Campus Condominiums

Dear Condominium Owner,

As an owner or prospective owner of an on campus condominium located on the Pepperdine University Malibu Campus it is important for you to understand the process for reselling your condominium.

### Where to Find Information Regarding the Resale Process.

These Guidelines set forth a summary of the standard procedures for the voluntary resale of on campus condominiums. For complete information regarding the resale process please refer to your Covenants, Conditions and Restrictions (CC&Rs), Purchase Agreement, Loan Documents, Ground Lease, and Seller Packet (including the Repurchase Agreement, these Guidelines, Seller Disclosures, and other pertinent sale and resale related documents).

### Who to Notify When You Are Interested in Selling Your Condominium.

If you are interested in selling your condominium contact Pepperdine University's Real Estate Operations Department ("REO") for information regarding the resale process. Once you have made a definite decision to sell, it is necessary to provide REO with official notification of your decision. Upon receiving notice of your intention to sell, the University will begin the resale process. By contacting REO, you can also ask questions preliminary to your decision to sell. For example, if you would like an estimate of the resale value of your condominium for planning purposes, REO can provide that information to you. REO can also explain how the resale process works and provide you with sample resale documents.

### How to Find a Purchaser for Your Condominium.

Currently, the University maintains a waiting list of qualified buyers for on campus condominiums. Pursuant to the terms of the CC&Rs, the next purchaser of your condominium will likely be selected by the University from this waiting list so there is no need for you to find a buyer. Depending upon the timing of your sale and the physical condition of your condominium, it may be necessary for the University to repurchase your condominium directly from you and then resell it to the next purchaser chosen from the waiting list. In either case, your resale price is the same.

Resale Price. The resale price of your condominium is tied to an index set forth in the CC&Rs which is based upon established key market indicators and fluctuates over time.

The exact resale price of your condominium depends in part upon the timing of your sale. Additionally, the resale price contemplates that the physical condition of your condominium conforms to a “high standard of habitability and maintenance” as that term is defined in the CC&Rs. If your condominium’s condition does not conform to this standard, your resale price may be the same, but your net proceeds from the sale may be reduced because you are expected to bring the condominium to this standard at your expense either prior to or after the close of escrow as explained below. If you are interested in obtaining an estimate of your condominium’s resale value, please contact REO.

Resale Procedure. Once you officially notify REO of your decision to resell, the following procedures are implemented:

1. Seller’s Packet. REO will provide you a packet of documents (“Seller’s Packet”) that need to be promptly reviewed, signed and returned by you to REO. This packet includes the standard form Repurchase Agreement, as well as important Seller Disclosures to be completed by you as required by California state law and the University. Upon your return of the Seller’s Packet, REO will begin preparation of the required resale documents required to be signed by you prior to the close of escrow.
2. Facilitation of Sale by REO. We use the term “escrow” to describe the services rendered by REO to facilitate your sale. Technically, REO is not a licensed escrow company. Nevertheless you may choose to have REO facilitate your sale (in which case you do not need to hire an escrow company) or you may choose to pay an outside escrow company to handle the sale of your condominium. Almost 100% of on campus condominiums sales are facilitated by REO because it has proven to be the most inexpensive and efficient means to accomplish these sales. If you choose to use an outside escrow, you will be responsible to pay all escrow fees charged to you and the buyer of your condominium. If the buyer of your condominium chooses to hire an outside escrow company and you do not want to do so, the buyer will pay 100% of the escrow fees. If you both elect to use an outside escrow company, you each will bear your own escrow fees. Please contact REO for rates charged by REO to facilitate your sale.
3. Initial Inspection. Upon request, REO is available to perform a walk-through of your condominium to discuss the physical condition of your condominium and respond to any questions you may have regarding the scope and standard of work required to meet the “high standard of habitability and maintenance”.
4. Pre-Existing Conditions. If you have previously notified the University in writing of pre-existing conditions in your condominium at the time you moved in, or if such conditions have otherwise been noted by REO, the items noted and acknowledged by the University will not be your responsibility to correct or fix. As part of the

resale process, REO will confirm with you in writing any such agreed upon pre-existing conditions.

5. Standard of Habitability and Maintenance. While it is expected that your condominium will show signs of normal wear and tear, all components should be working, properly maintained, and clean. Please consider the following general examples of categories and components as you evaluate the condition of your condominium. This is not meant to be a comprehensive list of all categories and components that may apply to your home.

Routine Service, Maintenance, & Cleaning:

- a. Air and dryer duct cleaning (do you have a receipt for cleaning within the last 12 months for dryer ducts and 3-5 yrs for air ducts?),
- b. HVAC maintenance, filter replacement, and thermostat battery replacement (do you have a receipt for service within last 12 months?),
- c. Replace batteries in smoke detectors,
- d. Replace batteries in carbon monoxide detectors,
- e. Window cleaning (interior and exterior on a regular basis),
- f. University emergency water barrel (does it require refilling – see date on barrel),
- g. Garage door (has it been serviced in last 12 months),
- h. Appliance service,
- i. Plumbing,
- j. Windows/doors,

Operable components:

- a. Plumbing (check for leaks, running toilets, slow drains),
- b. Appliances,
- c. Electrical including light bulbs and fixtures,
- d. Door stops,
- e. Cabinetry and/or hardware,
- f. Flooring (carpet, tile, wood, linoleum),
- g. Doors and/or hardware,
- h. Owner installations,
- i. Priming, touch-up painting, and/or full painting,
- j. Caulking/Grout,
- k. Windows and screens,
- l. Window coverings,
- m. Countertops,
- n. Glass surfaces
- o. Front doors
- p. Doorbell
- q. Detectors (operable and compliant).

6. Repairs & Replacements. Once you have reviewed the condition of your home with the above categories in mind, you are encouraged to contact REO to discuss the work that needs to be completed at your expense so that there is no misunderstanding regarding the scope and standard of work required. Please note that the categories noted above may not necessarily be comprehensive if there are defects or conditions that are not discoverable upon a visual inspection. You may choose to hire your own professionals and vendors to complete the work prior to the close of escrow, or you may choose to use contractors or vendors often used by the University. Upon your request, REO can provide you with a list of vendors and contractors so that you may supervise the bids, scheduling and performance of your own repairs. If you choose to hire your own contractors and vendors, the contractors must be licensed and insured and the work and replacements performed must meet the “high standard of habitability and maintenance” which contemplates a high standard of care and workmanship according to certain specifications and methods. If this standard is not met, you will need to have the work or replacement performed again prior to the close of escrow or the University will have the work/replacement performed at your expense after the close of escrow pursuant to Paragraph 3e of the Repurchase Agreement. The cost to perform and supervise the work, plus a 25% surcharge to compensate the University for its administrative and overhead costs are deducted from your sale proceeds pursuant to Paragraph 3e of the Repurchase Agreement.

7. Standard Repairs & Cleaning. In addition to the items noted in the final inspection that require repair or replacement, all sellers of on campus condominiums are required to have the following work performed at their expense to bring their condominiums to the “high standard of habitability and maintenance.” This work includes:

- a) Priming, touch-up painting, and/or full painting
- b) Caulking/Grout work as needed
- c) Professional cleaning of condominium (see checklist attached)
- d) Window cleaning
- e) Carpet cleaning

Frequently, this work is completed by the University at the owner’s expense after escrow closes and vacates the condominium because it is generally more difficult to properly complete these items while the condominium is still occupied.

8. Final Walk-Through and Inspection After You Vacate the Condominium. After you vacate your condominium, REO performs a walk-through of your condominium and also arranges to have a professional home inspection performed at your expense. The average cost for the home inspection is approximately \$175, but depends upon the size of your condominium and its condition. The purpose of the walk through

and Home Inspection are to document the physical condition of your condominium and determine the scope of remaining repairs, replacements, and cleaning required. You will have the option of attending that inspection and should be prepared to show REO all completed and incomplete repairs and replacements that you have performed or hired contractors to perform. It is a good idea to take the time before this inspection to look at those areas of your condominium that were previously hidden by furniture or other personal belongings. The "high standard of habitability and maintenance" applies to all areas of your condominium - even those hidden by your belongings. The University cannot inspect these items until you have moved out, so it is incumbent upon you to make sure that you bring your entire condominium to this standard prior to the close of escrow, or arrange to have the University do so after the close. You are also required to provide copies of all paid invoices showing the work performed by you or your contractors has been completed and paid in full. Any incomplete repairs and any repairs that do not meet the "high standard of habitability and maintenance" will be completed at your expense by the University after your escrow closes and you move out. Any unpaid invoices may cause a delay in your close of escrow, or at the University's option, the invoice may be paid from your escrow proceeds in order to allow the escrow to close. It is your choice to complete all items prior to the close of escrow or leave the items for REO to complete after the transaction has closed. Should you choose the latter, repairs will be completed pursuant to Paragraph 3e of the Repurchase Agreement. Generally, REO withholds from seller proceeds an amount equal to the estimated costs of repairs ("Repair Allowance"), plus a 25% surcharge to cover its overhead and supervision costs ("Repair Surcharge"). This estimate cannot be determined until your condominium is vacated and inspected and all invoices and receipts submitted are reviewed.

9. Close of Escrow. Prior to the close of escrow, you will be provided with an Estimated Closing Statement showing your closing costs. Also included on this Estimated Closing Statement will be the amounts of the Repair Allowance and Repair Surcharge to be withheld pending completion of repairs and replacements by the University. At the close, you will be paid your seller proceeds less your closing costs and withheld Repair Allowance and Repair Surcharge.
10. Repairs Performed by the University after Close of Escrow. Once you vacate the condominium and escrow closes, REO arranges to have all incomplete repairs and replacements performed as expeditiously as possible, including the standard repairs and cleaning described in Paragraph 7 above. Upon completion, REO generates a reconciliation of all expenses pursuant to the procedure described in Paragraph 3E of the Purchase Agreement. REO will provide you with copies of the reconciliation and paid invoices for all work completed approximately 90 days following the close of escrow. Any unused Repair Allowance and Repair Surcharge funds are reimbursed to you at that time. If the cost of repairs exceeds the withheld Repair Allowance and Repair Surcharge, you will be billed for the balance due and owing.

Please note that nothing in these Guidelines is meant to supersede or modify the provisions relating to the resale of Pepperdine University on campus condominiums including, but not limited to, provisions contained in your applicable CC&Rs, Ground Lease, Purchase Agreement, Loan Documents and Repurchase Agreement.

Please contact REO should you have any questions or comments about the condominium resale process. Your feedback is appreciated:

Real Estate Operations  
Telephone (310) 506-6348  
Fax (310) 506-7421

**Pepperdine University**  
**Cleaning Checklist for On Campus Condominiums**

***Clean, Sweep, Dust, Wipe Down, Scrub, Vacuum, Mop Hard Floors, Remove and Dispose as Applicable to Category Below:***

<b>DONE</b>	<b>ENTRY / HALL WAYS / STAIRS</b>	<b>NOTES</b>
	Front Door (inside/outside)	
	Closets	
	Flooring	
	Light Fixture (if reachable)	
	Cob Webs	
	Mop (if applicable)	
	Air Vents	
	Steam Clean Carpet and Remove Stains (if applicable)	
	Other	
<b>DONE</b>	<b>LIVING ROOM, DINING, OFFICE</b>	<b>NOTES</b>
	Dust Walls & Cobwebs	
	Patio Doors & Sliders	
	Light Fixtures (if reachable)	
	Ceiling Fans (if reachable)	
	Air Vents	
	Vacuum & Edge	
	Baseboards	
	Mop (if applicable)	
	Steam Clean Carpet and Remove Stains (if applicable)	
	Other	
<b>DONE</b>	<b>BEDROOMS</b>	<b>NOTES</b>
	Dust Walls & Cobwebs	
	Closets	
	Doors & Knobs	
	Mirrors	
	Shelves & Cabinets (inside/outside)	
	Light Fixtures (if reachable)	
	Ceiling Fans (if reachable)	
	Air Vents	
	Vacuum & Edge	
	Baseboards	
	Steam Clean Carpet and Remove Stains (if applicable)	
	Other	
<b>DONE</b>	<b>BATHROOMS</b>	<b>NOTES</b>
	Tub/Shower-Tile, Grout, Doors, Tracks, Soap Dish, Chrome	
	Sink-Stains, Polish Chrome	
	Clean Shower, Tub, Sink, Countertops, Faucet and Disinfect	
	Toilet-Tank, Bowl, Seat/Lid, Paper Holder	
	Medicine Cabinet, Shelves, Mirror	
	Clean Fixtures and Towel Bar	
	Toothbrush Holder	
	Countertops	
	Closet/Cabinets (inside/outside)	
	Light Fixtures (if reachable)	
	Remove Cobwebs from Exhaust Fan	
	Dust Walls & Cobwebs	
	Air Vents	
	Vacuum & Edge	
	Baseboards & Mop	

<b>DONE</b>	<b>KITCHEN</b>	<b>NOTES</b>
	Stove Top, Drip Pans, Under Burners & Range Top, Knobs	
	Grill	
	Oven Racks-Clean Underneath	
	Inside/Outside Oven Door	
	Range Vent and Filters	
	Dishwasher (inside/outside) - run Lemi Shine	
	Microwave (inside/outside)	
	If leaving: Refrigerator/Freezer, Shelving, Drawers, Egg Rack, Ice Tray Doors, Handles, Top, Drip Pan, Vacuum Coils, Motor-Clean Underneath (if already moved)	
	Breakfast Bar	
	Cabinets, Shelves & Drawers, Handles & Knobs, Clean Tops & Fronts	
	Scrub Sink, Faucet, Countertops and Disinfect	
	Countertops-Tile and Grout	
	Breadboard and Lazy Susan	
	Sink-Stains, Disposal, Polish Chrome	
	Trash Compactor (inside/outside)	
	Pantry-Floors, Shelves, Door	
	Light Fixtures (if reachable)	
	Dust Walls & Cobwebs	
	Air Vents	
	Vacuum & Edge	
	Baseboards & Mop	
<b>DONE</b>	<b>LAUNDRY / UTILITY ROOM</b>	<b>NOTES</b>
	Washer - Clean Under	
	Dryer - Clean Under	
	Shelves & Cabinets (inside/outside)	
	Counters	
	Sink-Polish Chrome	
	Light Fixtures (if reachable)	
	Dust Walls & Cobwebs	
	Air Vents	
	Vacuum & Edge	
	Baseboards & Mop	
<b>DONE</b>	<b>WINDOWS</b>	<b>NOTES</b>
	Clean Windows Inside/Outside	
	Tracks	
	Sills	
	Frames	
	Blinds & Shutters (both sides)	
	Traverse Rods	
	Screens	
	Other	
<b>DONE</b>	<b>PATIO and BALCONY</b>	<b>NOTES</b>
	Clean and Sweep	
	Railings	
	Light Fixtures (if reachable)	
	Storage Area, Sweep	
	Dust Walls & Cobwebs	
	Other	
<b>DONE</b>	<b>MISCELLANEOUS</b>	<b>NOTES</b>

	Fireplace	
	Cobwebs, Walls, and Ceiling	
	Baseboards	
	Fingerprints on Walls	
	Marks on Walls	
	Switch and Outlet Plates	
	Top of Doors	
	Clean and Dust Blinds	
	Clean & Dust Hot Water Heater	
	Clean & Dust Furnace	
	Clean & Dust Air Conditioner	
	Empty and Dispose Trash	
	Inside/Outside all drawers, remove all personal property	
<b>DONE</b>	<b>Garage</b>	<b>NOTES</b>
	Clean & Broom Sweep Garage & Inside/Outside Garage Door	
	Clean Out any Storage Areas	
	Remove all personal property	
	Other	

## Campus View Owner Maintenance Guidelines

Please refer to Material Specifications and Standards/Methodology for further details

### CATEGORY / COMPONENT & FREQUENCY

- HVAC (Service, maintenance, filters): Service annually which includes cleaning coils. Filters to be changed quarterly.
- Plumbing: Annual and as needed (regularly snake drains, fix leaky fixtures, running toilets, etc.)
- Painting: Please refer to CVC Interior Paint Specifications
- Garage Door Maintenance: Service annually & repair as needed
- Fireplace Maintenance: Annually with regular use or after long period of disuse
- Balconies & Gutters: Clean easily accessible 2<sup>nd</sup> & 3<sup>rd</sup> floors only to keep clean & free of debris
- Spa Maintenance (if applicable): Annually
- Doorbell: Replace batteries as needed
- Appliances: Should all be in working order and cleaned regularly
- General Cleaning: Please refer to cleaning specifications
- Dryer Duct Cleaning: Annually.
- HVAC Air Duct Cleaning: Every 3 – 5 years as needed.
- Carpet Cleaning: Clean every 6 months to 1 year, or as needed
- Window Cleaning: Interior & Exterior as needed
- Window Repairs: As needed (check for number on the frame of window which includes serial number and date of manufacture.  

\*\*\*Date inside window frame: Warranty expires 10 years from date on frame
- Smoke/Carbon Monoxide Detectors: Battery replacement every 6 months \*\*\*Change Batteries when you change your clocks in spring & fall, or if Lithium battery, every 10 years.

**This is not a comprehensive list. Maintenance requirements for each individual unit will vary.**

## Interior/Exterior Paint Specifications On-Campus Faculty/Staff Housing ("CVC CVII")

### Application Methodology:

1. All paints are always applied full strength and are never diluted.
2. All paints are applied pursuant to manufacturer's recommendations.
3. All paints and primers are Dunn Edwards.
4. If the wall paint color is already white, then apply two coats of paint.
5. If the wall paint is a color other than white (even a neutral color), apply one coat of primer (as specified in attached sheet) and two coats of paint.
6. All paints are to be applied to using a roller rather than a sprayer.

### Material Specification per location:

#### CVC & CVII Interiors

	Interior Water Based Velvet Paint (SPMA20) Swiss Coffee	Interior Water Based Flat Paint (SPMA 10) Swiss Coffee	Interior Water Based Semi-Gloss (SPMA50) Swiss Coffee	Primer Vinylastic Premium (VNPR00)	Primer Inter-Kote (IKR00) or Ultra-Grip (UGPR00-1)	Behr 1-part Epoxy Acrylic Concrete & Garage Floor Paint Slate	Behr Premium Concrete & Masonry Bonding Primer No. 880
Walls							
Ceilings							
Bathrooms							
Kitchens							
Laundry Areas							
Closets Including Shelving							
Garage							
Baseboards							
Stairway Spindles							
Trim							
Cabinets							
Doors							
Garage Floors							

#### CVC Building Exteriors

	Exterior Water Based Evershield Flat (EVSH-10)	Exterior Water Based Evershield Velvet (EVSH-20)	Exterior Water Based Evershield Low Sheen (EVSH-40)	Evershield Water Based Semi-Gloss (EVSH-50)	Exterior Water Based Synlusto-Gloss (W10)	Primer EFF-Stop Primer	Primer EZPrime (EXPR00)	Primer Bloc-Rust (BRPR00-1-RO Red Oxide)
Stucco S-Pad	DEC 724 Spanish White 150% Formula							
Stucco - Lower Baxter 1st Floor Retaining Walls	DEC 724 Spanish White 150% Formula							
Stucco - Lower Baxter 2nd Floor	DEC 724 Spanish White 150% Formula							
Railings					DEC 756 Weathered Brown			
Iron Gates - Tiner					Custom Color "0048-1171-0913"			
Utility Closets (wood) - Baxter			DEC 724 Spanish White 150% Formula					
Utility Closets (metal) - Baxter					DEC 724 Spanish White 150% Formula			

Interior/Exterior Paint Specifications  
On-Campus Faculty/Staff Housing ("CVC CVII")

General Wood (Lt. Color) (S-Pad fascia, garage door frames, trash doors)			DEC 724 Spanish White 150% Formula					
General Wood (Dk Color)	DEC 756 Weathered Brown							
Wood Garage Passage Door				DEC 724 Spanish White 150% Formula				
Wood Garage Main Door - Baxter		DEC 724 Spanish White 150% Formula						
Wood Garage Main Door - Tiner		DEC 753 Almond 150% Formula						
Caulking - DEC 920 Lifetime (aka GE58501)								

**CVII Building Exteriors**

	Exterior Water Based Evershield Flat (EVSH-10)	Exterior Water Based Evershield Velvet (EVSH-20)	Exterior Water Based Evershield Eggshell (EVSH-30)	Exterior Water Based Evershield Low Sheen (EVSH-40)	Evershield Water Based Semi-Gloss (EVSH-50)	Exterior Water Based Synlusto-Gloss (W10)	Rustoleum High Performance	Primer EFF-Stop Primer	Primer EZPrime (EXPR00)	Primer Bloc-Rust (BRPR00-1-RO Red Oxide)
Stucco	DEC 724 Spanish White 150% Formula							Tinted to DEC 724 Spanish White 1 gallon 04-9.9 28-1.725 33-0.525		
Chimney Caps						DEC 724 Spanish White 150% Formula				
Fascia & Garage Door Frames				DEC 724 Spanish White 150% Formula						
Railings						DEC 756 Weathered Brown				Synlusto W8 Primer
General Wood (Lt. Color)			DEC 724 Spanish White 150% Formula							
Metal Doors							DEC 724 Spanish White 150% Formula			Rustoleum Rusty Metal Primer
OS&Y Valves						Safety Red				
Fire Riser Signs, etc.										
Touch-Up for Decks		DE 6129 Rustic Taupe								
Caulking - DEC 920 Lifetime 920 (aka GE8501)										

**Account Information and Dunn Edwards Locations:**

**ACCOUNT #: 036613-200**

Dunn Edwards 7003 Topanga Canyon, Blvd. Canoga Park, CA 91303 <b>(800) 735-1824</b>	Dunn Edwards 360 E. Thousand Oaks Blvd. Thousand Oaks, CA 91360 <b>(805) 418-6100</b>
Dunn Edwards 11710 Santa Monica Blvd. Los Angeles, CA 90025 <b>(800) 850-3698</b>	Dunn Edwards 685 E. Ventura Blvd. Oxnard, CA 93036 <b>(800) 735-5045</b>

## CVC Vendor List

Use the following website to check the status of your vendor's license & bond: [www.cslb.ca.gov](http://www.cslb.ca.gov)

***General Disclaimer and Limitation of Liability: This vendor/contractor contact information is being provided as a courtesy to you at your request. This information does not constitute a recommendation, referral or endorsement of any vendor/contractor mentioned herein ("Vendor/Contractor") and you are not required to use any Vendor/Contractor that is listed. Your selection of a Vendor/Contractor is at your sole option and risk. In no event shall Pepperdine University, Wave Enterprises, Wave Property, Wave Services, Real Estate Operations, Campus View Condominiums, Campus View II Maintenance Corporation or any of their Directors, Officers, or Employees be liable to you for any damage or loss arising from or related to the services or materials provided by any Vendor/Contractor hired by you.***

### **Duct Cleaning:**

Action Duct Cleaning  
Isaac Pierce  
Senior Estimator /Account Executive  
Office (626)791-7870 x 106  
Cell (626)316-0608  
[Isaac@actionduct.com](mailto:Isaac@actionduct.com)

### **HVAC Maintenance & Repair:**

The Comfort Man Heating & Air Conditioning (Kevin Caddell)  
1210 Latigo Canyon Road  
Malibu, CA 90265  
Office: (310) 457-3553

### **Shen's Carpet Cleaning:**

Shen's Services, Inc.  
P. O. Box 2644  
Malibu, CA 90264  
Office: (310) 456-7771

### **Garage Doors Maintenance & Repair:**

Legacy Garage Doors  
20222 Campaign Drive  
Carson, CA 90746  
Office: (310) 350-0809  
[jehollaway@gmail.com](mailto:jehollaway@gmail.com)

### **Windows:**

Milgard Windows  
(805) 581-6325

**Window Washing**

Pacific Window Washing  
PO Box 158  
Malibu, CA 90265  
Office: (310) 457-1995

**Plumbing:**

Mosser Plumbing & Heating Inc.  
13376 Beach Avenue  
Marina Del Rey, CA 90292  
Office: (310) 317-9112

**General Contractor**

Blue Sky Construction  
Bill Graves  
1281 Knollwood Drive  
Newbury Park, CA 91320  
Office: (805)499-2573  
[bgravesbluesky@yahoo.com](mailto:bgravesbluesky@yahoo.com)

MAK Construction, Inc.  
73 Nighthawk  
Irvine, CA 92604  
Office: (310) 293-5333

Estrin-Hinds Construction Co. Inc.  
29170 Heathercliff Road, Suite C  
Malibu, CA 90265  
(310) 456-5316

**Appliance Maintenance / Repair**

Richard's Appliance Service  
Matthew Lavender  
22622 Friar St.  
Woodland Hills, CA 91367  
Office: (310) 457-4255

**Electrical:**

Conejo Valley Electric  
Billy Ridge  
P.O. Box 511  
Agoura Hills, CA 91376  
Office / Cell: (818)259-4055

## GARAGE DOOR INSPECTION CHECKLIST

	<b>Property Address:</b>	
	<b>Door Info:</b>	
	<b>Torsion:</b>	
	<b>Motor:</b>	
<input checked="" type="checkbox"/>	Inspect sensors	
<input checked="" type="checkbox"/>	Inspect all screws on door and motor	
<input checked="" type="checkbox"/>	Inspect motor wiring	
<input checked="" type="checkbox"/>	Inspect lite bulbs	
<input checked="" type="checkbox"/>	Inspect wall button	
<input checked="" type="checkbox"/>	Inspect remote(s)	
<input checked="" type="checkbox"/>	Inspect hinges	
<input checked="" type="checkbox"/>	Inspect rollers	
<input checked="" type="checkbox"/>	Inspect springs	
<input checked="" type="checkbox"/>	Inspect cables	
<input checked="" type="checkbox"/>	Inspect flat brackets/end brackets	
<input checked="" type="checkbox"/>	Inspect and balance of door, if necessary	
<input checked="" type="checkbox"/>	Inspect weather stripping	
<input checked="" type="checkbox"/>	Inspect window inserts	
<input checked="" type="checkbox"/>	Inspect strut	
<input checked="" type="checkbox"/>	Inspect torsion pole	
<input checked="" type="checkbox"/>	Lube motor rail or chain	
<input checked="" type="checkbox"/>	Lube rollers	
<input checked="" type="checkbox"/>	Lube hinges	
<input checked="" type="checkbox"/>	Lube drums	
<input checked="" type="checkbox"/>		
	Note:	
	Note:	
	Note:	