

EPSA CHECK

SMALL COMMUNITY RENTAL PROGRAM (SCRIP)

"EPSA" STANDS FOR:

- ELECTRICAL
- PLUMBING
- SYSTEMS
- APPLIANCES

ELECTRICAL

Lighting & fixtures
GFI switches & outlets
Smoke detector
Carbon monoxide detector

PLUMBING

Faucets, aerators & shower heads
Sinks & garbage disposals
Toilets & drains

SYSTEMS

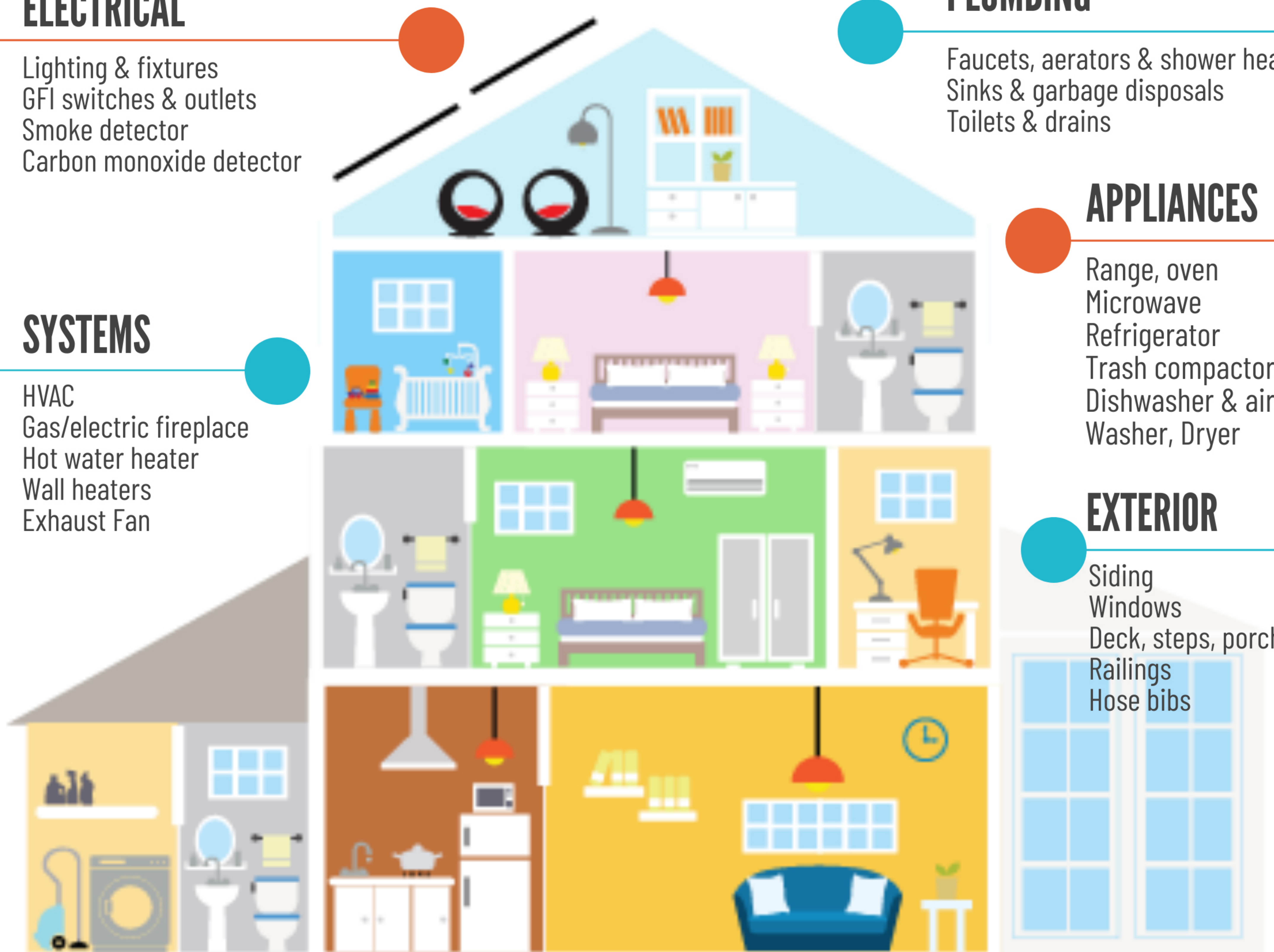
HVAC
Gas/electric fireplace
Hot water heater
Wall heaters
Exhaust Fan

APPLIANCES

Range, oven
Microwave
Refrigerator
Trash compactor
Dishwasher & air gap
Washer, Dryer

EXTERIOR

Siding
Windows
Deck, steps, porch
Railings
Hose bibs



EPSA CHECK INCLUDES

ELECTRICAL (safety only)



- Check interior & exterior lighting; replace bulbs.
- Alert PM to vend out if light fixture replacement is needed.
- Test GFI switch (alert PM to vend out needed repairs). Look at plates and screws.
- Test smoke detector & carbon monoxide detectors & replace batteries.

PLUMBING



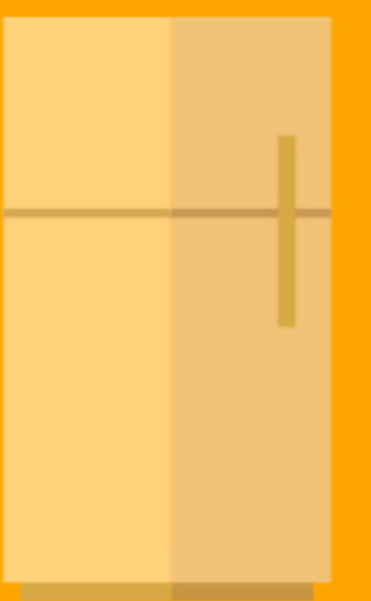
- Replace faucet aerators if needed.
- Repair items that contribute to a leak that don't require a part.
- Unjam or reset garbage disposal.
- Check toilets, including seat, replace fill valve & flapper if running.
- Unclog shower/sink drains if slow draining.
- Clean air gap.

SYSTEMS



- Check function of heating & air conditioning. If not working, check breaker & batteries in thermostat. Alert PM to vend out repairs.
- Replace dirty air filter.
- Blow out wall heater vents with air compressor.
- Check hot water heater for leaks. Set to 120°.
- Check for door function & broken hardware.
- Replace door stop bases & springs if needed.
- Secure towel bars if needed.
- Check screens, including sliding glass doors.

APPLIANCES



- Test operation of range, wall oven, microwave, dishwasher, refrigerator, washer, dryer, trash compactor.
- Alert PM to vend out needed appliance repairs.
- Leave range rings & pans for cleaners to replace.
- Replace appliance bulbs.

EXTERIOR

- Check siding and exterior windows for repair or recommendations.
- Check deck, steps, porch, railings and hose bibs for repair or recommendations.

EPSA CHECK FLAT RATE

Square Footage

Rate

200-499	\$ 60
500-999	75
1000-1499	90
1500-1999	105
2000-2499	120

EPSA REPLACEMENTS

Determined at the time of EPSA Check AND completed and billed outside of the EPSA check parameters.

ELECTRICAL



DAMAGED OUTLET COVERS & SCREWS
LIGHT FIXTURES WITH VISIBLE BULBS REPLACED WITH MATCHING BULBS
SMOKE DETECTORS (BATTERY OPERATED - VEND OUT HARD-WIRED)
CO2 DETECTORS (BATTERY OPERATED - VEND OUT HARD-WIRED)

PLUMBING

FAUCET/SHOWERHEADS
CARTRIDGES
TOILET BOWL/TANK
HOSE BIB
DRAIN PIPE



SYSTEMS



GAS HOT WATER HEATER
ELECTRIC HOT WATER HEATER (VEND OUT)
EARTHQUAKE STRAPS IF REPLACING HOT WATER TANK
PRESSURE VALVE, IF NOT PRESENT ON HOT WATER TANK
HARDWARE ON BI-FOLD DOORS

APPLIANCES

RANGE BURNERS
OVEN ELEMENTS
STOVE ELEMENTS BROKEN FROM BRACKET
GARBAGE DISPOSAL
DISHWASHER AIR GAP
DISHWASHER BRACKETS



TURNOVER PROCESS



MOVE-OUT INSPECTION

A move-out inspection is performed. The property condition is documented & damages caused by tenant are assessed. An EPSA check is ordered itemizing turnover repairs.

EPSA CHECK

An EPSA check is performed & EPSA replacements are determined at this time.

TURNOVER REPAIRS WORK ORDER

Parts will be charged & labor will be billed at an hourly rate in 30 minute increments.

EPSA CHECK REPLACEMENTS

Parts will be charged & labor for EPSA replacements will be billed at an hourly rate in 30 minute increments.

MAINTENANCE IS PERFORMED

TENANT IS BILLED

The tenant will be billed for repairs due to damage. Costs of repairs will be withheld from their deposit.

OWNER IS BILLED

The owner is billed for repairs and replacements.