



Homewatch Inspection

STEP BY STEP PROCESS OF A PROPER HOMEWATCH



Once you arrive at the house, make sure you have everything you need before exiting your vehicle

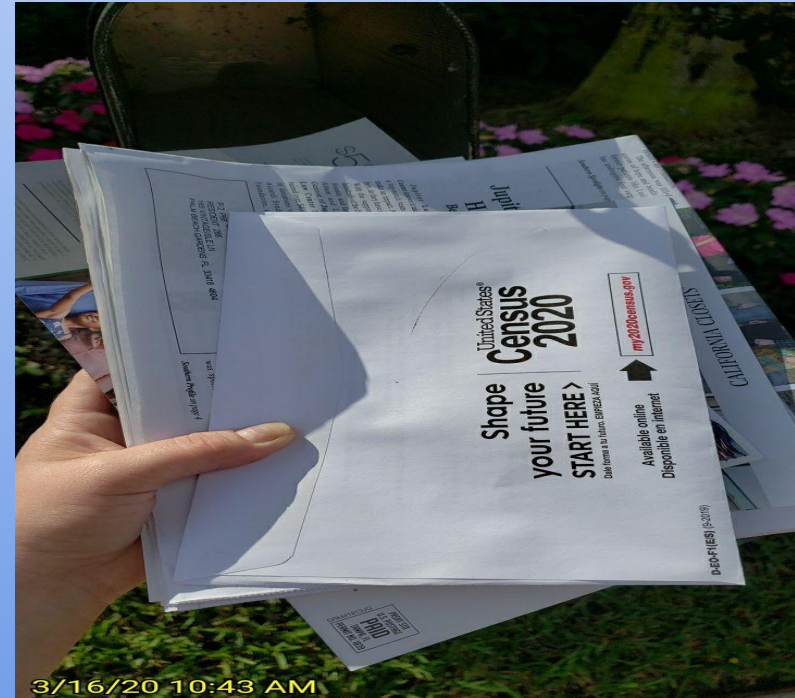
- ★ Go over ALL homewatch notes and instructions. Notes can change AND/OR temporary instructions could have been added
- ★ The house key and the alarm code
- ★ Your flashlight
- ★ Your mobile device to perform the Homewatch
- ★ **Wear booties/ take shoes off at ALL times inside a home**

FIRST YOU CHECK THE MAIL

Depending on what the Homewatch instructions says, either

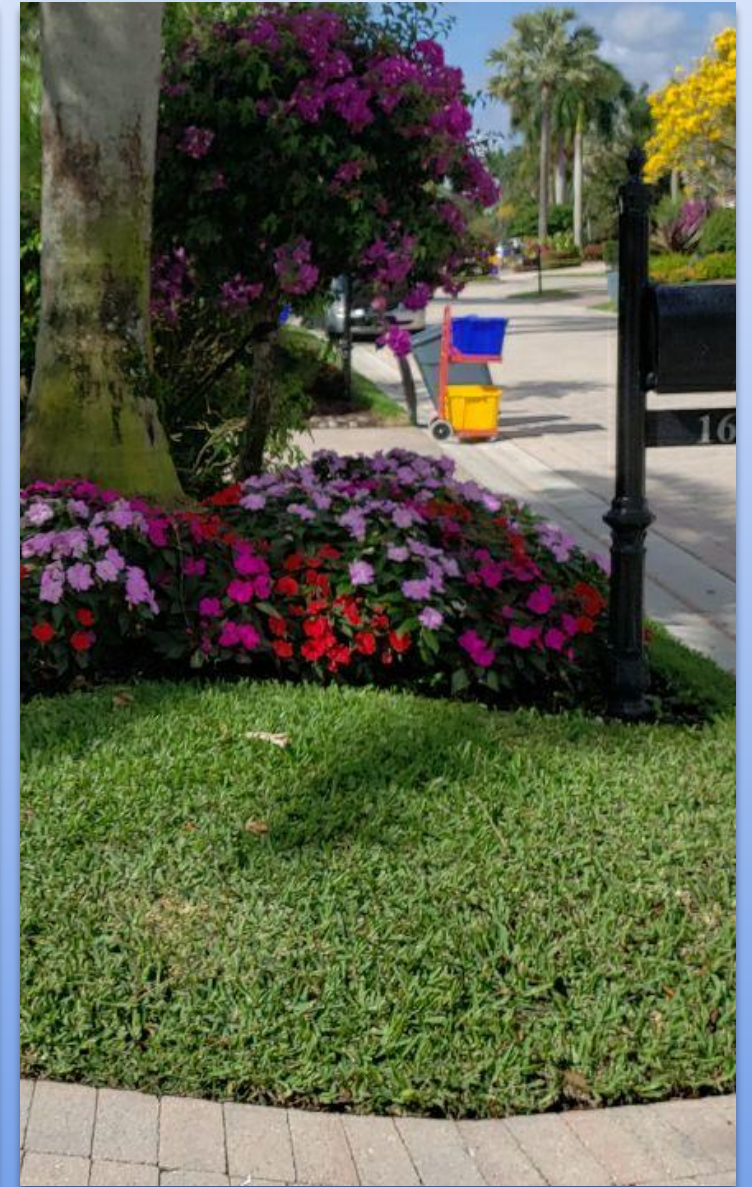
- ★ Put mail inside the house
- ★ Throw out junk mail
- ★ Or bring the mail back to the office to be forwarded

- ★ Take clear pictures of all mail laid out flat so we are able to read what it is



LANDSCAPING

Check and take pictures of all landscaping around the home, Make sure the grass and plants look like they are being watered and cared for correctly



LANDSCAPING LIGHTS

- ★ Take pictures and make sure all landscape lights are in the upright position and have not been damaged by the landscapers



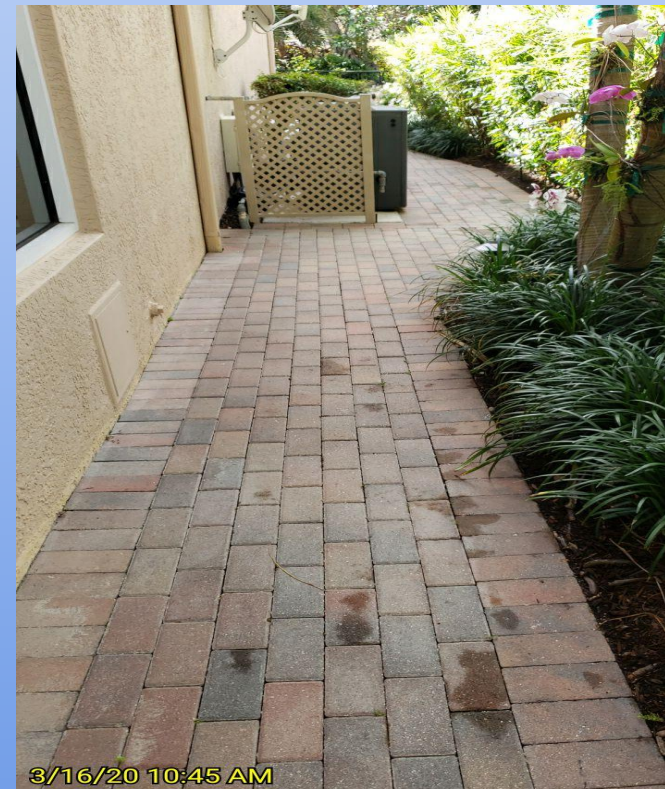
SOFFITS & PAVERS

- ★ While walking the exterior of the property make sure you are looking up and down!
- ★ Check for broken soffits. Make sure the pavers do not have mold or mildew build up and that the pavers are not being uprooted by tree roots
- ★ **Notes areas of concerns for power washing recommendations**

Check soffits



Check pavers



AIR CONDITIONING CONDENSER UNITS

- ★ Check all AC condenser units for noise, cool air blowing on top, or if any critters are trapped inside



GENERATOR

- ★ If the home has a backup generator, visually check and take a picture, some generators have a green light indicating it is on and working take a picture of the green light



GATE LATCH

- ★ Walk the entire exterior of the house and make sure all gates are latched properly

Latched!



Latched!



POOL EQUIPMENT

- ★ Take a picture of pool equipment, listen for any loud noise or leaks that may be present



HOW DOES THE POOL LOOK?

- ★ Check the water level in the pool, is it above the skimmer line?
- ★ Report if there is debris in the pool
- ★ Report if the pool does not seem like it is being maintained properly
- ★ Take a picture



PATIO FURNITURE

If furniture is outside. Take pictures of the placement of the furniture.

- ★ Check notes to see if the furniture should stay out or if we need handyman to help put away.

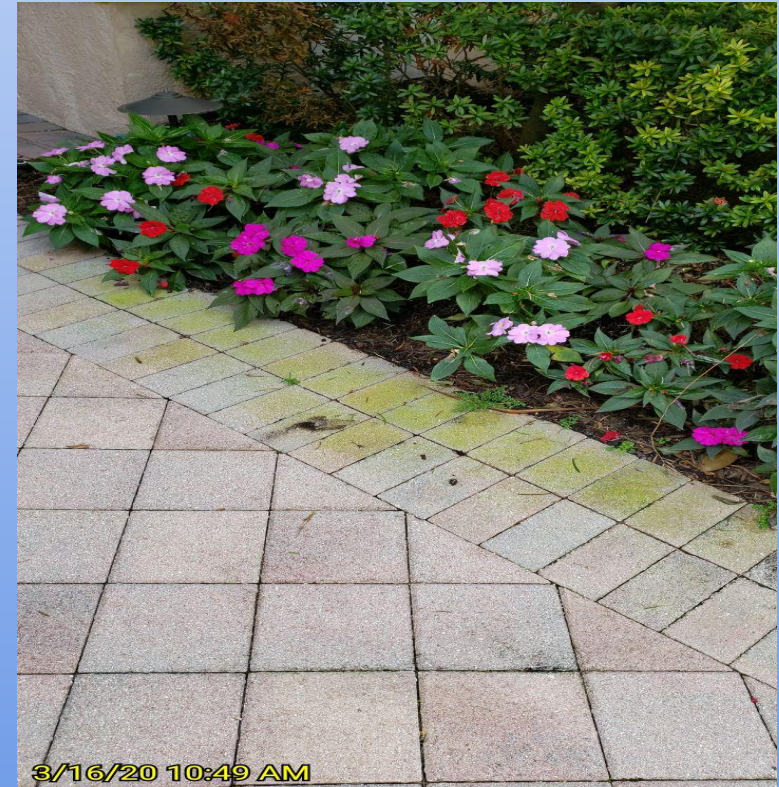
- ★ Check all outdoor kitchen appliances (when applicable), look under the grill, check mini fridge, run the sink



PRESSURE WASHING

- ★ Check driveways, patios, walkways, pavers, exterior of home, for any built up dirt, grime, mold, mildew, etc. that can be cleaned and taken care of by our pressuring washing crew
- ★ Exception and recommended in the homewatch report

Example: “Pressure washing
recommended for pavers due to algae
stains”



MAIN WATER VALVE

- ★ The main water valve; Most clients prefer the water shut off to their home while they are away
- ★ Before entering the home make sure to locate the water main and turn it on, that way you are able to flush all toilets, and run faucets
- ★ At the end of each home watch turn the water value back to the off position and take a picture to indicate that the water has been turned off
- ★ ALL water mains should be marked with blue tape

OFF POSITION



ON POSITION



DOOR HANGERS

- ★ If there are any door hangers on the front door, take a picture in the mail section on your homewatch report and let the client know, leave inside the home with the rest of the mail



ALARM

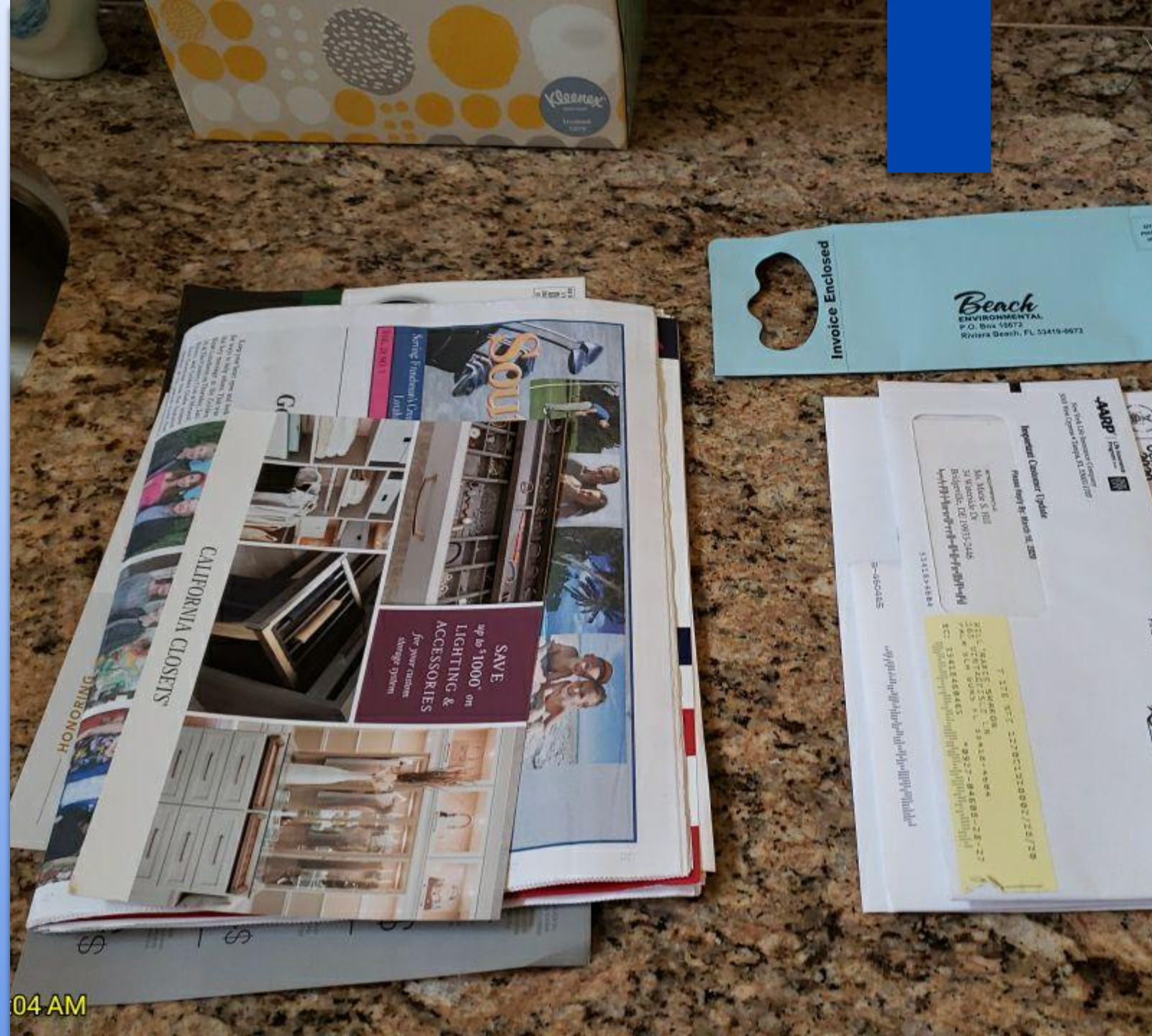
When you unlock the door the first thing you do is turn off the alarm

- ★ Make sure you have the correct alarm code with you
- ★ Punch in the 4-digit code
- ★ For some alarms punch the “OFF” button found on the “1” after entering the 4-digit code to turn the alarm off
- ★ Make sure the green light pops up reading “READY” on the alarm to indicate all doors/sliders/windows are shut properly



MAIL

- ★ Mail should be neatly placed on the counter if mail is staying at the house



04 AM

THERMOSTATS

- ★ Check and take a picture of **EACH** thermostat making sure they are cooling and are set to the correct temperature found in homewatch instructions
- ★ Take a picture of each and any air handlers for leaks





RUNNING WATER

- ★ Run all faucets, showers, tubs, around the entire house; especially the hot side

CABINETS



- ★ While running the water for all faucets, check ALL cabinets underneath for any leaks or water stains

TOILETS

- ★ Flush ALL toilets
- ★ If a brush is excisable – give the toilet bowl a quick scrub to avoid toilet rings



BEDROOMS & CLOSETS

- ★ Check ALL bedrooms and closets to make sure there is no sign of water damage, pest activity, etc.
- ★ Take a picture of each room and closet



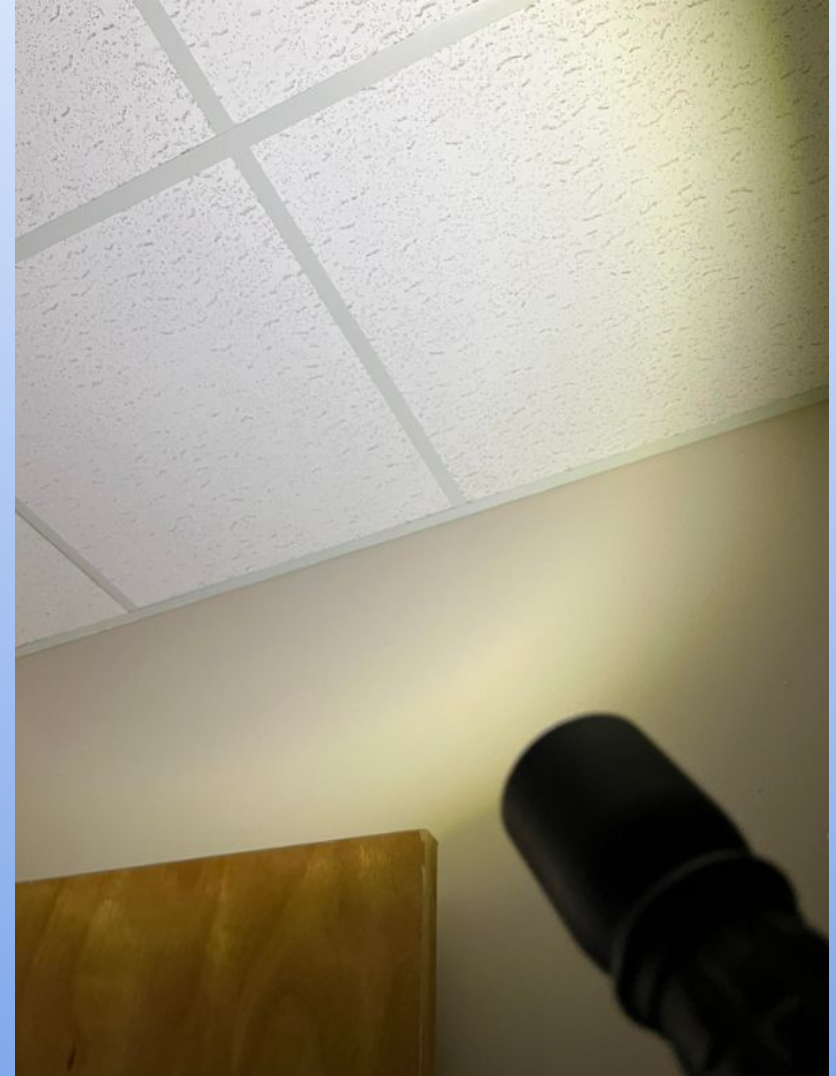


CURTAINS & BASEBOARDS

- ★ Check and take pictures behind all curtains, and all baseboards, Make sure there is no water damage
- ★ Check for any pest activities

CHECKING FOR LEAKS

- ★ Use your flashlight to check for any roof leaks and water stains on the ceilings, walls, and baseboards around the ENTIRE house





SLIDING GLASS DOORS

- ★ Make sure all sliding glass doors are locked and secure.
- ★ *Do not walk through or open any of them*



FRIDGE & FREEZER

- ★ Check and take a picture to make sure the refrigerator and freezer and working properly
- ★ *If there are perishables in the fridge notate that in the homewatch report and ask if the homeowner would like these items removed

WINE COOLER

- ★ Check and take a picture of all wine coolers, make sure they are set to the proper temperature and are cooling





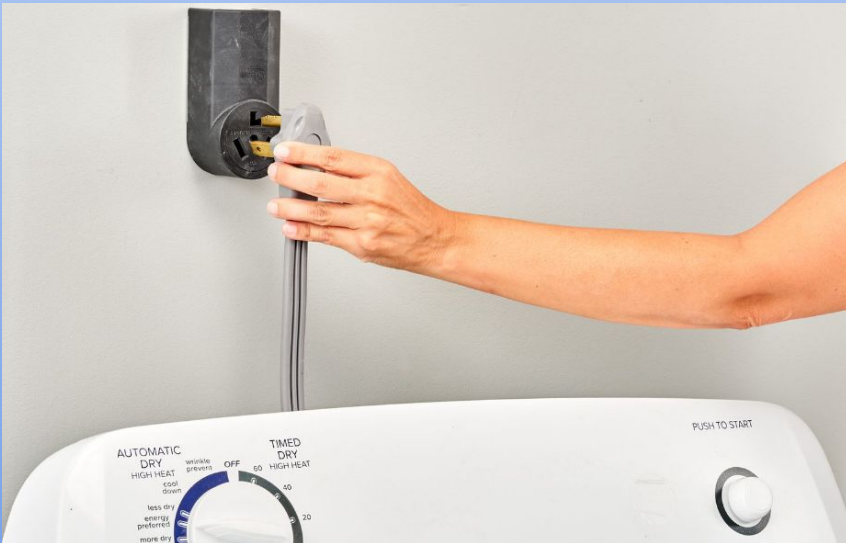
SHADES AND BLINDS

- ★ Make sure all shades and blinds are down to help protect rugs and furniture from fading in the sun

WASHER & DRYER

- ★ Depending on the Homewatch notes, washer and dryer could be unplugged and washing machine valves in the off position

Unplugged



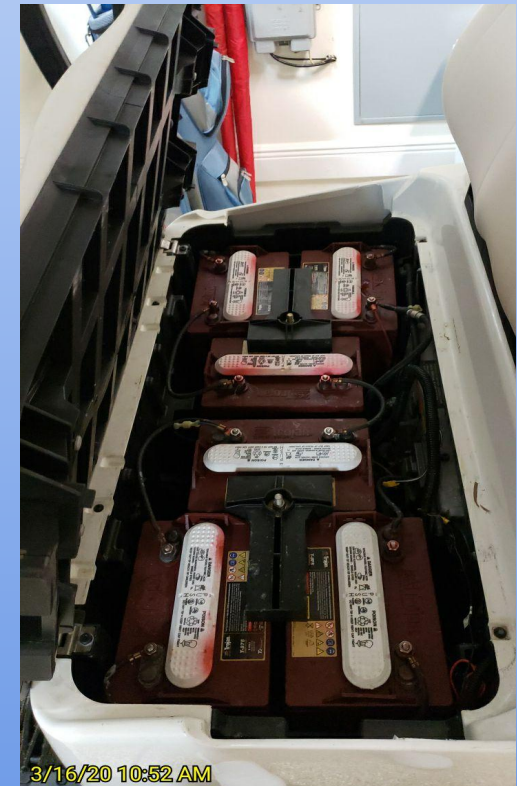
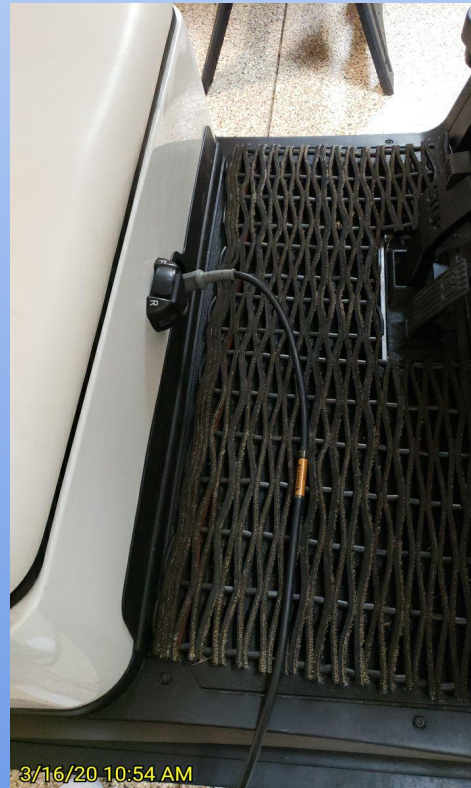
In the off position



Check the Golf Cart

Depending on the Homewatch instructions,

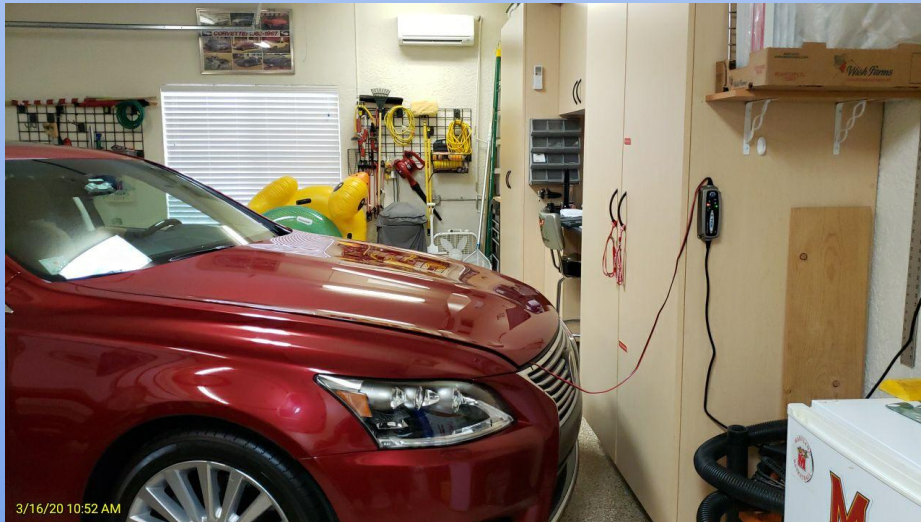
- ★ Plug in golf cart
- ★ Make sure it is charging
- ★ Move the golf cart back and forth to indicate it is working
- ★ Check to make sure the batteries have water



CAR

Depending on the Homewatch instructions,

- ★ car might be hooked up to a charger, make sure the green light is on to indicate it is charging and take a picture
- ★ Or start the car with a picture of the odometer and notate “Started Car”



Gas Water Heater

- ★ Make sure Gas Water Heater's are turned to "Vacation" or "LOW"



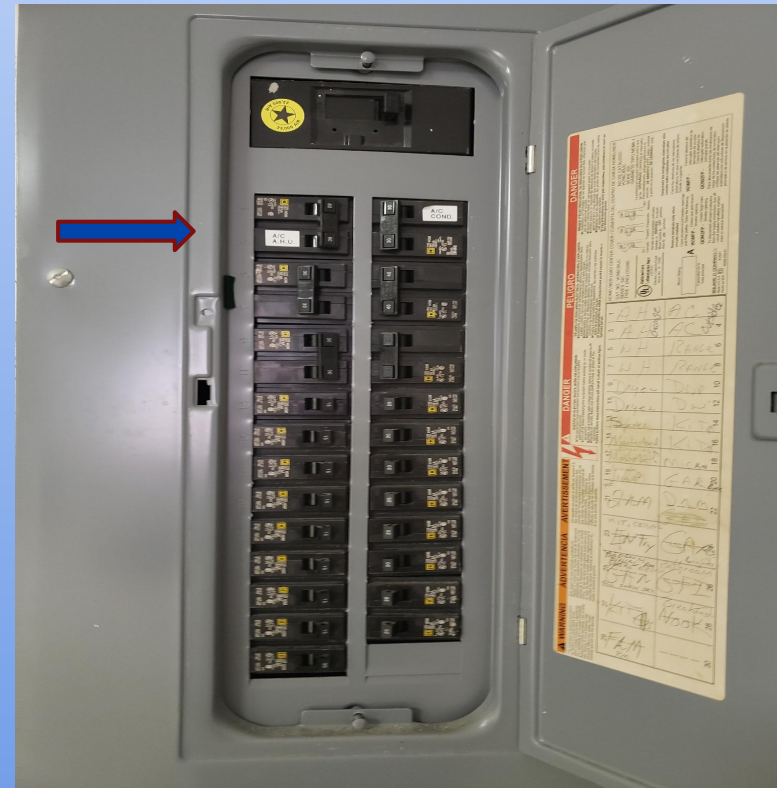
Electric Water Heater

- ★ Electric water heater must be turned off at the breaker



Breaker Panel

- ★ Take a picture and look for any tripped breakers





RECIRCULATING PUMP

- ★ Make sure the Recirculating Pump is unplugged *if there is one*

ARM ALARM TO AWAY

Once the Homewatch is completed, make sure to set the alarm on your way out

- ★ Punch in your 4-digit code you used to unarm the alarm and hit the “AWAY” button found on “2”
- ★ Make sure the red light pops up reading “ARMED” and quickly exit



A close-up photograph of a person's hand turning a dark metal door handle on a wooden door. The door has a vertical wood grain. To the right of the handle is a metal strike plate. The background is a light blue gradient.

LAST STEP!

- ★ Make sure to always lock the door behind you