

Fifth and Poplar Condominiums

COMPLIANCE CHECKLIST

Governance and Compliance

- Provide and maintain current contact and billing information
- Provide and maintain proof of insurance
- Provide and maintain working key to be held in for emergency access or repairs
- Obtain copy of Fifth and Poplar Declaration of Covenants, Conditions, and Restrictions
- Obtain a copy of Fifth and Poplar Community Policies and Guidelines
- Provide and maintain current vehicle registration
- Complete and turn in the attached liability form for the fitness center
- Balconies and terraces in compliance with community policies and guidelines
- Unit appearance, use, and maintenance in compliance with community policies and guidelines
- Pets are in compliance with community policies and guidelines
- If applicable: Provide management copy of lease agreement.
- If applicable: Lease agreement must coincide with the Fifth and Poplar governing documents.
- If applicable: provide property management with tenant contact information and other parties authorized with entry access.

Safety and Risk Mitigation

Monthly

- Check batteries in smoke detector
- Check batteries in carbon monoxide detector
- Check HVAC Filter

Spring/Fall

- HVAC serviced

Annual

- Update Insurance certificate
- Dryer vent inspected and/or cleaned