

Fifth and Poplar Condominiums

COMPLIANCE CHECKLIST

Governance and Compliance

- Maintain and provide Property Manager with current contact and billing information
- Maintain and provide Property Manager with current proof of insurance
- Maintain and provide Property Manager with working key to be held in for emergency access or repairs
- Obtain copy of Fifth and Poplar Declaration of Covenants, Conditions, and Restrictions:
<http://www.fifthandpoplar.com>
- Obtain a copy of Fifth and Poplar Community Policies and Guidelines:
<http://www.fifthandpoplar.com>
- Maintain and provide Property Manager with current vehicle registration
- Complete and turn in the attached liability form for the fitness center to the Property Manager
- Balconies and terraces are in compliance with community policies and guidelines
- Unit appearance, use, and maintenance is in compliance with community policies and guidelines
- Pets are in compliance with community policies and guidelines
- If applicable: provide Property Management a 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.

We also recommend that you set the following reminders:

Monthly

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

Spring/Fall

- HVAC serviced

Annual

- Dryer vent inspected and/or cleaned
- Submit renewed Insurance certificate
- Submit renewed vehicle registration