

TOWN SHORES OF GULFPORT #212
THE DIPLOMAT CONDOMINIUM ASSOCIATION

Monthly Unit Check

Residents who will be away from their condos for more than 30 days must alert the Board as to who is watching over their unit. The following are items which need to be addressed by the person checking your unit. **They must initial each item they have checked this month, and deposit the form in the Suggestion Box.**

_____ Pour one cup of bleach in the AC condensate line the beginning of each month, followed 20 minutes later by a hot water flush

_____ Check that air conditioner is set to at least 85 degrees and working properly

_____ Check that all sink stoppers are in place and closed

_____ Make sure all toilet bowls have sufficient water in them in order to prevent vermin from entering the premises

_____ Check for any window leaks after heavy storms

_____ Confirm the refrigerator is working properly

_____ Ensure all dry goods are stored in plastic, air-tight containers such as Tupperware

_____ Start any vehicle left behind, at least monthly, to make sure it can be moved in an emergency.

The monthly check of unit# _____ was completed on _____
(Date)

by _____
(Name of person checking unit)

When completed, please drop in the Suggestion Box on the first-floor lobby between the two sets of mailboxes.