



# Vacant Property Report

Re: Cartus File #

Street:

City, State, Zip:

Expected Vacate Date:

**INSTRUCTIONS-----Please inspect the property within 24 hours of vacate date and submit this completed report to Cartus within 7 days. Please include a set of interior and exterior photos.**

**General Condition:**

Overall Condition:

Personal Property Remaining including Appliances:

(Compare against items noted as remaining on the Homeowner's Real Estate Disclosure.)

|  |     |    |              |
|--|-----|----|--------------|
| Is garage broom-clean?                     | Yes | No |              |
| Is trash removal required?                 | Yes | No |              |
| Does home need cleaning?                   | Yes | No |              |
| Are appliances clean and in working order? | Yes | No |              |
| Is there an automatic garage door opener?  | Yes | No | # of remotes |

Comments:

**Exterior of Property:**

| Item              | Condition | Recommended Improvement |
|-------------------|-----------|-------------------------|
| Paint/Trim/Siding |           |                         |
| Gutters           |           |                         |
| Pool/Spa          |           |                         |
| Landscaping       |           |                         |
| Other             |           |                         |

**Interior of Property:**

**Vacant Property Report**

| Room                 | Condition              | Recommended Improvement |
|----------------------|------------------------|-------------------------|
| Living Room          |                        |                         |
| Dining Room          |                        |                         |
| Family Room          |                        |                         |
| Den                  |                        |                         |
| Kitchen              |                        |                         |
| Laundry/Utility Room |                        |                         |
| Master Bath          |                        |                         |
| Bath #1              |                        |                         |
| Bath #2              |                        |                         |
| Master Bedroom       |                        |                         |
| Bedroom #1           |                        |                         |
| Bedroom #2           |                        |                         |
| Bedroom #3           |                        |                         |
| Bedroom #4           |                        |                         |
| Attic                | Finished<br>Unfinished |                         |
| Basement             | Finished<br>Unfinished |                         |
| Garage               | One car<br>Two car     |                         |

Additional comments:

Date Utilities Transferred:

Company Name:

Company Address:

Phone Number:

|              |  |
|--------------|--|
| Review Date: |  |
| Reviewed By: |  |