
Sample Yearly Property Inspection

August/September

- Prior to resident move-in the house corporation conducts final.
- Inspection, all repairs are completed.
- Meet with parents as members move-in.
- Resident meeting immediately to take place.
- Fall fire inspection.
- Review chapter house safety and security checklist with members.
- Monthly Inspection (weekly as possible).

October

- Any preventative maintenance for winter completed.
- House Corporation meeting.
- Monthly inspection (weekly as possible).

November

- Residents notified of winter break schedule with maintenance and provided move-out procedures.
- Summer projected discussed and planned.
- Form 990 due by November 15.
- Monthly inspection (weekly as possible).

December

- Facility closed or semi-closed for the holiday break.
- Property inspected with property manager and house manager.
- Inspection completed.
- Any renovations completed.

January

- House manager and property manager inspect property.
- Meet with parents as members movie-in.
- Resident meeting to take place.
- Spring Fire Inspection.
- Review house safety and security with members.
- Monthly inspection (weekly as possible)

February

- Individual and master leases provided to chapter for fall.
- Review insurance coverage and make changes as needed.
- Monthly inspection (weekly as possible).

March

- House Corporation meeting.
- Approval of next year fiscal budget.
- Prep house for summer.
- Monthly inspection (weekly as possible).

April

- Prepare to close house or get ready for summer residents.
- Monthly inspection (weekly as possible).

May

- Facility closed or ready for summer.
- Property inspected with property manager and house manager.
- Inspection complete of any rooms that member are moving-out.

June

- Any summer projects.
- Residence move-in deposits.

July

- Any summer projects.
- House corporations meeting.