



## Property Onboarding

Onboarding Specialist Name	Specialist Number	Date & Start Time	Page No Page 1 of 4
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This form is use to inspect and document all new Mendbnb maintenance service subscribers property. This form must be completely filled out in its entirety then scanned and uploaded into the Mendbnb customer portal or emailed to: [onboarding@mendbnb.com](mailto:onboarding@mendbnb.com)

Property Address:	Contact Person:
City:	Email:
State:	Phone:
Zip Code:	Company (if applicable)

No.	Items	YES	NO	NA	Condition					
					Poor	-----			Excellent	
					1	2	3	4	5	
1	<b>Grounds</b>									
	Proper grading drainage away from house	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	No evidence of standing water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	No leaks from septic tank or leech field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Yard, landscaping, trees and walkways in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	No branches or bushes touching house or overhanging the roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Exterior structures (fences, sheds, decks, retaining walls, detached garages) in good condition, no evidence of termite damage or rotted wood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Railings on stairs and decks are adequate and secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Driveways, sidewalks, patios, entrance landings in good condition, and pitched away from structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Downspout drainage directed away from structure									
Comments and/or recommendations':										
2	<b>Structure</b>									
	Ridge and fascia board lines appear straight and level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Sides of house appear straight, not bowed or sagging	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Window and doorframes appear square (especially bowed windows)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Visible foundation in good condition – appears straight, plumb, with no significant cracks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Comments and recommendations':										
3	<b>Exterior Surfaces</b>									
	Adequate clearance between ground and wood siding materials (6" minimum); no wood-to-earth contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Siding: no cracking, curling, loose, rot or decay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Masonry veneers: no cracks in joints, no broken, spalling or flaking components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Stucco: no large cracks (discuss all stucco cracks with a professional inspector)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Vinyl or aluminum siding: no dents, damage, no bowing or loose siding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	No vines on surface of structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	Exterior paint or stain: no flaking or blisters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
	No stains on exterior surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
Comments and/or recommendations':										



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		YES	NO	NA	Condition				
					1	2	3	4	5
4	<b>Windows, Doors and Wood Trim</b>				Poor				Excellent
	Wood frames and trim pieces are secure, no cracks, rot or decay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Joints around frames are caulked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	No broken glass (window or storm panes) or damaged screens, no broken doublepaned, insulated window seals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Muntin and mullion glazing compound in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Storm windows or thermal glass used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Drip caps installed over windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Comments and/or recommendations:								
5	<b>Interior Rooms</b>								
	Floors, walls and ceilings appear straight and plumb and level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	No stains on floors, walls or ceilings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Flooring materials in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	No significant cracks in walls or ceilings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Windows and exterior doors operate easily and latch properly, no broken glass, no sashes painted shut, no decay; windows and doors have weather-stripping, "weep holes" installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Interior doors operate easily and latch properly, no damage or decay, no broken hardware	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Paint, wall covering, and paneling in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Wood trim installed well and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Lights and switches operate properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Adequate number of three pronged electrical outlets in each room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Electrical outlets test properly (spot check)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Heating/cooling source in each habitable room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Evidence of adequate insulation in walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Fireplace: no cracking or damaged masonry, no evidence of back-drafting (staining on fireplace façade), damper operates properly, flue has been cleaned, flue is lined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Comments and/or recommendations:								
6	<b>Kitchen</b>								
	Working exhaust fan that is vented to the exterior of the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Ground Fault Circuit Interrupter ("GFCI") protection for electrical outlets within 6 feet of the sink(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Dishwasher: drains properly, no leaks, baskets, door spring operates properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	No leaks in pipes under sinks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Floor in cabinet under sink solid, no stains or decay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Water flow in sink adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	No excessive rust or deterioration on garbage disposal or waste pipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Cabinets in good condition: doors and drawers operate properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					



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	Comments and recommendations:								
		<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Condition</b>				
					Poor ----- Excellent				
	<b>Bathroom</b>				1	2	3	4	5
	Working exhaust fan that doesn't terminate in the attic space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Adequate flow and pressure at all fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Sink, tub and shower drain properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Plumbing and cabinet floor under sink in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	If sink is metal, it shows no signs of rust, overflow drain doesn't leak	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Toilet operates properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Toilet stable, no rocking, no stains around base	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Caulking in good condition inside and outside of the tub and shower area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Tub or shower tiles secure, wall surface solid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	No stains or evidence of past leaking around base of bath or shower	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Comments and recommendations:								
8	<b>Plumbing</b>								
	Visible pipes: no damage, no evidence of leaks, no signs of stains on materials near pipes; drain pipes slope slightly down towards outlet to septic/sewage system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Water heater: no signs of rust, vented properly, sized to produce adequate quantities of hot water for the number of bedrooms in the house.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Water pump: does not short cycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Galvanized pipes do not restrict water flow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Well water test is acceptable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Hot water temperature between 118 - 125 degrees Fahrenheit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Comments and recommendations:								
9	<b>Heating/Cooling System</b>								
	Appears to operate well throughout (good air flow on forced hot air systems)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Flues: no open seams, slopes up to chimney connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	No rust around cooling unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	No combustion gas odor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Air filter(s) clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Ductwork in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	No asbestos on heating pipes, water pipes or air ducts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Separate flues for gas/oil/propane and wood/coal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Comments and recommendations:								
10	<b>Electrical</b>								
	Visible wiring: in good condition, no "knob-and-tube" wiring, no exposed splices, cables secured and protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	Service panel: adequate capacity, all cables attached to panel with cable connectors; fuses or breakers are not overheating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	No aluminum cable for branch circuits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					



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Comments and/or recommendations:														
							<b>YES</b>	<b>NO</b>	<b>NA</b>	<b>Condition</b>				
							Poor ----- Excellent							
<b>Miscellaneous</b>							1	2	3	4	5			
Smoke and carbon monoxide detectors where required by local ordinances							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Stairway treads and risers solid							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Stair handrails where needed and in good condition							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Automatic garage door opener operates properly, stops properly for obstacles							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Comments and/or recommendations:														
11	<b>Basement or Mechanical Room</b>													
No evidence of moisture							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Exposed foundation; no stains no major cracks, no flaking, no efflorescence							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Visible structural wood: no sagging, no damage, no decay, no stains, no damage from insects, sills attached to foundation with anchor bolts							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Insulation at rim/band joists							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Comments and/or recommendations:														

Our reputation is built on honesty, integrity and excellent service and our ability to conduct a complete and thorough onboarding inspection. By signing this document you attest certify that you conducted a complete and thorough property onboarding inspection and walkthrough.

\_\_\_\_\_  
Mendbnb, LLC Onboarding Specialist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time