

Tiffany Place
RESPONSIBILITY & INFORMATION CHART

<i>ITEM</i>	<i>ASSOC.</i>	<i>OWNER</i>	<i>COMMENTS</i>
ROOF LEAKS	x		
a. Sheetrock Repairs	x		
b. Carpet Repair	x		
c. Other Interior Repairs	x		
PLUMBING LEAKS			
Common Line:	x		
a. Sheetrock Repair	x		
b. Carpet Repair	x		
c. Other Interior Repairs	x		
Serving Only 1 Unit		x	
a. Sheetrock Repair		x	
b. Carpet Repair		x	
c. Other Interior Repairs		x	
SEWER REPAIR			
Common Line:	x		
a. Sheetrock Repair	x		
b. Carpet Repair	x		
c. Other Interior Repairs	x		
WATER CUT-OFF VALVES		x	at individual water meter
ELECTRICAL			
a. Breakers		x	
b. Exterior Lights	x		
c. Exterior lights controlled by switch inside unit		x	
d. Interior plugs & switches		x	
DOORS		x	
a. House		x	
b. Garage		x	
d. Hardware		x	
WINDOWS		x	
a. Glass		x	
b. Screens		x	
HOT WATER HEATER		x	
EXTERMINATOR			
a. Interior		x	
b. Exterior	x		
c. Termites		x	
FOUNDATIONS	x		
PATIO/BALCONY			
a. Balcony Railings	x		
b. Landscaping inside patio		x	
HEATING		x	
AIR CONDITIONING		x	
a. Compressors		x	
b. Drain Lines		x	
OTHER			
Mailbox		x	door-to-door mail slots
Fans - Exterior		x	