

<u>RR302 – Property Condition Form</u>		
1.		<p>This form seems monstrous in terms of say renting out to a studio or 1 bedroom rental. I don't know if there are going to be separate forms for SFR homes and condo's, but if I had to fill out one of these for a 2 bedroom one bath apartment, it would be way more efficient use of time to custom make or taylor one to suit a units specific need. I also think this form needs further clarification on how to fill in the true condition of the property as there is no column for this; only a column for comments. What condition are the items your inspecting? Are they in FAIR, POOR, GOOD, EXCELLENT order? This may seem minute and childish, but I have literally seen principal brokers fill in the condition as OPERABLE and other non-specific terms that would totally get an owners case thrown out of court for NOT being descriptive enough. All lines need to be filled out or that can be done at a later time when something inappropriate may be filled in when it should NOT HAVE.</p>
2.		<p>1) Add : P trap pipe under kitchen sink 2) Add: P trap pipe under bathroom sink. 3) Add: kitchen drawers 4) Add: bathroom drawers 5) Add: base at the toilet for bathrooms 6) Add: front security door (entrance) 7) Add: door bell (entrance) 8) Add: ice maker (refrigerator) 9) Add: mail box 10) Add: water heater pipes 11) add more lines for the repairs. Seven is NOT enough. Need at least 25 blank lines. Go down to the end of the page. You have enough room.</p>
3.		<p>This form was created, in general, by my brokerage 20+years ago. We shared it with many property managers, especially when we organized the first Hawaii chapter of the National Association of Residential Property Managers. We shared our forms with the intention of raising the bar of professionalism since few forms were developed for Property Management at the time. I am delighted to see it being implemented into the HAR Standard Forms Library. You have extended it to cover all types of rental units which makes it more versatile for the user. I have a concern about the statement on page 15 of 11 (which will become the last page) "except for damages caused by ordinary wear and tear." We realize we cannot hold a tenant responsible for wear and tear, and it will continue to be a challenge to determine on a case by case situation exactly what is considered wear and tear or abusive use. However, my point being "damage caused" could lead to some very challenged issues. A tenant must be held responsible to report items in need of repair or maintenance and should they not then they are responsible for the damages that could occur. Example: worn gaskets create leaking pipes under a sink are not reported causes major cabinet damage or even floor damage in a kitchen or bath. I think you will get what I am trying to say by this example alone. We want to simply say "except for normal wear and tear" NOT "for damages caused by ordinary wear and tear". Don't create possible interpretation question up to a vague, possible challenging statement. Thanks for your allowing us to comment, and please do not hesitate to contact me if you have any questions. "semi-retired, but still licensed" Aloha</p>

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4.		<p>This form has been completed by management. (This form has been completed by the Landlord or their Representative. Language should be consistent if we refer to the LL but we say management has completed the form- not sure in all cases) -Rental Term Beginning date is not necessarily the same date as Occupancy date. Therefore, you may want to add a line to reflect the actual occupancy date. Many times a lease will be signed but actual occupancy will be weeks or a month later and that will affect the 7-day limit or even a random limit put in by a LL) Bathroom- -use "Flooring" (like other rooms for consistency) - Shower drain/stopper (if it is a shower/tub combo) -Cabinets (upper) (consistent with kitchen) -Cabinets (lower) (consistent with kitchen) - Appliances (I would delete Model and Description- Each appliance is already in each room and condition will be noted there. Not sure why this would need to be on this sheet.Recommending pictures be attached of the actual condition would be a better value. - Keys/Remotes returned Yes/No (more likely than not, Tenants have keys and some sort of remote for a garage, etc. maybe make a separate line for each?) -Keys/Remotes Missing: (same as above) - ...Tenant understands that at the time of ending date of Rental Agreement, Landlord may deduct from Tenant's security deposit the costs of cleaning, repairing, (replacing), or restoring the items on this form to their beginning date condition... (Tenant needs to understand that sometimes they damage things beyond repair or restoration and its not normal wear and tear so an item needs to be replaced. Also, sometimes it may be cheaper to replace an item than to restore it) - Possibly, add a small column on the far right of each line item to add a number that would be reference to make a note (if needed at check-out inspection) for repairs in the Repairs Needed section at the bottom. It would not take up much space but would be easily referenced for a Tenant and LL to know exactly what item they would be referring to for a repair, etc. The list is long and can be overwhelming if you have a 4-bedroom, 3-bath house, etc. Overall, the form works well for check-in/out and the changes would be welcome. My tenants rarely fill it out so I like the wording changes in the beginning on the LL behalf. Thanks for the opportunity to comment.</p>
5.		<p>The form should have 2 (two) lines for front door, to note the condition of a screen door, separate from the front door. Same recommendation for back door. -Mahalo-</p>
6.		<p>Overall I like it, even though it is 11 pages. It is long but just about covers every item so that we don't have to write additional items in. Plus more space to describe the items.</p>
7.		<p>It is way too long.</p>
8.		<p>I want to commend the committee for the work in revising the property condition form. The changes are relevant, streamline the move-out and move-in process, and add clarity and needed redundancies to the management process.</p>
9.		<p>walls is listed 2X in Hallway. There should be room for front porch lanai. back lanai and bedroom lanais. Most people put lights up, staples , nail's ect in the wood and do not remove on lanais and exterior framing. Should be in there somewhere about wood framing.. Also if tenant is responsible for the landscaping and mowing or maintenance</p>

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		that should be in also. Some tenants want the discount but do not maintain lawn, walkway, sidewalk, fencing (if dog or pet inside fencing) or landscaping. Mold is an issue and if Tenant is not performing regular vinegar wipe down or mold removal product from ceilings or walls it should be addressed. It should be done 1X a year as needed for no buildup.
10.		correct the pagination in the footer. If you do not need all the pages, you should be able to not print the ones you don't need and have the final page separate with a line where you can fill in the total number of pages and then attach the final page. For example, you only need 5 pages, not 16. The final page should be able to be attached as page 6. When the footer states page x of x pages that automatically makes you include all the pages, wasted or not, so there needs to be a way to shorten the form and address the pagination.
11.		I like the "Date of check-in inspection" line on the front page. And "Curtain rods" and "Door frames" lines added. I also like that the bottom half of the form has space to confirm check out items. The line about the tenant having 7 days to report anything that might have been missed that the tenant noticed once they moved in has been removed. I think the report should still allow the tenant a short period to report a condition issue that might not have been noticed during the check in.
12.		I believe it would be good to come up with a Standard Definition for "Normal Wear & Tear" that can be added to the form.
13.		I would like to see a form that was for a 1 Br, 1 ba and that pages could be added for additional rooms, as needed., instead of 11 pages for a studio or 1 Bedroom unit.
14.		Looks very comprehensive. Good job.
15.		To me, that of California one is much easier to fill out.
16.		This version is so much better--mahalo!!!
17.		Excellent, much more detailed
18.		Looks very workable
19.		Overall, a good revision, simple, less confusing. Excellent list of items, but need to add more blank lines for "Other," at top of last page.
20.		Could it be standardized further by adding check boxes for "operable", "exists", or "clean", "damage exists" "see photos" or "good, fair, poor" ...just a thought.
21.		Good form, better than the last but 11 pages?
22.		The problem with this form is it is made for typing in the data. You have very little room to print the form and write the data in as you are walking through the home.
23.		Overall, great! Due to importance of the check out inspection, especially for any repairs, I suggest a signature line for the Inspecting Agent...as this often goes to court, and not having any new initial or signature there seems a little bald.
24.		Can you add utilities on the items that can be deducted? Sometimes water is not paid. Also can the removal of a satellite dish be included somewhere? The company won't remove it but the tenants should.
25.		Word "check out" p11 implies a short term or vacation rental should be changed to "move out" to avoid future legal problems. The two column prior form is preferable, it is now difficult to add notes what has changed in new version. Has become too long. Needs to be about half

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		length with room to add additional pages. Does not mention that tenant has received info on Hawaii's landlord tenant code and where to find it. Part about repairs being deducted from security needs to be bold face, also needs a definition of "normal wear and tear." Many longer leases have periodic walk through requirements every six months, this is not mentioned, so there are often a variety of condition updates prior to final departure. No place to note that photos have been taken and that tenant has received a copy of photos. Perhaps the committee wants to have two forms, one for short term/vacation rentals and another for standard longer term residential rentals. This form creates more problems than it solves. It doesn't allow for updates, it's cumbersome and I personally would not use it without modification.
26.		The phrase about normal wear and tear exception is a problem. The standard is highly variable with different people. Remove it or add something like "in the sole discretion of the landlord".
27.		I love this new form. Would you consider putting something at the top, just below RENTAL TERM, an additional line that states if this is a SMOKING or NON-SMOKING unit, if the NON-SMOKING box is checked (or line is initialed) if the tenants smoke they will be charged for possible repainting, deep cleaning, dry cleaning, etc..
28.		Prefer current condition form. New one overkill except agree with adding list of make and model of appliances. Prefer old form, listing all keys provided and for which locks they apply
29.		Instead of a "one size fits all" I'd like to have individual, un-numbered pages that can be added as needed; such as a page with the kitchen, another for any generic space such as living rooms, family rooms, covered lanais, etc, a page with one bedroom and bath, another for garages and yards, or all the appliances not in the kitchen, and so on. We can use as few or as many pages as needed.
30.		Place the 14th day on the form , so the tenant can know what day the deposit will be mailed out. Maybe near the forwarding address section or by signature area.
31.		11 pages - good grief... not necessary.
32.		The Drart Form is much easier to use with lots of space for comments so will be more effective. Good job.
33.		I like the new version very much.
34.		You only have one column for comments, I presume the check in. Where do you make comments for the checkout? Discrepancies need to be noted somewhere. Are we to use a seperate form for check out? If so, the top of the first page needs to denote if its a check in or a checkout.
35.		The new Property Condition Form is much better than the old one which was in alphabetical order but is far too long and tedious. I used it once for another Realtor who was on vacation and literally went crazy. I will send a separate email with samples of my forms as a suggestion. The forms I created over my 43 years as a property manager are created on a spreadsheet, customized to each property where I can add or delete items and print it out. Then following a check-out inspection, make adjustments and use for the next tenant. A separate email with enclosures will follow.

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I received my salesman's real estate license in 1975 and by Broker's in 1980. I have been a member of the Honolulu Board of Realtors since 1975. Although I have had sales transactions, I have been primarily a property manager since 1975. There were no Standard Forms for property management and the best we could do was use the forms provided by RentCheck. They were as cumbersome then as they are now. The last form was a nightmare and I had to do it for a REALTOR® friend who was on vacation. Although I had my own blank forms to use, she had given me the HAR form to use for the house she managed in Mililani. When I got to the kitchen I was going from one side to another and swore I would never use it again, and I have not.

Prior to that time and through the years my standard form has evolved. First we typed a master and had it printed. Then manually filled in the form and then retyped it for each property, as tenants came and went. We made notes and filled in the "MOVE-IN" column using black or blue ink. We made copies and gave one to the tenant to sign and then they were to notify us within 14 days, if there were any discrepancies. When the tenant moved out, we used the same form and red ink to make notes for the "MOVE-OUT". Then back in the office, we used white-out on the original master for that unit retyped over the white-out and copied it for the next tenant and repeated the process. The Hawaii Landlord-Tenant Code requires that the agent prepare the **Inventory & Condition** form at the time the tenant moves in. Some agents take photos and that is great – but the **Inventory & Condition** Form is supposed to be in writing and done when the tenant moves in. I also think the title should be **Inventory & Condition** as referenced in the code.

By the late 1980's we had computers and I discovered Lotus 1-2-3 by the end of the 1980's. I have used 4 or 5 different spreadsheet software programs, but now we only have Excel. So I still have a master **Inventory & Condition** for apartments and houses. With Excel, I can add or remove rooms and in my case, I actually move the rooms around in the order or rooms from the front door to the back door. That is probably a bit anal, but it saves time through the years.

In my opinion, the new "Clean" form is far too long at 11 pages and a separate line is not needed for each individual item. It is no longer in alphabetical order but it could still be improved. As you can see from my forms similar items are combined: such as Floors/Baseboards, Doors/Locks, Sink/Faucets/Stoppers and so on. I also think the columns for the Move-in and Move-out should be there. I have a wide column for the description and then two narrow columns for the MOVE-IN and MOVE-OUT. I use the DESCRIPTION column to write in model numbers, serial numbers, age or color. It saves time when a repair is needed to have the model numbers and age available when calling a vendor for repair. I use the end of the form with TO DO items and then I have one place to summarize as shown on C3.

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		<p>Enclosed are three sets of samples in PDF format; A 1-3 is a blank apartment form similar to the HAR Clean Draft. B 1-3 is a filled in form for a new tenant without notes. C 1-3 is a completed form showing the condition at MOVE-IN in black ink and the condition at MOVE-OUT in red ink. D-1 is a blank house form, incomplete on the last page – also similar to the HAR Clean Draft. I found it easier to have two separate forms for the different types of properties as houses have lawns, carports or garages and usually back doors.</p> <p>I will be retiring in the next few months from the day-to-day duties of property management, although my license and membership will be active. I plan to provide information and forms with Mom & Pops and others who do not have professional management services nor access to professional real estate forms. I like to create forms and have several folders with forms I have created. I look at other forms and see how they can be improved, but have never copied them. I am also willing to work with the Standard Forms Committee if they are interested.</p>
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