ESSEX PROPERTY TRUST, INC.

Enter the date of the unit punch.

Enter property name.

Enter unit number.

DATE | PROPERTY | UNIT

LIVING ROOM	A	D
Light fixtures/Celling Fan		
Outlets/Outlet Covers		
Switches/Wall plates		
Heaters		
Thermostat		
Paint/Texture/Drywall		
Flooring		
Baseboard/Trim		
Horizontal Blinds		
Fireplace Surround		
Window Sills		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		

PASS WITHOUT CONDITIONS (FINAL SIGN OFF)

GC — Date

OPS — Date

PM — Date

Sign here only if you have not "Declined" a line item and you accept the unit as is.

PASS WITH CONDITIONS (PUNCH SIGN OFF)

GC — Date

OPS — Date

PM — Date

Sign here if you have checked "Decline" on one or more of the line items.

NOTES

You may revise the line items to follow the approved scope of work at your property.

This area is to be used to explain why a line item was checked "Decline". Please give detail in writing

"A" Accept
Check the boxes below if you find the line item in acceptable working condition.

"D" Decline
Check the boxes below if you find the line item in unacceptable condition.

KITCHEN	A	D
Stove		
GFI		
Fridge		
Dishwasher		
Microwave (Hood)		
Outlets/Plates		
Light Fixture		
Sink		
Faucet		
Light Switches/Plates		
Aerator		
New Counter Tops		
New Cabinets		
Plumbing		
Garbage Disposal		
Shelving (for pantry etc.)		
Stove Hood		
Flooring		
Base/Trim		
Paint/Texture/Drywall		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		

You may revise the line items to follow the approved scope of work at your property.

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BEDROOM (S)	Master		Bed 2		Bed 3	
	A	D	A	D	A	D
Ceiling Fan						
Outlets/Plates						
Switches/Plates						
Heaters						
Flooring						
Base/Trim						
Paint/Texture/Drywall						
Closet Door						
Closet Shelving						
Bedroom Door						
Bedroom Door Hardware						
Blank						
Blank						
Blank						
Blank						
Blank						
Blank						
Blank						

BATHROOM (S)	Master		Bath 2		Bath 3	
	A	D	A	D	A	D
Tub/Surround						
Shower head & hardware						
Shower Rod						
Vanity						
Vanity Countertop						
Toilet/Seat						
Plumbing/Faucet						
Towel bar/Toilet Paper Holder						
Mirror/Medicine Cabinet						
Light Fixture						
Heat Lamp/Ventilation Fan						
Paint/Texture/Drywall						
Flooring						
Base/Trim						
Blank						
Blank						
Blank						
Blank						

DINING ROOM	A	D
Ceiling Fan		
Outlets		
Outlet Plates		
Flooring		
Paint/Texture		
Drywall		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		

MISC. ITEMS	A	D
Hot Water Tank		
Washer/Dryer Appliance		
Smoke Detectors		
Blinds		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		
Blank		