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Disclaimer: The information provided herein may not be a complete statement of the requirements under the MHT Master Ground Lease (“Ground Lease”) or the applicable CC&Rs. If there is any conflict between this document and the Ground Lease or the CC&Rs, the terms of the Ground Lease and the CC&Rs shall govern.

What is the Annual Exterior Inspection Process and Policy?

[Refer to MHT Ground Lease Article 4.2, 4.6 and 7.5](#)

The expectations for homeowners in maintaining their homes is also expressed in the Covenants, Conditions, and Restrictions (CC&Rs). Please refer to the CC&Rs of your specific neighborhood for guidelines.

Process

MHT Staff will send notice in advance of the visit.
MHT staff will take exterior photographs to update the home’s file.
Staff will examine overall maintenance of the home and land. See attached staff checklist.

Exterior items	Observations	Needs attention
Siding and trim	Visible damage or excessive wear?	
Roof	Signs of damage or leaks?	
Exterior paint (if applicable)	Chipping, peeling, or excessive wear?	
Foundation Walls	Any cracks or damage?	
Condition of land, fencing, and other CC&R requirements	Refer to specified neighborhood CC&Rs agreements. CCR compliance concerns identified during annual inspection will be forwarded to the neighborhood HOA.	

Possible outcomes of this annual visit include:

- a. Communication with the homeowner to discuss any maintenance issues (if any). If the exterior of the home shows deferred maintenance, program staff will give written notice.
- b. In accordance with Section 4.2 of the Master Ground Lease, the Homeowner is required to maintain his or her Home and Land in a responsible manner. If the Homeowner has failed to comply with his or her obligations to maintain the House or the Land as required by the Master Ground Lease, and fails to cure (or make substantial progress toward curing) such noncompliance within 60 days after notice thereof, then MHT may commence legal procedures as stated in Section 12.4 of the Master Ground Lease.
- c. Communication with neighborhood HOA regarding any CCR related compliance issues.

I have read and understand the inspection results and agree to take steps necessary to address the problems identified.

Homeowner signature: _____

Date _____

Homeowner signature: _____

Date _____

Methow Housing Trust Staff signature: _____

Date: _____