Deep Bay Cottage Management

705-706-5433 | kevin@deepbaycottagemanagement.ca | deepbaycottagemanagement.ca

RECIPIENT:

Test Client
Gravenhurst, Ontario P0E 1G0

Job #SAMPLE

Scheduled Oct 01, 2026

Cottage Health Visit Checklist

Cottage Health Visit

Visit Type	Scheduled

Executive Summary

Overall property status for this visit	All Clear
Was the owner contacted during or immediately after this visit?	No
If yes — contact method and time	
Summary notes (required if status above is not All Clear)	During my visit, everything was found as it was expected to be. Leaves are starting to accumulate in your eavestroughs, so you may want to keep an eye on that before we get snow.

Section: 01 — Access, Arrival & Security

Driveway / access route passable and clear	All Clear
No signs of forced entry, vandalism, or trespass (walked all sides)	All Clear
All exterior doors and windows secure on arrival	All Clear
Alarm / security panel — indicator status observed (visual only; not armed, disarmed, or tested)	All Clear
Mail, flyers, or deliveries collected / none present	N/A
Exterior lighting — visual condition as instructed (if applicable)	All Clear
01 — Section notes (required if any item above is not All Clear)	Everything was all clear and found as expected.

Section: 02 — Roof, Structure & Visible Snow Conditions

Roof, shingles, and flashing — visual from ground level	All Clear
Snow load on roof — normal or heavy	N/A
Ice dams or significant icicle formation at eaves	N/A
Eavestroughs and downspouts attached and clear (visual)	Monitor
Chimney and roof vents visually intact	All Clear
Photo — heavy snow load or ice dam (attach only if flagged above)	

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02 — Section notes (required if any item above is not All Clear)	Leaves and pine needles are starting to build up on your eaves, you may want to keep an eye on this before we start to get snow.

Also included in every full Cottage Health Report

Omitted from this sample. Each section is completed on every visit, in the same order.

Section: 03 — Exterior, Grounds & Trees

Section: 04 — Interior Environment & Visible Water Intrusion

Section: 05 — Plumbing & Water Systems

Section: 06 — Heating, HVAC & Fuel Level

Section: 07 — Electrical, Mechanical & Life-Safety Indicators

Section: 08 — Septic Area & Visible Drainage

Section: 09 — Dock & Waterfront

Section: 10 — Seasonal & Winter Protocol (Nov 1 – Apr 30)

Departure checks · Scope & limitations · Signed representative attestation

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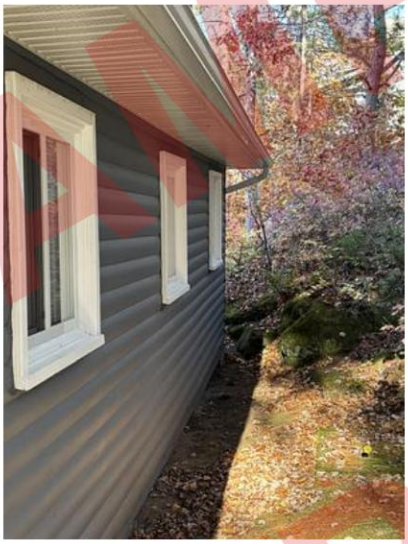
Section: Photo Evidence — Visit Proof

driveway (clear, no washouts)



front elevation (proof of presence)





shoreline / waterfront (docks, decks as feasible)





rear / water-side elevation



This is the actual report you receive after every Cottage Health Visit

Real cottage, real photos. The same format every visit, so changes are easy to spot.

- Overall status and a plain-language summary on page one
- 10 sections and 45+ checkpoints, completed in the same order every visit
- Photos of your property with every report
- Signed by Kevin Mertens, who performs your visits

Questions? 705-706-5433 | kevin@deepbaycottagemanagement.ca

SAMPLE