

# Leak Response Checklist for Condominium Owners



Use this checklist to track your next steps. For full guidance and responsibility details, refer to the Condominium Owner Leak Reporting & Responsibility Guide on our website:

<https://blackstoneam.com/condoleak/>

<input type="radio"/> Stop using water at the affected fixture, if possible.
<input type="radio"/> Shut off unit water supply if the leak is severe.
<input type="radio"/> Document the leak and any visible damage (photos/videos)
<input type="radio"/> Write down the date/time the leak was first noticed.
<input type="radio"/> Submit a Maintenance Request (Owner Portal or Mobile App).
<input type="radio"/> Upload photos/videos/notes to the Maintenance Request.
<input type="radio"/> Notify neighboring units if the leak may involve another unit.
<input type="radio"/> Await guidance from management (email/phone/portal message).
<input type="radio"/> Contact a licensed plumber/contractor if directed.
<input type="radio"/> Obtain written contractor estimates for needed repairs.
<input type="radio"/> Submit estimates if repairs may exceed the \$10,000 deductible.
<input type="radio"/> Retain invoices, estimates, and documentation for your records.
<input type="radio"/> Do not assume the Association is responsible for the leak.

*This checklist is a practical tool only. If you have questions or an unusual situation, please contact management through the Owner Portal or mobile application.*

