

**From:** Richard Kahn <[REDACTED]>  
**To:** "jeffrey E." <jeevacation@gmail.com>  
**Subject:** Fwd: Sam's apartment punch list  
**Date:** Wed, 29 Jul 2015 21:56:56 +0000

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FYI

Richard Kahn  
HBRK Associates Inc.  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Begin forwarded message:

**From:** Leighton Allenby <[REDACTED]>  
**Subject:** Sam's apartment punch list  
**Date:** July 29, 2015 at 1:09:05 PM EDT  
**To:** Anna Rodriguez <[REDACTED]>  
**Cc:** Daphne Wallace <[REDACTED]>, Leighton Allenby <[REDACTED]>

Hello Anna,

Sams cottage punch list as we discussed - please have completed before my arrival on Sunday. Enjoy the weekend with your children, thanks for all your help and I will see you on Sunday!

Leighton

1. Light in shower hanging and light out and its missing the frame
2. Light in bedroom hanging - use a white adhesive calking to hold in place
3. Install a shade for bath window to match rest of apartment shades - no privacy
4. Mold removed from inside of the 3 AC's when service company comes
5. TV's not working
6. Apple TV not working
7. I need a color printer/scanner/fax
  1. wireless/Mac Book Pro compatible
  2. spare ink
  3. 2-reams of paper
  4. wire to connect to printer/laptop should wireless go down
8. Wires to left of tv need to be cleaned up
9. Fix ac remote - not working
10. Toilet paper holder in 1/2 bath needs rod replaced -its missing
11. Remove old cable box - I put on top of table in kitchen/this might need to be returned?
12. Plug in air fresheners - two need to be replaced as they are empty
13. Is there a desk and chair for the apartment in storage - if not I will order
14. Map with all building locations/names and also any other important areas to Mr. Epstein as discussed

15. Replace two towels that were burned on heated towel rack - heated towel racks should be unplugged in all areas when owner/guest leave
16. Straighten TV mounted on wall in bedroom/its really crooked
17. Flagging tap
  1. (12) green
  2. (12) pink
  3. (12) orange
  4. (6) permean black markers - fine point
18. i-Pad missing charging cord and its dead
19. Manuel to operate phones - I need to read to understand system
20. Charging port for phone on black ATV needs to be replaced - I spoke to Carl about this
21. Cutting board is needed
22. Ice cube trays needed - Three
23. Knives are dull - is there an electric charger on the Island I can use
24. Can you have someone clean apartment before I arrive on Sunday - Thanks
  1. Microwave inside needs cleaning from previous occupant
  2. greasy kitchen floor
  3. Vacuum lint trap in dryer - full of rust/debris
  4. Dirt under laundry doors

Leighton Allenby