

REQUIREMENTS

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|--|---|
| <input type="checkbox"/> Summary of building condition, property location, and any hazards | <input type="checkbox"/> Color photos of exterior and interior of building and surrounding property |
| <input type="checkbox"/> Square footage of property | <input type="checkbox"/> Recommendations list – <i>attach supporting photograph(s)</i> |
| <input type="checkbox"/> Building construction type | <input type="checkbox"/> Address confirmation, if applicable |

BUILDING CONDITION

Overall **exterior** condition of the building should be surveyed and reported on the following:

- No clear and obvious structural concerns
- Property has no signs of vandalism, graffiti, significantly worn paint
- Exterior is maintained including stairs and porches
- Property is free from holes in roof, walls, windows and has no signs of general decay or neglect
- All doors and windows are in good condition and properly secured, IE: No broken windows, open doors, etc..
- Roof appears in good condition with no noticeable deterioration of shingles, flashing, fascia. (Not necessary to go on the roof)
- Optional: Roof hatches and vents are properly secured
- Additional structures on the premises
 - Overall condition of other structures on premises

Overall **interior** condition of the building should be surveyed and reported on the following:

- Electrical system in good working order
 - Wiring or Breaker type and condition
 - Age of electrical wiring and box
- Plumbing System is in good working order with no signs of leaks or water damage
- Age of plumbing system
- Heat is maintained in the winter months or water is shut off and lines are drained
- HVAC system is in good working order and heat is maintained in the wintertime
- Interior Housekeeping is in good condition with no debris or evidence of occupancy
 - No signs of vermin or infestation
 - No combustible materials on premises
- Interior Structural condition
 - Walls, ceilings, partitions, doors, and basement in sound condition

Note: If property appears to be occupied by a business, please note accordingly and provide any relevant details in the inspection write-up.

HABITATIONAL Inspection Checklist

OPERATIONS

1. Number of units:
 - a. Number of vacant units: _____
 - b. Are apartments provided furnished or unfurnished? Furnished Unfurnished
 - c. Are leases or rental agreements used or are rentals month-to-month? Rental Agreements Month-to-month
2. Are services provided such as coin-operated laundry or snow removal? Yes No
 - a. Any pools, sport facilities, or playground equipment? Yes No
If "Yes," please use a separate supplement to provide details.
3. Are there any fireplaces or woodstoves? Yes No
 - a. Please indicate frequency of chimney cleaning: _____
 - b. Woodstove installation adequate, clearances, and shielding from combustible surfaces
4. Incinerators / trash chutes? Yes No
5. Use of space heaters (electric and kerosene)? Yes No

AREA AND CRIME

1. Type of neighborhood (i.e. – Commercial, Residential): _____
2. Type of area (i.e. – Urban, Rural): _____
3. Neighborhood trend(s): _____

SECURITY

1. Is a security guard present? Yes No
 - a. If "Yes," are they armed? Yes No
2. Exterior lighting is present and intact Yes No
3. Fire and theft protection:
 - a. Is there an active alarm system with monitoring? Yes No
 - b. Is the fire sprinkler system in good working order? Yes No
 - c. Are smoke detectors installed and in good working order? Yes No

GENERAL HOUSEKEEPING AND MAINTENANCE

1. Exterior land is free from excessive litter, trash, and debris? Yes No
2. Property is free from yard debris or overgrown, dead, or decayed trees, trees that overhang or touch the roof, weeds, or other overgrown vegetation? Yes No
3. Sidewalks and areas used by the public are in good working condition with no slip and fall hazards? Yes No
4. Parking areas, driveways, and curbs are in good condition with no slip and fall hazards? Yes No