

Property Maintenance Inspection Report

U.S. Department of Housing
and Urban Development
Office of Housing
Federal Housing Commissioner

OMB Approval No. 2502-0306 (exp. 09/30/2008)

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required in order to administer the Property Disposition Sales Program (24 CFR Part 291). The information is used to document routine property maintenance inspections on acquired properties. It is also used to monitor contractor performance in repairing properties. This information is needed to administer procurement contracts for goods and services for acquired properties. If this information were not collected, HUD would not be able to administer the Property Disposition Sales Program properly to avoid waste, mismanagement, and abuse. While no assurances of confidentiality are pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

1. Property Address	2. Case Number
3. Real Estate Asset Manager	4. Is the property occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No

Exterior Inspection	Yes	No	Interior Inspection	Yes	No
5. Is the lawn cut?			20. Are the Kitchen and bath rooms acceptable?		
6. Is the yard free of debris?			21. a. Is the heating/cooling system on?		
7. Does the roof look okay?			b. Is the water on?		
8. Are the appropriate signs posted?			c. Is the electricity on?		
9. Are all exterior doors secure?			22. a. Is the heating/cooling system in good working condition?		
10. Is the appropriate lock box being used to allow access to the property?			b. Is the plumbing in good condition?		
11. If there is a garage, is it secured?			c. Is the electrical system in good working condition?		
12. Are the windows boarded?			23. Any evidence of roof leaks or damage caused by leakage?		
13. Are all windows secured?			24. Any evidence of flooding/water damage?		
14. Any there any problems/hazards in the yard or with the exterior of the property?			25. Any major structural damage?		
15. If there is a pool or spa, is it covered and are all gates secure?			26. Any vandalism?		
16. Any defective exterior paint?			27. Are emergency or preventive maintenance repairs needed?		
17. Any major cracks in foundation or exterior walls?			28. Any defective interior paint?		
18. Is the general exterior appearance good?			29. Is the property's general interior appearance good?		
19. Is the interior broom-clean and free of debris?			30. Is REAM or a representative making regular inspections?		

Remarks/Observations

31. Check items present

<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Dishwasher	<input type="checkbox"/> Garbage Disposal	<input type="checkbox"/> Oven/Range	<input type="checkbox"/> Microwave	<input type="checkbox"/> Kitchen Vent Fan
<input type="checkbox"/> A/C Condenser	<input type="checkbox"/> Heating Unit	<input type="checkbox"/> Water Heater	<input type="checkbox"/> Other (include personal property and list below)		

The undersigned certifies that the information on this form is based on an actual site inspection of the property and is complete and accurate.
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of REAM Realty Specialist Realty Specialist Supervisor Fee Inspector HUD Staff Date (mm/dd/yyyy)