

**Housing Trust Fund  
2017 Request for Proposals**

**A. Overview**

MaineHousing is seeking applications from qualified developers to finance the creation of affordable rental housing within the State of Maine for extremely low income (30% or less of Area Median Income) households for a minimum of 45 years. The source of funds for this RFP is the federal Housing Trust Fund (HTF). MaineHousing has made up to \$2,700,000 of HTF funding available for this RFP.

All applications will be required to address one or more of the following Consolidated Plan priorities: Improve Housing Quality, Expand the Supply of Affordable Housing, and/or Help Maine People Attain Housing Stability. Additionally, MaineHousing will require that each eligible recipient certify that housing assisted with HTF funds will comply with HTF requirements.

Per-unit cost limits are based on unit type and aligned with Maine’s HOME program limits.

<b>Unit Type</b>	<b>Per-unit Cost Limit</b>
Efficiency/Studio	\$140,107.00
1 Bedroom	\$160,615.00
2 Bedroom	\$195,304.00
3 Bedroom	\$252,662.00
4 Bedroom	\$277,344.00

MaineHousing will award additional points to projects that spend less than the maximum subsidy amount of HTF per unit.

**B. Eligible Applicants**

- Not-for-profit organizations
- Municipalities
- Tribal Housing Authorities
- Public Housing Authorities

**C. Eligible Uses**

The creation of affordable rental housing within the State of Maine for extremely low income (30% or less of Area Median Income) households for a minimum of 45 years. Eligible activities include the following:

- Acquisition and rehabilitation of existing housing units
- Adaptive re-use of existing buildings for rental housing or new construction of rental housing units

## D. Process

The process by which projects receive funding from this RFP occurs in three distinct stages: pre-application; application; and development underwriting. A summary of these three stages follows.

### *Stage I: Pre-Application*

#### *a) Site Review and Evaluation*

MaineHousing must conduct a site review and evaluation for a proposed project prior to an application being submitted under this RFP. The purpose of the evaluation is to allow MaineHousing to determine the prospective project's suitability for housing. MaineHousing will evaluate the physical site to determine whether it:

- Is adequate in size, exposure and contour to accommodate the number and type of units proposed;
- Has adequate utilities and streets to serve the site;
- Promotes greater choice of housing opportunities and avoids undue concentration of assisted persons in areas containing a high proportion of persons with low incomes;
- Is accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
- The ability to provide site and building accessibility at a reasonable cost for persons with mobility impairments;
- Potential environmental concerns, and;
- Is located such that travel time and cost via public transportation or automobile to places of employment is not excessive.

Additionally, the development and operating costs will also be evaluated to ensure that there is adequate capital to produce the project and fund the ongoing operations on the indicated site. If a prospective project is deemed unsuitable based on the evaluation, the project is not eligible to apply for funding under this RFP, and MaineHousing will notify the applicant in writing.

MaineHousing will conduct the Site Review and Evaluation upon receipt of a completed **Housing Trust Fund Pre-Application (ATTACHMENT A)**. HTF Pre-Applications must be received no later than **5:00 P.M. Thursday June 15, 2017**.

MaineHousing will notify the applicant as to whether the submitted application meets programmatic requirements, and whether it may be improved upon for the Full Application stage.

#### *b) Housing Quality Standards Inspection*

Applicants proposing projects involving the acquisition and rehabilitation of existing residential units that will receive project-based Section 8 Housing Choice Vouchers or project-based HUD-Veterans Affairs Supportive Housing Vouchers must have a Housing Quality Standards (HQS) inspection performed by MaineHousing prior to application. The HQS inspection will require that the HQS inspector have access to the entire building, both interior and exterior. Applicants will need to coordinate with real-estate brokers and/or property owners to ensure that the HQS inspector has full access to the building.

Proposed properties are not expected to meet HQS standards at the time of application. The HQS inspection that will be conducted prior to application will only gauge the degree to which a particular property fails to meet the HQS standards. The scoring for applications will not be affected by the degree of non-compliance with HQS at the pre-application stage.

Projects involving acquisition and adaptive re-use of existing structures that were most recently used for non-residential purposes will not require an HQS inspection prior to application.

### ***Stage II: Full Application***

Applications for this RFP must be received by MaineHousing no later than **5:00 P.M. Thursday, August 17, 2017**. Applications will be date stamped to verify receipt by the application deadline. Please fill out and include a Housing Trust Fund Pro Forma which is available on the MaineHousing website at:

<http://www.mainehousing.org/docs/default-source/development/housing-trust-fund/housing-trust-fund-pro-forma.xls>

MaineHousing will employ the following process to determine which applications will be selected for funding:

- a) MaineHousing staff will review each application to ensure that the application is complete and meets eligibility criteria, including the submission of required attachments. Incomplete or ineligible applications will be returned to the applicant and will not be processed further by MaineHousing. Complete applications that satisfy the eligibility criteria will be submitted for scoring.
- b) All complete applications will be scored by a committee convened by MaineHousing. MaineHousing may request representatives from non-MaineHousing sources to serve on the scoring committee. Non-MaineHousing representatives on the scoring committee will not have any conflicts of interest (as determined by MaineHousing) related to any application submitted under this offering.
- c) Projects will be selected for funding by rank until funds for this RFP are no longer enough to fund the next ranked project. Remaining funds may be rolled over into the following year's program, or distributed by MaineHousing to successful applicants under the 2018 Qualified Allocation Plan for Low Income Housing Tax Credits which awards a point to applicants who agree to accept an HTF allocation.
- d) The scoring committee's funding recommendations will be forwarded to the Director of MaineHousing. The recommendation to fund may be accepted, denied or modified.
- e) If applicable, MaineHousing will notify the HUD field office of the intent to provide project-based Section 8 Housing Choice Vouchers or project-based HUD-Veterans Affairs Supportive Housing Vouchers for the additional units funded under this RFP. HUD will determine if MaineHousing's annual budget authority to provide project-based assistance is within the allowable limits for the programs.

- f) MaineHousing will issue a Notice to Proceed to the applicants who are selected. The Notice to Proceed will outline the development process, note any deadlines, and notify the developer as to which MaineHousing staff will be assigned to their project.
- g) The applicant will acknowledge receipt of the Notice to Proceed by sending MaineHousing a written timeline for the completion of key development activities. The list of key development activities will be contained in the Notice to Proceed.

***Stage III: Development Underwriting***

The applicant will complete all development activities necessary to demonstrate that the proposed project is financially, legally, physically, and operationally viable and compliant with program requirements.

- a) Upon the demonstration of a viable project, MaineHousing staff will complete its due diligence process including an environmental review.
- b) Projects that are successful through the steps above will be presented to the MaineHousing Loan Committee. The Committee will forward funding recommendations to the MaineHousing Director.
- c) Projects that are approved for funding by the MaineHousing Director will be sent a term sheet that includes key terms and conditions associated with the MaineHousing subsidy funds.
- d) MaineHousing will issue a closing agenda. The closing agenda will contain items that will need to be satisfied for purposes of a closing on the subsidy funds.

An applicant may appeal MaineHousing’s determination that a prospective project is unsuitable to MaineHousing’s Director within 20 days of the date of the notice from MaineHousing. The appeal must be in writing and identify the applicant and the project. The applicant may submit additional information not previously provided to MaineHousing with the appeal if the applicant believes the information is relevant to the suitability of the project. MaineHousing’s Director will promptly respond with a written decision on the appeal. An applicant must use and complete this appeal process before pursuing other remedies. A decision by MaineHousing’s Director pursuant to this appeal process constitutes final agency action with respect to the site review process described in this part.

**E. Required Documentation**

The following documentation is **required** with all applications:

- 1) IRS 501(c)(3) tax-exemption determination letter (if applicable);
- 2) Corporate resolution demonstrating the authority to incur the liability of financing;
- 3) Completed set of MaineHousing pro forma;
- 4) Applicants seeking project based Section 8 Housing Choice Vouchers from MaineHousing need to submit a letter from the local public housing authority. This requirement applies to all projects that will be located within a municipality in which a

- local housing authority is located. The letter from the local housing authority must state that the local housing authority cannot provide the vouchers.
- 5) Site control documentation;
  - 6) Executive Summary

Please provide a narrative that addresses each of the following items concerning the *applicant*:

- a) Legal name of the non-profit applicant.
- b) Current legal status of the non-profit applicant.
- c) Identity and mailing address, phone, fax and e-mail address for the applicant's contact person.
- d) Brief history and description of applicant, to include: date of incorporation; current staffing levels; primary corporate activities; geographic area of operations; constituency and clientele of applicant.
- e) Projected corporate net income and fund balance for the current fiscal year.
- f) Applicant Taxpayer Identification Number (TIN).
- g) Previous use of MaineHousing funding or programs.
- h) Current real estate assets that are in default or foreclosure with a lending institution or that are otherwise experiencing substantive problems.

Please provide a narrative that addresses each of the following items concerning the *project*:

- a) Legal address of the property.
- b) Description of the existing structure, including the following: number of stories, design, foundation, condition, estimated age, utilities (municipal or private), current use, historic use(s), time on market, number of units, number of accessible units, number of on-site parking spaces per unit, observable environmental concerns, and observable any stationary above-ground oil or kerosene tank of more than 100 gallons, propane tanks of any size, or tanks of any size containing industrial fuels or chemicals or other hazardous substances on either the target property or the abutting properties.
- c) Description of any non-residential space.
- d) Description of any historical significance or locations within an historic district.
- e) How Consolidated Plan priorities will be addressed.
- f) All funding requested from MaineHousing and other sources.

An application missing any of these attachments will be deemed incomplete and will be returned to the applicant.

## **F. Scoring Criteria:**

Accepted applications are added to a pool for scoring based on the categories below. When appropriate, scoring shall be based on comparisons between applications received in the same round. Documentation that is received after the time of application will not be used in the scoring unless it is requested by MaineHousing. MaineHousing may reject any documentation deemed to be insufficient, unsupported, or inadequate for the particular scoring criteria.

### **Component I: Project Feasibility (Maximum of 20 Points)**

Please provide documentation that addresses each of the following:

- a) A development budget **(up to 15 Points)** for the proposed project demonstrating:
  - viability,
  - accuracy,
  - completeness,
  - reasonableness, and
  - competitiveness in the local market.
- b) If applicable, proposed sources of non-MaineHousing development capital, and the status of the applicant's efforts to secure it. Please include formal letters of commitment with the application. **(up to 5 Points)**

### **Component II: Organizational Capacity (Maximum of 14 Points)**

The development team may include consultants, design professionals, contractors and other real estate professionals. Please describe the development team's:

- a) Financial, staffing and managerial capacity to develop real estate projects;
- b) Current pipeline of projects in progress;
- c) Experience in developing real estate projects within budgets and in a timely fashion;
- d) Experience owning and/or managing real estate assets;
- e) Experience developing and operating supportive housing;
- f) Experience addressing the service needs of homeless and/or special needs populations;
- g) Collaborations with other service providers that will be developed in order to address the service needs of the project's target population.

### **Component III: Degree to which the applicant will serve the homeless population. (Maximum of 14 Points)**

- a) For projects serving the homeless populations, up to a maximum of **8 points** may be awarded for projects that will serve the highest and greatest need as determined by the location of the project and the project's target population. Projects will be evaluated on a need that is based upon data gathered and compiled by the MaineHousing Homeless Department, the Homeless Management Information System; and MaineHousing Planning Department.
- b) For projects serving homeless populations, **6 additional points** will be awarded for projects that commit to serve either chronically homeless populations as defined by HUD\* or "long-term stayer" populations as defined by the Maine Statewide Homeless Council.

The Maine Statewide Homeless Council defines a "long-term stayer" as an individual (or household member) who has been residing in a homeless shelter for 180 days or more out of the last 365 days.

\* <https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf>

#### **Component IV: Accessibility Incentive (Maximum of 12 Points)**

Applicants will be awarded **3 points for each accessible unit** that exceeds the number of accessible units required by this RFP. The standard for voluntary units will be Type A Unit – ANSI A117.1 – 2009 accessible units. Please provide a narrative that addresses the number and types of accessible units that are required by Federal, State and local accessibility laws, regulations and standards, including a determination of which design standards apply and why.

#### **Component V: Leveraged Funds (Maximum of 12 Points)**

Please provide documentation details regarding the source of the assistance and the time-frame for implementation for:

- a) Project-based rental assistance provided for the project from a source other than MaineHousing. **(up to 6 Points)**
- b) Non-MaineHousing leveraged funds development capital or operational funding. **(up to 3 Points)**
- c) Non-federal leveraged funds (other than market rate loans and other MaineHousing resources) for development capital or operational funding. **(up to 3 Points)**

#### **Component VI: Priority based upon geographic diversity (Maximum of 12 Points)**

MaineHousing will regard the entire State of Maine as the eligible area for purposes of the HTF. Applicants will receive additional scoring points for projects that will be developed in census tracts that have been designated as high opportunity areas as set forth in MaineHousing's 2017 Qualified Allocation Plan.

**Component VII: Readiness (Maximum of 10 Points)**

- a) Site Control/Municipal Compliance **(up to 6 Points)**
  - If the site is owned by the applicant, please enclose a copy of the deed. **(4 Points)**
  - If the site is not owned by the applicant, please provide either evidence of contract, i.e. purchase and sale contract or an option agreement. **(up to 3 Points)**
  - If the municipal code enforcement officer (or comparable municipal official) has provided a letter(s) confirming that the proposed project complies with the local land use ordinances, and/or is a permitted use within the applicable zone, please include a copy of the letter(s) with this application. **(up to 2 Points)**
  
- b) Design and Engineering **(up to 4 Points)**  
 Applications should include preliminary design and investigative work products that describe the proposed scopes of work necessary to achieve program compliance. Such documentation should be prepared by contractors, engineers, and/or architects familiar with MaineHousing construction standards, and be specific to the project. Points will be awarded to applications that submit full-sized, to-scale conceptual site plans, floor plans (including the identification of accessible units), typical building elevations and/or recent photographs, specifications, and a detailed cost estimates.

**Component VIII: New Extremely Low Income Units (Maximum of 6 Points)**

Applications will receive points based on the number of new Extremely Low Income units being added to the state’s supply of rent and income restricted affordable housing. (0-6 points; 1 point for each new unit up to a maximum of 6 points)

**Bonus Points: Limiting Per-unit Costs**

Unit Type	Per-unit Cost Limit	5% Below Limit	10% Below Limit	15% Below Limit	20% Below Limit	25% Below Limit
	<i>No Additional Points</i>	+2 <i>Points</i>	+4 <i>Points</i>	+6 <i>Points</i>	+8 <i>Points</i>	+10 <i>Points</i>
Efficiency/Studio	\$140,107	\$133,102	\$126,096	\$119,091	\$112,086	\$105,080
1 Bedroom	\$160,615	\$152,584	\$144,554	\$136,523	\$128,492	\$120,461
2 Bedroom	\$195,304	\$185,539	\$175,774	\$166,008	\$156,243	\$146,478
3 Bedroom	\$252,662	\$240,029	\$227,396	\$214,763	\$202,130	\$189,497
4 Bedroom	\$277,344	\$263,477	\$249,610	\$235,742	\$221,875	\$208,008

## G. PBVs/811s

Project-based vouchers (PBVs) for rental assistance, from MaineHousing or other sources, may be used along with deferred (non-amortizing, non-interest-bearing) debt funded by the HTF. If intending to apply for PBVs, projects must also meet the eligibility requirements for federally-funded PBV Program (24 CFR Part 983). If applicants do not wish to apply for PBVs, or determine that their proposed project is not eligible, they should indicate this in the application cover letter.

Additionally, HUD's Section 811 Project Rental Assistance (PRA) Program is eligible for use with Housing Trust Fund awards. For more information please visit our 811 PRA website: <http://www.mainehousing.org/811pra>

## H. Rehabilitation Standards

MaineHousing will defer to the 2016 Quality Standards and Procedures Manual (located on the MaineHousing website at: <http://www.mainehousing.org/docs/default-source/development/2016-quality-standards-and-procedures-manual.pdf?sfvrsn=4>) to ensure that the rehabilitation standards located at 24 CFR §93.301[b] are met for all housing units rehabilitated with HTF funds. In addition to the standards, codes, and regulations covered in the MaineHousing Manual, MaineHousing will further require that:

- The project team shall provide an estimate (based on age and condition) of the remaining useful life of the major building systems upon project completion. MaineHousing will require that adequate monthly payments are made to a replacement reserves account to ensure future funding for the replacement of any system that has a remaining useful life less than the applicable period of affordability. Major systems include: framing/structural support, roofing, building envelope (i.e. windows, doors, and siding), plumbing, electrical, and heating, ventilation, and air conditioning (HVAC).
- For multifamily housing with 26 or more total units, the useful life of systems must be determined through a Capital Needs Assessment that determines the timing of work to be performed and cost.

MaineHousing will conduct on-site inspections with qualified UPCS inspectors to identify any deficiencies from HUD's Uniform Physical Condition Standards (UPCS) at the onset of all projects. Any such deficiencies will be addressed in the renovation scopes of work. If necessary, follow-up inspections will be conducted at the completion of the project to ensure any and all identified deficiencies have been properly addressed. Please refer to **ATTACHMENT B: Uniform Physical Conditions Standards for Multifamily Housing** for more information.

## I. Lead-based Paint

Unless a property or housing unit is exempt from HUD's lead-based paint regulations at 24 CFR Part 35, as provided in §35.115, MaineHousing will require the following for rehabilitation activities assisted with HTF funds:

- a) Prior to the start of any rehabilitation work at a project site, a lead-based paint (LBP) risk assessment by a Lead Risk Assessor certified by the Maine Department of Environmental Protection (the Maine DEP), and paint testing on painted surfaces to be disturbed or replaced during rehabilitation activities, including housing units, common areas servicing the units and exterior painted surfaces, will be conducted in accordance with the Part 35 requirements and established protocols under the Maine DEP's Lead Management Regulations – Chapter 424 (Maine DEP Lead Regulations), including a written report with findings, conclusions and recommendations.
- b) If the LBP risk assessment indicates the presence of LBP, the Part 35 provisions for the level of federal rehabilitation assistance applicable to the project, and any related requirements of the Maine DEP Lead Regulations, will apply to the project, as follows:
  - 1) Projects receiving an average of \$5,000 or less per unit in federal rehabilitation assistance.
  - 2) Projects receiving an average of over \$5,000 but no more than \$25,000 per unit in federal rehabilitation assistance.
  - 3) Projects receiving an average of more than \$25,000 per unit in federal rehabilitation assistance.
- c) Ongoing LBP maintenance and re-evaluation in accordance with §35.1355 will be required if LBP has been identified on a project site.

## **J. Environmental Requirements**

In order to receive an HTF award from MaineHousing, an applicant/project must meet all programmatic requirements of the Housing Trust Fund (24 CFR Part 93). MaineHousing will conduct an environmental review under HUD's environmental review requirements for the HTF including the following items:

- Historic preservation – If a site is listed or eligible for listing in the National Register of Historic Places, it must meet federal historic rehabilitation standards.
- Floodplains – Applicants who wish to locate projects within a 100-year floodplain must show that there are no feasible alternatives to doing so. Additionally, the building must be elevated to at least the base flood elevation (BFE,) or flood-proofed to one foot above the BFE, or any other applicable HUD standards, and must meet all other National Flood Insurance Program design and construction standards.
- Contaminated sites –Projects located within ¼ mile of a Superfund site are not eligible without a determination from either the Environmental Protection Agency (EPA) or the Maine Department of Environmental Protection (DEP) that there will be no health or safety hazard. For all other projects with more than 4 units, a Phase I Environmental Site Assessment (ESA) is required. If “Recognized Environmental Conditions” (RECs) are found, a Phase II ESA is required and, if it shows contamination, the project must go through the Maine DEP's Voluntary Response Action Program (VRAP).
- Noise –The interior noise level for buildings on sites with an exterior noise level over 65 decibels (dB) from an airport, railroad, or road noise must be mitigated to no more than 45

db. If the exterior noise level is 75 dB or more, outdoor amenities such as patios, playgrounds, community gardens, and sitting areas are not allowed.

- Safe drinking water – Projects must be constructed only with lead-free pipes, solder and other plumbing materials.
- Airport zones – The HTF cannot be used to fund projects within certain distances of the ends of runways at Maine’s commercial passenger service airports.
- Farmlands – The HTF cannot be used to fund projects on sites listed as prime or significant agricultural land on the USDA’s soil survey maps.
- Wetlands – The HTF cannot be used to fund projects that impact a wetland.

**ATTACHMENT A**  
**2017 Housing Trust Fund Pre-Application**

Applicant submissions to the MaineHousing 2017 Housing Trust Fund Request for Proposals must include this completed Pre-Application and be submitted prior to 5:00 P.M. Thursday, April 20, 2017. Please consult the 2017 Housing Trust Fund for Proposals Program Guide for further details regarding programmatic requirements.

Please submit completed Pre-Applications to:

Mark C. Wiesendanger  
Director of Development  
Maine Housing  
353 Water ST  
Augusta, ME 04330

Upon receipt of the Pre-Application, MaineHousing will contact the applicant to schedule a Housing Quality Inspection if needed.

Please complete the following:

***Contact Information***

Non-Profit Applicant:

Contact Person:

Contact Phone Number:

Contact e-mail:

***Project Location***

Town/City:

Street Address:

Tax Map References:

***Project Information (Executive Summary)***

How will this project improve housing quality, expand the supply of affordable housing, and/or help Maine people attain housing stability.

Please provide a narrative that also addresses the following:

- Number of units and bedroom configurations

- Type of activity (acquisition/rehabilitation/adaptive re-use, new construction)
- Number of accessible units that will be produced
- Number of on-site parking spaces
- Local land use conformity, if known;

### ***Attachments***

The following attachments will need to be submitted with this pre-application. The completion of the attachments will not require the services of an architect or engineer.

- a) Site location map (Google Maps or similar internet site location tool)
- b) Floor plan (may be found on broker's listing sheet or town tax assessment records)
- c) Photographs of property from three angles at street access

If any sketched or to-scale site plans indicating the approximate location of property lines, easements or encroachments, zoning setback lines, adjacent streets, points of vehicular entry and exit, proposed building footprints, proposed parking footprint (with spaces labeled), and capacities/sizes of existing utilities are available, please submit them with this pre-application.

**ATTACHMENT B**  
**Uniform Physical Conditions Standards for Multifamily Housing**

 <b>Maine Housing</b> Maine State Housing Authority		
<b>HTF Rehab Standards Appendix A: Uniform Physical Condition Standards for Multifamily Housing Rehabilitation - October 2016</b>		
<i>NOTE: Deficiencies in bold italics are life-threatening and must be addressed immediately, if the housing is occupied.</i>		
<b>Requirements for Site</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
Fencing and Gates	Damaged/Falling/Leaning	Fence or gate is missing or damaged to the point it does not function as it should
	Holes	Hole in fence or gate is larger than 6 inches by 6 inches
	Missing Sections	An exterior fence, security fence or gate is missing a section which could threaten safety or security
Grounds	Erosion/Rutting Areas	Runoff has extensively displaced soils which has caused visible damage or potential failure to adjoining structures or threatens the safety of pedestrians or makes the grounds unusable
	Overgrown/Penetrating Vegetation	Vegetation has visibly damaged a component, area or system of the property or has made them unusable or unpassable
	Ponding/Site Drainage	There is an accumulation of more than 5 inches deep and/or a large section of the grounds-more than 20%-is unusable for its intended purpose due to poor drainage or ponding
Health & Safety	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	<b><i>Air Quality - Propane/Natural Gas/Methane Gas Detected</i></b>	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	<b><i>Electrical Hazards - Exposed Wires/Open Panels</i></b>	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	<b><i>Electrical Hazards - Water Leaks on/near Electrical Equipment</i></b>	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity, or garbage has gathered in

		an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Mailboxes/Project Signs	Mailbox Missing/Damaged	Mailbox cannot be locked or is missing
	Signs Damaged	The project sign is not legible or readable because of deterioration or damage
Parking Lots/Driveways/Roads	Cracks	Cracks that are large enough to affect traffic ability over more than 5% of the property's parking lots/driveways/roads or pose a safety hazard
	Ponding	3 inches or more of water has accumulated making 5% or more of a parking lot/driveway unusable or unsafe
	Potholes/Loose Material	Potholes or loose material that have made a parking lot/driveway unusable/unpassable for vehicles and/or pedestrians or could cause tripping or falling
	Settlement/Heaving	Settlement/heaving has made a parking lot/driveway unusable/unpassable or creates unsafe conditions for pedestrians and vehicles
Play Areas and Equipment	Damaged/Broken Equipment	More than 20% of the equipment is broken or does not operate as it should or any item that poses a safety risk
	Deteriorated Play Area Surface	More than 20% of the play surface area shows deterioration or the play surface area could cause tripping or falling and thus poses a safety risk
Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space	A single wall or gate of the enclosure has collapsed or is leaning and in danger of falling or trash cannot be stored in the designated area because it is too small to store refuse until disposal
Retaining Walls	Damaged/Falling/Leaning	A retaining wall is damaged and does not function as it should or is a safety risk
Storm Drainage	Damaged/Obstructed	The system is partially or fully blocked by a large quantity of debris , causing backup into adjacent areas or runoffs into areas where runoff is not intended

Walkways/Steps	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose, or otherwise unusable
	Cracks/Settlement/Heaving	Cracks, hinging/tilting or missing sections that affect traffic ability over more than 5% of the property's walkways/steps or any defect that creates a tripping or falling hazard
	Spalling/Exposed rebar	More than 5% of walkways have large areas of spalling--larger than 4 inches by 4 inches--that affect traffic

Requirements for Building Exterior		
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged Surface (Holes/Paint/Rusting/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing
	Deteriorated/Missing Caulking/Seals	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Missing Door	Any exterior door that is missing
Fire Escapes	<b><i>Blocked Egress/Ladders</i></b>	Stored items or other barriers restrict or block people from exiting
	Visibly Missing Components	Any of the functional components that affect the function of the fire escape--one section of a ladder or railing, for example--are missing
Foundations	Cracks/Gaps	Large cracks in foundation more than 3/8 inches wide by 3/8 inches deep by 6 inches long that present a possible sign of a serious structural problem, or opportunity for water penetration or sections of wall or floor that are broken apart
	Spalling/Exposed Rebar	Significant spalled areas affecting more than 10% of any foundation wall or any exposed reinforcing material--rebar or other
Health and Safety	<b><i>Electrical Hazards - Exposed Wires/Open Panels</i></b>	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	<b><i>Electrical Hazards - Water Leaks on/near Electrical Equipment</i></b>	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	<b><i>Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable</i></b>	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign

	Flammable/Combustible Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Lighting	Broken Fixtures/Bulbs	10% or more of the lighting fixtures and bulbs surveyed are broken or missing
Roofs	Damaged Soffits/Fascia	Soffits or fascia that should be there are missing or so damaged that water penetration is visibly possible
	Damaged Vents	Vents are missing or so visibly damaged that further roof damage is possible
	Damaged/Clogged Drains	The drain is damaged or partially clogged with debris or the drain no longer functions
	Damaged/Torn Membrane/Missing Ballast	Ballast has shifted and no longer functions as it should or there is damage to the roof membrane that may result in water penetration
	Missing/Damaged Components from Downspout/Gutter	Drainage system components are missing or damaged causing visible damage to the roof, structure, exterior wall surface, or interior
	Missing/Damaged Shingles	Roofing shingles are missing or damaged enough to create a risk of water penetration
	Ponding	Evidence of standing water on roof, causing potential or visible damage to roof surface or underlying materials
Walls	Cracks/Gaps	Any large crack or gap that is more than 3/8 inches wide or deep and 6 inches long that presents a possible sign of serious structural problem or opportunity for water penetration
	Damaged Chimneys	Part or all of the chimney has visibly separated from the adjacent wall or there are cracked or missing pieces large enough to present a sign of chimney

		failure or there is a risk of falling pieces that could create a safety hazard
	Missing/Damaged Caulking/Mortar	Any exterior wall caulking or mortar deterioration that presents a risk of water penetration or risk of structural damage
	Missing Pieces/Holes/Spalling	Any exterior wall deterioration or holes of any size that present a risk of water penetration or risk of structural damage
	Stained/Peeling/Needs Paint	More than 20% of the exterior paint is peeling or paint is missing and siding surface is exposed thereby exposing siding to water penetration and deterioration
Windows	Broken/Missing/Cracked Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Sills/Frames/Lintels/Trim	Sills, frames, lintels, or trim are missing or damaged, exposing the inside of the surrounding walls and compromising its weather tightness
	Damaged/Missing Screens	Missing screens or screens with holes greater than 1 inch by 1 inch or tears greater than 2 inches in length
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Peeling/Needs Paint	More than 20% of the exterior window paint is peeling or paint is missing and window frame surface is exposed thereby exposing window frame to water penetration and deterioration
	<b><i>Security Bars Prevent Egress</i></b>	The ability to exit through egress window is limited by security bars that do not function properly and, therefore, pose safety risks

Requirements for Building Systems		
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Domestic Water	Leaking Central Water Supply	Leaking water from water supply line is observed
	Missing Pressure Relief Valve	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion on Heater Chimney	The water heater chimney shows evidence of flaking, discoloration, pitting, or crevices that may create holes that could allow toxic gases to leak from the chimney
	Water Supply Inoperable	There is no running water in any area of the building where there should be
Electrical System	Blocked Access/Improper Storage	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures, or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	Missing Breakers/Fuses	Any open and/or exposed breaker port
	<b>Missing Outlet Covers</b>	A cover is missing, which results in exposed visible electrical connections
Elevators	Not Operable	The elevator does not function at all or the elevator doors open when the cab is not there
Emergency Power	Auxiliary Lighting Inoperable (if applicable)	Auxiliary lighting does not function
Fire Protection	Missing Sprinkler Head	Any sprinkler head is missing, visibly disabled, painted over, blocked, or capped
	<b>Missing/Damaged/Expired Extinguishers</b>	There is missing, damaged or expired fire extinguisher an any area of the building where a fire extinguisher is required
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	<b>Air Quality - Propane/Natural Gas/Methane Gas Detected</b>	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	<b>Electrical Hazards - Exposed Wires/Open Panels</b>	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)

	<b><i>Electrical Hazards - Water Leaks on/near Electrical Equipment</i></b>	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	Elevator - Tripping	An elevator is misaligned with the floor by more than 3/4 of an inch. The elevator does not level as it should, which causes a tripping hazard
	<b><i>Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable</i></b>	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards – Tripping Hazards	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
HVAC	Boiler/Pump Leaks	Evidence of water or steam leaking in piping or pump packing
	Fuel Supply Leaks	Evidence of any amount of fuel leaking from the supply tank or piping
	General Rust/Corrosion	Significant formations of metal oxides, significant flaking, discoloration, or the development of a noticeable pit or crevice
	<b><i>Misaligned Chimney/Ventilation System</i></b>	A misalignment of an exhaust system on a combustion fuel-fired unit (oil, natural gas, propane, wood pellets etc.) that causes improper or dangerous venting of gases
Roof Exhaust System	Roof Exhaust Fan(s) Inoperable	The roof exhaust fan unit does not function

Sanitary System	Broken/Leaking/Clogged Pipes or Drains	Evidence of active leaks in or around the system components or evidence of standing water, puddles or ponding--a sign of leaks or clogged drains
	Missing Drain/Cleanout/Manhole Covers	A protective cover is missing

Requirements for Common Areas		
Inspectable Item	Observable Deficiency	Type and Degree of Deficiency that must be addressed
Includes the following: Basement/Garage/ Carport Closet/Utility/ Mechanical Community Room Halls/Corridors/ Stairs Kitchen Laundry Room Lobby Office Other Community Spaces Patio/Porch/ Balcony Restrooms Storage	Baluster/Side Railings - Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
	Call for Aid - Inoperable	The system does not function as it should
	Ceiling - Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 11 inches long
	Ceiling - Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
	Ceiling - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square
	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate ---not a sanitary surface to prepare food
	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
	Doors - Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Doors - Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Doors - Damaged Surface (Holes/Paint/Rust/Glass)	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass
	Doors - Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing
	Doors - Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Doors - Missing Door	Any door that is missing that is required for the functional use of the space
Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside	

Electrical - Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
Electrical - Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
Electrical - Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
Electrical - Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
Electrical - Missing Breakers	Any open and/or exposed breaker port
<b><i>Electrical - Missing Covers</i></b>	A cover is missing, which results in exposed visible electrical connections
Floors - Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
Floors - Floor Covering Damaged	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
Floors - Missing Floor/Tiles	More than 5% of the flooring or tile flooring is missing
Floors - Peeling/Needs Paint	Any painted flooring that has peeling or missing paint on more than 10% of the surface
Floors - Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
Floors - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square
GFI - Inoperable	The GFI does not function
Graffiti	Any graffiti on any exposed surface greater than 6 inches by 6 inches
HVAC - Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans
HVAC - General Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice
HVAC - Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
<b><i>HVAC - Misaligned Chimney/Ventilation System</i></b>	Any misalignment that may cause improper or dangerous venting of gases
HVAC - Noisy/Vibrating/Leaking	HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
Lavatory Sink - Damaged/Missing	Sink has extensive discoloration or cracks in over 50% of the basin or the sink or associated hardware have failed or are missing and the sink can't be used

Lighting - Missing/Damaged/Inoperable Fixture	More than 10% of the permanent lighting fixtures are missing or damaged so they do not function
Mailbox - Missing/Damaged	The U.S Postal Service mailbox cannot be locked or is missing
<b>Outlets/Switches/ Cover Plates - Missing/Broken</b>	Outlet or switch is missing or a cover plate is missing or broken, resulting in exposed wiring
Pedestrian/Wheelchair Ramp	A walkway or ramp is damaged and cannot be used by people on foot, in wheelchair, or using walkers
Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
Range Hood /Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
Range/Stove - Missing/Damaged/ Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
Refrigerator - Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
Restroom Cabinet - Damaged/Missing	Damaged or missing shelves, vanity top, drawers, or doors that are not functioning as they should for storage or their intended purpose
Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
Sink - Missing/Damaged	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
<b>Smoke Detector - Missing/Inoperable</b>	Smoke detector is missing or does not function as it should
Stairs - Broken/Damaged/Missing Steps	A step is missing or broken
Stairs - Broken/Missing Hand Railing	The hand rail is missing, damaged, loose, or otherwise unusable
Ventilation/Exhaust System - Inoperable	exhaust fan is not functioning or window designed for ventilation does not open
Walls - Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
Walls - Damaged	Any hole in wall greater than 2 inches by 2 inches
Walls - Damaged/ Deteriorated Trim	10% or more of the wall trim is damaged

	Walls - Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Walls - Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a common area--covering a wall area greater than 1 foot square
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
	Windows - Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Windows - Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Windows - Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Windows - Peeling/ Needs Paint	More than 10% of interior window paint is peeling or missing
	<b>Windows - Security Bars Prevent Egress</b>	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	<b>Air Quality - Propane/Natural Gas/Methane Gas Detected</b>	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	<b>Electrical Hazards - Exposed Wires/Open Panels</b>	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)
	<b>Electrical Hazards - Water Leaks on/near Electrical Equipment</b>	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	<b>Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable</b>	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable/Combustible Materials - Improperly Stored	Flammable or combustible materials are improperly stored, causing the potential risk of fire or explosion

	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Pools and Related Structures	Fencing - Damaged/Not Intact	Any damage that could compromise the integrity of the fence
Trash Collection Areas	Chutes - Damaged/Missing Components	Garbage has backed up into chutes, because the collection structure is missing or broken or compactors or components--chute, chute door, and other components--have failed

<b>Requirements for Unit</b>		
<b>Inspectable Item</b>	<b>Observable Deficiency</b>	<b>Type and Degree of Deficiency that must be addressed</b>
Bathroom	Bathroom Cabinets - Damaged/Missing	Damaged or missing shelves, vanity tops, drawers, or doors that are not functioning as they should for storage or their intended purpose
	Lavatory Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
	Plumbing - Clogged Drains, Faucets	Drain or faucet is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Shower/Tub - Damaged/Missing	Any cracks in tub or shower through which water can pass or extensive discoloration over more than 20% of tub or shower surface or tub or shower is missing
	Ventilation/Exhaust System – Absent/Inoperable	exhaust fan is not functioning or window designed for ventilation does not open
	Water Closet/Toilet - Damaged/Clogged/Missing	Fixture elements--seat, flush handle, cover etc.--are missing or damaged or the toilet seat is cracked or has a broken hinge or toilet cannot be flushed
Call-for-Aid (if applicable)	Inoperable	The system does not function as it should
Ceiling	Bulging/Buckling/Leaking	Bulging, buckling or sagging ceiling or problem with alignment
	Holes/Missing Tiles/Panels/Cracks	Any holes in ceiling, missing tiles or large cracks wider than 1/4 of an inch and greater than 6 inches long
	Peeling/Needs Paint	More than 10% of ceiling has peeling paint or is missing paint
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--over a ceiling area greater than 1 foot square
Doors	Damaged Frames/Threshold/Lintels/Trim	Any door that is not functioning or cannot be locked because of damage to the frame, threshold, lintel or trim
	Damaged Hardware/Locks	Any door that does not function as it should or cannot be locked because of damage to the door's hardware
	Damaged/Missing Screen/Storm/Security Door	Any screen door or storm door that is damaged or is missing screens or glass--shown by an empty frame or frames or any security door that is not functioning or is missing
	Damaged Surface - Holes/Paint/Rusting/Glass/Rotting	Any door that has a hole or holes greater than 1 inch in diameter, significant peeling/cracking/no paint or rust that affects the integrity of the door surface, or broken/missing glass

	Deteriorated/Missing Seals (Entry Only)	The seals/caulking is missing on any entry door, or they are so damaged that they do not function as they should
	Missing Door	Any door that is required for security (entry) or privacy (Bathroom) that is missing or any other unit door that is missing and is required for proper unit functionality
Electrical System	Blocked Access to Electrical Panel	One or more fixed items or items of sufficient size and weight impede access to the building system's electrical panel during an emergency
	Burnt Breakers	Carbon residue, melted breakers or arcing scars are evident
	Evidence of Leaks/Corrosion	Any corrosion that affects the condition of the components that carry current or any stains or rust on the interior of electrical enclosures or any evidence of water leaks in the enclosure or hardware
	Frayed Wiring	Any nicks, abrasion, or fraying of the insulation that exposes any conducting wire
	GFI - Inoperable	The GFI does not function
	Missing Breakers/Fuses	Any open and/or exposed breaker port
	<b>Missing Covers</b>	A cover is missing, which results in exposed visible electrical connections
Floors	Bulging/Buckling	Any flooring that is bulging, buckling or sagging or a problem with alignment between flooring types
	Floor Covering Damage	More than 10% of floor covering has stains, surface burns, shallow cuts, small holes, tears, loose areas or exposed seams.
	Missing Flooring Tiles	Any flooring or tile flooring that is missing
	Peeling/Needs Paint	Any painted flooring that has peeling or missing paint on more than 10% of the surface
	Rot/Deteriorated Subfloor	Any rotted or deteriorated subflooring greater than 6 inches by 6 inches
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew--such as a darkened area--covering a flooring area greater than 1 foot square
Health & Safety	Air Quality - Mold and/or Mildew Observed	Evidence of mold or mildew is observed that is substantial enough to pose a health risk
	Air Quality - Sewer Odor Detected	Sewer odors that could pose a health risk if inhaled for prolonged periods
	<b>Air Quality - Propane/Natural Gas/Methane Gas Detected</b>	Strong propane, natural gas or methane odors that could pose a risk of explosion/ fire and/or pose a health risk if inhaled
	<b>Electrical Hazards - Exposed Wires/Open Panels</b>	Any exposed bare wires or openings in electrical panels (capped wires do not pose a risk)

	<b><i>Electrical Hazards - Water Leaks on/near Electrical Equipment</i></b>	Any water leaking, puddling or ponding on or immediately near any electrical apparatus that could pose a risk of fire, electrocution or explosion
	<b><i>Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable</i></b>	The exit cannot be used or exit is limited because a door or window is nailed shut, a lock is broken, panic hardware is chained, debris, storage, or other conditions block exit
	Emergency Fire Exits - Missing Exit Signs	Exit signs that clearly identify all emergency exits are missing or there is no illumination in the area of the sign
	Flammable Materials - Improperly Stored	Flammable materials are improperly stored, causing the potential risk of fire or explosion
	Garbage and Debris - Indoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Garbage and Debris - Outdoors	Too much garbage has gathered-more than the planned storage capacity or garbage has gathered in an area not sanctioned for staging or storing garbage or debris
	Hazards - Other	Any general defects or hazards that pose risk of bodily injury
	Hazards - Sharp Edges	Any physical defect that could cause cutting or breaking of human skin or other bodily harm
	Hazards - Tripping	Any physical defect in walkways or other travelled area that poses a tripping risk
	Infestation - Insects	Evidence of infestation of insects-including roaches and ants-throughout a unit or room, food preparation or storage area or other area of building substantial enough to present a health and safety risk
	Infestation - Rats/Mice/Vermin	Evidence of rats or mice--sightings, rat or mouse holes, or droppings substantial enough to present a health and safety risk
Hot Water Heater	<b><i>Misaligned Chimney/Ventilation System</i></b>	Any misalignment that may cause improper or dangerous venting of gases
	Inoperable Unit/ Components	Hot water from hot water taps is no warmer than room temperature indicating hot water heater is not functioning properly
	Leaking Valves/Tanks/Pipes	There is evidence of active water leaks from hot water heater or related components
	Pressure Relief Valve Missing	There is no pressure relief valve or pressure relief valve does not drain down to the floor
	Rust/Corrosion	Significant formations of metal oxides, flaking, or discoloration--or a pit or crevice
HVAC System	Convection/Radiant Heat System Covers Missing/Damaged	Cover is missing or substantially damaged, allowing contact with heating/surface elements or associated fans

	Inoperable	HVAC does not function. It does not provide the heating and cooling it should. The system does not respond when the controls are engaged
	<b>Misaligned Chimney/ Ventilation System</b>	Any misalignment that may cause improper or dangerous venting of gases
	Noisy/Vibrating/Leaking	The HVAC system shows signs of abnormal vibrations, other noise, or leaks when engaged
	Rust/Corrosion	Deterioration from rust or corrosion on the HVAC system in the dwelling unit
Kitchen	Cabinets - Missing/Damaged	10% or more of cabinet, doors, or shelves are missing or the laminate is separating
	Countertops - Missing/Damaged	10% or more of the countertop working surface is missing, deteriorated, or damaged below the laminate -- not a sanitary surface to prepare food
	Dishwasher/Garbage Disposal - Inoperable	The dishwasher or garbage disposal does not operate as it should
	Plumbing - Clogged Drains	Drain is substantially or completely clogged or has suffered extensive deterioration
	Plumbing - Leaking Faucet/Pipes	A steady leak that is adversely affecting the surrounding area
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable	A substantial accumulation of dirt or grease that threatens the free passage of air
	Range/Stove - Missing/Damaged/Inoperable	One or more burners are not functioning or doors or drawers are impeded or on gas ranges pilot is out and/or flames are not distributed equally or oven not functioning
	Refrigerator - Missing/Damaged/Inoperable	The refrigerator has an extensive accumulation of ice or the seals around the doors are deteriorated or is damaged in any way which substantially impacts its performance
	Sink - Damaged/Missing	Any cracks in sink through which water can pass or extensive discoloration over more than 10% of the sink surface or sink is missing
Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable	The dryer vent is missing or it is not functioning because it is blocked. Dryer exhaust is not effectively vented to the outside
Lighting	Missing/Inoperable Fixture	A permanent light fixture is missing or not functioning, and no other switched light source is functioning in the room
Outlets/Switches	Missing	An outlet or switch is missing
	<b>Missing/Broken Cover Plates</b>	An outlet or switch has a broken cover plate over a junction box or the cover plate is missing
Patio/Porch/Balcony	Baluster/Side Railings Damaged	Any damaged or missing balusters or side rails that limit the safe use of an area
Smoke Detector	<b>Missing/Inoperable</b>	Smoke detector is missing or does not function as it should

Stairs	Broken/Damaged/Missing Steps	A step is missing or broken
	Broken/Missing Hand Railing	The hand rail is missing, damaged, loose, or otherwise unusable
Walls	Bulging/Buckling	Bulging, buckling or sagging walls or a lack of horizontal alignment
	Damaged	Any hole in wall greater than 2 inches by 2 inches
	Damaged/Deteriorated Trim	10% or more of the wall trim is damaged
	Peeling/Needs Paint	10% or more of interior wall paint is peeling or missing
	Water Stains/Water Damage/Mold/Mildew	Evidence of a leak, mold or mildew covering a wall area greater than 1 foot square
Windows	Cracked/Broken/Missing Panes	Any missing panes of glass or cracked panes of glass where the crack is either greater than 4" and/or substantial enough to impact the structural integrity of the window pane
	Damaged Window Sill	The sill is damaged enough to expose the inside of the surrounding walls and compromise its weather tightness
	Missing/Deteriorated Caulking/Seals/Glazing Compound	There are missing or deteriorated caulk or seals--with evidence of leaks or damage to the window or surrounding structure
	Inoperable/Not Lockable	Any window that is not functioning or cannot be secured because lock is broken
	Peeling/Needs Paint	More than 10% of interior window paint is peeling or missing
	<b><i>Security Bars Prevent Egress</i></b>	The ability to exit through the window is limited by security bars that do not function properly and, therefore, pose safety risks