

Property Condition Report (PCR)

Property Address: _____ Vendor Code: _____
WO#: _____ Completed Date: _____ Due Date: _____
Loan Type: FHA VA FNM FMC CV Key Code: _____ Lockbox
Code: _____

A. General Property Information: *Required Photos: Support for all choices below*

1. **Occupancy Status:** Vacant Occupied No Access Vacant Land
 - a) **If "Occupied", How Determined? (Check all that apply):** Person(s) Present Pets Present Utilities On
 Car(s) in Driveway Contact with Neighbor Personals (List) _____
 Other (Explain): _____
 - b) **If "No Access", How Determined?** No Access to Common Entryway Condemned Gated Community
 Other (Explain): _____
2. **Conveyed to HUD/VA/Sold:** Yes No *Required Photos: Postings Indicating Conveyance or Sale*
3. **Gated Community:** Yes No *Required Photo: Entrance to Community* Access Code: _____ N/A
Name of Community: _____
Phone Number for Community: _____
4. **Multi-Unit:** Yes No **If "Yes", Number of Units:** _____ *Required Photos: Entrance to Each Unit*
5. **Property Listing - Active:** Yes No **Realtor Maintaining Property:** Yes No *Required Photo: For Sale Sign*
Contact Name: _____ Contact Number: _____
6. **High Vandalism Area:** Yes No *Required Photos: Street Scenes*
7. **Citation or Violation posted:** Yes No *Required Photos: Proof of Presence or Absence of Citations & Close-up Photos of Any Citations / Violations*
Type: Yard Maintenance Debris Securing Demolition Other _____
Date Posted: _____ **Compliance Date:** _____
Contact Info of the Issuer: Name: _____
Address: _____ **Phone:** _____
Other: _____
8. **Mobile Home:** Yes No **If Yes, describe:** Single-Wide Double-Wide Triple-Wide
Type: Manufactured Modular **Make:** _____ **Model:** _____ **Year:** _____
VIN 1: _____ **VIN 2:** _____ **VIN 3:** _____
HUD Tag 1: _____ **HUD Tag 2:** _____ **HUD Tag 3:** _____
Skirted Yes No **Tongue/Axel Wheels Attached** Yes No **Attached to foundation (strapped)** Yes No
Required Photos: HUD tag(s), all 4 sides, skirting, underneath, and strapping if present
9. **Foundation type:** Slab Basement Crawl space
10. **List all buildings present (Not including primary structure):** Attached Garage Detached Garage Barn Shed
 Other: _____
11. **Total Number of Kitchens:** _____ **Total Number of Bathrooms:** _____
12. **Attic Present:** Yes No **Attic Accessible:** Yes No **If No, Explain:** _____
13. **Secure on Arrival:** Yes No
If "No," reason: **Doors:** Missing Broken Open **Locks:** Missing Damaged Open
Windows: Missing Broken Open **Other:** _____

B. Lock Change: *(Check allowable / work order. If unavailable, call Cust Serv x2158 for CV, FNM, FMC & VA)*

1. **Knob locks:** Yes No **If "Yes," Location(s):** Front Door Rear Secondary Security
Key Code: _____ Garage Man Door Outbuilding Other _____
2. **Deadbolts:** Yes No **If "Yes," Location(s):** Front Door Rear Secondary Security
Key Code: _____ Garage Man Door Outbuilding Other _____
3. **Padlocks:** Yes No **If "Yes," Location(s):** Front Door Rear Secondary Security Crawlspace
 Garage Overhead Garage Man Door Outbuilding Other _____
4. **Lockbox:** Yes No **Location:** Front Door Rear Secondary Other _____
5. **Window Locks:** Yes No **Location(s):** _____
6. **Slider locks:** Yes No **Location(s):** _____

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C. **Securing:** (Check allowable / work order. If unavailable, call the Bid Desk x2186 for FHA and Cust Serv x2158 for CV, FNM, FMC & VA)

Required Photos: Security deficiencies identified upon arrival. Any work done to address security deficiencies: before, during, and after all from the same angle

1. All structures on property secure on arrival: Yes No

a) Doors damaged or missing: Yes No If "Yes," how remedied: Replace Boarded

Location	Size (L" x W")	Board Price	Replace Price	Bid	Re-board
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Bid to install missing damaged man door(s), the dimensions are, _____" x _____" Price: \$ _____

Location(s): _____

b) Windows damaged or missing: Yes No If "Yes," how remedied: Re-glaze Boarded

Location	Size (L" x W")	Board Price	Re-glaze Price	Bid	Re-board
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Bid to install missing damaged window(s), the dimensions are, _____" x _____" Price: \$ _____

Location(s): _____

c) Other unsecure (crawl space, garage overhead etc.): Yes No If "Yes," how remedied: Replace/Re-glaze Boarded

Location	Size (L" x W")	Board Price	Replace/Re-glaze Price	Bid	Re-board
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Bid to install missing damaged garage door(s), the dimensions are, _____ft. x _____ft. Price: \$ _____

Location(s): _____

2. Main home secure on departure: Yes No

3. Garage(s) secure on departure: Yes No No garage(s) present

4. Barn secure on departure: Yes No No barn present

5. Outbuildings secure on departure: Yes No No other outbuildings present

6. All boarding present to HUD Spec: Yes No N/A If No, Bid to re-board? Yes No

7. All Broken Glass Removed Yes No If No, Bid to remove? Yes No

8. Other: _____ Yes No N/A

9. If "No" to any of the above, Explain: _____

**NEVER LEAVE
A PROPERTY
UNSECURE!**

D. **Utility Information:** Required Photos: All meters with legible meter reading, location, condition, & connection if present

1. Gas on at time of departure: Yes No Gas Meter Reading _____ Serial # _____

2. Water on at time of departure: Yes No Well Water Meter Reading _____ Serial # _____

3. Electricity on at time of departure: Yes No Electric Meter Reading _____ Serial # _____

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E. Roof (Primary Structure and/or Attached Garage): **Required Photos: Documentation of roof condition from on top of the roof, exterior and interior that support the condition of the overall roof as well as the decking, rafters, joists, trusses and chimney**

1. **Roof Description:** Flat Pitched **If Pitched, Describe:** _____
2. **Type of Roof:** Asphalt/Composite shingle Tar/Flat Metal Slate Other _____
3. **Is the Surface Damaged:** Yes No **If Yes, Complete the following:** Length _____ Width _____
 - a) **Location:** Front Back Left Side Right Side Attached Garage Entire Other _____
 - b) **Source/Cause:** Recent Weather Wear & Tear/Deterioration Animal Damage Other _____
 - c) **Description:** _____
4. **Has the roof been patched or repaired:** Yes No **If Yes, Describe the Repair Condition:** Adequate Inadequate
5. **Has the roof been Tarped:** Yes No **If Yes, Describe the Tarp Condition:** New Adequate Damaged
6. **Water marks/damage present:** Yes No **If Yes, Describe** _____
7. **Active roof leak:** Yes No Unknown _____
8. **Any areas that are "wet to touch":** Yes No **If Yes, Describe** _____
9. **Roof Action Taken:**

<input type="checkbox"/> Repaired/Patched with like material	<input type="checkbox"/> Tarped	<input type="checkbox"/> Replaced	<input type="checkbox"/> N/A
<input type="checkbox"/> Bid to repair/patch with like material	<input type="checkbox"/> Bid to tarp	<input type="checkbox"/> Bid to replace	

 - a) **Location:** Front Back Left Side Right Side Entire Other _____
 - b) **Dimensions:** Length _____ ft. X Width _____ ft.

**NEVER LEAVE
A PROPERTY
WITH AN
ACTIVE ROOF
LEAK!**

- c) **Materials used/required:**

_____ Bundles of shingles	_____ Ice guard
_____ Rolls of tar paper	_____ Flashing
_____ boxes of nails	_____ man hours
_____ Ft. of drip edge	_____ OSB/Ply sheet
_____ yd. roll off/will create _____ Cyd of debris.	

d) **Description:** _____

Price: \$ _____

10. **Gutter Condition (including downspouts):** Good- Free of Debris Good- Clogged* Damaged* Missing*
 *Describe: _____

- Action Taken:** Cleaned/Unclogged Repaired/re-attached Replaced/installed No action taken/needed
 Bid to clean/unclog Bid to repair/re-attach Bid to replace/install new
- Location:** Front Back Left Side Right Side Entire Other _____
- Dimensions:** Gutters - _____ Lin ft. Downspouts - _____ Lin ft.
- Materials used/required:** _____ Elbows _____ Right Caps
 _____ Hangers _____ Left Caps
 _____ Straps _____ Man hours
- In addition, _____ ft. x _____ soffit & _____ ft. fascia board need to be installed

Description: _____

Price: \$ _____

11. **Visible damages/defects to (select all that apply):** Soffit Fascia Chimney No Damage Other: _____
 Describe: _____

- Action Taken:**
- a) **Soffit:** Repaired/re-attached Replaced/installed
 N/A Bid to repair/re-attach Bid to replace/install new _____ ft. x _____ soffit
Location: Front Back Left Side Right Side Entire Other _____
 - b) **Fascia:** Repaired/re-attached Replaced/installed
 N/A Bid to repair/re-attach Bid to replace/install new _____ ft. x _____ fascia
Location: Front Back Left Side Right Side Entire Other _____
 - c) **Chimney:** Repaired/re-attached flashing Replaced/installed flashing Tuck pointed
 N/A Bid to repair/re-attach flashing Bid to replace/install new flashing Bid to tuck point

Descriptions: _____

Price: \$ _____

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F. Roof (Detached Garage and/or Outbuilding): *Required Photos: Same as primary building*

1. **Is there a Detached Garage/Outbuilding?** Yes No
1. **Roof Description:** Flat Pitched **If Pitched, Describe:** _____
2. **Type of Roof:** Asphalt/Composite shingle Tar/Flat Metal Slate Other _____
3. **Is the Surface Damaged:** Yes No **If Yes, Complete the following:** Length _____ Width _____
- a) **Location:** Front Back Left Side Right Side Attached Garage Entire Other _____
- b) **Source/Cause:** Recent Weather Wear & Tear/Deterioration Animal Damage Other _____
- c) **Description:** _____
4. **Has the roof been patched or repaired:** Yes No **If Yes, Describe the Repair Condition:** Good Bad
5. **Has the roof been Tarped:** Yes No **If Yes, Describe the Tarp Condition:** New Adequate Damaged
6. **Water marks/damage present:** Yes No **If Yes, Describe** _____
7. **Active roof leak:** Yes No Unknown _____
8. **Any areas that are "wet to touch":** Yes No **If Yes, Describe** _____
9. **Roof Action Taken:** Repaired/Patched with like material Tarped Replaced N/A
 Bid to repair/patch with like material Bid to tarp Bid to replace
- a) **Location:** Front Back Left Side Right Side Entire Other _____
- b) **Dimensions:** Length _____ ft. X Width _____ ft.
- c) **Materials used/required:** _____ Bundles of shingles/Tiles _____ Ice guard
 _____ Rolls of tar paper _____ Flashing
 _____ boxes of nails _____ man hours
 _____ Ft. of drip edge _____ OSB/Ply sheet
 _____ yd. roll off/will create _____ Cyd of debris.
- d) **Description:** _____

**NEVER LEAVE
A PROPERTY
WITH AN
ACTIVE ROOF
LEAK!**

- _____ Price: \$ _____
10. **Gutter Condition (including downspouts):** Good- Free of Debris Good- Clogged* Damaged* Missing*
 *Describe: _____
- Action Taken:** Cleaned/Unclogged Repaired/re-attached Replaced/installed No action taken/needed
 Bid to clean/unclog Bid to repair/re-attach Bid to replace/install new
- Location:** Front Back Left Side Right Side Entire Other _____
- Dimensions:** Gutters - _____ Lin ft. Downspouts - _____ Lin ft.
- Materials used/required:** _____ Elbows _____ Right Caps
 _____ Hangers _____ Left Caps
 _____ Straps _____ Man hours
- In addition, _____ ft. x _____ soffit & _____ ft. fascia board need to be installed
- Description:** _____

- _____ Price: \$ _____
11. **Visible damages/defects to (select all that apply):** Soffit Fascia Chimney No Damage Other: _____
 Describe: _____
- Action Taken:**
- a) **Soffit:** Repaired/re-attached Replaced/installed
 N/A Bid to repair/re-attach Bid to replace/install new _____ ft. x _____ soffit
Location: Front Back Left Side Right Side Entire Other _____
- b) **Fascia:** Repaired/re-attached Replaced/installed
 N/A Bid to repair/re-attach Bid to replace/install new _____ ft. x _____ fascia
Location: Front Back Left Side Right Side Entire Other _____
- c) **Chimney:** Repaired/re-attached flashing Replaced/installed flashing Tuck pointed
 N/A Bid to repair/re-attach flashing Bid to replace/install new flashing Bid to tuck point
- Descriptions:** _____
- _____ Price: \$ _____

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G. Structure: *Required Photos: Documentation of deficient conditions in structure, foundation, etc.*

1. Overall structural condition: Good Damaged
2. All columns and posts appear in sound condition: Yes No If No, location: _____
3. Large cracks or damaged mortar joints: Yes No If Yes, location: _____
4. Settling or shifting foundation: Yes No If Yes, location: _____
5. Large cracks on interior walls and/or floors: Yes No If Yes, location: _____
6. Large cracks on exterior walls: Yes No If Yes, location: _____
7. Any structural damage causing further damage: Yes No If Yes, location: _____
8. Bid to address structural issues: Eyeball Est: \$ _____
 - a) Location (select all that apply): Attached Garage Detached Garage Basement Crawlspace
 Load bearing beam/post/wall Foundation Other _____
 - b) Size of affected area: _____
 - c) Source/Cause: Natural Disaster Settling Water Damage Roots Mortgager Neglect
 - d) Bid description: _____ Price: \$ _____

H. Exterior Debris: *Required Photos: Must support quantity CYD present & removed. Location: Attic, crawlspace, barn/outbuilding, etc. Removal: Before & after from same angle with photos of the rooms before & after. Bid: Multiple angles.*

1. Personals Present: Yes No If "Yes," complete the following:
 Personals: CYDS: _____ Removed: Yes No/Bid Price: \$ _____
 Bid to remove personals & store for 30 days at \$ _____
\$ _____ for storage unit. & disposal; includes cost of removing at the end of 30 days.
_____ CYD at \$ _____ per CYD Storage Price: _____ Appraised value of personals \$ _____
Est. Value & Description: _____

2. Exterior Debris Present: Yes No If "Yes," complete the following:
 Health or Safety Hazards: CYDS: _____ Removed: Yes No/Bid Price/CYD: _____
Description: _____
 Infestation Risks: CYDS: _____ Removed: Yes No/Bid Price/CYD: _____
Description: _____
 Other Debris/Trash: CYDS: _____ Removed: Yes No/Bid Price/CYD: _____
Description: _____
Total Exterior CYDS Removed: _____ Total Exterior CYDS Remaining: _____
3. Vehicle(s) Removed: Yes No If "Yes," Complete the following: *Required Photos: Plates, VIN, and/or Serial #*
 - a) Description: Car/Truck Boat Motorcycle Tractor Other: _____
 - b) Est. Value(s): _____

I. Pool: (Check allowable / work order. If unavailable, call Cust Serv x2158 for CV, FNM, FMC & VA)

Required Photos: Multiple angles of pool, fence, safety cover, padlock if present

1. Pool Present: Yes No
2. Pool Secure: Yes-On Arrival Yes-By Vendor Bid to Secure
3. Size: _____ x _____ ft
4. Is there a deck present for the purpose of the pool: Yes No
5. Type: In-ground Above Ground Shape: _____
6. Dismantle/Removed: Yes No Bid N/A
7. Covered Properly: Yes No Bid
8. Does water need to be pumped: Yes No
9. Inches of water: _____
10. Pool Drained: Yes-On Arrival Yes-By Vendor Bid to Drain
11. Bid to Clean/Treat: Yes No
12. Fence: Present-Intact Present-Not Intact Not Present
13. Action: Bid to Repair Bid to Install
14. Secure at Departure: Yes No
15. Secured with Padlock: Yes No
16. Bid to Secure: Yes No

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J. Hot Tub/Spa/Jacuzzi: (Check allowable / work order. If unavailable, call Cust Serv x2158 for CV, FNM, FMC & VA)

Required Photos: Hot tub, fence, safety cover, padlock if present

1. **Present:** Yes No
2. **Hot Tub/Spa Secure:** Yes-On Arrival Yes-By Vendor Bid to Secure
3. **Dismantle/Removed:** Yes No Bid N/A
4. **Covered Properly:** Yes No Bid
5. **Does water need to be pumped:** Yes No
6. **Inches of water:** _____
7. **Bid to Clean/Treat:** Yes No
8. **Drained:** Yes-On Arrival Yes-By Vendor Bid to Drain
9. **Fence:** Present-Intact Present-Not Intact Not Present
10. **Action:** Bid to Repair Bid to Install
11. **Secure at Departure:** Yes No
12. **Secured with Padlock:** Yes No
13. **Bid to Secure:** Yes No

K. Exterior Steps/Deck: **Required Photos: Documentation of Step Conditions**

1. **Are Steps Required to Enter the Property:** Yes No **Condition:** New Adequate Damaged
2. **Railing Required-Condition:** Yes-Not Damaged Yes-Damaged Yes-Missing No-Not Required
 Bid to install exterior handrails: Length_____ft. Location(s): _____ Price: \$_____
3. **Deck Present:** Yes No **Elevation:** <24" >24" **Condition:** New Adequate Damaged
4. **Steps/Condition:** Yes/Not Damaged Yes/Damaged or missing No Steps Required
5. **Railing/Condition:** Yes/Not Damaged Yes/Damaged or missing Railing not required

L. Exterior Maintenance: (Check allowable / work order. If unavailable, call the Bid Desk x2186 for FHA and Cust Serv x2158 for CV, FNM, FMC & VA)

Required Photos: Before, During and After Supporting Work Completed

1. **Grass Cut:** Yes No-Bid No-Out of season **Height**_____ **Lot Size:** _____ x _____ ft
a) **If "Yes," Describe:** Initial Perimeter Initial-Perimeter Lot Cut Price: \$_____
b) Bid: _____ Price: \$_____
2. **Shrubs Trimmed:** Yes No Out of Season Bid: _____ Price: \$_____
3. **Trees Trimmed:** Yes No Bid: _____ Price: \$_____
4. **Saplings growing against house/garage:** Yes No Bid: _____ Price: \$_____
5. **Snow Removal:** Yes No **If Yes: Length of Drive** _____ **Inches of snow removed** _____ Price: \$_____
6. **Siding Damaged/Missing:** Yes No **If Yes, Building:** Primary House Attached garage Detached garage Other
a) **Siding:** Repaired/re-attached Replaced/installed N/A *Soffit/Fascia is to be address in roof sections
 Bid to repair/re-attach Bid to replace/install new _____ft. x _____ft. siding
Location: Front Back Left Side Right Side Entire Other _____

Price: \$_____

M. Winterization: (Check allowable / work order. If unavailable, call the Bid Desk x2186 for FHA and Cust Serv x2158 for CV, FNM, FMC & VA)

Required Photos: Supporting All Work Completed or Reason Not Completed. If work is completed include evidence of water shutoff (zip tie), toilets (clean, drained, antifreeze, wrapped and stickered), stickers on all sinks, hot water tank draining, blowing lines, & pressure test.

1. **System Type:** Dry Radiant Steam
 - a) **Water Off at Curb:** Yes No
 - b) **Meter Disconnected:** Yes No
 - c) **Main Valve Zip Tied:** Yes No
 - d) **Main Line Capped:** Yes No
 - e) **Water Heater Drained:** Yes No
 - f) **Well Tank(s) Drained:** Yes No N/A
 - g) **Toilet Wrapped:** Yes No
 - h) **Stickers Posted:** Yes No
 - i) **RPZ installed:** Yes No N/A
2. **Winterization Completed:** Yes No-Out of Season/Region No-Previously Completed; Appears Intact
If "Yes," Check the following:
 - a) **Lines Drained/Blown:** Yes No
 - b) **Pressure Test Pass:** Yes No

Reasons for incomplete work: _____

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N. Sanitary/Plumbing System: (Check allowable/work order. If unavailable, call the Bid Desk x2186 for FHA and Cust Serv x2158 for CV, FNM, FMC & VA) **Required Photos: Location, Condition, & Connection of Sump if present.**

1. **Sump Pump Present/Condition:** Yes-Functional Yes-Damaged* No – Missing* No – Never present
*Work completed: _____ Price: \$ _____
2. **Is there electricity to sump pump:** Yes No
3. **Sanitary system appears operational:** Yes No **If No, reason:** _____
4. **Sanitary system condition:** Missing Damaged OK Unknown/underground N/A
5. **Sewer/Septic system type:** Public Septic Grinder Other: _____
6. **Basement condition:** Dry Water Pooling Flooded – Requires Pumping
7. **Source/Cause (select all that apply)** Inoperable Sump Pump Ground Water Seepage Sewer backup
 Storm Water Roof damage/leak Poor Drainage Missing or damaged gutters/downspouts
 Extreme humidity / no air circulation Broken pipes
8. **Are there basement floor drains:** Yes No
9. **Hot Water Tank:** Present Missing Damaged: _____
10. **Plumbing system appears operational:** Yes No **If No, reason:** _____
11. **Plumbing system Description:** Copper PVC/CPVC Galvanized Vinyl/PEX Other: _____
12. **Applicable bids:**
 - Bid to pump basement:** Length _____ x Width _____ x Depth _____ Price: \$ _____
Materials/Tools: _____
 - Bid to thaw frozen property with # _____ men, # _____ heaters for # _____ hours** Price: \$ _____
Reason/Materials/Tools: _____
 - Bid address freeze damage:** _____ Price: \$ _____
Reason/Materials/Tools: _____
 - Bid to replace missing copper:** Lin Ft _____ **Material:** Copper PVC/CPVC Vinyl/PEX Price: \$ _____
Materials/Tools: _____
 - Bid to replace** missing damaged **water heater.** Location: _____ Price: \$ _____
 - Bid to cap # _____ gas lines. The gas is** On Off. Price: \$ _____
Location (s): _____
 - Bid to cap # _____ water lines without a functioning shut off valve. The water is** On Off. Price: \$ _____
Location (s): _____
 - Bid to Drylock basement.** Length _____ ft. X width _____ ft. Price: \$ _____
Materials/Tools: _____
 - Bid to install self-draining dehumidifier.** Location: _____ Price: \$ _____
 - Bid to address other Sanitary/Plumbing System Damage:** Price: \$ _____
Description: _____

O. HVAC System: **Required Photos: Location, Condition, and Connection if Present. All A/C units and/or pads**

1. **Heating System Appears Operational:** Yes No **If No, reason:** _____
2. **Heating System Type:** Forced Air Radiant Geothermal Other: _____
3. **Furnace/Boiler:** Present Missing Damaged: _____
4. **A/C units:** Present-Not Damaged Present-Damaged Never Present Missing–Evidence of Theft
5. **A/C System Appears Operational:** Yes No **If No, reason:** _____
6. **HVAC System Duct:** Present Never Present Missing Damaged: _____
7. **Applicable bids:**
 - Bid to install # _____ missing furnace/boiler unit.** Location: _____ Price: \$ _____
 - Bid to install # _____ missing A/C unit.** Location: _____ Price: \$ _____
 - Bid to address other HVAC System Damage:** Price: \$ _____
Description: _____

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Electrical System: **Required Photos: Location, Condition, and Connection if Present**

1. **Electrical system appears operational:** Yes No **If No, reason:** _____
2. **Electrical Box:** Breaker Bus/Fuse Both Other: _____
3. **Wiring:** Single sheath multi-conductor Knob and Tube Other: _____
4. **Applicable bids:**
 - Bid to cap #_____ electrical wires. The power is** On Off Price: \$_____
Location(s): _____
 - Bid to address other Electrical System Damage:** Price: \$_____
Description: _____

Q. Interior Debris: **Required Photos: Must support quantity CYD present & removed. Location: Attic, crawlspace, barn/outbuilding, etc. Removal: Before & after from same angle with photos of the rooms before & after. Bid: Multiple angles.**

1. **Personals Present:** Yes No **If "Yes," complete the following:**
 - Personals:** CYDS: _____ **Removed:** Yes No/Bid Price: \$_____
 - Bid to remove personals & store for 30 days at \$_____
 - \$_____ for storage unit. & disposal; includes cost of removing at the end of 30 days.
 - _____ CYD at \$_____ per CYD Storage Price: _____ Appraised value of personals \$_____
 - Est. Value & Description: _____
2. **Interior Debris Present:** Yes No **If "Yes," complete the following:**
 - Health or Safety Hazards:** CYDS: _____ **Removed:** Yes No/Bid Price/CYD: _____
 - Est. Value & Description: _____
 - Infestation Risks:** CYDS: _____ **Removed:** Yes No/Bid Price/CYD: _____
 - Description: _____
 - Other Debris/Trash:** CYDS: _____ **Removed:** Yes No/Bid Price/CYD: _____
 - Description: _____
 - Total Interior CYDS Removed:** _____ **Total Interior CYDS Remaining:** _____

IF ALL DEBRIS IS
REMOVED ON A
POSTSALE PROPERTY,
IT MUST BE PLACED IN
BROOMSWEPT
CONDITION

R. Missing Items: (Select all that apply)

Item:	Location Missing:	Description:	Price/Bid:
<input type="checkbox"/> Stove/Range/Oven	_____	_____	_____
<input type="checkbox"/> Range Hood	_____	_____	_____
<input type="checkbox"/> Microwave	_____	_____	_____
<input type="checkbox"/> Refrigerator	_____	_____	_____
<input type="checkbox"/> Dishwasher	_____	_____	_____
<input type="checkbox"/> Sinks	_____	_____	_____
<input type="checkbox"/> Countertops	_____	_____	_____
<input type="checkbox"/> Kitchen Cabinets	_____	_____	_____
<input type="checkbox"/> Toilets	_____	_____	_____
<input type="checkbox"/> Hot Water Tank/Heater	_____	_____	_____
<input type="checkbox"/> Furnace	_____	_____	_____
<input type="checkbox"/> Boiler	_____	_____	_____
<input type="checkbox"/> Radiators	_____	_____	_____
<input type="checkbox"/> A/C Unit	_____	_____	_____
<input type="checkbox"/> Other: _____	_____	_____	_____
<input type="checkbox"/> Other: _____	_____	_____	_____

S. Additional: (Call from site if no allowable: Bid Desk x2186 for FHA and Cust Serv x2158 for CV, FNM, FMC & VA)

1. **Trip Hazards (Select all present):** Buckled Floors Holes in Floor Other Trip Hazards: _____
2. **Is there a concern for the presence of Lead Paint** (built before 1978) No Yes
 If Yes, location and description _____

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T. Damages: (Check allowable / work order. If unavailable, call the Bid Desk x2186 for FHA and Cust Serv x2158 for CV, FNM, FMC & VA)

1. Is there Standing Water Present? Yes No If Yes, Location(s): _____

Source/Cause (select all that apply) Inoperable Sump Pump Ground Water Seepage Sewer backup
 Storm Water Roof damage/leak Poor Drainage Missing or damaged gutters/downspouts
 Extreme humidity / no air circulation Broken/missing pipes Other: _____

2. Is there Mold Present? Yes No DATE MOLD WAS LOCATED ___/___/___

Location(s) / Description: _____

Source/Cause (select all that apply) Inoperable Sump Pump Ground Water Seepage Sewer backup
 Storm Water Roof damage/leak Poor Drainage Missing or damaged gutters/downspouts
 Extreme humidity / no air circulation Broken/missing pipes Other: _____

Affected area in sq/ft _____ Eyeball Estimate: \$ _____

Bid to treat/clean mold with 50/50 bleach and water solution. Price: \$ _____

Bid to Kilz. Price: \$ _____

Bid to remove. Price: \$ _____

3. Is there Damaged/Missing Siding? Yes No

Location(s) / Description: _____

Source/Cause (select all that apply) Vandalism Mortgagor Neglect Settling Storm Damage
 Other: _____

4. Is there Water Damage to Floors, Walls, and or Ceiling? Yes No

Location(s) / Description: _____

Source/Cause (select all that apply) Inoperable Sump Pump Ground Water Seepage Sewer backup
 Storm Water Roof damage/leak Poor Drainage Missing or damaged gutters/downspouts
 Extreme humidity / no air circulation Broken/missing pipes Other: _____

Bid to Address _____ Eyeball Est: \$ _____

5. Are there holes in the walls and/or ceiling not caused by water damage? Yes No

Location(s) / Description: _____

Source/Cause (select all that apply) Vandalism Mortgagor Neglect Settling Storm Damage
 Other: _____

6. Are the floors buckling or warped, with holes and/or trip hazards not caused by water damage? Yes No

Location(s) / Description: _____

Source/Cause (select all that apply) Vandalism Mortgagor Neglect Settling Broken/missing pipes
 Other: _____

Bid to Address _____ Eyeball Est: \$ _____

7. Is there Freeze Damage? Yes No

Location(s) / Description: _____

Source/Cause (select all that apply) Broken/missing pipes Other: _____

Bid to Address _____ Eyeball Est: \$ _____

8. Is there Carpet stained with feces and/or urine? Yes No

Location(s) / Description: _____

Bid to Address _____ Eyeball Est: \$ _____

Bid to remove wet moldy feces/urine carpet, the dimensions are, length _____ ft. x width _____ ft.

Location: _____ Price: \$ _____

Bid to remove H/H tack strips, length _____ ft. Location: _____ Price: \$ _____

9. Is there Environmental hazards? Yes No

Location(s) / Description: _____

Bid to Address _____ Eyeball Est: \$ _____

10. Is there Fire Damage? Yes No

Location(s) / Description: _____

Bid to Address _____ Eyeball Est: \$ _____

Property Condition Report (PCR)

- 11. **Is there Flood Damage?** Yes No
Location(s) / Description: _____
Bid to Address _____ Eyeball Est: \$ _____
- 12. **Is there Hurricane Damage?** Yes No
Location(s) / Description: _____
Bid to Address _____ Eyeball Est: \$ _____
- 13. **Is there Tornado Damage?** Yes No
Location(s) / Description: _____
Bid to Address _____ Eyeball Est: \$ _____
- 14. **Is there Earthquake Damage?** Yes No
Location(s) / Description: _____
Bid to Address _____ Eyeball Est: \$ _____
- 15. **Is there Boiler Explosion Damage?** Yes No
Location(s) / Description: _____
Bid to Address _____ Eyeball Est: \$ _____
- 16. **Are there unfinished renovations?** Yes No
Location(s) / Description: _____
Bid to Address _____ Eyeball Est: \$ _____
- 17. **Is there storm damage (Not related to Hurricane or Tornado)?** Yes No
Location(s) / Description: _____
Bid to Address _____ Eyeball Est: \$ _____
- 18. **Is there vandalism not previously noted?** Yes No
Location(s) / Description: _____
Bid to Address _____ Eyeball Est: \$ _____
- 19. **Is there mortgagor neglect not previously noted?** Yes No
Location(s) / Description: _____
Bid to Address _____ Eyeball Est: \$ _____

U. Additional Bids: (Check allowable / work order. If unavailable, call Cust Serv x2158 for CV, FNM, FMC & VA)

- Bid to install interior handrails**
Length _____ ft. Location: _____ Price: \$ _____
Length _____ ft. Location: _____ Price: \$ _____
Length _____ ft. Location: _____ Price: \$ _____
- Bid to repair damaged steps.** Location: _____ Price: \$ _____
Reason/Materials/Tools: _____

Misc

V. Is The Property in Convey Condition?: Yes No **If No, Reason:** _____

Signature: _____ Vendor Code: _____ Date: _____