

**\*\*\*NEW YORK STATE SPECIAL ASSESSMENT INSTRUCTIONS\*\*\***

*\*Should one of the conditions below exist, review the work order to determine if an allowable to address the condition exists and complete with full photo documentation. In the event there is no allowable to complete the existing condition OR the allowable amount is not sufficient to resolve the condition in full, you are required to provide a detailed bid.*

*\*Utilize the most recent Pricing Model for task level pricing related to any damage below. Should there not be an existing price or the extent of damage exceeds the existing pricing, a Cost Estimate will be required to support the full amount.*

<b>Condition Assessment:</b>	<b>PASS</b>	<b>FAIL</b>	<b>Photo Documented</b>
*8 ½" x 11" Client Info Posting must be present on site and visible from the street			
*Exterior personals, if present, are consolidated, stored, and out of general sight			
*Exterior and Interior is free of infestation risks, dead animals, and garbage			
*Roof and all components are intact, functional, and preventing water intrusion			
*Main dwelling, secondary structures, garages, fences, and walls are free from structural damage causing harm or safety hazards			
*Main dwelling, secondary structures, garages, fences, and walls, are in good repair with no chipping paint, and siding is attached			
*Exterior doors and door hardware are in good condition, locks securely tightened, and no plywood boarding on any access door is present (window boarding permitted)			
*All sidewalks, walkways, driveways, or parking spaces are in safe and working condition, and of a consistent material (concrete, asphalt, etc.)			
*Exterior and interior is free of all graffiti, defacement, or vulgarity			
*Address postings are at least 4 inches high and visible from the street, and posted on the main dwelling or mailbox. (Permanent marker is not considered sufficient)			
*Excessive weeds, any downed trees or tree limbs, or trees that may be causing danger are removed			
*Any access doors, pet doors, panels to basements/crawl spaces are secured and free from rodents, rain, surface drainage, and are in working condition			
*All windows, skylights, and door frames are weather tight and in working condition			
*Exterior and interior handrails are undamaged, free from safety issues, and support standard weight resistance			
*Exterior and interior steps/treads are undamaged and in working condition			
*Exterior and interior stairways, decks, porches, or balconies are undamaged and in working condition			
*Exterior or interior walking surfaces that are more than 30" from the ground/floor on any balcony, landing, porch, deck, ramp, etc. have an appropriate handrail and/or guardrail			
*Interior must be free of any rodents or other animal infestations			

**Notes:**