

U.S. Department of Housing and Urban Development
Washington, DC 20410-0100

09/05/2019

REAL ESTATE ASSESSMENT CENTER

629780 / 800240189

The Fourth Quarter
3150 N Downing St
Denver, CO 80205 -3908

Dear Owner:

Enclosed with this letter/electronic file is the latest Physical Inspection Summary Report for your property. An inspector, certified by HUD in the use of the inspection protocol, performed the inspection. The report includes property and ownership profile information and shows each deficiency observed during the inspection. Also enclosed is a short description of the elements of the report to assist you in interpretation.

The physical inspection was completed pursuant to HUD regulations at 24 CFR Part 5 and Part 200. You may review the regulations at any time from the Real Estate Assessment Center (REAC) web site at <http://www.hud.gov/offices/reac>. This site provides information about REAC and the physical inspection process and allows you to download a free copy of the inspection software and view deficiency definitions.

If the inspector noted any exigent health and safety (EH&S) deficiencies at the time of the inspection, you or your representative received a report listing those deficiencies. HUD requires you to immediately correct or mitigate all such deficiencies and report your actions within three (3) business days of receipt of the report. If you have not already done so, please provide the local HUD Office of Housing with a certification, on your letterhead, that these exigent items have been corrected. You must use the language in the enclosed certification to report completion of the EH&S deficiencies. If your property is assigned to a Performance Based Contract Administrator (PB-CA), your certification should be sent to the PB-CA and not to the local HUD office. If the loan is under the 232 program, your certification should be sent to the Account Executive with the Office of Healthcare Programs (OHP). Do not send your report to REAC.

Because your property received a score of 60 or above, HUD requires that you note and correct all deficiencies as part of your ongoing maintenance program. If there are any special requirements for your property, the local Office of Housing or PB-CA having jurisdiction will contact you. If, you are still working to complete approved work under an earlier PC or formal Plan of Action (PA), or you have not yet certified completion of a PC or PA, the Office of Housing requires that you contact the local HUD Office of Housing to discuss this inspection and its relationship to work in progress, or, if a 232 loan, the local OHP. If the mortgage on your property is insured by HUD/FHA, please provide copies of all correspondence regarding this inspection to your mortgagee.

If your property had any EH&S deficiencies, and you fail to correct all of these deficiencies within the required timeframe, or falsely certify to repairs made, these noncompliance issues may adversely affect your eligibility for participation in HUD programs. Under HUD's Previous Participation Review and Clearance procedure, these non-compliance issues constitute a standard for disapproval pursuant to 24 CFR Section 200.230(c)(3) and HUD Handbook 4065.1 REV-1, paragraph 2-1(D)(1)(b). Under these circumstances, a flag (disqualifying entry) will be

placed in the Active Partner Performance Systems (APPS) in accordance with the textual "NOTE" at the conclusion of paragraph 2-1(D)(1) of the above referenced handbook. This letter is the only notice that you will receive of the placing of a flag in the APPS for noncompliance.

We appreciate your cooperation during the inspection, and remind you of your ongoing responsibility to maintain this property in a manner that is decent, safe, sanitary and in good repair.

Thank you for your cooperation.

Sincerely,

SAMUEL TUFFOUR
PROGRAM MANAGER, PHYSICAL ASSESSMENT
SUBSYSTEM
Real Estate Assessment Center

Enclosures

Inspection Summary Report (POA) for Inspection #629780

Inspection Snapshot

Inspection ID:	629780	Inspection Time:	11:20 AM - 01:58 PM
Inspection Start Date:	09/05/2019	Inspection End Date:	09/05/2019
Property ID:	800240189	Property Type:	Multi Family
Property Name:	The Fourth Quarter		
Inspection State:	Successful	Score:	80c

Inspection Summary Report (POA) for Inspection #629780

Property Profile

Property Name: The Fourth Quarter
FHA #: 10198136 **Organization:** TBD
Scattered Site? No **Multiple Site?** No
Address Line 1: 3150 N Downing St
Address Line 2:
City: Denver **State:** CO
ZIP: 80205 **Extension:** 3908
Phone: (720) 781-1872 **Extension:**
Fax: **Email:** aaron.t@burgwynmgmt.com

Type	Building			Units		
	Expected	Actual	Sampled	Expected	Actual	Sampled
Residential	1	1	1	36	36	16
Common	0			-	-	-
Total	1	1	1	36	36	16

Occupancy Information

No. of Occupied Units	Occupancy Rate	Inspect Vacant Units
30	83%	Yes

Types of subsidy: Tax Credit, HUD risk share loan
No reported bed bugs
Roof access: Flat roof - inspected

Inspection Summary Report (POA) for Inspection #629780

Participant Profile

Site Manager [Primary Contact / Present During Inspection]

Name (F, MI, L): Aaron Tulley
Organization: Burgwyn Property Management
Address Line 1: 3150 N Downing St.
Address Line 2:
City: Denver **State:** CO
ZIP: 80205 **Extension:**
Phone: (b) (6) **Extension:**
Fax: **Email:** aaron.t@burgwynmgmt.com

Management Agent [Not Present During Inspection]

Name (F, MI, L): Grace Burgwyn
Organization: Burgwyn Residential Management Services
Address Line 1: 104 Broadway, Suite 500
Address Line 2:
City: Denver **State:** CO
ZIP: 80203 **Extension:**
Phone: (720) 638-2470 **Extension:**
Fax: **Email:** grace@burgwynmgmt.com

Owner [Not Present During Inspection]

Name (F, MI, L): Henry Burgwyn
Organization:
Address Line 1: 104 Broadway Ste 500
Address Line 2:
City: Denver **State:** CO
ZIP: 80203 **Extension:**
Phone: (720) 638-2470 **Extension:**
Fax: **Email:** henry@burgwynmgmt.com

Inspection Summary Report (POA) for Inspection #629780

Score Summary

Area	Possible Points	Deductions(Excluding H&S)	Pre H&S Points	H&S Deductions	Final Points
Site	12.59	1.01	11.58	0.00	11.58
Building Exterior	16.78	0.00	16.78	0.00	16.78
Building Systems	21.93	0.00	21.93	0.00	21.93
Common Area	12.59	3.57	9.02	9.02	0.00
Unit	36.12	5.36	30.76	1.05	29.71
Total	100.00	9.94	90.06	10.07	80.00

Score Version: 1

Score Date: 09/05/2019

Final Score: 80c

Inspection Summary Report (POA) for Inspection #629780

Health & Safety Summary

	Site	Buildings	Units	Total	
Non-Life Threatening (NLT)					Health and Safety Narrative 1 site, 1 buildings and 16 units were inspected.
Actual	0	1	1	2	
Projected	0	1	2	3	5 health and safety deficiencies(HSD) were observed.
Life Threatening (LT)					Percentage Inspected:
Actual	0	2	1	3	Site (PIS): 100%
Projected	0	2	2	4	Building (PIB): 100%
Smoke Detectors (SD)					Unit (PIU): 44%
Actual	0	0	0	0	Projected HSD:
Projected	0	0	0	0	Site = (Actual HSDS) / PIS
Overall					Building = (Actual HSDB) / PIB
Actual	0	3	2	5	Unit = (Actual HSDU) / PIU
Projected	0	3	5	8	If all buildings and units were inspected, it is projected that a total of 8 health and safety deficiencies would apply to the property.

Inspection Summary Report (POA) for Inspection #629780

Systemic Deficiencies

Type	Area	Item	Deficiency	B/U with defects	Total B/U	%
Ordinary	Site	Market Appeal	Site - Graffiti (Market Appeal)	1	1	100
Ordinary	CA	Electrical Hazards	HS - Exposed Wires/Open Panels (Electrical Hazards)	1	1	100
Ordinary	CA	Outlets/Switches/Cover Plates	CA - Missing/Broken (Outlets/Switches/Cover Plates)	1	1	100
Ordinary	CA	Windows	CA - Damaged/Missing Screens (Windows)	1	1	100
Ordinary	CA	Ceiling	CA - Mold/Mildew/Water Stains/Water Damage (Ceiling)	1	1	100
Ordinary	CA	Doors	CA - Damaged Frames/Threshold/Lintels/Trim (Doors)	1	1	100
Ordinary	CA	Chutes	CA - Damaged/Missing Components (Chutes)	1	1	100

Note:

B/U - Indicates Buildings or Units

BE - Indicates Building Exterior

BS - Indicates Building Systems

CA - Indicates Common Areas

Capital items are repairs that generally require large cash outlays. (Items such as new roofs and new appliances)

Ordinary items are repairs that require smaller cash outlays. (Items such as light fixtures, fire extinguishers and smoke detectors)

Inspection Summary Report (POA) for Inspection #629780

Building/Unit Summary

Entity	Expected	Actual	# Inspected	# Reported Uninspectable
Building	1	1	1	0
Unit	36	36	16	2

Building 1 - The Fourth Quarter [Sample , Inspected]

Address Line 1: 3150 Downing St.
 Address Line 2:
 City: Denver State: CO
 Zip: 80205 Extension: _____

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Elevator Structure	2010	4	36	36

Comments:

Unit #	# Bedrooms	Occupied?	Uninspected Reason?
(b) (6)	1 Bedroom	Yes	
	0 Bedroom	Yes	
	0 Bedroom	Yes	
	2 Bedrooms	Yes	No Access
	0 Bedroom	Yes	
	1 Bedroom	Yes	
	1 Bedroom	Yes	
	0 Bedroom	Yes	
	0 Bedroom	Yes	
	0 Bedroom	Yes	
	2 Bedrooms	Yes	
	0 Bedroom	Yes	Resident Refusal
	1 Bedroom	Yes	
	2 Bedrooms	Yes	
	2 Bedrooms	Yes	
	2 Bedrooms	Yes	
	1 Bedroom	Yes	
	1 Bedroom	Yes	

Inspection Summary Report (POA) for Inspection #629780

Certificates	
Certificate Item	Certificate State
Boilers	No - This certificate cannot be provided or is expired
Elevators	Yes - This certificate is provided or is not expired
Fire Alarms	Yes - This certificate is provided or is not expired
Lead-Based Paint Disclosure Forms	NA - This certificate is not applicable for this property
Lead-Based Paint Inspection Reports	NA - This certificate is not applicable for this property
Sprinkler Systems	Yes - This certificate is provided or is not expired

Inspection Summary Report (POA) for Inspection #629780

Score Details

Note: The inspection software allows for the recording of the same deficiency as many times as it occurs. However, it is only scored once. The number within the parenthesis after the Deficiency indicates the number of observations for this inspectable area. For example; "**Site - Spalling (Walkway / Steps) (4)**" indicates the deficiency was observed and recorded 4 times under Site. Each individual observation can be found in the **Deficiency Details** section of this report.

Item	Deficiency	Severity	Points Deducted	Points Received
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Site - The Fourth Quarter - Site(0) [Possible Points : 12.59]

Non-Health And Safety Deficiencies				
Market Appeal	Site - Graffiti (Market Appeal)	Level 1	1.01	
			1.01	11.58

Building 1 - The Fourth Quarter - Common Areas* [Possible Points : 12.59]

Non-Health And Safety Deficiencies				
Ceiling	CA - Mold/Mildew/Water Stains/Water Damage (Ceiling)	Level 3	2.10	
Chutes	CA - Damaged/Missing Components (Chutes)	Level 2	0.94	
Windows	CA - Damaged/Missing Screens (Windows)	Level 1	0.52	
Health And Safety Deficiencies				
Doors	CA - Damaged Frames/Threshold/Lintels/Trim (Doors) (NLT)	Level 3	2.10	
Electrical Hazards	HS - Exposed Wires/Open Panels (Electrical Hazards) (LT)	Level 3	8.39	
Outlets/Switches/ Cover Plates	CA - Missing/Broken (Outlets/Switches/Cover Plates) (LT)	Level 3	1.89	
* The point deductions for this sub-area exceed the number of possible points. The points received cannot be negative so it is set to zero.			15.94	0.00

Building 1 - The Fourth Quarter - Unit ^{(b) (6)} [Possible Points : 2.25]

Health And Safety Deficiencies				
Infestation	HS - Insects / roaches (Infestation) (NLT)	Level 3	0.83	
			0.83	1.43

Building 1 - The Fourth Quarter - Unit ^{(b) (6)}* [Possible Points : 2.25]

Non-Health And Safety Deficiencies				
Bathroom Items	Unit - Ventilation/Exhaust System - Inoperable (Bathroom)	Level 2	0.55	
HVAC System	Unit - Inoperable (HVAC)	Level 3	1.84	

Inspection Summary Report (POA) for Inspection #629780

Item	Deficiency	Severity	Points Deducted	Points Received
Kitchen Items	Unit - Refrigerator - Missing/Damaged/Inoperable (Kitchen)	Level 1	0.21	
Walls	Unit - Damaged (Walls)	Level 1	0.06	
* The point deductions for this sub-area exceed the number of possible points. The points received cannot be negative so it is set to zero.			2.65	0.00

Building 1 - The Fourth Quarter - Unit ^(b) (6) [Possible Points : 2.30]				
Non-Health And Safety Deficiencies				
Doors	Unit - Damaged Hardware/Locks (Doors)	Level 3	0.25	
			0.25	2.05

Building 1 - The Fourth Quarter - Unit ^(b) (6) [Possible Points : 2.25]				
Non-Health And Safety Deficiencies				
Doors	Unit - Damaged Hardware/Locks (Doors)	Level 2	0.12	
Health And Safety Deficiencies				
Outlets/Switches	Unit - Missing/Broken Cover Plates (Outlets/Switches) (LT)	Level 3	0.22	
			0.34	1.91

Building 1 - The Fourth Quarter - Unit ^(b) (6) [Possible Points : 2.25]				
Non-Health And Safety Deficiencies				
Kitchen Items	Unit - Dishwasher/Garbage Disposal - Inoperable (Kitchen)	Level 2	0.23	
			0.23	2.02

Building 1 - The Fourth Quarter - Unit ^(b) (6) [Possible Points : 2.25]				
Non-Health And Safety Deficiencies				
Ceiling	Unit - Peeling/Needs Paint (Ceiling)	Level 1	0.01	
			0.01	2.24

Building 1 - The Fourth Quarter - Unit ^(b) (6) [Possible Points : 2.25]				
Non-Health And Safety Deficiencies				
Doors	Unit - Damaged Surface (Holes/Paint/Rust/Glass) (Doors)	Level 3	0.25	
			0.25	2.00

Building 1 - The Fourth Quarter - Unit ^(b) (6)* [Possible Points : 2.25]				
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Inspection Summary Report (POA) for Inspection #629780

Item	Deficiency	Severity	Points Deducted	Points Received
Non-Health And Safety Deficiencies				
Doors	Unit - Damaged Hardware/Locks (Doors)	Level 3	0.25	
Doors	Unit - Damaged Surface (Holes/Paint/Rust/Glass) (Doors)	Level 3	0.25	
HVAC System	Unit - Inoperable (HVAC)	Level 3	1.84	
Kitchen Items	Unit - Range/Stove- Missing/Damaged/Inoperable (Kitchen)	Level 3	0.83	
* The point deductions for this sub-area exceed the number of possible points. The points received cannot be negative so it is set to zero.			3.16	0.00

Inspection Summary Report (POA) for Inspection #629780

Deficiency Details

Item	Location/Comments	Deficiency/Severity	Decisions
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Site - The Fourth Quarter - Site(0)

Non-Health And Safety Deficiencies

Market Appeal	The Fourth Quarter exterior south stairwell door	Site - Graffiti (Market Appeal) - L1	<ul style="list-style-type: none"> - Graffiti - Graffiti on 1 place that the public can see from 30 feet away
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Building 1 - The Fourth Quarter[Sample,Inspected] - Building Exterior

None

Building 1 - The Fourth Quarter[Sample,Inspected] - Building Systems

None

Building 1 - The Fourth Quarter[Sample,Inspected] - Common Areas

Non-Health And Safety Deficiencies

Halls/Corridors/Stairs	Floor 4 water damage to tiles in hallway	CA - Mold/Mildew/Water Stains/Water Damage (Ceiling) - L3	<ul style="list-style-type: none"> - Mold or Mildew (for example, a darkened area) or Water Stains or Water Damage (for example evidence of water infiltration) - Greater than 1 square foot (ceiling surface may have failed) - This condition MAY RESULT in a Health AND Safety concern
Laundry Room	Floor 1 broken	CA - Damaged/Missing Screens (Windows) - L1	<ul style="list-style-type: none"> - A second means of window egress exists - Window bars are actually child safety bars
Trash Collection Areas	Floor 4 trashchute door inop	CA - Damaged/Missing Components (Chutes) - L2	<ul style="list-style-type: none"> - Chute door does not self-close - This condition DOES NOT RESULT in a Health and Safety concern.

Health And Safety Deficiencies

Inspection Summary Report (POA) for Inspection #629780

Item	Location/Comments	Deficiency/Severity	Decisions
Electrical Hazards	Floor 1 knockout missing in junction box of trash room	HS - Exposed Wires/Open Panels (Electrical Hazards) (LT) - L3	<ul style="list-style-type: none"> - Openings in electrical panels - The openings in the electrical panels are NOT properly covered.
Halls/Corridors/Stairs	Floor 1 elevator fire doorcant auto close	CA - Damaged Frames/ Threshold/Lintels/Trim (Doors) (NLT) - L3	<ul style="list-style-type: none"> - Restroom Door or Fire/ Emergency Door - Frame is damaged causing the door not to function or lock (this includes thresholds, lintels, trim, headers, and jambs) - This condition DOES NOT RESULT in a Health and Safety concern.
Patio/Porch/Balcony	Floor 4 outlet cover missing on common area patio	CA - Missing/Broken (Outlets/Switches/Cover Plates) (LT) - L3	<ul style="list-style-type: none"> - Cover plate missing or broken - The electrical connections/ wires ARE exposed.

Building 1 - The Fourth Quarter[Sample,Inspected] - Unit ^{(b) (6)}

Non-Health And Safety Deficiencies

Health And Safety Deficiencies

Infestation	Living Area live roaches observed	HS - Insects /roaches (Infestation) (NLT) - L3	<ul style="list-style-type: none"> - Evidence of roaches - Multiple live roaches observed
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Building 1 - The Fourth Quarter[Sample,Inspected] - Unit ^{(b) (6)}

Non-Health And Safety Deficiencies

Bathroom Items	Bathroom bath fan inop	Unit - Ventilation/Exhaust System - Inoperable (Bathroom) - L2	<ul style="list-style-type: none"> - Bathroom Ventilation/ Exhaust System - Exhaust fan does not work or is missing - There is NOT a window that opens.
HVAC System	Living Area ac unit broken	Unit - Inoperable (HVAC) - L3	<ul style="list-style-type: none"> - Does Not Function (does not provide heating or cooling, does not respond when controls are engaged) - The system is NOT turned

Inspection Summary Report (POA) for Inspection #629780

Item	Location/Comments	Deficiency/Severity	Decisions
			off due to seasonal conditions. - This condition DOES NOT RESULT in a Health and Safety concern.
Kitchen Items	Kitchen freezer seal loose	Unit - Refrigerator - Missing /Damaged/Inoperable (Kitchen) - L1	- Refrigerator - Door seals are deteriorated
Walls	Living Area hole behind entry door	Unit - Damaged (Walls) - L1	- Hole(s) - Between one square inch and up to a sheet of paper, but, you cannot see through the hole

Building 1 - The Fourth Quarter[Sample,Inspected] - Unit ^{(b) (6)}

None

Building 1 - The Fourth Quarter[Sample,Inspected] - Unit ^{(b) (6)}

Non-Health And Safety Deficiencies

Doors	Living Area auto hinges front door inop	Unit - Damaged Hardware/ Locks (Doors) - L3	- Entry Door to Unit - Hardware is damaged or missing - Door does not function as it should (it does not properly latch).
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Building 1 - The Fourth Quarter[Sample,Inspected] - Unit ^{(b) (6)}

Non-Health And Safety Deficiencies

Doors	Bedroom bed door lock inop	Unit - Damaged Hardware/ Locks (Doors) - L2	- All Other Doors (includes closet or other interior doors) - Hardware is damaged or missing - Other interior door does not function as it should or cannot be locked.
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Health And Safety Deficiencies

Outlets/Switches	Kitchen light switch cover missing	Unit - Missing/Broken Cover Plates (Outlets/Switches) (LT) - L3	- Cover plate missing or broken - The electrical connections/
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Inspection Summary Report (POA) for Inspection #629780

Item	Location/Comments	Deficiency/Severity	Decisions
			wires ARE exposed.

Building 1 - The Fourth Quarter[Sample,Inspected] - Unit (b) (6)

Non-Health And Safety Deficiencies

Kitchen Items	Kitchen frozen	Unit - Dishwasher/Garbage Disposal - Inoperable (Kitchen) - L2	<ul style="list-style-type: none"> - Dishwasher or Garbage Disposal - Garbage disposal does not function
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Building 1 - The Fourth Quarter[Sample,Inspected] - Unit (b) (6)

Non-Health And Safety Deficiencies

Ceiling	Living Area wall and paint damaged above window by bed	Unit - Peeling/Needs Paint (Ceiling) - L1	<ul style="list-style-type: none"> - Peeling Paint or Needs Paint - Greater than 1 and less than 4 square feet
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Building 1 - The Fourth Quarter[Sample,Inspected] - Unit (b) (6)

None

Building 1 - The Fourth Quarter[Sample,Inspected] - Unit (b) (6)

None

Building 1 - The Fourth Quarter[Sample,Inspected] - Unit (b) (6)

None

Building 1 - The Fourth Quarter[Sample,Inspected] - Unit (b) (6)

None

Building 1 - The Fourth Quarter[Sample,Inspected] - Unit (b) (6)

None

Building 1 - The Fourth Quarter[Sample,Inspected] - Unit (b) (6)

None

Building 1 - The Fourth Quarter[Sample,Inspected] - Unit (b) (6)

None

Building 1 - The Fourth Quarter[Sample,Inspected] - Unit (b) (6)

Non-Health And Safety Deficiencies

Inspection Summary Report (POA) for Inspection #629780

Item	Location/Comments	Deficiency/Severity	Decisions
Doors	Bathroom hole in bath door	Unit - Damaged Surface (Holes/Paint/Rust/Glass) (Doors) - L3	- Bathroom Door - Surface is damaged - Door has holes - This condition DOES NOT RESULT in a Health and Safety concern.

Building 1 - The Fourth Quarter[Sample,Inspected] - Unit (b) (6)

Non-Health And Safety Deficiencies

Doors	Living Area lock missing on front door	Unit - Damaged Surface (Holes/Paint/Rust/Glass) (Doors) - L3	- Entry Door to Unit - Surface is damaged - Entry Door has holes. - This condition DOES NOT RESULT in a Health and Safety concern.
Doors	Living Area entry door lock missing	Unit - Damaged Hardware/ Locks (Doors) - L3	- Entry Door to Unit - Hardware is damaged or missing - Door cannot be locked (only if designed to lock).
HVAC System	Living Area ac unit inop	Unit - Inoperable (HVAC) - L3	- Does Not Function (does not provide heating or cooling, does not respond when controls are engaged) - The system is NOT turned off due to seasonal conditions. - This condition DOES NOT RESULT in a Health and Safety concern.
Kitchen Items	Kitchen inop	Unit - Range/Stove- Missing /Damaged/Inoperable (Kitchen) - L3	- Range/Stove/Oven - Electric Range/Stove/Oven - Oven is not functioning - This condition DOES NOT RESULT in a Health and Safety concern.

Notice: Modifications to the Inspection Summary Report

With the rollout of the new Uniform Physical Condition Standards (UPCS) inspection software (version 4.0), PIH-REAC now has the capability to collect more detailed information about observations made during the inspection of properties. Therefore, the report has been modified to provide this detailed information, and also to make the results of the inspection more clear. The following explains the major changes to the report.

Changes to Score Summary - The section of the report, which summarizes the score, has been modified to better explain how the final score was derived for the property, and the source of lost points. Additionally, score information from the two most recent inspections of the property is provided to allow comparison to this inspection's score.

Addition of scored and non-scored deficiency reports - The section of the report that displays observed deficiencies has been divided into two sections: the Score Report and the Deficiency Report. Non-scored deficiencies refer to multiple deficiencies of the same type observed with the same sub-area, they are reported for informational purposes only and are not scored. Only one deficiency of the same type for the same sub-area is counted for scoring purposes.

Score Report - a detailed account of only the scored deficiencies by sub-area.

Deficiency Report - A detailed account of all deficiencies, both scored and non-scored, by sub-area. In addition, standardized locations and more descriptive information for each deficiency are provided.

To read more about the above, and for additional assistance in understanding the report, you may access the Inspection Summary Report Guide (version 4.0) at <http://www.hud.gov/offices/reac/products/pass/inspectionrpt40.cfm>

PHYSICAL INSPECTION SUMMARY REPORT

The Inspection Summary Report is designed to achieve two objectives:

1. Provide the Public Housing Agency or owner and/or owner agent (POA) with the background information, *i.e. addresses, phone numbers, building names, etc.*, collected during the property inspection.
2. Provide the POA the results of the REAC physical inspection of a specific property.

The items below describe the information provided in the Inspection Summary Report.

Inspection Number : The inspection number is unique for each property inspection conducted by REAC. Each time a property is inspected by REAC, a new inspection number is used. These unique numbers may be used to communicate with REAC on any matter concerning a particular inspection.

Property Information : Information related to a property is provided:

- Property identification number (in parentheses) - a unique number in HUD databases
- Property name
- Status as scattered site (Yes/No)
- Relevant addresses, phone numbers, fax numbers, and e-mail addresses for the property

Each of these should be checked carefully for accuracy. *All discrepancies should be reported to the REAC Physical Inspection Operations Center at 1-877-406-9220.*

Building Unit Count : The total number of buildings and units on the property are given, along with the number of buildings and units actually inspected by REAC

Scores : An overall numerical score is given as a value from zero to 100. Separate numerical scores are also given for each of five areas:

- site
- building exterior
- building systems
- common areas
- units

The five area scores range from zero to the maximum number of points possible for each area. The possible points for a given area are determined for a specific property based on the inspectable items actually present in each area. The sum of the area points identifies what the overall score would be if there were no health & safety (H&S) deficiencies. The overall numerical score is then calculated by subtracting the sum of deductions for H&S deficiencies from the sum of the individual "area points".

Examples of overall scores are: 95c; 67b*; 84a*; 100b; 78a; and 43c*. The asterisk(*) indicates that H&S deficiencies were found with respect to smoke detectors. The lower-case letter indicates whether or not other kinds of H&S deficiencies were observed, as follows:

- The letter "a" is given if no health and safety deficiencies were observed other than for smoke detectors.
- The lower-case letter "b" is given if one or more non-life threatening H&S deficiencies, but no exigent/fire safety

H&S deficiencies were observed other than for smoke detectors.

- The lower-case letter "c" is given if one or more exigent/ fire safety (calling for immediate attention or remedy) H&S deficiencies were observed.

Although all H&S deficiencies, except for smoke detector problems and "other" hazards, affect the scores with appropriate deductions, the letter grades are added to highlight the serious nature of H&S deficiencies, all of which need to be addressed by the POA.

Health and Safety Counts: In addition to the counts of actual H&S deficiencies observed in the inspected buildings and units, the *estimated* number of H&S deficiencies that would have been found had all buildings and units been inspected is also given. This projected count gives a sense of the total H&S problem for the inspected property. The projection is calculated by dividing the counts actually observed in buildings or units by the proportion of buildings or units inspected. The percent of buildings and units inspected is additionally given to show the basis for the calculations.

Systemic Deficiencies: Defects observed in at least one third ($1/3^{\text{rd}}$) of the inspected units or buildings are listed by whether or not they are repairs generally requiring large cash outlays ("Capital" items) or generally requiring smaller cash outlays ("Ordinary" items).

Participants & Buildings/Units: Information provided includes:

- relevant addresses, phone numbers, fax numbers, and e-mail addresses for participants

- name, year built, number of units and address for each building on the property. Note: All buildings on the property should be listed.

As before, each of these should be checked carefully for accuracy and any discrepancies should be reported to the REAC Technical Assistance Center (TAC) at 1-888-245-4860.

Inspectable Items: This portion of the report details all deficiencies found in the inspection. The main headings in the first column refer to the inspectable area -- site, building exterior, building systems, common area, unit or health & safety where the deficiency was observed. The entries are "inspectable items" within which the deficiencies were found. Some items may not be present for a given property. In such cases, appropriate adjustments are made in the points of each area. Items present, but with no deficiencies found, are not listed. Inspectable items are:

Site: fencing & gates, grounds, mail boxes/project signs market appeal, parking lots/driveways/roads, play areas and equipment, refuse disposal, retaining walls, storm drainage and walkways/stairs.

Building Exterior: doors, fire escapes, foundations, lighting, roofs, walls and windows.

Building Systems: domestic water, electrical system, elevators, emergency power, exhaust system, fire protection, heating/ ventilation/ air-conditioning and sanitary system.

Common Areas: basement/garage/carport, closet/utility/mechanical, community room, day care, halls/corridors/stairs, kitchen, laundry room, lobby, office, other community spaces, patio/porch/balcony, pools

and related structures, rest rooms/pool structures, storage and trash collection areas.

Unit: bathroom, call-for-aid, ceiling, doors, electrical system, floors, heating/ventilation/air-conditioning, hot water heater, kitchen, laundry area (room), lighting, outlets/switches, patio/porch/balcony, smoke detectors, stairs, walls and windows.

Health & Safety: air quality, electrical hazards, elevator, emergency/ fire exits, flammable materials, garbage and debris, hazards, infestation.

Column labeled NO/OD:

NO: The inspection protocol requires the inspector to check for the existence of certificates for certain items such as lead-based paint, elevators, etc. If the inspector verifies all the required certificates, the report will not include any certificate information. If a certificate is not present, the first inspectable item listed will be "certificates" and the designation "NO" will be listed for each unavailable certificate.

OD: If the inspector records a deficiency, then an OD in this column refers to the "observed deficiency" for the given item.

Column labeled Observation: The column lists each specific deficiency observed within a given inspectable item. Each deficiency has a definition, which specifies what must be observed for that deficiency to be recorded. Also noted in this column are observations about Health & Safety items. These are:

- (LT) - Exigent/Fire Safety (calling for immediate attention or remedy)
- (NLT) - Non-Life Threatening
- (SD) - Smoke Detector

Definitions for all deficiencies are given in the physical inspection section at REAC's web site on the Internet (www.hud.gov/react/). Click on "Products" then "Physical Inspection" and then "Physical Inspection Definitions"

Column labeled Severity: Deficiencies differ by "severity". The definitions specify what must be recorded for a given deficiency under one of three possible severity levels - level 1, level 2 and level 3. The severity level is given on the report to indicate which part of the definition actually applies for the specific deficiency observed. Severity levels are defined within a given deficiency and do not necessarily indicate which deficiencies are the worst. For more serious deficiencies, a level 2 severity may be more of a problem and may reduce the overall score more than less serious deficiencies with a severity of level 3.

Location/Comments: Comments are required for all severity level 3 deficiencies.

Column labeled Ded.: This column gives the points deducted from the overall property score for the observed deficiencies. In the shaded heading the possible points are given for that area and building or unit. Although the listed points deducted may sum to more than the possible points, the total deducted from the overall property score for that area and building or unit does not exceed its possible points. The listing of points deducted is rounded to the nearest tenth of a point, so "<0.05" is listed when the points deducted is a very small fraction, but greater than zero. Where there is a blank or zero, such as for lack of a certificate or observed smoke detector problems, it means no points are deducted from the property score.

**PROJECT OWNER'S CERTIFICATION THAT ALL EXIGENT
HEALTH AND SAFETY ITEMS HAVE BEEN CORRECTED**

SEND OR FAX SIGNED COPY TO LOCAL MF OFFICE

[Name of Project Owner:] _____ (the "Project Owner"), the owner of [Project Name:] _____, [City:] _____, [State:] _____ [Project Number:] _____ (the "Project") by and through its duly authorized representative identified below, hereby certifies that:

1. All Exigent Health and Safety ("EH&S") items at the Project have been corrected. Such EH&S items include those identified in the Notification of Exigent and Fire Safety Hazards Observed, dated _____.

2. The attached Report accurately identifies the repairs that have been made to correct the EH&S items, the location of those repairs, and the date or dates the repairs were made. If repairs were not made, the dangerous condition was eliminated.

This certification is made by the Project Owner and is signed by a duly authorized representative of the Project Owner, who is so authorized by reason of his/her position as the [State Fully Relationship Between Signer of Certification and Project Owner:] _____

_____.

All of the foregoing statements, as well as the date, signature and identifying information of the signer and the Project Owner that follows, are HEREBY CERTIFIED as true and accurate this _____ day of _____, 20____.

Project Owner: _____

By: Signature: _____

Print Name: _____

Title: _____