

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

09/10/2019

REAL ESTATE ASSESSMENT CENTER

658658 / 800003143

CITY PARK MANOR
2700-38 MONROE ST
DENVER, CO 80205 - _____

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 #658658

Inspection Snapshot

Inspection ID:	658658	Inspection Time:	11:21 AM - 07:03 PM
Inspection Start		Inspection End	
Date:	09/10/2019	Date:	09/10/2019
Property ID:	800003143	Property Type:	Multifamily
Property Name:	CITY PARK MANOR		
Inspection State:	Successful	Score:	87c*

Inspection Summary Report (POA) for Inspection #658658

Property Profile

Property Name: CITY PARK MANOR
Scattered Site? No **Multiple Site?** No
Address Line 1: 2700-38 MONROE ST
Address Line 2:
City: DENVER **State:** CO
ZIP: 80205 **Extension:** _____
Phone: (303) 830-6627 **Extension:**
Fax: (303) 830-6713 **Email:** aradcliffe@pkmanagement.com

Type	Building			Units		
	Expected	Actual	Sampled	Expected	Actual	Sampled
Residential	3	3	3	13	13	9
Common	0			-	-	-
Total	3	3	3	13	13	9

Occupancy Information

No. of Occupied Units	Occupancy Rate	Inspect Vacant Units
12	92%	No

Comments No bed bugs reported by management. √Roof access √ the roof is pitched and does not require access √ .COXP M=0 W=9 NW=0; This is an inter-agency inspection.

Inspection Summary Report (POA) for Inspection #658658

Participant Profile

Site Manager [Primary Contact / Present During Inspection]

Name (F, MI, L): Anitra Radcliffe
Organization: PK Management
Address Line 1: 1960 Clarkson St
Address Line 2:
City: Denver **State:** CO
ZIP: 80218 **Extension:**
Phone: (b) (6) **Extension:**
Fax: (303) 500-3279 **Email:** aradcliffe@pkmanagement.com

Management Agent [Not Present During Inspection]

Name (F, MI, L): Paula Oravec
Organization: PK Management. LLC
Address Line 1: 26301 Curtiss Wright Pkwy Ste 300
Address Line 2:
City: Richmond Heights **State:** OH
ZIP: 44143 **Extension:**
Phone: (216) 472-1870 **Extension:** 109
Fax: (818) 906-2833 **Email:** poravec@pkmanagement.com

Owner [Not Present During Inspection]

Name (F, MI, L): Gregory F. Perlman
Organization: GHC Partners
Address Line 1: 15301 Ventura Blvd Ste B570
Address Line 2:
City: Sherman Oaks **State:** CA
ZIP: 91403 **Extension:**
Phone: (818) 808-0600 **Extension:**
Fax: (818) 808-3148 **Email:** greg@ghchousing.com

Inspection Summary Report (POA) for Inspection #658658

Score Summary

Area	Possible Points	Deductions(Excluding H&S)	Pre H&S Points	H&S Deductions	Final Points
Site	17.32	0.00	17.32	0.00	17.32
Building Exterior	16.16	0.00	16.16	0.00	16.16
Building Systems	20.15	0.00	20.15	0.00	20.15
Common Area	2.64	0.33	2.31	0.00	2.31
Unit	43.73	5.16	38.58	7.21	31.37
Total	100.00	5.49	94.51	7.21	87.30

Score Version: 1

Score Date: 09/10/2019

Final Score: 87c*

Inspection Summary Report (POA) for Inspection #658658

Health & Safety Summary

	Site	Buildings	Units	Total	
Non-Life Threatening (NLT)					Health and Safety Narrative
Actual	0	0	4	4	1 site, 3 buildings and 9 units were inspected.
Projected	0	0	6	6	8 health and safety deficiencies(HSD) were observed.
Life Threatening (LT)					Percentage Inspected:
Actual	0	0	2	2	Site (PIS): 100%
Projected	0	0	3	3	Building (PIB): 100%
Smoke Detectors (SD)					Unit (PIU): 69%
Actual	0	0	2	2	Projected HSD:
Projected	0	0	3	3	Site = (Actual HSDS) / PIS
Overall					Building = (Actual HSDB) / PIB
Actual	0	0	8	8	Unit = (Actual HSDU) / PIU
Projected	0	0	12	12	If all buildings and units were inspected, it is projected that a total of 12 health and safety deficiencies would apply to the property.

Inspection Summary Report (POA) for Inspection #658658

Systemic Deficiencies

Type	Area	Item	Deficiency	B/U with defects	Total B/U	%
Ordinary	Site	Hazards	HS - Lead Hazard Report	1	1	100
Ordinary	CA	Doors	CA - Damaged Surface (Holes/Paint/Rust/Glass) (Doors)	1	3	33
Ordinary	Unit	Doors	Unit - Deteriorated/Missing Seals (Entry Only) (Doors)	3	9	33

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 #658658

Building/Unit Summary

Entity	Expected	Actual	# Inspected	# Reported Uninspectable
Building	3	3	3	0
Unit	13	13	9	0

Building 1 - (b) (6) [Sample , Inspected]

Address Line 1: (b) (6) East 27th Avenue Building 1

Address Line 2:

City: Denver State: CO

Zip: 80205 Extension: _____

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Row or Townhouse	1945	2	6	6

Comments:

Unit #	# Bedrooms	Occupied?	Uninspected Reason?
(b) (6)	2 Bedrooms	Yes	
(b) (6)	1 Bedroom	Yes	
(b) (6)	2 Bedrooms	Yes	
(b) (6)	2 Bedrooms	Yes	

Building 2 - (b) (6) [Sample , Inspected]

Address Line 1: (b) (6) Monroe Street -Building 2

Address Line 2:

City: Denver State: CO

Zip: 80205 Extension: _____

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Row or Townhouse	1945	2	6	6

Comments:

Unit #	# Bedrooms	Occupied?	Uninspected Reason?
(b) (6)	2 Bedrooms	Yes	
(b) (6)	2 Bedrooms	Yes	

Inspection Summary Report (POA) for Inspection #658658

(b) (6)	2 Bedrooms	Yes	
	2 Bedrooms	Yes	
	2 Bedrooms	Yes	

Building 3 - (b) (6) [Sample , Inspected]

Address Line 1: (b) (6) Monroe Street-Building 3

Address Line 2:

City: Denver **State:** CO

Zip: 80205 **Extension:** _____

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Single-Family/ Detached	1945	1	1	1

Comments:

Inspection Summary Report (POA) for Inspection #658658

Certificates

Certificate Item	Certificate State
Boilers	NA - This certificate is not applicable for this property
Elevators	NA - This certificate is not applicable for this property
Fire Alarms	NA - This certificate is not applicable for this property
Lead-Based Paint Disclosure Forms	Yes - This certificate is provided or is not expired
Lead-Based Paint Inspection Reports	Yes - This certificate is provided or is not expired
Sprinkler Systems	NA - This certificate is not applicable for this property

Inspection Summary Report (POA) for Inspection #658658

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 - CITY PARK MANOR - Site(0) [Possible Points : 17.32]

Non-Health And Safety Deficiencies

Item	Deficiency	Severity	Points Deducted	Points Received
Hazards	HS - Lead Hazard Report	Level 3	0.00	
			0.00	17.32

Building 1 - (b) (6) - Unit (b) (6) (b) (6) [Possible Points : 5.03]

Non-Health And Safety Deficiencies

Item	Deficiency	Severity	Points Deducted	Points Received
Ceiling	Unit - Peeling/Needs Paint (Ceiling)	Level 2	0.05	
Floors	Unit - Peeling/Needs Paint (Floors)	Level 2	0.05	
Health And Safety Deficiencies				
Electrical System	Unit - Missing Covers (Electrical System) (LT)	Level 3	2.57	
			2.67	2.36

Building 1 - (b) (6) - Unit (b) (6) (b) (6) [Possible Points : 4.72]

Non-Health And Safety Deficiencies

Item	Deficiency	Severity	Points Deducted	Points Received
Doors	Unit - Damaged Surface (Holes/Paint/Rust/Glass) (Doors)	Level 3	0.52	
Doors	Unit - Deteriorated/Missing Seals (Entry Only) (Doors)	Level 3	0.69	
Health And Safety Deficiencies				
Windows	Unit - Inoperable/Not Lockable (Windows) (NLT)	Level 3	0.52	
			1.73	2.99

Building 1 - (b) (6) - Unit (b) (6) (b) (6) [Possible Points : 4.93]

Non-Health And Safety Deficiencies

Item	Deficiency	Severity	Points Deducted	Points Received
Doors	Unit - Deteriorated/Missing Seals (Entry Only) (Doors)	Level 3	0.69	
Kitchen Items	Unit - Range/Stove- Missing/Damaged/Inoperable (Kitchen)	Level 2	0.87	
Health And Safety Deficiencies				

Inspection Summary Report (POA) for Inspection #658658

Item	Deficiency	Severity	Points Deducted	Points Received
Windows	Unit - Inoperable/Not Lockable (Windows) (NLT)	Level 3	0.52	
			2.08	2.85

Building 2 - (b) (6) - Unit (b) (6) (b) (6) [Possible Points : 4.72]				
Non-Health And Safety Deficiencies				
Bathroom Items	Unit - Lavatory Sink - Damaged/Missing (Bathroom)	Level 1	0.43	
Kitchen Items	Unit - Refrigerator - Missing/Damaged/Inoperable (Kitchen)	Level 1	0.43	
			0.87	3.86

Building 2 - (b) (6) - Unit (b) (6) (b) (6) [Possible Points : 4.83]				
Health And Safety Deficiencies				
Doors	Unit - Damaged/Missing Screen/Storm/Security Door (Doors) (2) (NLT)	Level 3	0.52	
Smoke Detector	Unit - Missing/Inoperable (Smoke Detector) (2) (SD)	Level 3	0.00	
			0.52	4.31

Building 2 - (b) (6) - Unit (b) (6) (b) (6) [Possible Points : 4.93]				
Non-Health And Safety Deficiencies				
Doors	Unit - Damaged Hardware/Locks (Doors) (3)	Level 3	0.52	
Windows	Unit - Damaged/Missing Screens (Windows)	Level 1	0.07	
			0.59	4.34

Building 2 - (b) (6) - Unit (b) (6) (b) (6) [Possible Points : 4.93]				
Non-Health And Safety Deficiencies				
Doors	Unit - Damaged Hardware/Locks (Doors)	Level 1	0.13	
Health And Safety Deficiencies				
Doors	Unit - Damaged/Missing Screen/Storm/Security Door (Doors) (NLT)	Level 3	0.52	
			0.65	4.28

Building 2 - (b) (6) - Unit (b) (6) (b) (6) [Possible Points : 4.72]				
Non-Health And Safety Deficiencies				
Doors	Unit - Deteriorated/Missing Seals (Entry Only) (Doors)	Level 3	0.69	
Health And Safety Deficiencies				

Inspection Summary Report (POA) for Inspection #658658

Item	Deficiency	Severity	Points Deducted	Points Received
Electrical System	Unit - Missing Covers (Electrical System) (LT)	Level 3	2.57	
			3.26	1.46

Building 3 - (b) (6) - Common Areas* [Possible Points : 0.33]				
Non-Health And Safety Deficiencies				
Doors	CA - Damaged Surface (Holes/Paint/Rust/Glass) (Doors)	Level 3	0.74	
* 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.			0.74	0.00

Inspection Summary Report (POA) for Inspection #658658

Deficiency Details			
Item	Location/Comments	Deficiency/Severity	Decisions
Site - CITY PARK MANOR - Site(0)			
Non-Health And Safety Deficiencies			
Hazards		HS - Lead Hazard Report - L3	- Lead Hazard Report
Building 1 - (b) (6) [Sample,Inspected] - Building Exterior			
None			
Building 1 - (b) (6) [Sample,Inspected] - Building Systems			
None			
Building 1 - (b) (6) [Sample,Inspected] - Common Areas			
None			
Building 1 - (b) (6) [Sample,Inspected] - Unit (b) (6)			
None			
Building 1 - (b) (6) [Sample,Inspected] - Unit (b) (6)			
Non-Health And Safety Deficiencies			
Ceiling	Bathroom	Unit - Peeling/Needs Paint (Ceiling) - L2	- Peeling Paint or Needs Paint - Greater than 4 square feet
Floors	Hallway	Unit - Peeling/Needs Paint (Floors) - L2	- Peeling Paint or Needs Paint - Greater than 4 square feet
Health And Safety Deficiencies			
Electrical System	Patio/Porch/Balcony HVAC DISCONNECT UNSECURED	Unit - Missing Covers (Electrical System) (LT) - L3	- Missing cover, exposing electrical connections - The electrical connections/wires are NOT abandoned and capped. - This condition MAY RESULT in a Health and Safety concern
Building 1 - (b) (6) [Sample,Inspected] - Unit (b) (6)			

Inspection Summary Report (POA) for Inspection #658658

Item	Location/Comments	Deficiency/Severity	Decisions
Non-Health And Safety Deficiencies			
Doors	Living Area Door- light observed through seal.	Unit - Deteriorated/Missing Seals (Entry Only) (Doors) - L3	<ul style="list-style-type: none"> - Entry Door to Unit - Seals/caulking is missing or deteriorated to the point the door is not weather-resistant (if designed to have seals)
Doors	Kitchen NIS SCREWS IN DOOR WHICH IS SPLIT.	Unit - Damaged Surface (Holes/Paint/Rust/Glass) (Doors) - L3	<ul style="list-style-type: none"> - Entry Door to Unit - Surface is damaged - Door has significant peeling, cracked, or no paint.
Health And Safety Deficiencies			
Windows	Bedroom BEDRM 2	Unit - Inoperable/Not Lockable (Windows) (NLT) - L3	<ul style="list-style-type: none"> - Lock/Operability - Lock is missing or damaged (only if the window was designed to lock) - Window is accessible from outside (for example, ground level or by means of exterior stairway) - Window can be opened from outside.

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

Non-Health And Safety Deficiencies			
Doors	Living Area DAMAGED SEAL	Unit - Deteriorated/Missing Seals (Entry Only) (Doors) - L3	<ul style="list-style-type: none"> - Entry Door to Unit - Seals/caulking is missing or deteriorated to the point the door is not weather-resistant (if designed to have seals)
Kitchen Items	Kitchen	Unit - Range/Stove- Missing /Damaged/Inoperable (Kitchen) - L2	<ul style="list-style-type: none"> - Range/Stove/Oven - Gas Range/Stove/Oven - Burner(s) not functioning - ONE burner is not functioning.
Health And Safety Deficiencies			
Windows	Bedroom TOP LOCK BEDROOM 1	Unit - Inoperable/Not Lockable (Windows) (NLT) - L3	<ul style="list-style-type: none"> - Lock/Operability - Lock is missing or damaged (only if the window was designed to lock) - Window is NOT accessible

Inspection Summary Report (POA) for Inspection #658658

Item	Location/Comments	Deficiency/Severity	Decisions
			from outside

Building 2 - (b) (6) [Sample,Inspected] - Building Exterior			
None			

Building 2 - (b) (6) [Sample,Inspected] - Building Systems			
None			

Building 2 - (b) (6) [Sample,Inspected] - Common Areas			
None			

Building 2 - (b) (6) [Sample,Inspected] - Unit (b) (6)			
Non-Health And Safety Deficiencies			
Bathroom Items	Bathroom	Unit - Lavatory Sink - Damaged/Missing (Bathroom) - L1	- Bathroom Sink - A stopper is missing (only if there is no stopper in the visible area)
Kitchen Items	Kitchen	Unit - Refrigerator - Missing /Damaged/Inoperable (Kitchen) - L1	- Refrigerator - Door seals are deteriorated

Building 2 - (b) (6) [Sample,Inspected] - Unit (b) (6)			
Non-Health And Safety Deficiencies			
Doors	Kitchen GLASS PAINE CRACKED SECURITY DOOR	Unit - Damaged/Missing Screen/Storm/Security Door (Doors) - L1	- Screen Door or Storm Door - Screen or storm door is missing
Health And Safety Deficiencies			
Doors	Kitchen SECURITY DOOR WILL NOT LOCK	Unit - Damaged/Missing Screen/Storm/Security Door (Doors) (NLT) - L3	- Security Door - Security door is not functioning
Smoke Detector	Hallway	Unit - Missing/Inoperable (Smoke Detector) (SD) - L3	- Inoperable - There is NOT another functioning smoke detector on same level.
Smoke Detector	Bedroom BEDRM 2	Unit - Missing/Inoperable (Smoke Detector) (SD) - L3	- Inoperable - There is NOT another functioning smoke detector on same level.

Inspection Summary Report (POA) for Inspection #658658

Item	Location/Comments	Deficiency/Severity	Decisions
Building 2 - (b) (6) [Sample,Inspected] - Unit (b) (6)			
Non-Health And Safety Deficiencies			
Doors	Bathroom	Unit - Damaged Hardware/ Locks (Doors) - L3	<ul style="list-style-type: none"> - Bathroom Door - Hardware is damaged or missing - Door cannot be locked (only if designed to lock).
Doors	Bedroom BEDRM 1	Unit - Damaged Hardware/ Locks (Doors) - L2	<ul style="list-style-type: none"> - 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.
Doors	Bedroom BEDRM 2	Unit - Damaged Hardware/ Locks (Doors) - L2	<ul style="list-style-type: none"> - 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.
Windows	Living Area	Unit - Damaged/Missing Screens (Windows) - L1	<ul style="list-style-type: none"> - Screens - One or more screens in a unit are punctured, torn or otherwise damaged or missing

Building 2 - (b) (6) Sample,Inspected] - Unit (b) (6)			
Non-Health And Safety Deficiencies			
Doors	Living Area	Unit - Damaged Hardware/ Locks (Doors) - L1	<ul style="list-style-type: none"> - All Other Doors (includes closet or other interior doors) - Hardware is damaged or missing - Closet door does not function as it should or cannot be locked.
Health And Safety Deficiencies			

Inspection Summary Report (POA) for Inspection #658658

Item	Location/Comments	Deficiency/Severity	Decisions
Doors	Living Area NIS BROKEN SECURITY DOOR WOOD PANEL INSTALLED.	Unit - Damaged/Missing Screen/Storm/Security Door (Doors) (NLT) - L3	- Security Door - Security door is not functioning

Building 2 - (b) (6) [Sample,Inspected] - Unit (b) (6)

Non-Health And Safety Deficiencies

Doors	Living Area DAMAGED SEAL.	Unit - Deteriorated/Missing Seals (Entry Only) (Doors) - L3	- Entry Door to Unit - Seals/caulking is missing or deteriorated to the point the door is not weather-resistant (if designed to have seals)
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Health And Safety Deficiencies

Electrical System	Patio/Porch/Balcony HVAC DISCONNECT	Unit - Missing Covers (Electrical System) (LT) - L3	- Missing cover, exposing electrical connections - The electrical connections/ wires are NOT abandoned and capped. - This condition MAY RESULT in a Health and Safety concern
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Building 3 - (b) (6) [Sample,Inspected] - Building Exterior

None

Building 3 - (b) (6) [Sample,Inspected] - Building Systems

None

Building 3 - (b) (6) [Sample,Inspected] - Common Areas

Non-Health And Safety Deficiencies

Basement/Garage/ Carport	Floor 1 Garage door	CA - Damaged Surface (Holes/Paint/Rust/Glass) (Doors) - L3	- Entry Door (leads to outside) - Surface is damaged - Door has significant peeling, cracked, or no paint. - This condition DOES NOT RESULT in a Health and Safety concern.
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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: _____