



**EXHIBIT I to SOLICITATION ADDENDUM**

Solicitation Number: RFP FY20-086-1 (DRW), Addendum #4

Solicitation Due Date: August 8, 2019, 3:00 p.m. Local Time

**CITY OF PHOENIX  
Housing Department  
251 W. Washington Street  
4th Floor  
Phoenix, AZ 85003**

**Solicitation Name: PROPERTY MANAGEMENT SERVICES FOR AFFORDABLE HOUSING PORTFOLIO**

**A. The following questions and answers are now incorporated as part of this RFP:**

1. What is the latest REAC scores for the Camelback Properties on the applicable properties?

**Answer:** The last REAC inspection was conducted on 12/04/18. Camelback Properties received a score of 86b. A copy of the report is included in this addendum.

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by returning the entire signed addendum with the proposal submittal.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

EXHIBIT 1  
Addendum #4 Solicitation Number: RFP FY20-086-1 (DRW)

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

12/04/2018

REAL ESTATE ASSESSMENT CENTER

632945 / 800235120

Camelback Properties  
5102 N. 11th Ave.  
Phoenix, AZ 85013 -2153

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 #632945

### Inspection Snapshot

<b>Inspection ID:</b>	632945	<b>Inspection Time:</b>	11:26 AM - 03:24 PM
<b>Inspection Start Date:</b>	12/04/2018	<b>Inspection End Date:</b>	12/04/2018
<b>Property ID:</b>	800235120	<b>Property Type:</b>	Multifamily
<b>Property Name:</b>	Camelback Properties		
<b>Inspection State:</b>	Successful	<b>Score:</b>	86b

## Inspection Summary Report (POA) for Inspection #632945

### Property Profile

**Property Name:** Camelback Properties  
**Scattered Site?** No **Multiple Site?** No  
**Address Line 1:** 5102 N. 11th Ave.  
**Address Line 2:**  
**City:** Phoenix **State:** AZ  
**ZIP:** 85013 **Extension:** 2153  
**Phone:** (602) 265-3022 **Extension:**  
**Fax:** (602) 265-7954 **Email:** manager@camelbackprop.phxcoxmail.com

Type	Building			Units		
	Expected	Actual	Sampled	Expected	Actual	Sampled
Residential	6	3	3	147	15	10
Common	0			-	-	-
Total	6	3	3	147	15	10

### Occupancy Information

No. of Occupied Units	Occupancy Rate	Inspect Vacant Units
15	100%	No

**Comments** Flat roof, no access. Beg bugs in unit F109.

## Inspection Summary Report (POA) for Inspection #632945

### Participant Profile

#### Management Agent [Primary Contact / Present During Inspection]

**Name (F, MI, L):** Dalena Gallegos  
**Organization:** Dunlop and Magee  
**Address Line 1:** 11260 N. Tatum Blvd.  
**Address Line 2:** Suite 149  
**City:** Phoenix **State:** AZ  
**ZIP:** 85028 **Extension:**  
**Phone:** (602) 244-1006 **Extension:**  
**Fax:** (602) 952-9855 **Email:** dalena@dunlap-magee.com

#### Management Agent [Not Present During Inspection]

**Name (F, MI, L):** Anna Disabato  
**Organization:** Dunlop and Magee  
**Address Line 1:** 11260 N. Tatum Blvd.  
**Address Line 2:** Suite 149  
**City:** Phoenix **State:** AZ  
**ZIP:** 85028 **Extension:**  
**Phone:** (602) 244-1006 **Extension:**  
**Fax:** (602) 952-9855 **Email:** adisabato@dunlap-magee.com

#### Owner [Not Present During Inspection]

**Name (F, MI, L):** Pene Norville  
**Organization:** City of Phoenix Housing Department  
**Address Line 1:** 251 W. Washington St.  
**Address Line 2:** 4th Floor  
**City:** Phoenix **State:** AZ  
**ZIP:** 85003 **Extension:**  
**Phone:** (602) 262-6794 **Extension:**  
**Fax:** (602) 534-4516 **Email:** pene.norville@phoenix.gov

#### Site Manager [Present During Inspection]

**Name (F, MI, L):** Jackie Colvin  
**Organization:** Dunlap and Magee  
**Address Line 1:** 5102 N. 11th Ave.  
**Address Line 2:**  
**City:** Phoenix **State:** AZ  
**ZIP:** 85013 **Extension:**  
**Phone:** (602) 265-3022 **Extension:**  
**Fax:** (602) 265-7954 **Email:** manager@camelbackprop.phxcoxmail.com

#### Other [Present During Inspection]

**Name (F, MI, L):** Tony Quintana  
**Organization:** Dunlap and Magee

## Inspection Summary Report (POA) for Inspection #632945

### Participant Profile

**Address Line 1:** 5102 N. 11th Ave.

**Address Line 2:** Maintenance

**City:** Phoenix

**State:** AZ

**ZIP:** 85013

**Extension:**

**Phone:** (602) 265-3022

**Extension:**

**Fax:** (602) 265-7954

**Email:** manager@camelbackprop.phxcoxmail.com

## Inspection Summary Report (POA) for Inspection #632945

Score Summary					
Area	Possible Points	Deductions(Excluding H&S)	Pre H&S Points	H&S Deductions	Final Points
Site	18.27	0.00	18.27	0.00	18.27
Building Exterior	18.27	4.13	14.14	0.00	14.14
Building Systems	15.10	0.00	15.10	0.00	15.10
Common Area	9.14	1.37	7.76	0.00	7.76
Unit	39.22	5.14	34.08	2.96	31.12
Total	100.00	10.64	89.36	2.96	86.40

Score Version: 1

Score Date: 12/04/2018

Final Score: 86b



## Inspection Summary Report (POA) for Inspection #632945

### Health & Safety Summary

	Site	Buildings	Units	Total	
<b>Non-Life Threatening (NLT)</b>					<b>Health and Safety Narrative</b> 1 site, 3 buildings and 10 units were inspected.  3 health and safety deficiencies(HSD) were observed.  <b>Percentage Inspected:</b> Site (PIS): 100% Building (PIB): 100% Unit (PIU): 67%  <b>Projected HSD:</b> Site = (Actual HSDS) / PIS Building = (Actual HSDB) / PIB Unit = (Actual HSDU) / PIU  If all buildings and units were inspected, it is projected that a total of 5 health and safety deficiencies would apply to the property.
Actual	0	0	3	3	
Projected	0	0	5	5	
<b>Life Threatening (LT)</b>					
Actual	0	0	0	0	
Projected	0	0	0	0	
<b>Smoke Detectors (SD)</b>					
Actual	0	0	0	0	
Projected	0	0	0	0	
<b>Overall</b>					
Actual	0	0	3	3	
Projected	0	0	5	5	

## Inspection Summary Report (POA) for Inspection #632945

### Systemic Deficiencies

Type	Area	Item	Deficiency	B/U with defects	Total B/U	%
Ordinary	BE	Walls	BE- Missing Pieces/Holes/Spalling (Walls)	1	3	33
Ordinary	BE	Roofs	BE- Damaged Soffits/Fascia (Roofs)	2	3	67
Ordinary	CA	Hazards	HS - Lead Hazard Report	1	3	33
Ordinary	CA	Walls	CA - Damaged (Walls)	1	3	33
Ordinary	CA	Windows	CA - Inoperable/Not Lockable (Windows)	2	3	67
Ordinary	Unit	Doors	Unit - Damaged Hardware/Locks (Doors)	4	10	40

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 #632945

### Building/Unit Summary

Entity	Expected	Actual	# Inspected	# Reported Uninspectable
Building	6	3	3	0
Unit	147	15	10	0

### Building 01 - Building C / Office [ Sample , Inspected ]

Address Line 1: 5102 N. 11th Ave.

Address Line 2:

City: Phoenix

State: AZ

Zip: 85003

Extension: \_\_\_\_\_

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Walkup/Multifamily Apts	1973	2	9	9

#### Comments:

Unit #	# Bedrooms	Occupied?	Uninspected Reason?
C104	2 Bedrooms	Yes	
C105	2 Bedrooms	Yes	
C109	2 Bedrooms	Yes	
C201	2 Bedrooms	Yes	
C205	2 Bedrooms	Yes	
C207	2 Bedrooms	Yes	

### Building 02 - Building B [ Sample , Inspected ]

Address Line 1: 5050 N. 11th Ave.

Address Line 2:

City: Phoenix

State: AZ

Zip: 85003

Extension: \_\_\_\_\_

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Walkup/Multifamily Apts	1973	2	1	1

#### Comments:

## Inspection Summary Report (POA) for Inspection #632945

Building 06 - Building F [ Sample , Inspected ]				
<b>Address Line 1:</b>		5049 N. 11th Ave.		
<b>Address Line 2:</b>				
<b>City:</b>	Phoenix	<b>State:</b>	AZ	
<b>Zip:</b>	85003	<b>Extension:</b>	_____	
Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Walkup/Multifamily Apts	1973	2	5	5
<b>Comments:</b>				
Unit #	# Bedrooms	Occupied?	Uninspected Reason?	
F102	1 Bedroom	Yes		
F107	1 Bedroom	Yes		
F110	1 Bedroom	Yes		
F205	1 Bedroom	Yes		

## Inspection Summary Report (POA) for Inspection #632945

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	No - This certificate cannot be provided or is expired
Sprinkler Systems	NA - This certificate is not applicable for this property

## Inspection Summary Report (POA) for Inspection #632945

### 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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#### Building 01 - Building C / Office - Building Exterior [Possible Points : 10.96]

##### Non-Health And Safety Deficiencies

Item	Deficiency	Severity	Points Deducted	Points Received
Roofs	BE- Damaged Soffits/Fascia (Roofs)	Level 1	1.51	
Walls	BE- Missing Pieces/Holes/Spalling (Walls)	Level 2	2.45	
			<b>3.96</b>	<b>7.00</b>

#### Building 01 - Building C / Office - Common Areas [Possible Points : 3.96]

##### Non-Health And Safety Deficiencies

Item	Deficiency	Severity	Points Deducted	Points Received
Hazards	HS - Lead Hazard Report	Level 3	0.00	
			<b>0.00</b>	<b>3.96</b>

#### Building 01 - Building C / Office - Unit C104 [Possible Points : 3.92]

##### Non-Health And Safety Deficiencies

Item	Deficiency	Severity	Points Deducted	Points Received
Bathroom Items	Unit - Water Closet/Toilet-Damaged/Clogged/Missing (Bathroom)	Level 2	1.60	
Doors	Unit - Damaged Hardware/Locks (Doors)	Level 1	0.11	
			<b>1.71</b>	<b>2.22</b>

#### Building 01 - Building C / Office - Unit C105 [Possible Points : 3.92]

##### Non-Health And Safety Deficiencies

Item	Deficiency	Severity	Points Deducted	Points Received
Doors	Unit - Damaged Hardware/Locks (Doors)	Level 1	0.11	
			<b>0.11</b>	<b>3.81</b>

#### Building 01 - Building C / Office - Unit C109 [Possible Points : 3.92]

##### Non-Health And Safety Deficiencies

Item	Deficiency	Severity	Points Deducted	Points Received
Bathroom Items	Unit - Plumbing Leaking Faucet/Pipes (Bathroom)	Level 1	0.48	
			<b>0.48</b>	<b>3.44</b>

#### Building 01 - Building C / Office - Unit C201 [Possible Points : 3.92]

##### Non-Health And Safety Deficiencies

Item	Deficiency	Severity	Points Deducted	Points Received

## Inspection Summary Report (POA) for Inspection #632945

Item	Deficiency	Severity	Points Deducted	Points Received
Bathroom Items	Unit - Lavatory Sink - Damaged/Missing (Bathroom)	Level 1	0.36	
Bathroom Items	Unit - Shower/Tub - Damaged/Missing (Bathroom)	Level 1	0.48	
			<b>0.84</b>	<b>3.08</b>

<b>Building 01 - Building C / Office - Unit C205* [Possible Points : 3.92]</b>				
<b>Non-Health And Safety Deficiencies</b>				
Bathroom Items	Unit - Lavatory Sink - Damaged/Missing (Bathroom)	Level 1	0.36	
Doors	Unit - Damaged Hardware/Locks (Doors)	Level 1	0.11	
Doors	Unit - Damaged Surface (Holes/Paint/Rust/Glass) (Doors)	Level 3	0.43	
Windows	Unit - Damaged/Missing Screens (Windows)	Level 1	0.06	
<b>Health And Safety Deficiencies</b>				
Electrical System	Unit - GFI - Inoperable (Electrical System) (NLT )	Level 3	2.13	
Hazards	HS - Sharp Edges (Hazards) (NLT )	Level 3	1.44	
Windows	Unit - Inoperable/Not Lockable (Windows) (NLT )	Level 3	0.43	
* 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.			<b>4.96</b>	<b>0.00</b>

<b>Building 01 - Building C / Office - Unit C207 [Possible Points : 3.92]</b>				
<b>Non-Health And Safety Deficiencies</b>				
Bathroom Items	Unit - Plumbing Leaking Faucet/Pipes (Bathroom)	Level 1	0.48	
Doors	Unit - Damaged Hardware/Locks (Doors)	Level 3	0.43	
			<b>0.91</b>	<b>3.01</b>

<b>Building 02 - Building B - Building Exterior [Possible Points : 1.22]</b>				
<b>Non-Health And Safety Deficiencies</b>				
Roofs	BE- Damaged Soffits/Fascia (Roofs)	Level 1	0.17	
			<b>0.17</b>	<b>1.05</b>

<b>Building 02 - Building B - Common Areas [Possible Points : 2.44]</b>				
<b>Non-Health And Safety Deficiencies</b>				
Walls	CA - Damaged (Walls)	Level 2	0.69	
Windows	CA - Inoperable/Not Lockable (Windows)	Level 1	0.34	
			<b>1.03</b>	<b>1.41</b>

<b>Building 06 - Building F - Common Areas [Possible Points : 2.74]</b>				
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## Inspection Summary Report (POA) for Inspection #632945

Item	Deficiency	Severity	Points Deducted	Points Received
<b>Non-Health And Safety Deficiencies</b>				
Windows	CA - Inoperable/Not Lockable (Windows)	Level 1	0.34	
			<b>0.34</b>	<b>2.40</b>

<b>Building 06 - Building F - Unit F107 [Possible Points : 3.92]</b>				
<b>Non-Health And Safety Deficiencies</b>				
Windows	Unit - Peeling/Needs Paint (Windows)	Level 1	0.02	
Windows	Unit- Cracked/Broken/Missing Panes (Windows)	Level 1	0.11	
			<b>0.13</b>	<b>3.79</b>



## Inspection Summary Report (POA) for Inspection #632945

Deficiency Details			
Item	Location/Comments	Deficiency/Severity	Decisions
<b>Site - Camelback Properties - Site(0)</b>			
None			
<b>Building 01 - Building C / Office[Sample,Inspected] - Building Exterior</b>			
<b>Non-Health And Safety Deficiencies</b>			
Roofs	damaged soffit by unit C207	BE- Damaged Soffits/ Fascia (Roofs) - L1	- Damaged Soffits or Fascia Board(s) or Soffit Vents - Water penetration is NOT likely.
Walls	1" holes behind unit 208	BE- Missing Pieces/Holes/ Spalling (Walls) - L2	- Hole(s) - Greater than 1/2" in diameter, but smaller than a sheet of paper
<b>Building 01 - Building C / Office[Sample,Inspected] - Building Systems</b>			
None			
<b>Building 01 - Building C / Office[Sample,Inspected] - Common Areas</b>			
<b>Non-Health And Safety Deficiencies</b>			
Hazards	Floor 1 LBP Report	HS - Lead Hazard Report - L3	- Lead Hazard Report
<b>Building 01 - Building C / Office[Sample,Inspected] - Unit C104</b>			
<b>Non-Health And Safety Deficiencies</b>			
Bathroom Items	Bathroom toilet tank cover missing	Unit - Water Closet/Toilet- Damaged/Clogged/Missing (Bathroom) - L2	- Toilet (Unit) - Seat, hinge, cover, or flush handle is missing or damaged
Doors	Bedroom bedroom 2	Unit - Damaged Hardware/ Locks (Doors) - L1	- 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.

## Inspection Summary Report (POA) for Inspection #632945

Item	Location/Comments	Deficiency/Severity	Decisions
<b>Building 01 - Building C / Office[Sample,Inspected] - Unit C105</b>			
<b>Non-Health And Safety Deficiencies</b>			
Doors	Bedroom bedroom 1	Unit - Damaged Hardware/ Locks (Doors) - L1	<ul style="list-style-type: none"> <li>- All Other Doors (includes closet or other interior doors)</li> <li>- Hardware is damaged or missing</li> <li>- Closet door does not function as it should or cannot be locked.</li> </ul>

<b>Building 01 - Building C / Office[Sample,Inspected] - Unit C109</b>			
<b>Non-Health And Safety Deficiencies</b>			
Bathroom Items	Bathroom	Unit - Plumbing Leaking Faucet/Pipes (Bathroom) - L1	<ul style="list-style-type: none"> <li>- Shower or Tub (Unit)</li> <li>- There is a leak</li> <li>- There is a leak or drip, but it is contained by the shower or tub basin</li> </ul>

<b>Building 01 - Building C / Office[Sample,Inspected] - Unit C201</b>			
<b>Non-Health And Safety Deficiencies</b>			
Bathroom Items	Bathroom	Unit - Lavatory Sink - Damaged/Missing (Bathroom) - L1	<ul style="list-style-type: none"> <li>- Bathroom Sink</li> <li>- A stopper is missing (only if there is no stopper in the visible area)</li> </ul>
Bathroom Items	Bathroom	Unit - Shower/Tub - Damaged/Missing (Bathroom) - L1	<ul style="list-style-type: none"> <li>- Shower or Tub (Unit)</li> <li>- A stopper is missing (only if there is no stopper in the visible area)</li> </ul>

<b>Building 01 - Building C / Office[Sample,Inspected] - Unit C205</b>			
<b>Non-Health And Safety Deficiencies</b>			
Bathroom Items	Bathroom	Unit - Lavatory Sink - Damaged/Missing (Bathroom) - L1	<ul style="list-style-type: none"> <li>- Bathroom Sink</li> <li>- A stopper is missing (only if there is no stopper in the visible area)</li> </ul>
Doors	Bedroom bedroom 2 - damaged surface	Unit - Damaged Surface (Holes/Paint/Rust/Glass) (Doors) - L3	<ul style="list-style-type: none"> <li>- All Other Doors (includes closet or other interior doors)</li> <li>- Surface is damaged</li> </ul>

## Inspection Summary Report (POA) for Inspection #632945

Item	Location/Comments	Deficiency/Severity	Decisions
			- Door has significant peeling, cracked, or no paint.
Doors	Bedroom bedroom 2	Unit - Damaged Hardware/ Locks (Doors) - L1	- 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.
Windows	Bedroom	Unit - Damaged/Missing Screens (Windows) - L1	- Screens - One or more screens in a unit are punctured, torn or otherwise damaged or missing
<b>Health And Safety Deficiencies</b>			
Electrical System	Bathroom does not reset	Unit - GFI - Inoperable (Electrical System) (NLT) - L3	- GFI does not function when self-test button is pressed
Hazards	Bathroom broken mirror, sharp edge	HS - Sharp Edges (Hazards) (NLT) - L3	- Sharp Edges - This COULD cause cutting/breaking of skin or other bodily harm.
Windows	Dining Area damaged window lock	Unit - Inoperable/Not Lockable (Windows) (NLT) - L3	- 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 01 - Building C / Office[Sample,Inspected] - Unit C207

#### Non-Health And Safety Deficiencies

Bathroom Items	Bathroom	Unit - Plumbing Leaking Faucet/Pipes (Bathroom) - L1	- Shower or Tub (Unit) - There is a leak - There is a leak or drip, but it is contained by the shower or tub basin
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## Inspection Summary Report (POA) for Inspection #632945

Item	Location/Comments	Deficiency/Severity	Decisions
Doors	Bathroom does not lock	Unit - Damaged Hardware/ Locks (Doors) - L3	<ul style="list-style-type: none"> <li>- Bathroom Door</li> <li>- Hardware is damaged or missing</li> <li>- Door cannot be locked (only if designed to lock).</li> </ul>

### Building 02 - Building B[Sample,Inspected] - Building Exterior

#### Non-Health And Safety Deficiencies

Roofs	hole in soffit by unit B207	BE- Damaged Soffits/ Fascia (Roofs) - L1	<ul style="list-style-type: none"> <li>- Damaged Soffits or Fascia Board(s) or Soffit Vents</li> <li>- Water penetration is NOT likely.</li> </ul>
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### Building 02 - Building B[Sample,Inspected] - Building Systems

None

### Building 02 - Building B[Sample,Inspected] - Common Areas

#### Non-Health And Safety Deficiencies

Laundry Room	Floor 1 wall by washer damaged, large hole	CA - Damaged (Walls) - L2	<ul style="list-style-type: none"> <li>- Hole(s)</li> <li>- Larger than a sheet of paper, but you cannot see through the hole</li> <li>- ONE wall is affected.</li> </ul>
Laundry Room	Floor 1 right window does not open	CA - Inoperable/Not Lockable (Windows) - L1	<ul style="list-style-type: none"> <li>- Lock/Operability</li> <li>- Window will not open or close (only if the window was designed to open and close)</li> <li>- Window CAN still be secured (by a lock or stick)</li> <li>- Window is on 3rd floor or below</li> <li>- There IS another operable window in the same floor area.</li> </ul>

### Building 06 - Building F[Sample,Inspected] - Building Exterior

None

### Building 06 - Building F[Sample,Inspected] - Building Systems

## Inspection Summary Report (POA) for Inspection #632945

Item	Location/Comments	Deficiency/Severity	Decisions
None			

### Building 06 - Building F[Sample,Inspected] - Common Areas

#### Non-Health And Safety Deficiencies

Laundry Room	Floor 1 left window does not open	CA - Inoperable/Not Lockable (Windows) - L1	<ul style="list-style-type: none"> <li>- Lock/Operability</li> <li>- Window will not open or close (only if the window was designed to open and close)</li> <li>- Window CAN still be secured (by a lock or stick)</li> <li>- Window is on 3rd floor or below</li> <li>- There IS another operable window in the same floor area.</li> </ul>
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### Building 06 - Building F[Sample,Inspected] - Unit F102

None

### Building 06 - Building F[Sample,Inspected] - Unit F107

#### Non-Health And Safety Deficiencies

Windows	Kitchen	Unit- Cracked/Broken/ Missing Panes (Windows) - L1	<ul style="list-style-type: none"> <li>- Pane/Glass</li> <li>- Glass cracked</li> </ul>
Windows	Bedroom	Unit - Peeling/Needs Paint (Windows) - L1	<ul style="list-style-type: none"> <li>- Sill</li> <li>- Peeling paint or needs paint</li> </ul>

### Building 06 - Building F[Sample,Inspected] - Unit F110

None

### Building 06 - Building F[Sample,Inspected] - Unit F205

None

### **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<sup>rd</sup>) 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/](http://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: \_\_\_\_\_