

EXHIBIT F(E)

Community Development and Housing

Uniform Physical Conditions Standards



Property Name: _____

Date: _____

Inspectable Area: **BUILDING SYSTEMS**

Building Number: _____

N/A=Not Applicable N=No Observed Deficiency P=Potential Non-Compliance D=Observed Deficiency

Inspectable Item		Observable Deficiencies	N/A	N	P	D	See Reference
1	Domestic Water	Leaking Central Water Supply					
		Misaligned Chimney/Ventilation System					
		Missing Pressure Relief Valve					
		Rust/Corrosion on Heater Chimney					
		Water Supply Inoperable					
2	Electrical System	Blocked Access/Improper Storage					
		Burnt Breakers					
		Evidence of Leaks/Corrosion					
		Frayed Wiring					
		Missing Breakers/Fuses					
		Missing Covers					
3	Elevator	Not Operable					
		Elevator - Tripping					
4	Emergency Power	Auxiliary Lighting Inoperable					
		Run-Up Records/Documentation Not Available					
5	Fire Protection	Missing Sprinkler Head					
		Missing/Damaged/Expired Extinguishers					
6	Health & Safety	Air Quality - Mold and/or Mildew Observed					
		Air Quality - Propane/Natural Gas/Methane Gas Detected					
		Air Quality - Sewer Odor Detected					
		Electrical Hazards - Exposed Wires/Open Panels					
		Electrical Hazards - Water Leaks on/near Electrical Equipment					
		Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable					
		Emergency Fire Exits - Missing Exit Signs					
		Flammable Materials - Improperly Stored					
		Garbage and Debris - Indoors					
		Hazards - Other					
		Hazards - Sharp Edges					
		Hazards - Tripping					
		Infestation - Insects					
Infestation - Rats/Mice/Vermin							
7	HVAC	Boiler/Pump Leaks					
		Fuel Supply Leaks					
		General Rust/Corrosion					
		Misaligned Chimney/Ventilation System					
		Roof Exhaust Fan(s) Inoperable					
		Broken/Leaking/Clogged Pipes or Drains					
		Missing Drain/Cleanout/Manhole Covers					

Reference # (Above)	Additional Comments	Photo Attached (Y/N)



Community Development and Housing

Uniform Physical Conditions Standards

Property Name: _____

Date: _____

Inspectable Area: **BUILDING EXTERIOR**

Building Number: _____

		N/A=Not Applicable	N=No Observed Deficiency	P=Potential Non-Compliance	D=Observed Deficiency	N/A	N	P	D	See Reference
Inspectable Item	Observable Deficiencies									
1	Doors	Damaged Frames/Threshold/Lintels/Trim								
		Damaged Hardware/Locks								
		Damaged Surface (Holes/Paint/Rusting/Glass)								
		Damaged/Missing Screen/Storm/Security Door								
		Deteriorated/Missing Caulking/Seals								
		Missing Door								
2	Fire Escapes	Blocked Egress/Ladders								
		Visibly Missing Components								
3	Foundation	Cracks/Gaps								
		Spalling/Exposed Rebar								
4	Health and Safety	Electrical Hazards - Exposed Wires/Open Panels								
		Electrical Hazards - Water Leaks on/near Electrical Equipment								
		Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable								
		Emergency Fire Exits - Missing Exit Signs								
		Flammable/Combustible Materials - Improperly Stored								
		Garbage and Debris - Outdoors								
		Hazards - Other								
		Hazards - Sharp Edges								
		Hazards - Tripping								
		Infestation - Insects								
Infestation - Rats/Mice/Vermin										
5	Lighting	Broken Fixtures/Bulbs								
6	Roofs	Damaged Soffits/Fascia								
		Damaged Vents								
		Damaged/Clogged Drains								
		Damaged/Torn Membrane/Missing Ballast								
		Missing/Damaged Components from Downspout/Gutter								
		Missing/Damaged Shingles								
		Ponding								
7	Walls	Cracks/Gaps								
		Damaged Chimneys								
		Missing/Damaged Caulking/Mortar								
		Missing Pieces/Holes/Spalling								
		Stained/Peeling/Needs Paint								
8	Windows	Broken/Missing/Cracked Panes								
		Damaged Sills/Frames/Lintels/Trim								
		Damaged/Missing Screens								
		Missing/Deteriorated Caulking/Seals/Glazing Compound								
		Peeling/Needs Paint								
		Security Bars Prevent Egress								
Reference # (Above)	Additional Comments	Photo Attached (Y/N)								



Community Development and Housing

Uniform Physical Conditions Standards

Property Name: _____
 Inspectable Area: **COMMON AREAS** Building Number: _____

Date: _____

N/A=Not Applicable N=No Observed Deficiency P=Potential Non-Compliance D=Observed Deficiency

X	Inspectable Location	Observable Deficiencies					See
			N/A	N	P	D	Reference
	Basement/Garage/Carport	Baluster/Side Railings - Damaged					
	Closet/Utility/Mechanical	Cabinets - Missing/Damaged					
	Community Room	Call for Aid - Inoperable					
	Day Care	Ceiling - Bulging/Buckling					
	Halls/Corridors/Stairs	Ceiling - Holes/Missing Tiles/Panels/Cracks					
	Kitchen	Ceiling - Peeling/Needs Paint					
	Laundry Room	Ceiling - Water Stains/Water Damage/Mold/Mildew					
	Lobby	Countertops - Missing/Damaged					
	Office	Dishwasher/Garbage Disposal - Inoperable					
	Other Community Spaces	Doors - Damaged Frames/Threshold/Lintels/Trim					
	Patio/Porch/Balcony	Doors - Damaged Hardware/Locks					
	Restrooms/Pool Structures	Doors - Damaged Surface (Holes/Paint/Rust/Glass)					
	Storage	Doors - Damaged/Missing Screen/Storm/Security Door					
		Doors - Deteriorated/Missing Seals (Entry Only)					
		Doors - Missing Door					
		Dryer Vent -Missing/Damaged/Inoperable					
		Electrical - Blocked Access to Electrical Panel					
		Electrical - Burnt Breakers					
		Electrical - Evidence of Leaks/Corrosion					
		Electrical - Frayed Wiring					
		Electrical - Missing Breakers					
		Electrical - Missing Covers					
		Floors - Bulging/Buckling					
		Floors - Floor Covering Damaged					
		Floors - Missing Floor/Tiles					
		Floors - Peeling/Needs Paint					
		Floors - Rot/Deteriorated Subfloor					
		Floors - Water Stains/Water Damage/Mold/Mildew					
		GFI - Inoperable					
		Graffiti					
		HVAC - Convection/Radiant Heat System Covers Missing/Damaged					
		HVAC - General Rust/Corrosion					
		HVAC - Inoperable					
		HVAC - Misaligned Chimney/Ventilation System					
		HVAC - Noisy/Vibrating/Leaking					
		Lavatory Sink - Damaged/Missing					
		Lighting - Missing/Damaged/Inoperable Fixture					
		Outlets/Switches/Cover Plates - Missing/Broken					
		Pedestrian/Wheelchair Ramp					
		Plumbing - Clogged Drains					
		Plumbing - Leaking Faucet/Pipes					
		Range Hood /Exhaust Fans - Excessive Grease/Inoperable					
		Range/Stove - Missing/Damaged/Inoperable					
		Refrigerator - Damaged/Inoperable					
		Restroom Cabinet - Damaged/Missing					
		Shower/Tub - Damaged/Missing					
		Sink - Missing/Damaged					
		Smoke Detector - Missing/Inoperable					

N/A=Not Applicable N=No Observed Deficiency P=Potential Non-Compliance D=Observed Deficiency		N/A	N	P	D	See Reference
Inspectable Item	Observable Deficiencies					
	Stairs - Broken/Damaged/Missing Steps					
	Stairs - Broken/Missing Hand Railing					
	Ventilation/Exhaust System - Inoperable					
	Walls - Bulging/Buckling					
	Walls - Damaged					
	Walls - Damaged/Deteriorated Trim					
	Walls - Peeling/Needs Paint					
	Walls - Water Stains/Water Damage/Mold/Mildew					
	Water Closet/Toilet - Damaged/Clogged/Missing					
	Windows - Cracked/Broken/Missing Panes					
	Windows - Damaged Window Sill					
	Windows - Inoperable/Not Lockable					
Healthy & Safety	Air Quality - Mold and/or Mildew Observed					
	Air Quality - Propane/Natural Gas/Methane Gas Detected					
	Air Quality - Sewer Odor Detected					
	Electrical Hazards - Exposed Wires/Open Panels					
	Electrical Hazards - Water Leaks on/near Electrical Equipment					
	Elevator - Tripping					
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable					
	Emergency Fire Exits - Missing Exit Signs					
	Flammable Materials - Improperly Stored					
	Garbage and Debris - Indoors					
	Hazards - Other					
	Hazards - Sharp Edges					
	Hazards - Tripping					
	Infestation - Insects					
Infestation - Rats/Mice/Vermin						
Pools and Related Structure	Fencing - Damaged/Not Intact					
	Pool - Not Operational					
Trash Colletion Areas	Chutes - Damages/Missing Components					

Reference # (Above)	Additional Comments	Photo Attached (Y/N)



Community Development and Housing Agency

Uniform Physical Conditions Standards

Property Name: _____
 Inspectable Area: **SITE**

Date: _____

N/A=Not Applicable N=No Observed Deficiency P=Potential Non-Compliance D=Observed Deficiency

Inspectable Item		Observable Deficiencies	N/A	N	P	D	See Reference
1	Market Appeal	Graffiti					
		Litter					
2	Fencing and Gates	Damaged/Falling/Leaning					
		Holes					
		Missing Sections					
3	Grounds	Erosion/Rutting Areas					
		Overgrown/Penetrating Vegetation					
		Ponding/Site Drainage					
4	Health & Safety	Air Quality - Sewer Odor Detected					
		Air Quality - Propane/Natural Gas/Methane Gas Detected					
		Electrical Hazards - Exposed Wires/Open Panels					
		Electrical Hazards - Water Leaks on/near Electrical Equipment					
		Flammable Materials - Improperly Stored					
		Garbage and Debris - Outdoors					
		Hazards - Other					
		Hazards - Sharp Edges					
		Hazards - Tripping					
		Infestation - Insects					
Infestation - Rats/Mice/Vermin							
5	Mailboxes/Project Signs	Mailbox Missing/Damaged					
		Signs Damaged					
6	Parking Lots/Driveways/Road	Cracks					
		Ponding					
		Potholes/Loose Material					
		Settlement/Heaving					
7	Play Areas & Equipment	Damaged/Broken Equipment					
		Deteriorated Play Area Surface					
8	Refuse Disposal	Broken/Damaged Enclosure-Inadequate Outside Storage Space					
9	Retaining Walls	Damaged/Falling/Leaning					
10	Storm Drainage	Damaged/Obstructed					
11	Walkways/Steps	Broken/Missing Hand Railing					
		Cracks/Settlement/Heaving					
		Spalling					

Reference # (Above)	Additional Comments	Photo Attached (Y/N)



Community Development and Housing

Uniform Physical Conditions Standards

Property Name: _____
 Building/Unit Number: _____

Date: _____

N/A=Not Applicable N=No Observed Deficiency P=Potential Non-Compliance D=Observed Deficiency

		N/A	N	P	D	See Reference
Inspectable Item	Observable Deficiencies					
1 Doors	Damaged Frames/Threshold/Lintels/Trim					
	Damaged Hardware/Locks					
	Damaged Surface (Holes/Paint/Rusting/Glass)					
	Damaged/Missing Screen/Storm/Security Door					
	Deteriorated/Missing Caulking/Seals					
	Missing Door					
2 Kitchen	Cabinets - Missing/Damaged					
	Countertops - Missing/Damaged					
	Dishwasher/Garbage Disposal - Inoperable					
	Plumbing - Clogged Drains					
	Plumbing - Leaking Faucet/Pipes					
	Range Hood/Exhaust Fans - Excessive Grease/Inoperable					
	Range/Stove - Missing/Damaged/Inoperable					
	Refrigerator-Missing/Damaged/Inoperable					
3 Bathroom	Sink - Damaged/Missing					
	Bathroom Cabinets - Damaged/Missing					
	Lavatory Sink - Damaged/Missing					
	Plumbing - Clogged Drains					
	Plumbing - Leaking Faucet/Pipes					
	Shower/Tub - Damaged/Missing					
	Ventilation/Exhaust System - Inoperable					
4 Ceiling	Water Closet/Toilet - Damaged/Clogged/Missing					
	Bulging/Buckling					
	Holes/Missing Tiles/Panels/Cracks					
	Peeling/Needs Paint					
5 Call-for-Aid	Water Stains/Water Damage/Mold/Mildew					
	Inoperable					
6 Smoke Detector	Missing/Inoperable					
7 Laundry Area (Room)	Dryer Vent - Missing/Damaged/Inoperable					
8 Patio/Porch/Balcony	Baluster/Side Railings Damaged					
9 Health and Safety	Air Quality - Mold and or Mildew Observed					
	Air Quality - Sewer Odor Detected					
	Air Quality - Propane/Natural Gas Methane Gas Detected					
	Electrical Hazards - Exposed Wires/Open Panels					
	Electrical Hazards - Water Leaks on/near Electrical Equipment					
	Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable					
	Emergency Fire Exits - Missing Exit Signs					
	Flammable/Combustible Materials - Improperly Stored					
	Garbage and Debris - Indoors					
	Garbage and Debris - Outdoors					
	Hazards - Other					
	Hazards - Sharp Edges					
	Hazards - Tripping					
10 Lighting	Infestation - Insects					
	Infestation - Rats/Mice/Vermin					
11 Outlets/Switches	Broken Fixtures/Bulbs					
	Missing					
	Missing/Broken Cover Plates					

N/A=Not Applicable		N=No Observed Deficiency		P=Potential Non-Compliance		D=Observed Deficiency		N/A	N	P	D	See Reference
Inspectable Item		Observable Deficiencies										
12	Hot Water Heater	Misaligned Chimney/Ventilation System										
		Inoperable Unit/Components										
		Leaking Valves/Tanks/Pipes										
		Pressure Relief Valve Missing										
		Rust/Corrosion										
13	HVAC System	Inoperable Unit/Components										
		Convection/Radiant Heat System Covers Missing/Damaged										
		Inoperable										
		Misaligned Chimney/Ventilation System										
		Noisy/Vibrating/Leaking										
Rust/Corrosion												
14	Electrical System	Blocked Access to Electrical Panel										
		Burnt Breakers										
		Evidence of Leaks/Corrosion										
		Frayed Wiring										
		GFI - Inoperable										
		Missing Breakers/Fuses										
		Missing Covers										
15	Floors	Bulging/Buckling										
		Floor Covering Damage										
		Missing Flooring Tiles										
		Peeling/Needs Paint										
		Rot/Deteriorated Subfloor										
Water Stains/Water Damage/Mold/Mildew												
16	Walls	Bulging/Buckling										
		Damaged										
		Damaged/Deteriorated Trim										
		Peeling/Needs Paint										
		Water Stains/Water Damage/Mold/Mildew										
17	Windows	Cracked/Broken/Missing Panes										
		Damaged Window Sill										
		Missing/Deteriorated Caulking/Seals/Glazing Compound										
		Window Screens Damaged/Missing										
		Inoperable/Not Lockable										
		Peeling/Needs Paint										
Security Bars Prevent Egress												
18	Stairs	Broken/Damaged/Missing Steps										
		Broken/Missing Hand Railing										
Reference # (Above)		Additional Comments							Photo Attached (Y/N)			

TENANT FILE - REVIEW CHECKLIST

Property Name:				Review Date:			
Bldg/Unit #:		# Bedrooms:		Move-in Date:			
FUNDING INVOLVED: (Circle all that apply)		HOME (County)		HOME (City)		NSP	
LIHTC	CONDUIT	ELDERLY/DISABLED		PB-Section 8		Other	
Income Certification		<input type="checkbox"/> Initial/Move-In Certification		<input type="checkbox"/> Annual Re-Certification			
Household Member		Income Source(s) (List all income sources for each member)				Annual Gross Income	
						\$	
						\$	
						\$	
						\$	
Household Assets:				Total Income from Assets:		\$	
				Total Household Income		\$	
Household composition:		# Children:		HH Size at Move-in:			
APPLICATION / PLACEMENT PROCESS				Yes	No	N/A	COMMENTS
Application is present for each unmarried adult							
Application lists all potential occupants and is dated prior to move-in							
Application requests all household income from all sources							
Application is signed/dated by #1-Applicant and #2-Management							
CERTIFICATION				Yes	No	N/A	COMMENTS
Tenant Income Certification was signed & dated by all adult household members and by management on the effective date?							Effective date: Signature date:
Applicant/Tenant Income Questionnaire is complete, signed and dated by all adult household members?							
Income verifications are in compliance with methods required by state, federal, city and/or county polices?							
Asset verifications are complete, signed and dated by all adult household members?							
Income from all household members' combined assets are included with total annual household income?							
Is a properly executed Lease in the file?							
Is the lease term at least one year in length?							Effective date: Signature date:
Student Status is addressed and the appropriate Annual Certification of Student Status is completed by all household members?							
All required forms, including VAWA and Assessment of Household Demographics, are used completed, signed and dated by all adults in HH?							
Tenant Release/ Authorization for the manager owne rto verify income/employment is present in the file?							
RENT RESTRICTIONS				INCOME RESTRICTIONS			
Unit Rent Restriction % AMI:		Move-in		Recertification			
Tenant's Rent Portion:		\$		\$		Income Restriction Limit 50% or 80%	
Utility Allowance:		\$		\$		If Over Income, Income at MI	
Rental Assistance: <input type="checkbox"/> PBA <input type="checkbox"/> TBA <input type="checkbox"/> Other:		\$		\$		Recert Limit 50% 80%	
TOTAL RENT (GROSS*):		\$		\$		HOME 80% AMI Limit \$	
Maximum allowable rent for this unit		\$		\$			
HOME: <input type="checkbox"/> Low <input type="checkbox"/> High						Tenant Income Qualified? Yes/No	
Qualified HOME unit		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		Rent Adjustment Needed? Yes/No	
*HOME units must include Rental Assistance in Total Rent Calculation							

COMMENTS
Reviewed By: