

U.S. Department of Housing and Urban Development – Real Estate Assessment Center
“Cheat Sheet” for the 4.0 Physical Inspection Report

With the rollout of the new Uniform Physical Condition Standards (UPCS) inspection software (version 4.0), the Real Estate Assessment Center (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. This “Cheat Sheet” provides a basic summary of the various sections of the modified report, listed in the order in which they appear.

- **‘Inspection Snapshot’** provides a high level summary of the inspection.
- **‘Property Profile’** (see figure 1 below) identifies the number of Buildings and Units together with the occupancy information.
- **‘Participant Profile’** (see figure 2 below) identifies property participants and provides their contact information. A new presence indicator will show who amongst the property participants (Management Agent, Owner and/or Site Manager) were present at the time of inspection.
- **‘Score Summary’** (see figure 3 below) provides an overview of the inspection score for each of the 5 inspectable areas.
- **‘Health & Safety Summary’** shows any observed ‘Life’ and/or ‘Non-Life’ threatening ‘Health & Safety’ deficiencies.
- **‘Systemic Deficiencies’** shows ‘Capital’ and ‘Ordinary’ repair items.
- **‘Building/Unit Summary’** (see figure 4 below) provides important property data, including ‘Year of Construction’, ‘Number of Floors’ and ‘Building Type’.
- **‘Certificates’** provides a listing of certifications that may be required for the property.
- **‘Score Details’** provides an explanation of the score for the property including the source of any points deducted. Note that 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 parentheses after the Deficiency indicates the number of observations for this inspectable area.
- **‘Deficiency Details’** (see figure 5 below) identifies all recorded deficiencies for an inspectable area. The Decisions Column in this section lists the details on how the inspector identified the defect. While the ‘Score Details’ page described above focused on the number of points deducted, this section will identify all cited deficiencies, regardless of impact on score.

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Figure 1: Property Profile

Inspection Summary Report (POA) for Inspection #999999

Property Profile						
Property Name:	HUD ASSOCIATED PROPERTY					
FHA #:	11111111	Organization:	TBD			
Scattered Site?	No	Multiple Site?	No			
Address Line 1:	123 Main Street					
Address Line 2:						
City:	Anytown	State:	AK			
ZIP:	12345	Extension:	1234			
Phone:	(999) 555-1234	Extension:				
Fax:	(999) 555-1235	Email:	person1@property.com			
Type	Building			Units		
	Expected	Actual	Sampled	Expected	Actual	Sampled
Residential	1	1	1	120	120	22
Common				-	-	-
Total	1	1	1	120	120	22
Occupancy Information						
No. of Occupied Units		Occupancy Rate		Inspect Vacant Units		
65		54%		Yes		

Comments 54%; No Bed Bugs Reported Per POA

This section identifies the number of expected buildings in the HUD system

This section identifies the number of actual buildings on site

This section identifies the number of buildings in the sample

This section identifies the number of expected units in the HUD system

This section identifies the number of actual units on site

This section identifies the number of units in the sample

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Figure 2: Participation Profile

Inspection Summary Report (POA) for Inspection #999999

Participant Profile

Management Agent [Primary Contact / Present During Inspection]

Name (F, MI, L):	Manager P. Agent			This section not only identifies the relevant property participants, but also states whether a participant was present during the inspection
Organization:	HUD Property Management			
Address Line 1:	456 Other Street			
Address Line 2:				
City:	Anytown	State:	AK	
ZIP:	12345	Extension:		
Phone:	(999) 555-2345	Extension:		
Fax:	(999) 555-2346	Email:	person2@property.com	

Owner [Not Present During Inspection]

Name (F, MI, L):	Happy T. Owner		
Organization:	HUD Property Management		
Address Line 1:	456 Other Street		
Address Line 2:			
City:	Anytown	State:	AK
ZIP:	12345	Extension:	
Phone:	(999) 555-3456	Extension:	
Fax:	(999) 555-3457	Email:	person3@property.com

Site Manager [Present During Inspection]

Name (F, MI, L):	Site Manager		
Organization:	HUD Property Management		
Address Line 1:	123 Main Street		
Address Line 2:			
City:	Anytown	State:	AK
ZIP:	12345	Extension:	
Phone:	(999) 555-4567	Extension:	
Fax:	(999) 555-4568	Email:	person4@property.com

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Figure 3: Score Summary

Inspection Summary Report (POA) for Inspection #999999

Score Summary					
Area	Possible Points	Deductions(Excluding H&S)	Pre H&S Points	H&S Deductions	Final Points
Site	12.97	0.00	12.97	0.00	12.97
Building Exterior	16.74	7.21	9.53	0.00	9.53
Building Systems	18.86	2.23	16.63	10.00	6.63
Common Area	14.23	6.22	8.00	0.00	8.00
Unit	37.21	1.74	35.46	6.04	29.42
Total	100.00	17.41	82.59	16.04	66.56

Score Version: 1

Score Date: 01/01/2014

Final Score: 67c*

This column identifies possible points that a property can receive in each of the five property areas: site, building

This column identifies deductions that were not classified as Health and Safety ("H & S") deductions

This column identifies the property's score in each area before incorporating Health and Safety ("H & S") deductions

This column identifies all Health and Safety ("H & S") deductions

This column reflects the property's score for all five areas, minus all deductions, including all Health and Safety ("H & S") deductions, which results in the Final Score for the property

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Figure 4: Building/Unit Summary

Inspection Summary Report (POA) for Inspection #999999

Building/Unit Summary

Entity	Expected	Actual	# Inspected	# Reported Uninspectable
Building	0	1	1	0
Unit	120	120	22	0

Building 1 - HUD ASSOCIATED PROPERTY [Sample , Inspected]

Address Line 1: 123-A Main Street
 Address Line 2:
 City: Anytown State: AK
 Zip: 12345 Extension: 1234

Type	Constructed In	Floors	Expected Unit Count	Actual Unit Count
Elevator Structure	2008	3	120	120

Comments:

Unit #	# Bedrooms	Occupied?
101	1 Bedroom	Yes
107	2 Bedrooms	Yes
113	2 Bedrooms	Yes
119	1 Bedroom	Yes
128	2 Bedrooms	Yes
134	1 Bedroom	Yes
139	2 Bedrooms	Yes
203	2 Bedrooms	Yes
208	1 Bedroom	Yes
213	2 Bedrooms	Yes
219	1 Bedroom	Yes
226	2 Bedrooms	Yes
232	2 Bedrooms	Yes
237	1 Bedroom	Yes
300	2 Bedrooms	Yes
305	1 Bedroom	Yes
311	2 Bedrooms	Yes
316	2 Bedrooms	Yes
322	1 Bedroom	Yes
327	2 Bedrooms	Yes

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Figure 5: Deficiency Details

Inspection Summary Report (POA) for Inspection #999999

Deficiency Details			
Item	Location/Comments	Deficiency/Severity	Decisions
Site - HUD ASSOCIATED PROPERTY - Site(0)			
None			
Building 1 - HUD ASSOCIATED PROPERTY [Sample,Inspected] - Building Exterior			
Non-Health And Safety Deficiencies			
Roofs		BE- Missing/Damaged Components from Downspout/Gutter (Roofs) - L2	- Missing/Damaged Components from Downspout/Gutter - You see that components of the drainage system including gutters, leaders, downspouts and drain openings are missing or damaged but there is NO visible damage to surrounding surfaces
Walls	exterior elevation near D exit door	BE- Missing Pieces/Holes/Spalling (Walls) - L2	- Surface Deterioration and Spalling - Smaller than a sheet of paper
Walls	exterior elevation near exit door B hallway	BE- Missing Pieces/Holes/Spalling (Walls) - L2	- Surface Deterioration and Spalling - Smaller than a sheet of paper
Walls	exterior wall elevation abpve A wing exit door	BE- Missing Pieces/Holes/Spalling (Walls) - L2	- Surface Deterioration and Spalling - Smaller than a sheet of paper
Building 1 - HUD ASSOCIATED PROPERTY [Sample,Inspected] - Building Systems			
Non-Health And Safety Deficiencies			
Emergency Power	Floor 2 Exit signage light fixture auxillary power supply; inoperable (near unit 206)	BS- Auxiliary Lighting Inoperable (Emergency Power) - L3	- Auxiliary lighting does not function
Health And Safety Deficiencies			
Fire Protection	Floor 1	BS- Missing Sprinkler Head	- Sprinkler head or its