**National Housing Trust Fund**

Wisconsin Allocation Plan

March 2017

WHEDA

TOGETHER WE BUILD WISCONSIN

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Governor Scott Walker has designated the Wisconsin Housing & Economic Development Authority (WHEDA) to be the administrator of the National Housing Trust Fund (HTF) program in Wisconsin.

The HTF was created by the Housing & Economic Recovery Act of 2008, and was designed to provide additional resources to construct and rehabilitate housing for Extremely Low-Income (ELI) families across the nation – specifically, households at or below 30% of county median income. The first funding awards through the HTF will be made later this year – of the $173.6 million available nationwide, $3,007,084 has been allocated to the State of Wisconsin. It is expected that each state will receive an allocation of HTF funds annually.

Below is the HTF Allocation Plan for the 2016 funding cycle. WHEDA reserves the right to make modifications to this proposal as new guidance is provided by the U.S Department of Housing and Urban Development (HUD). Additionally, should HUD change the allocation of HTF funds to Wisconsin, the State reserves the right to proportionately modify the plan.

## A. HTF Funding Priorities*

*a) Will the State distribute HTF funds through grants to subgrantees?*

i) WHEDA does not intend to distribute HTF funds to subgrantees

*b) Will the State distribute funds by selecting applications submitted by eligible recipients?*

i) WHEDA intends to distribute funds by selecting applications submitted by eligible recipients, including:

(a) Nonprofit or for-profit entities
(b) Housing Authorities
(c) Tribal Housing Authorities

Threshold criteria for eligible recipients – if the following requirements are not met, the HTF application will be denied:

*Applicant's ability to obligate HTF funds.* Applicants must have demonstrated experience and capacity to conduct an eligible HTF activity as evidenced by its ability to own, construct or rehabilitate and manage and operate an affordable multifamily rental housing development. The history shall include:

1. Evidence of development and ownership of two or more rental properties in the state of Wisconsin.

2. Ownership history for the properties identified in (1) above for a minimum of four years.
3. Average physical occupancy in the properties during the past three years of no less than 92%.
4. Evidence that members of the applicant's staff have experience in the development, ownership or management of rental housing. Include resumes and professional training that have been obtained by the staff.

Applicant's ability to undertake eligible activities in a timely manner

- Applicants must submit a timeline/schedule demonstrating the ability to undertake and complete new construction or rehab within 24 months of the award date.
- Applicants will be required to submit a certification indicating that the housing assisted with HTF funds will comply with all HTF requirements and must include a description of the eligible activities to be accomplished with the HTF funds in accordance with 24 CFR 93.200.
- Applicants must demonstrate the ability and financial capacity to undertake, manage, complete, and meet all compliance requirements of the eligible activity.
- Applicants must only submit projects for funding that include the creation or preservation of permanent rental housing.
- Applicants must meet at least one of the State's Consolidated Plan housing priorities.

ii)

Criteria that will be used to select applications and the relative importance of these criteria

(a) Geographic Diversity (5 points). Five points will be awarded for properties in the following areas:
  (i) Properties located in the Transform Milwaukee Area
  (ii) Properties located in a High Need Area as defined in the WHEDA Qualified Allocation Plan for the Low Income Housing Tax Credit program which can be found at https://www.wheda.com/LIHTC/Allocating/.
  (iii) Properties located in an area meeting the Rural Set-Aside definition for the Low Income Housing Tax Credit program: "a development must be in a location that is rural in character. The following criteria will be used by WHEDA in determining whether a site is rural in character or not: a) Population (20,000 or less, b) Location relative to other communities and the population of those communities, c) Commuting patterns and distances, d) Community economic base, and d) Community land use patterns."

(b) For rental housing, the extent to which the project has Federal, State or local project-based rental assistance so rents are affordable to extremely low income families (25 points)

(i) One point for each one percent of units that have a commitment for Section 8 or Section 515 project-based assistance, project-based vouchers, 811 vouchers, NAHASDA funding for rental assistance, or similar project-based rental assistance or operating subsidy.

(c) For rental housing, the duration of the units' affordability period (0 points)
   (i) All properties will be required to have a 30 year affordability period

(d) The merits of the application in meeting the state's priority housing needs (20 points)
   (i) 20 points will be awarded to properties designed to serve the homeless and/or veterans requiring supportive services

(e) The extent to which the application makes use of non-federal funding sources (25 points)
   (i) One point for each 2% of the total development budget to be paid by non-federal funding sources

(f) Other selection criteria
   (i) Properties utilizing the 4% LIHTC program to rehabilitate existing HUD Section 8 or Rural Development Section 515 properties will receive 10 points
   (ii) Requested HTF resources of less than:
      1. $25,000 to 30,000 per unit (5 points) *
      2. $15,000 to $24,999 per unit (15 points) *
      3. Less than $15,000 per unit (25 points) *

c) Application Process
   a. Applicants will be required to score a minimum of 50 points in the categories noted above to be eligible for HTF resources
   b. WHEDA intends to make an application packet available for the HTF program. The application will include the scoring criteria, as described but not limited to items on the previous pages, application evaluation process, timeline for commitment and expenditure of funds, etc. It is expected that the WHEDA will not allow recipients of 9% Low Income Tax Credit awards to request HTF resources until it has been determined that an insufficient number of non-9% LIHTC properties have applied for the available HTF resources.
   c. As many applications may utilize 4% LIHTCs, the RFP response requirements may be constructed as an addendum to the 4% LIHTC application for those developments
   d. WHEDA will require evidence that the HTF resources are required for financial feasibility
   e. HTF awards are expected to be structured as subordinate loans to be re-paid from available cash flow. Interest rates on the loans will be at a below-market rate approximating the Applicable Federal Rate for the LIHTC program
   f. All application materials, policy documents, implementation materials will be found online at https://www.wheda.com/Developers/National-Housing-Trust-Fund/

**B. Recipient Application Requirements**

WHEDA will require that all applications include:

(b) A description of the eligible activities to be conducted with the HTF funds as required in 24 CFR 93.200

(c) A certification that the housing assisted with HTF funds will comply with all HTF requirements

**C. Performance Goals and Benchmarks**

In the 2016 cycle, WHEDA intends to provide HTF resources to create or rehabilitate 100 rental units for households at or below 30% of County Median Income. The income determination may be updated at a later date upon further HUD guidance.

WHEDA will perform monitoring or require regular reporting to ensure program compliance

**D. Maximum per-unit subsidy limit for housing assisted with HTF**

WHEDA will utilize the HOME program per-unit subsidy limits for the HTF program. The current HOME per-unit subsidy limits can be found below.

| WISCONSIN HOME PER UNIT SUBSIDY LIMITS - 2015 (for all Wisconsin Participating Jurisdictions) | | | | | |
|---|---|---|---|---|---|
| All Wisconsin Participating Jurisdictions | Section 234 Basic Limits per No. of Bedrooms | | | | |
| | 0 | 1 | 2 | 3 | 4+ |
| | $58,378 | $66,923 | $81,377 | $105,276 | $115,560 |
| High Cost Percentage = 240% | $140,107 | $160,615 | $195,305 | $252,662 | $277,344 |

When establishing the per-unit subsidy limit, WHEDA reviewed construction data for LIHTC properties receiving an LIHTC allocation from 2011 through 2015. WHEDA chose to look at new construction projects – as new construction properties can be found throughout the state, and rehab properties can have wide variations in development budgets based on the amount of rehab that is required at any individual property. The data showed that the 2011-2015 average per-unit development cost in the highest-cost metropolitan region of the state was only 14% above the statewide per-unit average. WHEDA's review of statewide development costs does not support consistently higher development costs in certain geographic areas over others. As utilization of the existing HOME subsidy limit is permitted under the HTF program, and statewide data does not demonstrate a significant statewide variation, we have opted to select the HOME per-unit subsidy limit for the HTF.

**E. Rehabilitation Standards**

For those properties using HTF resources for rehabilitation of existing housing, applicants must submit a Capital Needs Assessment (CNA) to document that the proposed rehab meets HUDs Uniform Physical Condition Standards (UPCS), and to bring all systems up to a reasonable useful life. All items identified as Level 3 or Health & Safety deficiencies on the "UPCS Condition Standards – Comprehensive Listing" (attached to this plan) will be required to be completed as part of the rehabilitation of the property. If Level 2 items are not included in the rehabilitation budget, deposits to a replacement reserve must be sufficient to complete the repairs at the estimated time identified

in the Capital Needs Assessment. A detailed description of UPCS deficiencies can be found at https://www.hud.gov/offices/reac/pdf/pass_dict2.3.pdf.

All HTF properties will also be required to comply with Appendix A – Wisconsin HTF Rehabilitation Standards - which is included at the end of this document.

The request for HTF resources will include a Scope of Work describing all rehabilitation to be completed. If the rehabilitation Scope of Work does not result in a useful life that is commensurate with the project's affordability period, the operating budget must show appropriate replacement reserve deposits for their future replacement when needed.

All rehabilitation proposals must comply with Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®. Chapter SPS 366 can be found at Admin Code SPS 366 and http://codes.iccsafe.org/I-Codes.html.

The CNA must address imminent health and safety issues that must be corrected immediately, the condition of major systems (such as structural support, roofing, and plumbing), and the presence of lead-based paint. WHEDA's Capital Needs Assessment Policy is updated periodically, and include required formats for the assessment, along with the proposed scope or work. The Capital Needs Assessment policy can be found on https://www.wheda.com/LIHTC/Allocating/.

HTF recipients will be required to comply with, but not limited to:

a) Americans with Disabilities Act
b) Section 504 of the Rehabilitation Act
    (1) For newly constructed housing, a minimum of five percent (5%) of the total dwelling units or at least one unit in a multi-family housing project, whichever is greater, shall be made accessible for persons with mobility impairments. An additional two percent (2%) of the units (but not less than one unit) in such a project shall be accessible for persons with hearing or vision impairments.
    (2) For rehabilitation of existing housing:
        (a) If alterations are undertaken to a housing facility that has 15 or more units and the cost of the alterations is 75% or more of the replacement cost of the completed facility, then five percent of the total dwelling units or at least one unit, whichever is greater, shall be made accessible for persons with mobility impairments. An additional two percent of the units (but not less than one unit) shall be accessible for persons with hearing or vision impairments
        (b) Alterations to dwelling units in a multi-family housing project (including public housing) shall, to the maximum extent feasible, be made to be readily accessible to and usable by individuals with handicaps. If alterations of single elements or spaces of a dwelling unit, when considered together, amount to an alteration of a dwelling unit, the entire dwelling unit shall be made accessible
c) Lead-Based paint provisions noted in 24 CFR part 35
    (1) For properties originally constructed before 1978:
        (a) HTF recipients will be required to complete an inspection for the existence of lead-based paint.

(b) If lead-based paint is discovered, the rehabilitation plan must include the removal of the lead-based paint, or a detailed description of how the proposed renovation will comply with the EPA's Renovation, Repair and Painting Program.
(c) All rehabilitation must comply with HUD's Lead Safe Housing Rule (LSHR)

d) Design and Construction requirements noted in 24 CFR 100.205
e) Fair Housing Act
f) Environmental review

In addition to federal requirements noted above, properties receiving HTF resources must comply with the State's Environmental Barriers Act, the Wisconsin Accessibility Code, state statues, local zoning requirements, and all state and local building codes, including the standards for multifamily dwellings established in Administrative Code sections SPS 361-365.

Newly-constructed properties must contain the following features:

- Lever-style handles on all interior doors
- Bath/kitchen faucets being replaced or initially installed must be single-lever type
- Non-skid tub/shower pattern covering 75% of tub/shower floor
- All walls within 36" of toilet and in tub/shower area shall have 3⁄4" plywood behind drywall to provide sufficient support for grab bars or other assist devices
- Bathtub/shower stalls with offset controls
- Low-profile thresholds – 1⁄4" maximum vertical height or 1⁄2" maximum beveled at 1:2 are required between ALL interior common areas and in all dwelling unit openings when floor transition height differs

WHEDA will not permit the permanent displacement of residents in properties receiving HTF resources. Temporary relocation of existing residents must comply with the Uniform Relocation Act.

WHEDA will not permit HTF resources to be used in buildings that are located within a 100-year flood plain. Portions of the site may be located in the 100-year flood plain, but may not include parking areas or the footprint of the residential units or accessory buildings. All properties receiving HTF resources must comply with the State of Wisconsin Hazard Mitigation Plan, the 2009 edition of the International Building Code® and the International Existing Building Code®. The Hazard Mitigation plan can be found at http://emergencymanagement.wi.gov/mitigation/state_plan.asp.

**F. Resale and Recapture Guidelines for First-Time Homebuyers**

WHEDA does not intend to use 2016 funding cycle resources for homebuyer activities

**G. HTF Affordable Homeownership Limits**

WHEDA does not intend to use 2016 funding cycle resources for homebuyer activities

**H. State Limited Beneficiaries and Preferences**

WHEDA has created a scoring priority for properties designed to serve the homeless and/or veterans requiring supportive services

**I. Requirements and Conditions Under Which Existing Debt May Be Refinanced**
WHEDA does not intend to use 2016 funding cycle resources for refinancing

WHEDA and the State reserve the right to suspend all HTF applications and awards until HUD approves the Substantial Amendment and the HTF allocation plan.

*Any process as listed above is subject to change based upon subsequent guidance as identified and provided by HUD.

***Exhibit A***
***Wisconsin HTF Rehabilitation Standards***
***Table of Contents***

## *A. Site Conditions*

### 1. Site Drainage

a. There shall be positive surface water drainage away from all dwellings.

### 2. Concrete and Masonry

a. Cracks in concrete and/or masonry porches, steps or landings more than ¼ inch wide and change in elevation more than ½ inch tall shall be corrected.
b. Foundations: Cracking, spalling, excessive bowing (bulges vertically), sweeping (bulges horizontally), leaning, and mortar deterioration shall be corrected. Cracks 1/8 inch and larger shall be corrected.

### 3. Accessory Buildings

a. Health and/or Safety issues shall be corrected.

### 4. Trees and Shrubs

a. Landscaping shall not pose any health or safety hazard.
b. Trees near the foundation shall not cause an immediate or potential drainage and/or structural problem.
c. Excessive bushes and trees shall not cause health or safety hazards (overgrown areas).
d. Dead branches and/or trees, which pose a hazard of falling and/or causing personal harm or property damage, shall be removed.

### 5. Refrigerator/Stoves

a. It is recommended that the appliance(s) be replaced if any of the following conditions exist:
    1. Broken or missing shelving.
    2. Deteriorated seals.
    3. Health and safety hazards.
    4. Coolant leaks from the refrigerator.
    5. Missing hardware (handles, controls knobs).
    6. Inefficient or inoperable.

## *B. Exterior Wall Assembly Standards*

a. All exterior walls shall be reasonably weather tight as to prevent moisture from entering the building and preventing heat from leaving the building.
c. All siding and exterior wall coverings shall be free of loose, cracked, broken and/or missing sections.
d. Painted surfaces shall be free of deteriorated paint.
e. Crawl space access panels and vents shall be in good repair.
f. Basement/Cellar doors and access panels shall be in good repair.

## *C. Floor Standards*

**1**. Wood Floor Standards

a. Floors shall not excessively sag or become springy when live or dead loads are applied.

**2. Floor Sheathing**

a. Sheathing shall be in good repair and free from structural defects and tripping hazards.

**3. Floor Finishes**

a. Floor finishes shall be in good repair, securely fastened, and free of any tripping hazards.
b. Sub-flooring and cement floors, in living spaces, shall be covered with carpeting or other approved floor finishes.

**4. Toilet, Bath, Shower, and Kitchen Spaces**

a. When a new floor finish is installed in the kitchen, it shall extend under moveable appliances, including stoves and refrigerators.

***D. Windows and Doors***

**1. Windows**

a. Window panes that are cracked or broken shall be repaired or replaced.
b. Any deteriorated components of window units shall be corrected.
c. All windows shall have properly operating locks and hardware.
d. Damaged storm windows or screens creating a possible safety hazard shall be repaired or removed.

**2. Interior/Exterior Doors**

a. All door hardware shall be present and in good working condition.
b. Interior and exterior doors shall be in good condition.
c. Door units shall be weather-stripped to prevent air infiltration.
d. Doors shall be located in the following areas: attic areas where there is a staircase, bathrooms, shower rooms, and basement entrances.

***E. Partition Standards***

**1. Wall Coverings**

a. All wall coverings shall be securely fastened to the wall assembly.
b. Wall coverings shall be free from excessively loose material, large gouges, holes, and cracks.
c. Excessive amounts of loose or torn wallpaper shall be corrected.

**2. Bathrooms and Kitchens**

a. Bathtubs with showerheads and shower compartments shall be finished with a nonabsorbent surface. Such wall surfaces shall extend to a height of not less than six feet above the floor.
b. If mildew is present, measures shall be taken to prevent future mildew as well as removing the current mildew.

## *F. Stair Standards*

### 1. Stairs

a. Staircases and stairwells shall be in good repair.
b. Stairs shall not pose a tripping hazard.
c. Deteriorated, missing or otherwise defective tread, risers, stringers or the supporting structure shall be corrected.

### 2. Illumination

a. All exterior and interior stairways shall be provided with illumination of the stairs, landings, and treads.
b. Exterior stairways shall have an artificial light source located in the immediate vicinity of the top landing of the stairway.
c. Exterior stairways providing access to a basement from the outside grade level shall have an artificial light source in the immediate vicinity of the bottom landing of the stairway.
d. The control for the illumination of interior stairways shall be accessible in habitable areas without traversing any step of the stairway. The control for the illumination of exterior stairways shall be located inside the dwelling unit. Lights that are continuously illuminated or automatically activated are exempt from the control standards.

### 3. Handrails and Guardrails

**Handrails**

a. All interior and exterior stairways having four or more risers must have at least one handrail. Spiral and winding stairways shall have a handrail on the outside perimeter.
b. Handrails shall have a height of no less than 34 inches and no more than 38 inches, and shall be in good repair. Handrails shall be securely fastened to the floor and/or wall to support loads applied by people using the rails.

**Guardrails**

a. All unenclosed floor and roof openings, open sides of stairways, landings and ramps, balconies, decks or porches that are more than 30 inches above grade or floor below, and roofs used for other than service of the building shall be protected by a guardrail in accordance with Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

## *G. Ceiling Standards*

### 1. Ceiling Performance

a. Ceiling framing shall be in good repair and free from structural defects.
b. Acoustical tile and suspended ceilings shall be in good repair.
c. Ceilings that excessively sag shall be corrected.
d. Any bulging, holes, or loose plaster shall be corrected.

**2. Attic Access**

a. Existing access panels shall be weatherized and provide a weather-tight seal between the conditioned and unconditioned space.

**3. Insulation Clearance**

a. Combustible insulation shall be at least three inches from recessed lighting fixtures, fan motors, and other heating devices. However, when heat producing devices are listed for lesser clearances, combustible insulation complying with the listing requirements may be located at the distance specified by the heat producing device.

**4. Exhaust Ducts and Plumbing Stack Terminations**

a. All plumbing stacks shall continue through the roof, wall, or gable and not terminate in the attic. Plumbing stacks shall be in good repair.
b. Exhaust ducts shall be in good repair and continue through the roof, wall, or gable and not terminate in the attic.

***H. <u>Roofs</u>***

**1. *Re*-roofing**

a. Roof repairs to existing roofs and roof coverings shall comply with the provisions of the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.b. Standing-Seam metal roof systems, that are designed to transmit the roof loads directly to the buildings structure system and that do not rely on existing roofs and roof coverings for support, and comply with all provisions of Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®., are permitted.

**2. Sheathing**

a. Sheathing that is sagging, buckling, rotted, or not structurally sound shall be repaired and/or replaced.

### 3. Underlayments and Moisture Barriers

a. Where shingles or sheathing need to be repaired or replaced, the underlayment and moisture barrier must also be replaced according to Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

### 4. Shingles

a. Shingles must be replaced if one of the following exists: missing, excessive curling, cupping, or deterioration.
b. Shingles installed on a roof slope below Code requirements for shingles shall be removed and an approved covering installed.

### 5. Flat Roofs

a. Punctured, cracked, blistered, wrinkled, or otherwise distressed areas shall be corrected.

### 6. Flashing

a. Flashing shall be in good repair and used wherever the roof abuts a wall or vent, around other extensions through the roof, and around masonry chimneys.

### 7. Gutters & Downspouts

a. Missing, sagging, or deteriorated gutters must be repaired or replaced.
b. Downspouts shall be color coordinated with gutters and shall be proportional in size to the drainage needs of the roof.
c. Gutters shall be supported as per the manufacturer's specifications with spikes and ferrules, wrap-around straphangers, or with hidden hangers.
d. Downspouts shall be securely attached to the house and connected to an exterior drainage system if one exists or installed in such a manner that storm water will drain away from the house and not result in washing, erosion, or damage to the foundation of the house. If there is no drainage system present, splash blocks or leaders shall be present.

## *I. Chimney Standards*

### 1. General Performance

a. Any operable chimney must meet all applicable chimney requirements.
b. When an existing chimney is found not fit for its intended application it shall be repaired, rebuilt, lined, relined, or replaced with a vent or chimney to conform to the applicable code.
c. Inoperable and/or deteriorated chimneys, which pose a health/safety risk, shall be corrected or removed.
d. All empty or cracked mortar joints, including those in interior areas, such as basements and attics shall be tuck-pointed.
e. Solid fuel burning chimneys, for burning of wood or coal, shall be provided with spark arrestors (screens).

### 2. Flue Lining

a. All operable chimneys shall have flue liners in good condition.

**3. Chimney Hood**

a. The chimney hood shall have a height above the vent of at least 25 percent of the narrowest dimension of the vent. Hoods shall also be free from spalling or rust.
b. Minor spalling shall be repaired. If more than small portions are spalling, the hood shall be replaced. If a metal chimney hood has excessive rust, it shall be replaced.

## *J. Electrical*

**1. General**

a. Standards exist in Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

**2. Wiring**

a. Existing wiring and equipment shall be in proper operating condition and pose no health or safety risk.
b. All wiring in areas other than the basement, unused attic areas, and garages shall be run in walls, wire mold or in conduit.
c. A new or old service shall be grounded to a ground rod.
d. Circuit extensions made with flexible cord wiring in lieu of permanent wiring shall be eliminated.
e. Copper wiring shall have proper connections to aluminum wiring. It is recommended that aluminum wiring be replaced with copper wiring when possible.

**3. Receptacles**

a. All damaged or inoperable receptacles shall be replaced. Broken cover plates shall be replaced.
b. Replacement of an existing non-utility or non-appliance two-prong receptacle may be with a 15-ampre non-grounding type receptacle.
c. New or existing grounding type receptacles must be grounded or meet the current requirements of the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®..
d. Existing baseboard receptacles properly set are acceptable.
e. Any equipment or appliances with grounded plugs shall have immediate access to a proper size grounded receptacle.

**4. Lighting**

a. A permanently installed light fixture controlled by a wall switch is required in the kitchen, bathroom, basement, stairwells, and hallways.
b. Light fixtures shall be installed properly and have a shield/globe installed.

## *K. Plumbing*

**1. Water Distribution System**

a. Please ensure that anyone performing plumbing work meets the proper licensing requirements as required by the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®. or local jurisdictions.
b. Dwelling units shall be served by an approved sanitary sewage disposal system.
c. Leaking drain or supply lines, the presence of lead piping, failed polybutylene joints or pipes, low water pressure, or corroded or broken pipes shall be repaired or replaced. Any cross connections or siphonage between fixtures shall be corrected.
d. There shall be a properly operating main shut-off valve on the house side of the meter.
e. Replacement sill-cocks shall be freeze-proof and/or have a shut-off valve located and in accordance with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®..

**2. Drain, Waste, and Vent System**

a. Leaks; clogged, slow, or non-working drains; or odors and any cross connections or siphonage between fixtures shall be corrected. Supplies that are located below the overflow drain must be corrected.
b. Horizontal drainage piping shall be installed in uniform alignment at uniform slopes.
c. The size of drainage pipe shall not be reduced in the direction of flow.

**3. Hot Water Supply System**

a. Each dwelling unit shall have a water heater located, equipped, and installed in accordance to the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.
b. A discharge pipe, no less than the diameter of the relief valve inlet, shall be installed not less than six inches from the floor. The end of the discharge pipe shall not be threaded.

**4. Fixtures and Faucets**

a. Kitchen Sink. Any sink rusted, severely chipped or with badly worn enamel or not in good repair shall be corrected.

b. Lavatory Sink. A rusted, severely chipped or badly worn enamel or not in good repair shall be corrected. The lavatory sink may be located in the same room as the flush water closet, or, if located in another room, it shall be in close proximity to the water closet compartment.
c. Bathtub/Showers. A rusted bathtub and/or shower unit or one that is chipped or has badly worn enamel, or not in good repair shall be corrected.
d. Flush Water Closet. The water closet shall be in good repair and securely installed. All water closets, existing or newly installed, shall have a functioning shut-off valve.

## *L. HVAC Standards*

### 1. Controls

a. Each thermostat shall be functional and user friendly.
b. Each gas and oil combustion system shall have a master switch that serves as an emergency shutoff for the HVAC burner. The switch shall be easily accessible by the client in case an emergency shutoff is necessary. The switch shall also be in the line of sight of the appliances it controls.

### 2. Fuel Supply

**Piping**

a. Piping shall be properly supported, but not supported by other piping. A sediment trap shall be located as close as practical to the inlet of each combustion appliance (illuminating appliances, ranges, dryers, and outdoor grills need not be equipped). Shutoff valves shall be installed where required by the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®. and have easy access, be user friendly, and be protected from damage.
b. Piping shall be supported with appropriate hangers for the size of pipe. Supports shall be at such an interval and strength to prevent or dampen excessive vibration. Pipe supports shall be installed so movement of the pipe being supported will not detach them.

### 3. Combustion Heat (Forced Air Systems only)

**Basic Conditions**

a. The unit must have the minimum manufacturer's requirements in front of the unit for maintenance. The unit shall also be free from rust or other physical damage. The heat exchanger must be free from cracks or other openings. Barometric draft regulators shall be located above the unit or on the vent or vent connector in oil burning appliances.
b. The heating system must be capable of heating all habitable rooms, bathrooms, and water closets to a temperature of at least 70° F for a local design temperature at a distance of 36 inches above floor level.
c. Combustion air requirements shall be in accordance with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

**Vents**

**General Conditions**

a. Vents shall be sized to properly exhaust all combustion products outdoors. Vents shall also consist of the appropriate vent type for the combustion appliance(s) being vented. Vents shall be free from damage or rust and be tightly connected.
b. Vents shall be properly supported so that they are generally vertical and comply with the listed clearance to combustible materials of the vent.
c. Direct vent sealed combustion; power venting, and other approved methods of venting are permitted if they are installed according to manufacturer's instructions.

**Vent Termination**

a. Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code® govern.
b. Vents must terminate vertically unless direct vent sealed combustion, power venting, or other approved methods of horizontal venting are used and installed according to manufacturer's instructions.

**Vent Connectors**

a. Vent connectors shall be sized to properly vent combustion products. Vents shall also consist of the appropriate vent type for the combustion appliance(s) being vented. Vents shall be free from damage or rust and be tightly connected. All segments of vent connectors shall be accessible at all times.
b. Vent connectors shall be properly supported and have a minimum slope of $^1/_4$ inch per foot and comply with the listed clearance to combustible materials of the vent.

**4. Electric Heat**

**Observable heat source**

a. All heating elements shall be functional. Heating units shall also be in good condition. The heating system must be capable of heating all habitable rooms, bathrooms, and water closets to a temperature of at least 70° F for local design temperatures at a distance of 36 inches above floor level. Heating elements shall have good connections and no damaged or charred wires. Aluminum shall not be used as wiring unless specified by the manufacturer.
b. Any heating element that does not adequately heat shall be checked to make sure the connections to the element are satisfactory and that the relay is not malfunctioning.

**5. Cooling**

a. Central air conditioners shall be in good, working condition.
b. Unit/Window and Packaged terminal air conditioners shall have a tight seal around the unit and be properly supported. Unit/Window air conditioners shall also be properly grounded.
c. If a heat pump is equipped with a reversing valve, it shall function properly.

d. Bent fins on air conditioners should be combed to straighten them. The condensate shall be properly drained so that moisture problems are not created. Fiberglass shall not be used as an air sealant around window/unit air conditioners. Both indoor and outdoor coils should be clean. Suction lines should also be insulated to prevent possible moisture problems.
e. A disconnecting means shall be installed in accordance with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

**6. Distribution Systems**

a. The following conditions shall be followed:
   1. Duct systems shall be intact, supported properly, and well sealed.
   2. Air shall be allowed to flow freely from supply registers into return registers.
   3. When furnaces are converted from a gravity fed heating system to a forced air system the duct system should be reconfigured and properly sized so that the heating system functions properly.
   4. Duck tape shall not be used to seal or connect ducts.
b. When possible, supply and return registers shall be located in the same room, except for bathrooms or kitchens. No returns should be located in bathrooms and kitchens. If supplies and returns cannot be in the same room, measures must be taken to allow for air to flow from supplies to a return even if doors are closed separating the rooms. Grills and louvers are two methods of allowing air to flow from room to room.

## *M. Ventilation*

**1. Minimum Ventilation Standards**

a. All habitable rooms shall be provided with natural or mechanical ventilation.
b. Louvers, windows and doors shall be able to let air pass freely between the room and the outdoors.
c. Exhaust fans must terminate outdoors and not in the attic. Excessive amounts of exhaust ductwork shall be avoided.

**Bathrooms**

a. Bathrooms that have a tub or shower shall be ventilated.
b. Windows must have at least 1.5 square feet of area that air can pass through if mechanical ventilation is not available.
c. Ventilated air shall be exhausted directly outside and not terminate in any other part of the building.
d. Any ductwork passing through attics shall be insulated.

**2. Clothes dryer exhaust**

**General**

a. Dryer exhaust systems shall be independent of all other systems; shall convey the moisture to the outdoors and shall terminate on the outside of the building. Screens shall not be installed at the duct termination. Transition ducts shall not be concealed within construction.
b. Exhaust ducts shall not be connected with sheet-metal screws or fastening means which extend into the duct.
c. Exhaust ducts shall be equipped with a backdraft damper.
d. Exhaust ducts shall be constructed according to Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®, having smooth interior surfaces with joints running in the direction of the airflow.
e. Flexible transition ducts used to connect the dryer to the exhaust duct system shall be limited to single lengths, not to exceed eight feet in length, and shall be listed and labeled in accordance with UL 2158A.
f. Exhaust duct terminations shall be in accordance with the dryer manufacturer's installation instructions.

**Lint collector**

a. All ducts expelling lint shall be provided with a lint collector unless the dryer is already equipped with one.
b. Lint collectors shall be installed according to manufacturer's instructions.

**Exhaust duct size**

a. The minimum diameter of the exhaust duct shall be as recommended by the manufacturer and shall be at least the diameter of the appliance outlet.

**Exhaust clearance**

a. Exhaust ducts for clothes dryers shall have a clearance of at least one inch from combustible materials.

**Length limitation**

a. The maximum length of a clothes dryer exhaust duct shall not exceed the limits in Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

**3. Range Hoods**

a. Range hoods for gas stoves that discharge to the outdoors must be through a single wall duct. The duct serving the hood shall be airtight and shall be equipped with a backdraft damper. Ducts serving range hoods shall be constructed of galvanized steel or stainless steel and not terminate in an attic or crawl space or areas inside the building.

b. Variations can be made where installed in accordance with the manufacturer's installation instructions, and where mechanical or natural ventilation is otherwise provided

**4. Overhead exhaust hoods**

a. Overhead exhaust hoods shall discharge to the outdoors and shall be equipped with a backdraft damper. Broiler units incorporating an integral exhaust system, and listed and labeled for use without an exhaust hood, need not be provided with an exhaust hood.
b. Domestic open-top broiler units shall be provided with a metal exhaust hood, not less than 28 gauge, with a clearance of not less than 0.25 inch between the hood and the underside of combustible material or cabinets. A clearance of at least 24 inches shall be maintained between the cooking surface and the combustible material or cabinet. The hood shall be at least as wide as the broiler unit and shall extend over the entire unit and be centered over the unit

## *N. Fire Safety*

**1. Emergency Escape and Rescue Openings**

a. Emergency escape and rescue opening shall comply with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

**2. Exits**

a. Exits shall comply with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®..

**3. Smoke Alarms**

a. Individual dwelling units shall be provided with smoke alarms as required by the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

## *O. Hazardous Materials*

**1. Asbestos**

a. Requirements set forth in the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

2. **Lead-Based Paint** – See 24 CFR part 35.

## *P. Energy Efficiency*

### 1. Exterior Walls

a. Walls should be insulated in accordance with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®. when any of the following activities occur:
   1. New walls,
   2. Walls that have become exposed during rehabilitation, and
   3. If the exterior covering is removed.

### 2. Attics/Ceilings

a. Attic areas are governed by the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.
b. Insulation should be installed in accordance to manufacturer's specifications. All insulation in the attic should meet the appropriate fire safety codes. Thorough air sealing of the attic floor must be accomplished prior to addition of insulation.

### 3. Ductwork

a. All supply and return air ducts and plenums shall be insulated according to the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

### 4. Piping

a. All piping serving as part of a heating or cooling system shall be thermally insulated in accordance with the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®.

### 5. Air Sealing

a. Exterior joints, seams or penetrations in the building envelope, that are sources of air leakage, shall be sealed.

## *Q. Special Needs*

1. Please refer to the Wisconsin Administrative Code Chapter SPS 366 for Existing Buildings, which incorporates the 2009 edition of the International Building Code®, the International Energy

Conservation Code®, the International Mechanical Code®, the International Fuel Gas Code® and the International Existing Building Code®. for uniform design, construction and alteration of buildings, so that physically handicapped persons will have ready access to and use of them in accordance with the Architectural Barriers Act, 42 U.S.C. 4151-4157.

**Uniform Physical Condition Standards - Comprehensive Listing** **Page:** _____ of _____

**Inspectable Area: Site**

**Property ID / Name:** _____ **Inspection Date:** _____

| | | | Level | | | | |
|---|---|---|---|---|---|---|---|
| **Inspectable Item** | **Observable Deficiency** | **NOD** | **1** | **2** | **3** | **NA** | **H&S** |
| Fencing and Gates | Damaged/Falling/Leaning | | | | | | NLT |
| | Holes | | | | | | NLT |
| | Missing Sections | | | | | | NLT |
| Grounds | Erosion/Rutting Areas | | | | | | NLT |
| | Overgrown/Penetrating Vegetation | | | | | | |
| | Ponding/Site Drainage | | | | | | |
| Health & Safety | Air Quality - Sewer Odor Detected | | | | | | NLT |
| | Air Quality - Propane/Natural Gas/Methane Gas Detected | | | | | | LT |
| | Electrical Hazards - Exposed Wires/Open Panels | | | | | | LT |
| | Electrical Hazards - Water Leaks on/near Electrical Equipment | | | | | | LT |
| | Flammable Materials - Improperly Stored | | | | | | NLT |
| | Garbarge and Debris - Outdoors | | | | | | NLT |
| | Hazards - Other | | | | | | NLT |
| | Hazards - Sharp Edges | | | | | | NLT |
| | Hazards - Tripping | | | | | | NLT |
| | Infestation - Insects | | | | | | NLT |
| | Infestation - Rats/Mice/Vermin | | | | | | NLT |
| Mailboxes/Project Signs | Mailbox Missing/Damaged | | | | | | |
| | Signs Damaged | | | | | | |
| Market Appeal | Graffiti | | | | | | |
| | Litter | | | | | | |
| Parking Lots/Driveways/Roads | Cracks | | | | | | |
| | Ponding | | | | | | |
| | Potholes/Loose Material | | | | | | |
| | Settlement/Heaving | | | | | | |
| Play Areas and Equipment | Damaged/Broken Equipment | | | | | | NLT |
| | Deteriorated Play Area Surface | | | | | | |
| Refuse Disposal | Broken/Damaged Enclosure-Inadequate Outside Storage Space | | | | | | |
| Retaining Walls | Damaged/Falling/Leaning | | | | | | NLT |
| Storm Drainage | Damaged/Obstructed | | | | | | |
| Walkways/Steps | Broken/Missing Hand Railing | | | | | | NLT |
| | Cracks/Settlement/Heaving | | | | | | |
| | Spalling | | | | | | |

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- Additional clarification to these definitions is contained in the REAC PASS Compilation Bulletin which can be found at "http://www.hud.gov/offices/reac/pdf/pass_bulletin.pdf" (24 Pages, 275 KB)

- Only level 3 is applied to independent Health & Safety deficiencies.

- In the H&S column, NLT is a "Non-Life Threatening" Health & Safety concern whereas LT is a "Life Threatening" concern which calls for immediate attention or remedy and will show up on the Exigent Health and Safety Report at the end of an inspection.

**Uniform Physical Condition Standards - Comprehensive Listing** **Page:** _____ of _____

**Inspectable Area: Building Exterior**

**Property ID / Name:** _____ **Inspection Date:** _____

**Building Number:** _____

| | | | Level | | | | |
|---|---|---|---|---|---|---|---|
| **Inspectable Item** | **Observable Deficiency** | **NOD** | **1** | **2** | **3** | **NA** | **H&S** |
| Doors | Damaged Frames/Threshold/Lintels/Trim | | | | | | NLT |
| | Damaged Hardware/Locks | | | | | | |
| | Damaged Surface (Holes/Paint/Rusting/Glass) | | | | | | |
| | Damaged/Missing Screen/Storm/Security Door | | | | | | NLT |
| | Deteriorated/Missing Caulking/Seals | | | | | | |
| | Missing Door | | | | | | |
| Fire Escapes | Blocked Egress/Ladders | | | | | | LT |
| | Visibly Missing Components | | | | | | LT |
| Foundations | Cracks/Gaps | | | | | | |
| | Spalling/Exposed Rebar | | | | | | |
| Health and Safety | Electrical Hazards - Exposed Wires/Open Panels | | | | | | LT |
| | Electrical Hazards - Water Leaks on/near Electrical Equipment | | | | | | LT |
| | Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable | | | | | | LT |
| | Emergency Fire Exits - Missing Exit Signs | | | | | | NLT |
| | Flammable/Combustible Materials - Improperly Stored | | | | | | NLT |
| | Garbage and Debris - Outdoors | | | | | | NLT |
| | Hazards - Other | | | | | | NLT |
| | Hazards - Sharp Edges | | | | | | NLT |
| | Hazards - Tripping | | | | | | NLT |
| | Infestation - Insects | | | | | | NLT |
| | Infestation - Rats/Mice/Vermin | | | | | | NLT |
| Lighting | Broken Fixtures/Bulbs | | | | | | |
| Roofs | Damaged Soffits/Fascia | | | | | | |
| | Damaged Vents | | | | | | |
| | Damaged/Clogged Drains | | | | | | |
| | Damaged/Torn Membrane/Missing Ballast | | | | | | |
| | Missing/Damaged Components from Downspout/Gutter | | | | | | |
| | Missing/Damaged Shingles | | | | | | |
| | Ponding | | | | | | |
| Walls | Cracks/Gaps | | | | | | |
| | Damaged Chimneys | | | | | | NLT |
| | Missing/Damaged Caulking/Mortar | | | | | | |
| | Missing Pieces/Holes/Spalling | | | | | | |
| | Stained/Peeling/Needs Paint | | | | | | |
| Windows | Broken/Missing/Cracked Panes | | | | | | NLT |
| | Damaged Sills/Frames/Lintels/Trim | | | | | | |
| | Damaged/Missing Screens | | | | | | |
| | Missing/Deteriorated Caulking/Seals/Glazing Compound | | | | | | |
| | Peeling/Needs Paint | | | | | | |
| | Security Bars Prevent Egress | | | | | | LT |

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**Uniform Physical Condition Standards - Comprehensive Listing** **Page:** _____ of _____

**Inspectable Area: Building Systems**

**Property ID / Name:** _____ **Inspection Date:** _____

**Building Number:** _____

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

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**Uniform Physical Condition Standards - Comprehensive Listing** **Page:** ____ of ____

**Inspectable Area: Common Areas**

**Property ID / Name:** _____ **Inspection Date:** _____

**Building Number:** _____

| X | Inspectable Item Location | Observable Deficiency | NOD | Level 1 | Level 2 | Level 3 | NA | H&S |
|---|---|---|---|---|---|---|---|---|
| | Basement/Garage/Carport | Baluster/Side Railings - Damaged | | | | | | |
| | Closet/Utility/Mechanical | Cabinets - Missing/Damaged | | | | | | |
| | Community Room | Call for Aid - Inoperable | | | | | | NLT |
| | 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 | | | | | | NLT |
| | 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 | | | | | | NLT |
| | | Doors - Deteriorated/Missing Seals (Entry Only) | | | | | | |
| | | Doors - Missing Door | | | | | | |
| | | Dryer Vent -Missing/Damaged/Inoperable | | | | | | |
| | | Electrical - Blocked Access to Electrical Panel | | | | | | NLT |
| | | Electrical - Burnt Breakers | | | | | | NLT |
| | | Electrical - Evidence of Leaks/Corrosion | | | | | | NLT |
| | | Electrical - Frayed Wiring | | | | | | |
| | | Electrical - Missing Breakers | | | | | | LT |
| | | Electrical - Missing Covers | | | | | | LT |
| | | 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 | | | | | | NLT |
| | | Graffiti | | | | | | |
| | | HVAC - Convection/Radiant Heat System Covers Missing/Damaged | | | | | | |
| | | HVAC - General Rust/Corrosion | | | | | | |
| | | HVAC - Inoperable | | | | | | |
| | | HVAC - Misaligned Chimney/Ventilation System | | | | | | LT |
| | | HVAC - Noisy/Vibrating/Leaking | | | | | | |
| | | Lavatory Sink - Damaged/Missing | | | | | | NLT |
| | | Lighting - Missing/Damaged/Inoperable Fixture | | | | | | |
| | | Mailbox - Missing/Damaged | | | | | | |
| | | Outlets/Switches/Cover Plates - Missing/Broken | | | | | | LT |
| | | Pedestrian/Wheelchair Ramp | | | | | | |
| | | Plumbing - Clogged Drains | | | | | | NLT |
| | | Plumbing - Leaking Faucet/Pipes | | | | | | NLT |
| | | 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 | | | | | | NLT |
| | | Smoke Detector - Missing/Inoperable | | | | | | LT |
| | | Stairs - Broken/Damaged/Missing Steps | | | | | | NLT |
| | | Stairs - Broken/Missing Hand Railing | | | | | | NLT |
| | | 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 | | | | | | NLT |
| | | Windows - Damaged Window Sill | | | | | | |
| | | Windows - Inoperable/Not Lockable | | | | | | NLT |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Windows - Missing/Deteriorated Caulking/Seals/Glazing Compound | | | | | | |
| | Windows - Peeling/Needs Paint | | | | | | |
| | Windows - Security Bars Prevent Egress | | | | | | LT |
| Health & Safety | Air Quality - Mold and/or Mildew Observed | | | | | | NLT |
| | Air Quality - Propane/Natural Gas/Methane Gas Detected | | | | | | LT |
| | Air Quality - Sewer Odor Detected | | | | | | NLT |
| | Electrical Hazards - Exposed Wires/Open Panels | | | | | | LT |
| | Electrical Hazards - Water Leaks on/near Electrical Equipment | | | | | | LT |
| | Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable | | | | | | LT |
| | Emergency Fire Exits - Missing Exit Signs | | | | | | NLT |
| | Flammable/Combustible Materials - Improperly Stored | | | | | | NLT |
| | Garbage and Debris - Indoors | | | | | | NLT |
| | Garbage and Debris - Outdoors | | | | | | NLT |
| | Hazards - Other | | | | | | NLT |
| | Hazards - Sharp Edges | | | | | | NLT |
| | Hazards - Tripping | | | | | | NLT |
| | Infestation - Insects | | | | | | NLT |
| | Infestation - Rats/Mice/Vermin | | | | | | NLT |
| Pools and Related Structures | Fencing - Damaged/Not Intact | | | | | | |
| | Pool - Not Operational | | | | | | |
| Trash Collection Areas | Chutes - Damaged/Missing Components | | | | | | |

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**Uniform Physical Condition Standards - Comprehensive Listing** **Page:** _____ of _____

**Inspectable Area: Unit**

**Property ID / Name:** _____ **Inspection Date:** _____

**Building/Unit Nmbr:** _____

| | | | Level | | | | |
|---|---|---|---|---|---|---|---|
| **Inspectable Item** | **Observable Deficiency** | **NOD** | **1** | **2** | **3** | **NA** | **H&S** |
| Bathroom | Bathroom Cabinets - Damaged/Missing | | | | | | |
| | Lavatory Sink - Damaged/Missing | | | | | | NLT |
| | Plumbing - Clogged Drains | | | | | | NLT |
| | Plumbing - Leaking Faucet/Pipes | | | | | | NLT |
| | Shower/Tub - Damaged/Missing | | | | | | NLT |
| | Ventilation/Exhaust System - Inoperable | | | | | | |
| | Water Closet/Toilet - Damaged/Clogged/Missing | | | | | | NLT |
| Call-for-Aid | Inoperable | | | | | | NLT |
| Ceiling | Bulging/Buckling | | | | | | |
| | Holes/Missing Tiles/Panels/Cracks | | | | | | |
| | Peeling/Needs Paint | | | | | | |
| | Water Stains/Water Damage/Mold/Mildew | | | | | | |
| Doors | Damaged Frames/Threshold/Lintels/Trim | | | | | | NLT |
| | Damaged Hardware/Locks | | | | | | |
| | Damaged/Missing Screen/Storm/Security Door | | | | | | NLT |
| | Damaged Surface - Holes/Paint/Rusting/Glass | | | | | | |
| | Deteriorated/Missing Seals (Entry Only) | | | | | | |
| | Missing Door | | | | | | NLT |
| Electrical System | Blocked Access to Electrical Panel | | | | | | NLT |
| | Burnt Breakers | | | | | | NLT |
| | Evidence of Leaks/Corrosion | | | | | | NLT |
| | Frayed Wiring | | | | | | |
| | GFI - Inoperable | | | | | | NLT |
| | Missing Breakers/Fuses | | | | | | LT |
| | Missing Covers | | | | | | LT |
| Floors | Bulging/Buckling | | | | | | |
| | Floor Covering Damage | | | | | | |
| | Missing Flooring Tiles | | | | | | |
| | Peeling/Needs Paint | | | | | | |
| | Rot/Deteriorated Subfloor | | | | | | |
| | Water Stains/Water Damage/Mold/Mildew | | | | | | |
| Health & Safety | Air Quality - Mold and/or Mildew Observed | | | | | | NLT |
| | Air Quality - Sewer Odor Detected | | | | | | NLT |
| | Air Quality - Propane/Natural Gas/Methane Gas Detected | | | | | | LT |
| | Electrical Hazards - Exposed Wires/Open Panels | | | | | | LT |
| | Electrical Hazards - Water Leaks on/near Electrical Equipment | | | | | | LT |
| | Emergency Fire Exits - Emergency/Fire Exits Blocked/Unusable | | | | | | LT |
| | Emergency Fire Exits - Missing Exit Signs | | | | | | NLT |
| | Flammable Materials - Improperly Stored | | | | | | NLT |
| | Garbage and Debris - Indoors | | | | | | NLT |
| | Garbage and Debris - Outdoors | | | | | | NLT |
| | Hazards - Other | | | | | | NLT |
| | Hazards - Sharp Edges | | | | | | NLT |
| | Hazards - Tripping | | | | | | NLT |
| | Infestation - Insects | | | | | | NLT |
| | Infestation - Rats/Mice/Vermin | | | | | | NLT |
| Hot Water Heater | Misaligned Chimney/Ventilation System | | | | | | LT |
| | Inoperable Unit/Components | | | | | | NLT |
| | Leaking Valves/Tanks/Pipes | | | | | | |
| | Pressure Relief Valve Missing | | | | | | NLT |
| | Rust/Corrosion | | | | | | NLT |
| HVAC System | Convection/Radiant Heat System Covers Missing/Damaged | | | | | | |
| | Inoperable | | | | | | |
| | Misaligned Chimney/Ventilation System | | | | | | LT |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Noisy/Vibrating/Leaking | | | | | | |
| | Rust/Corrosion | | | | | | |
| Kitchen | Cabinets - Missing/Damaged | | | | | | NLT |
| | Countertops - Missing/Damaged | | | | | | NLT |
| | Dishwasher/Garbage Disposal - Inoperable | | | | | | |
| | Plumbing - Clogged Drains | | | | | | NLT |
| | Plumbing - Leaking Faucet/Pipes | | | | | | NLT |
| | Range Hood/Exhaust Fans - Excessive Grease/Inoperable | | | | | | |
| | Range/Stove - Missing/Damaged/Inoperable | | | | | | |
| | Refrigerator-Missing/Damaged/Inoperable | | | | | | NLT |
| | Sink - Damaged/Missing | | | | | | NLT |
| Laundry Area (Room) | Dryer Vent - Missing/Damaged/Inoperable | | | | | | |
| Lighting | Missing/Inoperable Fixture | | | | | | NLT |
| Outlets/Switches | Missing | | | | | | LT |
| | Missing/Broken Cover Plates | | | | | | LT |
| Patio/Porch/Balcony | Baluster/Side Railings Damaged | | | | | | |
| Smoke Detector | Missing/Inoperable | | | | | | LT |
| Stairs | Broken/Damaged/Missing Steps | | | | | | NLT |
| | Broken/Missing Hand Railing | | | | | | NLT |
| Walls | Bulging/Buckling | | | | | | |
| | Damaged | | | | | | |
| | Damaged/Deteriorated Trim | | | | | | |
| | Peeling/Needs Paint | | | | | | |
| | Water Stains/Water Damage/Mold/Mildew | | | | | | |
| Windows | Cracked/Broken/Missing Panes | | | | | | NLT |
| | Damaged Window Sill | | | | | | |
| | Missing/Deteriorated Caulking/Seals/Glazing Compound | | | | | | |
| | Inoperable/Not Lockable | | | | | | NLT |
| | Peeling/Needs Paint | | | | | | |
| | Security Bars Prevent Egress | | | | | | LT |

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