

Greater Mohawk Valley Land Bank, Inc
500 E. Main St.
PO Box 53
Little Falls, NY 13365
info@gmvlb.org
315-823-0814

Property Evaluation/Intake Form

Referring Organization: _____
Your Name: _____ Date: _____
Property Address: _____ City: _____

General Property Conditions

LOT

Occupied: Yes No Fenced by others^ Cars* Not accessible

^Post neighbors with new ownership letter

*Post Cars with will be towed letter

Notes: _____

Exterior Clean Up: Yes No Unsafe

Notes: _____

BUILDING

Occupied: Yes* No Maybe

*Note contact info below if possible

Notes: _____

Building Type: Residential Commercial Mixed-use

Notes: _____

Condition: Demo Rehab Unsure-Additional Investigation Needed

Problems: Framing Foundation Masonry Roof _____

Notes: _____

Lock & Hasp: Yes No Boarded Needs Operable Access Unsafe

Notes: _____

Interior Clean Out: Yes No Unsafe

Notes: _____

Exterior Clean Up: Yes No Unsafe

Notes: _____

Board Up: Yes No

Notes: _____

Electric Meters: On Removed Unable to locate Unsafe

Meter numbers (if located & Safe to record): _____

Electric Service Drop: In place Removed Unable to locate Unsafe

Gas Meters: On Locked Out Removed Unable to Locate Unsafe

Meter numbers (if located & Safe to record): _____

Water: On Off Unknown Unable to locate Unsafe

Notes: _____

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Take Pictures-Please include at least 2 façade or lot pictures and a minimum of 10-20 interior pictures. Please fully document structural issues or major problems when safe to do so.

Action Steps (For internal use)

Notify County for:

- Occupied Building

Notify Property Manager for:

- Lock Hasp/Operable Door
- Exterior Clean Up
- Interior Clean Out
- Board Up

Notify Electric/Gas for:

- Electric Meter Removal
- Electric Service Drop Removal (when demo)
- Gas Meter Removal
- Gas Cut in Street (when demo)

Notify water department for:

- Turn off water at the curb stop

Notify contractor for:

- Dig water at main (broken curb stop or demo)
- Stabilization
- Architect for scope documents
- Hazardous materials survey
- Engineering report
- Phase I environmental
- Other _____
- Other _____

Send out notification letter for:

- Occupied lot
- Occupied building
- Lot for sale when landlocked/no access