Property Evaluation/Intake Form

Referring Organization: ______________________________________________________
Your Name: __________________________________________________________________
Property Address: __________________________________________________________________

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: ____________________________________________________________________
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