

COMMUNITY SURVEY OF VACANT AND DILAPIDATED PROPERTY



Survey Completed by: _____

Survey Date: _____

Property Address: _____

Parcel Number: _____

Latitude / Longitude: _____

Vacant (circle one): Yes / No / Unsure (Vacant lots not intentionally serving a purpose as open space are "vacant")

PROPERTY DESCRIPTION

Type (circle one):

- Single family
- Duplex side-by-side
- Duplex up and down
- Multi-family units
- Commercial
- Mixed Use commercial/residential
- Vacant lot
- Other (specify)

Additional Data:

Neighborhood: _____

Building square footage: _____

Lot square footage: _____

Date Built: _____

Date it became vacant: _____

On historic registry list? Y / N

Active building permit? Y / N

Construction in progress? Y / N

STRUCTURE CONDITIONS CHECKLIST

Building Frame/Structure:

No problems

Minor: Building is not leaning, but foundation is in need of minor repairs. Wall structure (such as wood studs) exposed but undamaged.

Major: The building is not straight – leans or tilts.

The foundation is in need of major repair or is missing a lot of materials. Wall structure (such as wood studs) exposed and damaged or deteriorated.

Roof/Chimney/Gutters:

No problems

Minor: Minor deterioration; Improper roof repair; Some mortar missing from chimney; gutters in need of repair.

Major: A lot of deterioration, missing material, holes in roof, or sagging roof. Significant mortar or bricks missing from chimney or chimney is leaning.

Windows/Doors:

No problems

Minor: Window frames or sills need restoring, or paint is peeling.

Major: Windows missing, missing panes, wood sashes are rotting to pieces; doors missing or rotted.

Siding/Veneer/Paint:

No problems

Minor: Some peeling or cracking paint; brick mortar needs repointing but intact.

Major: Building missing many bricks; significant amount of siding is deteriorated or falling off.

Porch/Entrance Overhang:

No problems

Minor: Minor separation of porch / overhang from building; porch / overhang sagging; paint needed.

Major: Significant deterioration; steps missing; supports rotted or failing; partial collapse.

Definitions of Structure Conditions (real all then circle one):

Good: The building looks structurally sound and well maintained. **It needs no more than two minor repairs.** It is not leaning or tilted and the foundation is in good shape. The building may need some general maintenance, such as painting.

Fair: The building is structurally sound, and **may need three or more minor repairs, but no more than one major repair.** The building could be rehabilitated fairly inexpensively to improve its rating.

Poor: The building may not be structurally sound, and **needs two or more major repairs.** The building may have broken windows or the porch may look like it is falling off the structure. Major repairs need to be made for this building to be safe, adequate housing.

Should be demolished: This building is not structurally sound and should not be lived in. It may have fire damage or it may be leaning.

DEFINITIONS OF VACANT LOT CONDITIONS (real all then circle one):

Good: Vacant lot is regularly maintained; no significant dangers to the public. No debris or trash.

Fair: Vacant lot is sometimes under maintained; Minor scattered debris such as bricks or large rock.

Poor: Vacant lot has high grass or undesired shrubs. Rarely if ever maintained; Significant trash and debris in piles; Debris or other site elements create significant danger for trespassers.

Owner Name _____

Address _____

Phone _____

Email _____

VACANT BUILDING INDICATORS

The following are indicators of whether or not a property is occupied. A vacant lot is easy to judge, but buildings may have occupants despite the presence of more than one indicator. The more indicators there are, the more likely it is that the building is not occupied. Circle each indicator that applies.

1. There is a posted notice on the door or windows of the building.

Note:

2. The building is boarded up. Note if one or more floors are boarded up.

Note:

3. Yard maintenance has been severely neglected.

Note:

4. Excessive mail is piling up at the doorstep or mailbox.

Note:

5. "For Sale" signs may be a sign that a property is unoccupied. Be vigilant about property auctions.

Note:

6. The building is missing key structural components such as doors and windows.

Note:

7. The building is burned out or shows significant deterioration. Major parts may be exposed to the elements.

Note:

8. The building has been significantly vandalized.

Note:

9. Note here any additional factors: