

Question	Question Type	Contingent On Question	Rule for Contingency	Answer Option
Exterior Inspection				
E1	Radio Box			Yes
E1.1	Drop Down	E1	If No, Show	Unable to access - Gated Community
E1.2a	Comment Box	E1.1	If Other	
E1.2b	Comment Box	E1.1	If Gated Community or Shared Entrance selected	
General Information				
G1	Radio Box	E1	If Yes	Vacant
G2	Radio Box	E1	If Yes	Direct Contact
G2a	Check Box	G2	If Direct Contact	Owner
G2b	Check Box	G2	If Visual	People
G2c	Comment Box	G2	If Other	Trash Cans Full/At Curb
G4	Radio Box	E1	If Yes	Yes
G4.1	Comment Box	G4	If Yes	
G4.2	Check Box	G1	If Vacant/Partial Vacant AND Vehicles selected in G2b	Abandoned/Inoperable
G4.2a	Check Box	G1	If Vacant/Partial Vacant AND Vehicles selected in G2b	Car/Truck/Van
G4.2b	Comment Box	G4.2a	If Other selected	
G6	Check Box	E1	If Yes	Fire
G6.1	Comment Box	G6	If Other selected	
G7	Radio Box	G1	If Vacant/Partial Vacant	Yes
G7.1	Check Box	G7	If Yes selected	Exterior Debris Condemnation
G7.2	Comment Box	G7.1	If Other selected	
G7.3	Date	G7	If Yes selected	
G8	Radio Box	G1	If Vacant/Partial Vacant	Yes
Main Structure				
M1	Radio Box	E1	If Yes	0
M2	Radio Box	E1	If Yes	0
M3	Radio Box	E1	If Yes	0
M4	Radio Box	E1	If Yes	0
M5	Radio Box	G1	only if vacant	Yes
M6	Radio Box	G1	only if vacant	Yes
M7	Radio Box	G1	only if vacant	Yes
M8	Radio Box	G1	only if vacant	Yes
M9	Check Box	E1	If Yes	Tarp
M9.1	Comment Box	M9	If Other selected	
Detach Structures				
D1	Radio Box			Yes
D1.1	Check Box	D1	If Yes selected	Shed
D1.1a	Comment Box	D1.1	If Other selected	

D1.2	Are any detached structures boarded?	Check Box	D1	If Yes selected	Shed
D1.2a	If other provide more details.	Comment Box	D1.2	If Other selected	
D1.3	Do any detached structures need to be secured?	Check Box	D1	If Yes selected	Shed
D1.3a	If other provide more details.	Comment Box	D1.3	If Other selected	
D1.4	Do any exterior surfaces on any detached structures need repair?	Radio Box	D1	If Yes selected	Shed
D1.4a	If other provide more details.	Comment Box	D1.4	If Other selected	
D1.5	Does roof on any detached structures require repair?	Radio Box	D1	If Yes selected	Shed
D1.5a	If other provide more details.	Comment Box	D1.5	If Other selected	
D1.6	Are any detached structures in disrepair/need of demolition?	Radio Box	D1	If Yes selected	Shed
D1.6a	If other provide more details.	Comment Box	D1.6	If Other selected	

Pools

Title

P1	Is there a pool/hot tub present? Check all that apply:	Check Box	G1	If vacant required if partial or occupied optional	In Ground Pool
P1.1	If Other, provide details	Comment Box	P1	If other selected	
P2	Is the water in the pool/hot tub green/discolored?	Check Box	P1	If any EXCEPT None selected	In Ground Pool
P3	How is the In Ground Pool secured?	Check Box	P1	Show if In Ground	Pool/Safety Cover
P4	How is the Above Ground Pool secured?	Check Box	P1	Show if Above Ground	Pool/Safety Cover
P5	How is the Hot Tub/Spa Secured?	Check Box	P1	Show if Hot/Tub	Pool/Safety Cover
P6	How is the Other Secured?	Check Box	P1	Show if Other	Pool/Safety Cover
P7	If Unsecured, provide details	Comment Box	P3-5	If unsecured	
P8	Is any pool/hot tub equipment missing?	Check Box	P1	If any EXCEPT None selected	In Ground Pool

Yard

Title

G1

If Vacant/Partial Vacant

Y1	Is there evidence of the following in the yard	Check Box	E1	If Yes	debris
Y1.1	If debris, please specify amount	Radio Box	Y1	If Debris is selected	Small (A few pieces that would fit into a grocery bag)
Y1.2	If Personal Property, please provide details	Comment Box	Y1	If Personal Property selected	
Y2	Does fencing around property need repair?	Radio Box	E1	If Yes	Yes
	Provide more detail	Comment Box	Y2	If Other	
Y3	What is the height of the grass?	Radio Box	E1	If Yes	1"-12"
Y4	Choose all that apply	Check Box	E1	If Yes	Significantly Overgrown- Shrubs/Bushes/Trees/Vines/Flowerbeds

Utilities - Exterior

UE1	Which utility meters are present?	Check Box	G1	only if vacant	Electric Meter
UE1.1	If Other provide details	Comment Box	UE1	If Other selected	
UE2	Are there any shared utilities?	Radio Box	G1	only if vacant or partial	Electric Meter
UE2.1	If Other provide details	Comment Box	UE2	If Other selected	

General Condition

Title

GC1	Are repairs needed to bring the property up to neighborhood standards?	Radio Box	E1	If Yes	Yes
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GC2	General Condition of Property	Radio Box	E1	If Yes	C1—great condition no work needs to be done to the property- newer construction
GC3	Are there any visible unfinished REPAIRS/RENOVATIONS at the property?	Radio Box	E1	If Yes	Yes

Interior Inspection

I1	Were you able to complete the Interior Inspection?	Radio Box	E1	If Yes selected	Yes
I1.1	If no, indicate why	Radio Box	I1	If No selected	Incorrect Key Code
I1.1a	If Other, provide details	Comment Box	I1.1	If Other selected	
I2	Did lockbox combo or key code provided work?	Radio Box	I1	If Yes selected	Yes
I2.1	If no but were able to gain access, what was the correct key code/lock box?	Comment Box	I2	If No selected	

I3 Select one: Radio Box I1 If Yes selected Property appears to be set up as though someone is living there.

Kitchen/Bathrooms/Utility

I4	What appliances are present?	Check Box	I1	If Yes selected	Microwave Washer
I4.1	If Other, provide details	Comment Box	I4	If Other selected	
I5	What appliances are missing?	Check Box	I1	If Yes selected	Microwave
I5.1	If Other, provide details	Comment Box	I5	If Other selected	
I6	What bathroom components are missing?	Check Box	I1	If Yes selected	Toilet(s)
I6.1	Provide details on missing items	Comment Box	I6	All EXCEPT None	
I7	Are water heater(s) and/or boilers missing?	Check Box	I1	If Yes selected	None Missing
I8	Is the electrical breaker panel missing/damaged?	Radio Box	I1	If Yes selected	Yes
I9	Are electric cover plates missing or wires uncapped?	Check Box	I1	If Yes selected	Missing Electric Cover Plates

Basement

I10	Is there a basement/crawl space?	Radio Box	I1	If Yes selected	Yes
I11	Is a sump pump present?	Radio Box	I10	If Yes selected	Yes
I12	Is there evidence of water intrusion? Check all that apply	Check Box	I10	If Yes selected	No Evidence of Intrusion

General - Interior

I13	If discoloration/mold is present, please check all areas that apply: Are there holes or sponginess in floors, walls, or ceilings or the home?	Check Box	I1	If Yes selected	Basement/Crawl Space
I14	Check all areas that apply:	Check Box	I1	If Yes selected	Basement/Crawl Space
I15	Does there appear to be a rodent/insect infestation? (Excludes Termites)	Radio Box	I1	If Yes selected	Yes
I16	Is raw/perishable garbage present?	Radio Box	I1	If Yes selected	Yes
I17	Which detectors are present? Check all that apply	Check Box	I1	If Yes selected	Smoke Detectors

Utilities - Interior

UI1	What is water source and is a meter present?	Radio Box	I1	If Yes selected	City Water - Water Meter Present
UI2	Is the water on?	Radio Box	I1	If Yes selected	Yes
UI3	Are winterization stickers present?	Radio Box	I1	If Yes selected	Yes

Answer Option

No
Incorrect Address

Partial Vacant
Visual
Relative
Vehicle(s)
Snow Maintained

No

Operable
Commercial Vehicle

Wind

No
Yard Maintenance
Demo

No

No
No
No
No
Missing/Damaged Shingles

No

Garage

Answer Option

No structure on property/Vacant Lot

Occupied - Owner
Other
Neighbor
Furniture
Personal Property Visible

Unknown
Boat

Graffiti/Vandalism/Theft

Unknown
Pool
Graffiti/Vandalism

Unknown

1
1
1
1

N/A
N/A
N/A
N/A
Holes

Barn

Answer Option

Shared Entrance

Occupied - Non-Owner
Tenant
Current Holiday Decorations
Home Decorations/Flower Pots

RV/Trailer/Camper

Water Damage/Flooding

Fence
Other

2 >=3
2 >=3
2 >=3
2 >=3

Damaged Stack

Other

Answer Option

Other

Occupied - Unknown
Mail Carrier
Lawn Maintained
Smoke from Chimney

Other

Neglect

Boarding

Sagging Roof Trusses

None

Garage	Barn	Other	None
Garage	Barn	Other	None
Garage	Barn	Other	None
Garage	Barn	Other	None
Garage	Barn	Other	None
Above Ground Pool	Hot Tub/Spa	Other	None
Above Ground Pool	Hot Tub/Spa	Other	None
Fence/Gate	Lanai	Unsecure	
Fence/Gate	Lanai	Unsecure	
Fence/Gate	Lanai	Unsecure	
Fence/Gate	Lanai	Unsecure	
Above Ground Pool	Hot Tub/Spa	Other	Unknown
personal property	None		
Medium (An amount that would fit into a large garbage bag)	Significant (Large amount of trash/Damaged furniture/appliances)		
No	N/A		
13"-24" Snow Accumulation Removed from Driveway/Sidewalks	25" + Snow Accumulation NOT Removed from Driveway/Sidewalks	Snow Covered None	No grass/Rockscape
Gas Meter	Water Meter	Other	None
Gas Meter	Water Meter	Other	None

No

C2—very minor work needed to bring property up to good condition-mechanicals intact
No

C3—older home but needs repairs to bring up to code and current conditions
Unknown

C4—older home, may have some roof or structural issues, outdated, out of code, needs mechanicals

C5—significant damage to home, work required is significant but could be done

No
Incorrect/Missing Lock Box

Condemnation/Hazardous Condition

Occupied

Other

No
Property appears to have personal items, but not set up to live in, or items are scattered.

Property appears empty with NO furniture or personal items.

Cook Top
Dryer

Range
Heat Source

Dishwasher
AC Condenser

Refrigerator
Window AC Units

Cook Top

Range

Dishwasher

Refrigerator

Shower/Tub

Fixtures

Plumbing

None

Water Heater(s) Missing
No
Uncapped wires

Boiler(s) Missing
N/A

No
No
Current Standing Water

N/A
Prior Evidence of Intrusion

Unknown

First Floor

Second Floor

Attic

N/A

First Floor
No
No
CO Detectors

Second Floor
N/A

Attic

N/A

City Water - Water Meter Missing
No
No

Well Water
Unable to Access

Answer Option	Photo Contingency	Photo Min	Photo Max	Comments
		1	5	
		0	5	
		0	0	
		1	5	
		6	10	
Other Lights On Other	Pet/Animal			
		0	0	
		1	5	
		0	0	
		1	10	
		0	0	
Other	None	If anything other than non is checked, require photos.	1	20
			0	0
Structural Issues		If yes require photos of violation notice	0	0
		Require photos of actual violation issues and posting	1	20
			0	0
			0	0
		If Yes allow photos	0	5
		IF >0 require photos	1	10
		IF >0 require photos	1	10
		IF >0 require photos	1	10
		IF >0 require photos	1	10
		IF Yes require photos	1	10
		IF Yes require photos	1	5
		IF Yes require photos	1	10
		IF Yes require photos	1	5
Facia/Soffit Damage	Other	None IF Yes require photos	1	20
			0	0
		If Yes require photos	1	10
		If answer is anything other than none, require photos.	1	10

None

If answer is anything other than none, require photos.	1	10
If answer is anything other than none, require photos.	1	10
If answer is anything other than none, require photos.	1	10
If answer is anything other than none, require photos.	1	10
If answer is anything other than none, require photos.	1	10
If answer is anything other than none, require photos.	1	10
	0	0
	0	0
	1	5
	1	5
	1	5
	1	5
	0	0
If anything other than unknown or none, require photos.	1	10
If answer is anything other than none, require photos.	1	10
	0	0
	0	0
If yes require photos	1	10
If other than No Grass or snow covered require photos.	1	5
If other than none, require photos.	1	10
If other than none, require photos.	1	5
	0	0
	0	0
	0	0
If yes, require photos	2	10

C6—home is a candidate for demolition		0	5
	If yes, require photos	1	10
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	If yes require photos	1	25
		0	0
		0	0
		0	0
		0	0
		0	0
Vent Hood	If answered, require photos	1	10
Other		0	0
		0	0
Vent Hood		0	0
	If other than none, require photos.	1	10
		0	0
	If yes require photos	1	5
	If yes require photos	1	5
	If yes require photos	1	20
	If yes require photos	1	5
	If yes require photos	1	5
	If anything other than No Evidence or Unknown, require photos.	1	10
	If other than N/A, require photos.	1	10
	If other than N/A, require photos.	1	20
	If yes require photos	1	5
	If yes require photos	1	5
		0	5
	If well, require photos	1	5
		0	5
		0	5
		56	505