Monthly Inspections of Acquired Home Properties

Property Disposition Program

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

HI-00574R

Month of: | Office

Real Estate Asset Manager's Contract Number, Name, or other Identification	Initial Services			HUD Inspection of Repairs Inspected			HUD Inspection of Fee Specifications & Fee Inspectors						Lawn Maintenance Inspections			Unsold Properties									Total Number Properties in Real Estate Asset Manager's Inventory	Remarks (Show any needed remarks on attached plain bond paper and show appropriate remarks number in this column)	Number Lead Based Paint Inspections	Number Properties Lead Based Paint Hazard Found
	Number Newly Assigned Properties	Number Inspections	%	Number REAM Repair Inspections	Number HUD Spot Inspections	%	Number Fee Specifications Used	Number HUD Spot Inspections	%	Number Fee Inspections Made	Number HUD Spot Inspections	%	Number Lawns Under Contract	Number Lawns Inspected	%	Number Properties Held-Off Market	Number Properties Inspected	%	Number Properties Rented	Number Properties Inspected	%	Number Properties Listed but Not Sold	Number Properties Inspected	%				
Totals																												

Instructions: The Chief Property Officer must prepare and submit the original and one copy to the Regional Director, Office of Housing and one copy to the Director, Housing Management Division by the 20 th of each month. Note: The policies set forth in PD Handbook 4310.5 make it mandatory that Field Office staff review a minimum of 10 % of home properties assigned to each Real Estate Asset Manager on a monthly basis. These inspections must be documented on appropriate authorized HUD inspection forms (or such inspection forms which may be subsequently designated for use in documenting specific types of inspections.)

Date	Title	Signature	Page

Previous editions are obsolete

form HUD-9624
ref Handbook 4310.5