

**APPENDIX J**

**PROPERTY SURVEY REPORT PROTOCOL**

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#### A. Contents of the Property Survey Report

The Property Survey Report shall include the following information for each Covered Property:

1. Address and current name of the property.
2. Names of all people present for the survey.
3. The single HUD-recognized safe harbor or equivalent standard (as defined in Appendix I, Sec. A. 8-9) used to evaluate the entirety of the Covered Property.
4. The edition of the ADA Standards, *i.e.*, ADAAG 1991 or ADA Standards 2010, used to evaluate the public areas.
5. All findings, including measurements and photographs documenting the findings, that do not meet the requirements of the selected ADA Standards or HUD-recognized safe harbor, including all findings for site conditions that are not located on the proposed accessible route(s).
6. Sections setting forth all of the features that fail to meet the selected ADA Standards at all public areas. Include citations to the ADA Standards for each feature that fails to meet the standard.
7. Sections setting forth all of the features that fail to meet the selected HUD-recognized safe harbor at all public areas, exterior and interior common areas, unit interiors, and patios/balconies. The sections for common and public areas shall include exterior routes and entrances. Include citations to the selected HUD-recognized safe harbor and/or the ADA standards for each feature that fails to meet the standard.

8. Required Maps:

- a. A proposed Accessible Route Diagram with all common areas labeled; and
- b. A location map which indicates the approximate location of each non-compliant running slope, cross slope, change in level, and anywhere the accessible route ends at a vehicular way.

9. Required Charts and Data:

- a. Parking Chart: identify all available types of parking together with parking space counts;

*Illustration: Parking Chart*

	OPEN AIR/SURFACE	CARPORT	GARAGE	Total
<b>Leasing Office</b>				
Standard Spaces	14	0	0	14
Designated Accessible Spaces – van	1			1
Designated Accessible Spaces – car	1			1
<b>Mail Center</b>				
Standard Spaces	3	0	0	3
Designated Accessible Spaces	1			1
<b>Residential Pkg.</b>				
Standard Spaces	532	122	48	702
Designated Accessible Spaces	26	3	0	29

- b. Building Unit Chart: identify the total number of all types of units in the Covered Property and the number of units that are covered by the FHA. Unit types must be identified by the name used by current management (*e.g.*, used on the website), the name used on the architectural drawings (if known), the number of bedrooms and bathrooms, and any specialized housing type that applies (*e.g.*, assisted living, memory care, etc.). Where there are multiple buildings on site, list the unit information by building; and

*Illustration: Building Unit Chart*

Unit Type	Unit Mktg. Name	Building/Floor								Total
		Building A			Building B			Building C		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
A1	Opal	12	12	11	5	4	4			48
A2	Opal II					1	1			2
A3	Pearl	1								1
B1	Ruby	3	4	4	10	10	10			41
B2	Ruby II				1	1	1			3
B3	Emerald					2	2			4
B4	Silver	3	3	3	1	1	1			12
B5	Silver II					1	1			2
B6	Jade	1	1	1						3
B7	Jade II			1						1
B8	Sapphire		1	1						2
B9	Gold	1	1	1						3
C1	Diamond				1	1	1			3
S1	Turquoise II				1	1	1			3
S2	Turquoise							12	12	24
S3	Turquoise III							2	2	4
Tota l		21	22	22	19	22	22	14	14	156

- c. Chart of Surveyed Units: identify all covered unit types and the numbers of each type in the complex.

*Illustration: Surveyed Units Chart*

Unit Type	Units Surveyed	Typical for # Covered Units
A1	B110, B130	17
A2	Upper floors only	0
A3	A101	1
B1	B107, B115	13
B2	B103	1
B3	Upper floors only	0
B4	A106, B105	4
B5	Upper floors only	0
B6	A114	1
B7	Upper floors only	0
B8	Upper floors only	0
B9	A117	1
C1	B133	1
S1	B134	1
S2	C210, C211	12
S3	C207	1
Total number of covered units		53

10. All digital photographs taken during the survey in a separate electronic file labeled with the property name and date the photographs were taken.
11. All field notes taken during the survey in a separate electronic file labeled with the property name and the date the field notes were taken.