

### PHYSICAL NEEDS ASSESSMENT

<b>Prepared By:</b>	
<b>Date:</b>	

<b>Part 1</b> <b>Terms of Reference</b>
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<b>Project:</b>			
<b>Address:</b>			
<b>Contact Name:</b>			
<b>Title:</b>		<b>E-mail Address</b>	
<b>Telephone No.:</b>		<b>Fax No.</b>	
<b>Age of Property</b>			

PROPERTY DATA		
Unit Breakdown	Total No. of Units	Size (s.f.)
Studio		
1 BR/ 1 bath		
1 BR/ 1.5 bath		
2 BR/ 1 bath		
2 BR/ 1.5 bath		
2 BR/ 2 bath		
3 BR/ 1 bath		
3 BR/ 1.5 bath		
3 BR/ 2 bath		

PROPERTY DATA		
Unit Breakdown	Total No. of Units	Size (s.f.)
3 BR/ 3 bath		
4 BR/ 2 bath		
4 BR/ 3 bath		
Other		
Total		
# Occupied		
# Vacant		
# Down		
# Models		
Tenant Profile (yes/no)	Family	
	Elderly	

SITE CONFIGURATION	
Site Size	
Configuration	
Topography	
Drainage	

SAMPLING EXPECTATION
<p>Surveyed areas generally consist of public and common areas such a parking facilities and the grounds in general, corridors and walkways, laundry facilities, apartment building roofs, accessible dwelling units and equipment rooms.</p>

**SURVEYED UNITS INCLUDE:**

MARKET ISSUES	
Item	Timing

WORK IN PROGRESS				
Item	Quantity	Cost (\$)	% Complete	Comments

MANAGEMENT REPORTED REPLACEMENTS				
Item	Quantity	Cost (\$)	Date Replaced	Comments

MANAGEMENT PROPOSED WORK
During our on-site interview, management indicated the following items of work were proposed to be completed in the near future.

## Part 2 Systems and Conditions

SITE											
Item	Estimated Useful Life	Condition	Effective Remaining Life	Action	Immediate Repairs		Future Replacements			Field Notes	
					Quantity	Total Cost	Quantity	Years 1-5	Years 6-10		
Asphalt Concrete	25										
Seal Coat	5										
Striping	5										
Concrete Swale	30										
Curb & Gutter	30										
Pedestrian Paving/ Hardscape – Concrete	30										
Signage	15										
Site Water Lines / Main	40										
Site Sanitary Lines / Main	50+										
Site Lighting	25										
Site Drainage (Storm Drainage)	50+										
Landscaping	50+										
Site Fences	40										
Swimming Pool / Spas	15										
Trash Dumpsters and Enclosures	10										
							<b>Subtotal</b>				

<p><b>Explanation of ratings:</b>          Abu = Abused, vandalized or damaged, in need of replacement          P = Poor, neglected condition          F = Fair, in working or usable condition but in need of maintenance</p>	<p>A = Average, in satisfactory condition, standard for this type of building          G = Good, above average condition, not excellent          E = Excellent, maintained in "as new" condition          NA = Not applicable</p>
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ARCHITECTURAL										
Item	Estimated Useful Life	Condition	Effective Remaining Life	Action	Immediate Repairs		Future Replacements			Field Notes
					Quantity	Total Cost	Quantity	Years 1-5	Years 6-10	
Carpports	40									
Foundation	50									
Building Slab	50									
Upper Level Floor (structural)	50									
Walls / Roof (structural)	50									
Exterior Walls	40									
Exterior Paint	5									
Doors and Frames	25									
Windows and Frames	30									
Stairs (structural / finish) (Interior and Exterior)	20									
Balconies/Handrails/ Guardrails	50									
Soffits – wood / stucco / concrete	5									
Decks / Patios – Concrete	40									
Roof Coverings	20									
Roof Drainage	25									
Mail Facilities	10									
Washing Machines	10									
Clothes Dryer	12									
							<b>Subtotal</b>			

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**MECHANICAL / ELECTRICAL**

Item	Estimated Useful Life	Condition	Effective Remaining Life	Action	Immediate Repairs		Future Replacements			Field Notes	
					Quantity	Total Cost	Quantity	Years 1-5	Years 6-10		
Hot & Cold Water Distribution	50										
Water Boiler	25										
Domestic Water Heaters	15										
Sanitary Waste & Vent (Sewer)	50+										
Heating	15										
Cooling	15										
Building Power/Wiring	50										
Switchgear/Metering	50										
Unit Subpanels	50+										
Site Lighting	25										
Site Drainage (Storm Drainage)	30										
Elevator	50+										
Trash Compactor	15										
Emergency Generator	35										
Emergency Alarm System	15										
Emergency Lights	10										
Fire Detection / Heat Sensors / Central Panel	15										
Fire Suppression	50+										
							<b>Subtotal</b>				

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DWELLING UNITS										
Item	Estimated Useful Life	Condition	Effective Remaining Life	Action	Immediate Repairs		Future Replacements			Field Notes
					Quantity	Total Cost	Quantity	Years 1-5	Years 6-10	
Smoke / Fire Detection	10									
Window Coverings	12									
Carpet	7									
Resilient Flooring (Vinyl)	15									
Cabinetry	20									
Countertops and Sinks	10									
Refrigerator	15									
Range / Stove	15									
Range Vent / Hood	15									
Dishwasher	10									
Disposal	5									
Microwave	10									
Clothes Washer	10									
Clothes Dryer	12									
Bathroom Improvements	20									
							<b>Subtotal</b>			

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