Servicing Mortgagee Scheduling & Bulk Upload Quick Reference Guide Version 2.0 For *Master Schedulers*

Physical Assessment Subsystem (PASS) Release 2.6

U.S. Department of Housing and Urban Development
Real Estate Assessment Center (REAC)

May 4, 2001

Table of Contents

Introduction 1
OBJECTIVES 1
Accessing Servicing Mortgagee Scheduling 2
SECURITY 2
AUTHORIZED USER LOGIN 2
Schedule/View Inspections 9
SCHEDULE INSPECTIONS QUERY SCREEN 9
QUERY FIELDS 13
INSPECTIONS SCHEDULE REPORT 18
VIEW WEB PAGE REPORT OPTION 29
CREATE TEXT REPORT OPTION 34
Exiting Scheduling 44
Bulk Upload Option 45
Browser Basics 50
SOFTWARE AND HARDWARE REQUIREMENTS 50
INTERNET BASICS 51
REAC TECHNICAL SERVICE SUPPORT 55
TECHNICAL ASSISTANCE CENTER 55
Appendix A: Example of an Inspection Summary Report A-1
Appendix B: Example of an Investor Report B-1

Introduction

The Real Estate Assessment Center (REAC) is a U.S. Department of Housing and Urban Development (HUD) national management center created to centralize and standardize the way HUD monitors and evaluates the physical condition, as well as the financial condition of HUD properties. This includes over 3,000 Public Housing Agencies (PHA) and over 30,000 Federal Housing Administration (FHA) multifamily insured, direct loan, HUD-held, and Section 8 project-based subsidized properties.

The Physical Assessment Subsystem (PASS) is a Web-based subsystem developed by REAC to monitor the physical condition of HUD properties based on on-site physical inspections. One component of PASS is Scheduling, where inspection schedules are managed.

Objectives

The purpose of PASS Servicing Mortgagee Scheduling is to provide Servicing Mortgagees with a tool to effectively manage physical inspection scheduling details.

Servicing Mortgagees have access to property and scheduling information within their own organization. Servicing Mortgagees can search for inspection schedules, based on specified criteria (e.g., city, dates, etc.), and can modify basic property information. As a Servicing Mortgagee, they will select HUD REAC certified inspectors to work for their organization. From those inspectors they can select one or more to be Master Schedulers for their organization. The Master Scheduler is responsible for scheduling the organization's inspections to Independent Inspectors. Not all of the properties have to be scheduled by the Master Scheduler. The Servicing Mortgagee can schedule inspections as well.

The Servicing Mortgagee and Master Scheduler can download information (inspection schedule, inspection property and inspection participant information) edit that information, and send the updated information directly to REAC's database using the Bulk Upload Process.

Accessing Servicing Mortgagee Scheduling

Security

PASS Servicing Mortgagee Scheduling is a secure, Web-based system containing sensitive public housing information. A HUD-issued user ID is required to access PASS Servicing Mortgagee Scheduling. Authorized Master Scheduler only have access to inspection scheduling information for properties associated with their FHA number.

Authorized users for PASS Servicing Mortgagee Scheduling includes:

- Servicing Mortgagees
- HUD REAC certified inspectors responsible for scheduling inspections (Master Schedulers), and conducting on-site physical inspections (Independent Inspectors) at HUD properties
- HUD REAC personnel responsible for monitoring HUD properties

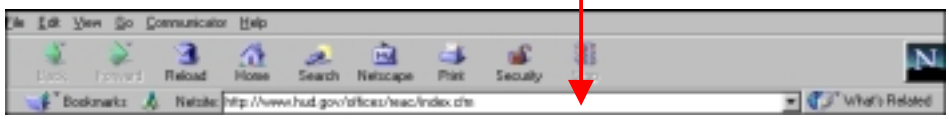
Authorized User Login

To access PASS Servicing Mortgagee Scheduling, a user must log in using their HUD-issued user ID (e.g., M11111).

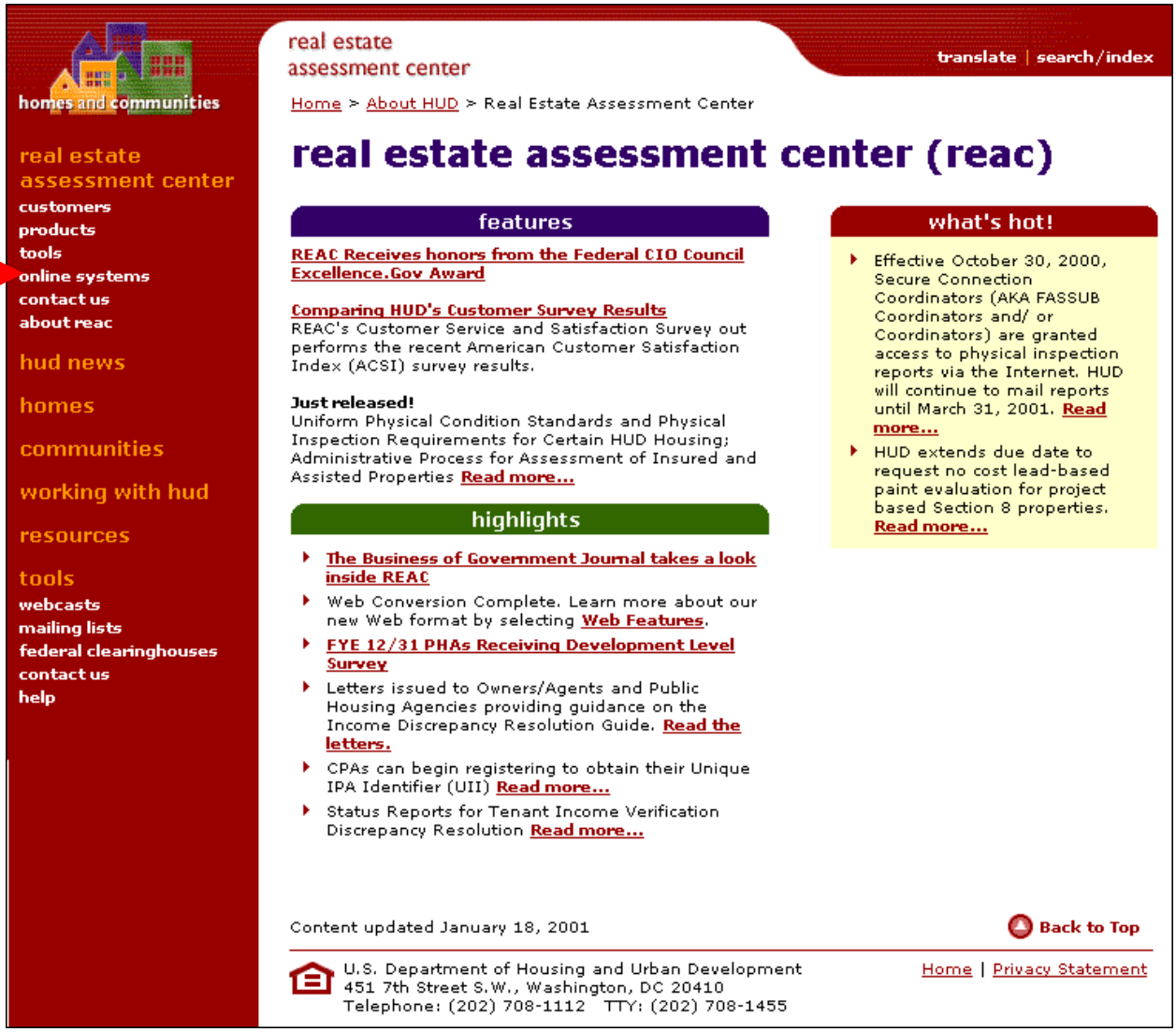
To log in to PASS Servicing Mortgagee Scheduling:

1. Open the Internet browser (e.g., Netscape). The example shown is the **Yahoo** main screen.

2. Enter the following URL address in the *Location* field:
   www.hud.gov/offices/reac/index.cfm

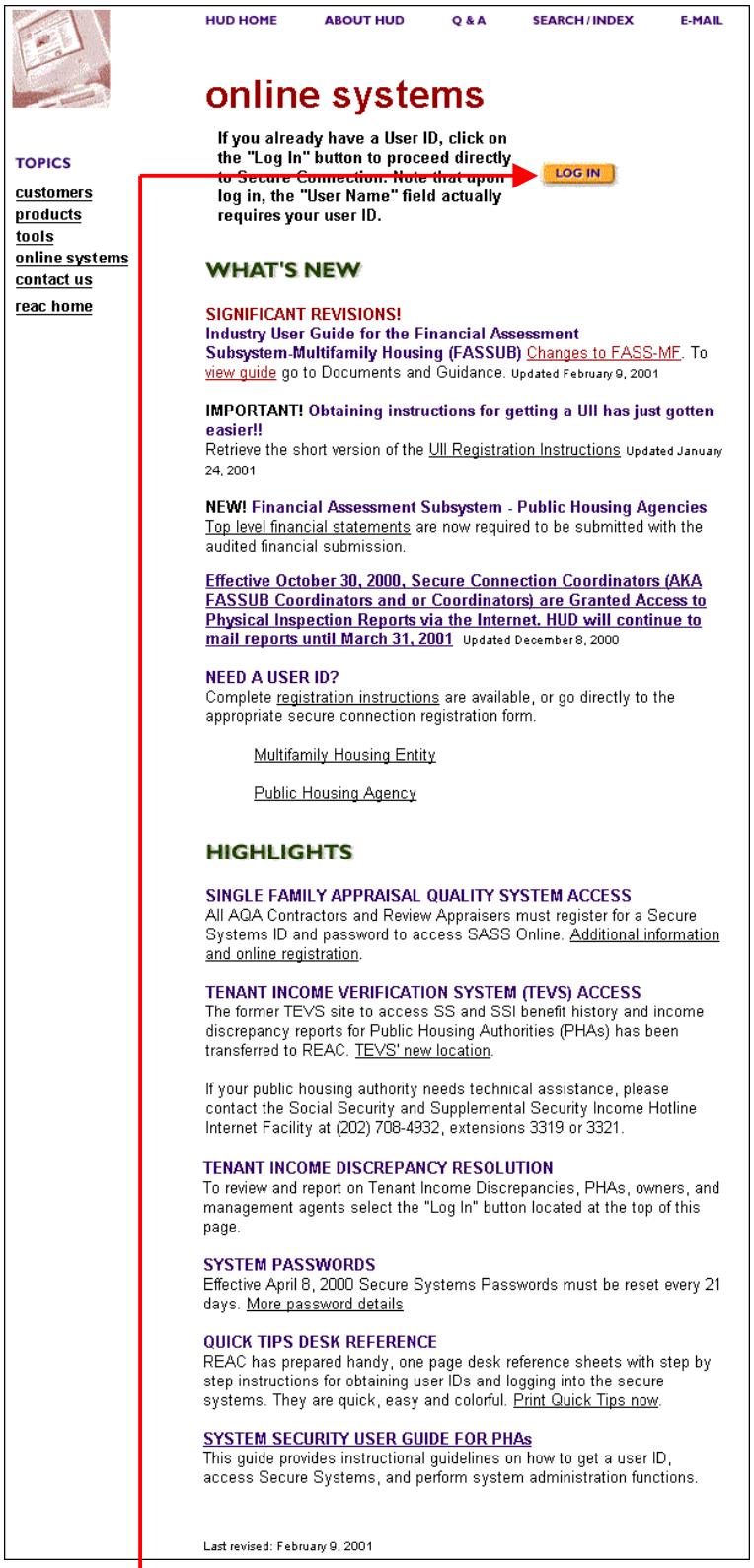


The **Real Estate Assessment Center (REAC)** home page displays (next page).



NOTE: The content of this page is updated on a regular basis, therefore, the appearance may vary.

3. Click on the online systems link under the REAC heading on the left. The **Online Systems** screen displays (next page).



4. Click on the **Log In** button.

The **Username and Password Required** screen displays.

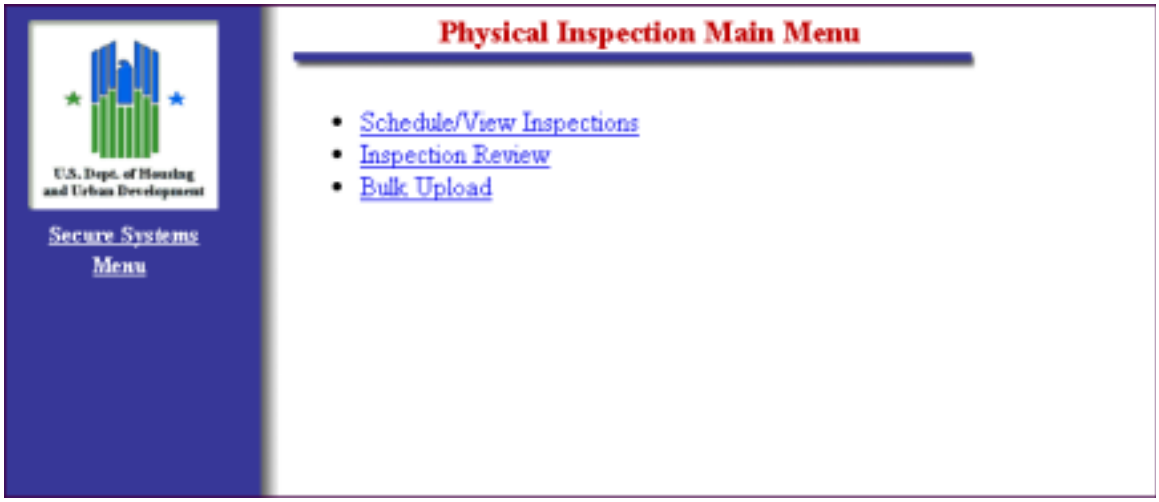
5. Enter your user ID (e.g., M11111) in the *User Name* field. The user ID is case-sensitive; remember to use a capital letter when entering the user ID.

6. Tab to the Password field and enter your password. The password is also case-sensitive.

7. Click on the OK button. The **Secure Systems Legal Warning** screen displays.

8. Click on the [Continue] button. The **Secure Systems** screen displays.

9. Click on the Physical Assessment Subsystem (PASS) link. The **Physical Inspection Main Menu** screen displays.



10. Click on the Schedule/View Inspections link. One of three screens displays if the Master Scheduler works for more than one Servicing Mortgagee and/or contractor organization as shown on pages 7-8.

NOTE: Master Schedulers can only access those properties that are assigned to the Master Scheduler.

Master Scheduler

If you are the….	Schedule Inspections Query Screen Displays
Master Scheduler for only one Servicing Mortgagee organization, then the **Schedule Inspections** query screen displays.	

If you are the….	Servicing Mortgagee Inspection Scheduling Screen Displays
Master Scheduler for more than one Servicing Mortgagee, then the **Servicing Mortgagee Inspection Scheduling** screen displays. Select the appropriate Servicing Mortgagee from the *Servicing Mortgagee* drop-down list. Click on the Inspection Scheduling button, and the **Schedule Inspections** query screen displays.	

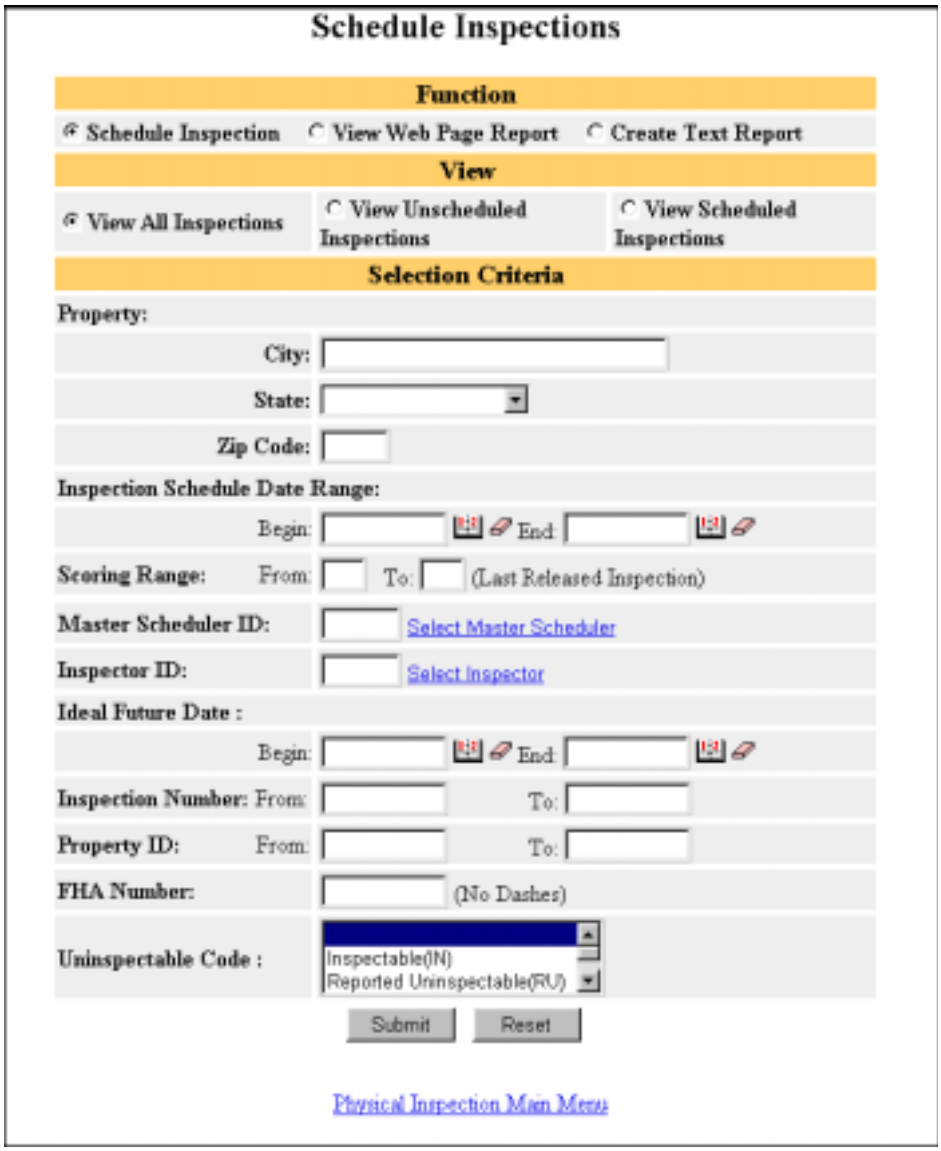
Master Scheduler

If you are the….	Contractor/Servicing Mortgagee Inspection Scheduling Screen Displays
Master Scheduler for a Servicing Mortgagee(s) and Contractor(s), then the **Contractor/Servicing Mortgagee Inspection Scheduling** screen displays. Select either the Contractor or Servicing Mortgagee organization from the corresponding drop-down list. Click on the Inspection Scheduling button, and the **Schedule Inspections** query screen displays.	

Schedule/View Inspections

Schedule Inspections Query Screen

The **Schedule Inspections** query screen allows the Master Scheduler to search for specific inspection assignments. Master Schedulers can request to update inspection schedules, view inspection reports or create text reports using this screen. Searches can be narrowed in scope by entering specified criteria such as: *City, State, Zip Code, Inspection Schedule Date Range, Scoring Range, Master Scheduler ID, Inspector ID, Ideal Future Inspection Date, Inspection Number(s), Property ID(s), FHA Number* and *Uninspectable Code.*



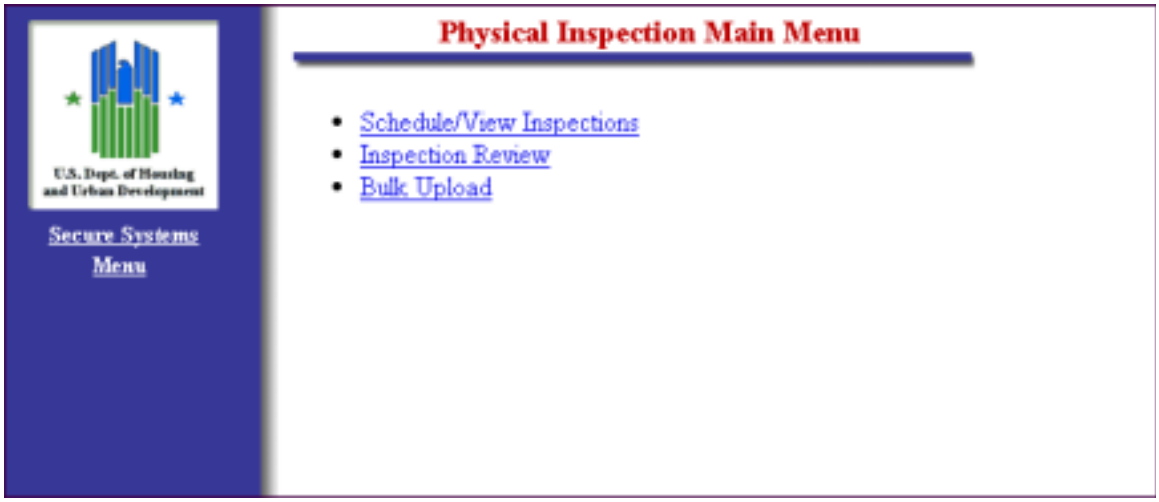
Schedule Inspections Query Screen

Feature	Description
Schedule Inspection	This function allows the Master Scheduler to schedule or reschedule inspections.
View Web Page Report	This function allows the Master Scheduler to view Inspection Schedule Reports for scheduled inspections, unscheduled inspections, or both scheduled and unscheduled inspections.
Create Text Report	This function allows the Master Scheduler to download and update large volumes of data (inspection schedule, inspection property and inspection participant information) using Microsoft Word. After the data is revised, the data is sent to REAC via the Bulk Upload Process.
View All Inspections	This view option allows the Master Scheduler to view both scheduled and unscheduled inspections.
View Unscheduled Inspections	This view option allows the Master Scheduler to view unscheduled inspections.
View Scheduled Inspections	This view option allows the Master Scheduler to view scheduled inspections.
Select Master Scheduler	The Select Master Scheduler link prompts a pop-up window. The pop-up window displays all HUD REAC certified inspectors selected by the Servicing Mortgagee. Selecting a specific Inspector ID link on the pop-up window closes the window and places the inspector ID of the Master Scheduler in the *Master Scheduler ID* field.
Select Inspector	The Select Inspector link prompts a pop-up window. The pop-up window displays all HUD REAC certified inspectors selected by the Servicing Mortgagee. Selecting a specific Inspector ID link on the pop-up window, closes the window and places the inspector ID in the *Inspector ID* field.
Submit	This button initiates the action to locate schedule information based on information entered for the query.

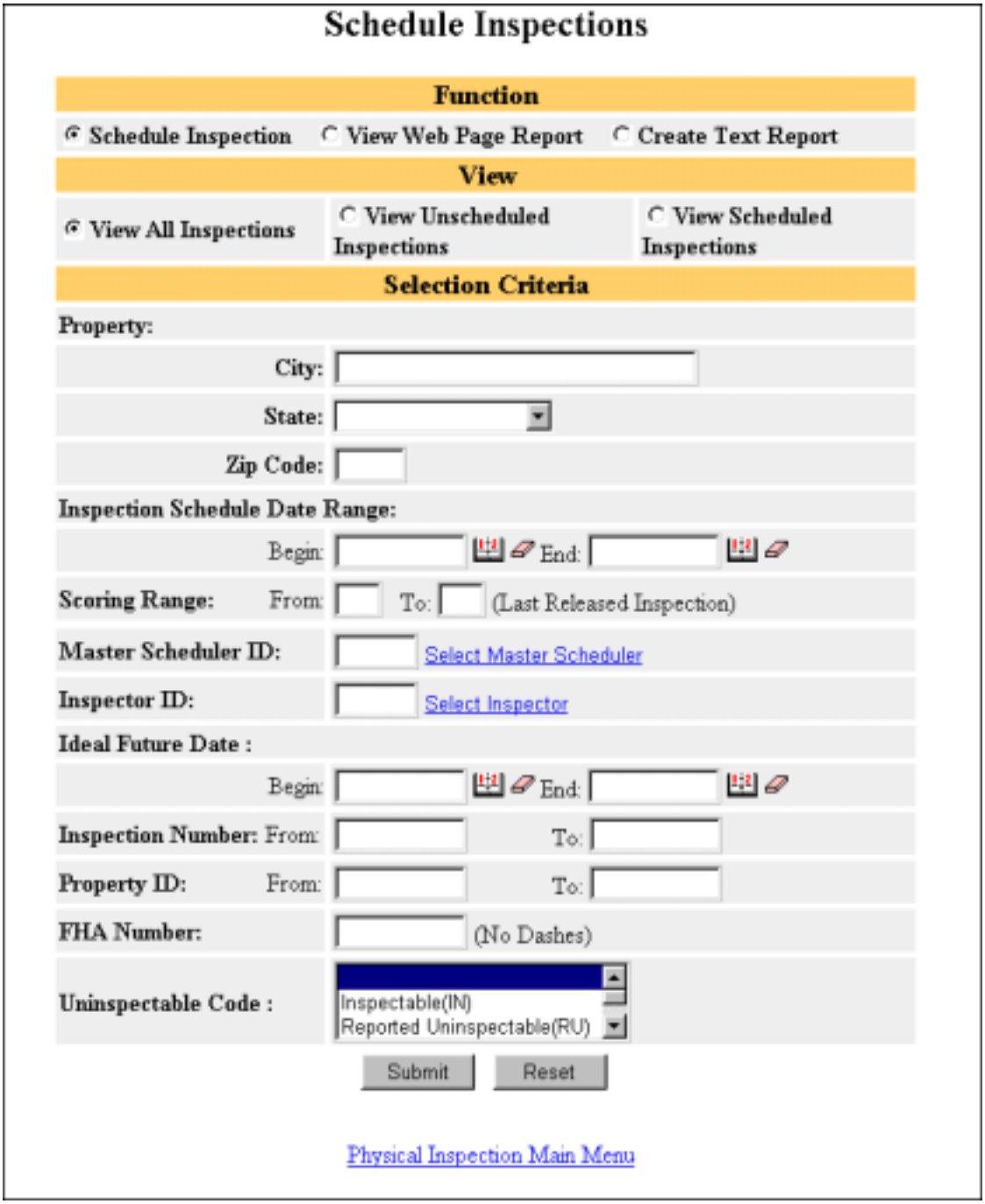
Schedule Inspections Query Screen	
Feature	**Description**
Reset	This button returns all fields to the original information.
Physical Inspection Main Menu	The Physical Inspection Main Menu link returns the Master Scheduler to the **Physical Inspection Main Menu** screen where other PASS components can be accessed.

To access the Schedule Inspections query screen:

Click the Schedule/View Inspections link on the **Physical Inspection Main Menu** screen.



The **Schedule Inspections** query screen displays.



Query Fields

The query fields in the Function and View sections of the **Schedule Inspections** query screen are required fields. Master Schedulers must select one option in each section. The system automatically displays as the default, *Schedule Inspection* in the Function section and *View All Inspections* in the View section of the screen.

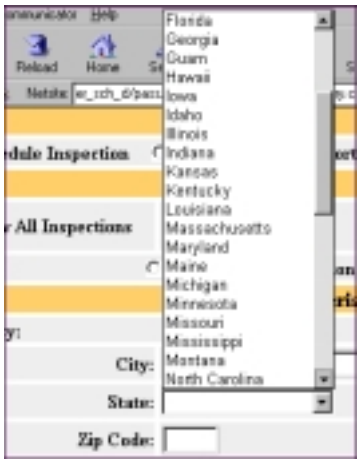
All the query fields in the Selection Criteria section are optional. To execute a search, Master Schedulers can enter data in all, some, or leave the fields blank. The more information provided in the query search reduces the number of unnecessary results. For example, if you have 100 inspections that need to be scheduled, and if you do not specify specific information about your inspections, the **Inspections Schedule Report** displays all 100 inspections once submitted. However, if you only want to see your inspections in the state of Virginia, then select Virginia in the *State* field, and the **Inspections Schedule Report** displays only those inspections in Virginia.

- The ***Function*** section determines what Master Schedulers can do with the inspection information by clicking on the appropriate radio button. Master Schedulers have three options:
  - *Schedule Inspection* allows the Master Scheduler to enter or modify schedule information on the **Inspections Schedule Report**.
  - *View Web Screen Report* allows the Master Scheduler to view or print the **Inspections Schedule Report** screen.
  - *Create Text Report* allows the Master Scheduler to download inspection schedule, inspection property, inspection participant and participant role reference information.

- The ***View*** section allows the Master Scheduler to search for scheduled, unscheduled, or all inspections (scheduled and unscheduled) by clicking on the appropriate radio button.

- The ***City*** field allows the Master Scheduler to search for inspections by a particular city.

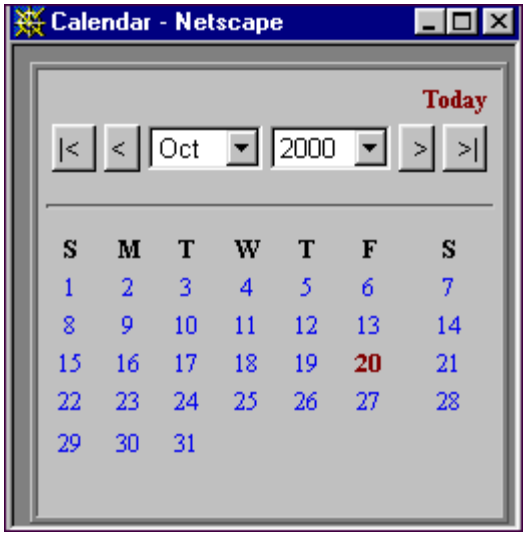
- The ***State*** field allows the Master Scheduler to search for inspections by states and territories using the drop-down list.



- The ***Zip Code*** field allows the Master Scheduler to search for inspections by postal zip code.

- The ***Inspection Schedule Date Range*** allows the Master Scheduler to search for inspection schedules within a range of dates, selecting the *Begin* and *End* dates of the time frame, and by clicking on the calendar icon.

To use the calendar box:



1. Click on the calendar icon to view the current month in the calendar box. The current date is highlighted.

2. Select a date by:

   - Click on a date (e.g., 20) to select a date in the current month.

   - To move backward or forward by year, click on the symbols (**I<** or **>I)** once per year.

   - To move backward or forward by month, click on the symbols (**<** or **>**) once per month.

   - Master Schedulers can also use the drop-down arrows to select the month and year from the Month and Year menus. The calendar changes when the month and year are selected and then the Master Scheduler clicks on a specific date within the month.

The calendar box closes once a date is selected, or click on the Close control **X** icon to close the window.

NOTE: If a date is only entered in the Begin field, the query results will list all inspection schedule date ranges equal to or greater than the inspection schedule date entered.

If a date is only entered in the End field, the query results will list all inspection schedule date ranges equal to or less than the inspection schedule date entered.

To generate a search for one inspection schedule date, enter the same date in the Begin and End fields.

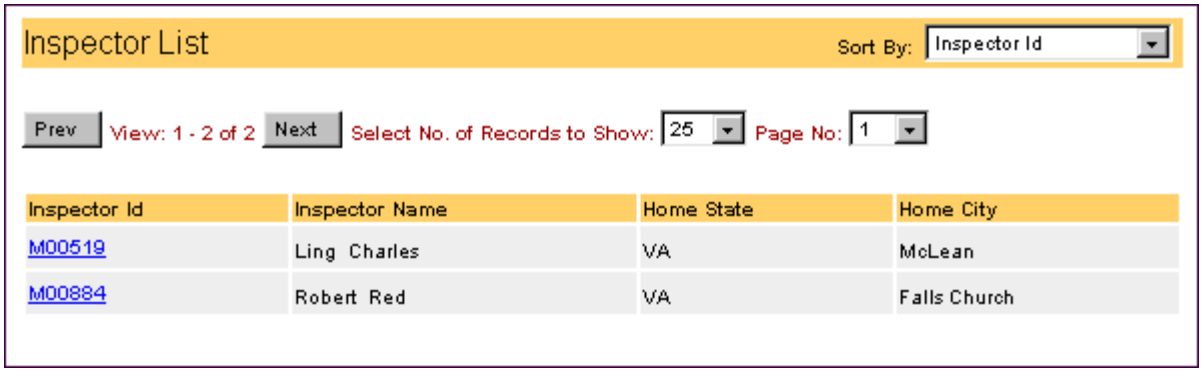
- The ***Scoring Range*** field allows the Master Scheduler to search for inspections by score(s) of the last released inspection.

NOTE: If a score is only entered in the From field, the query results will list all scores equal to or greater than the score entered.

If a score is only entered in the To field, the query results will list all scores equal to or less than the score entered.

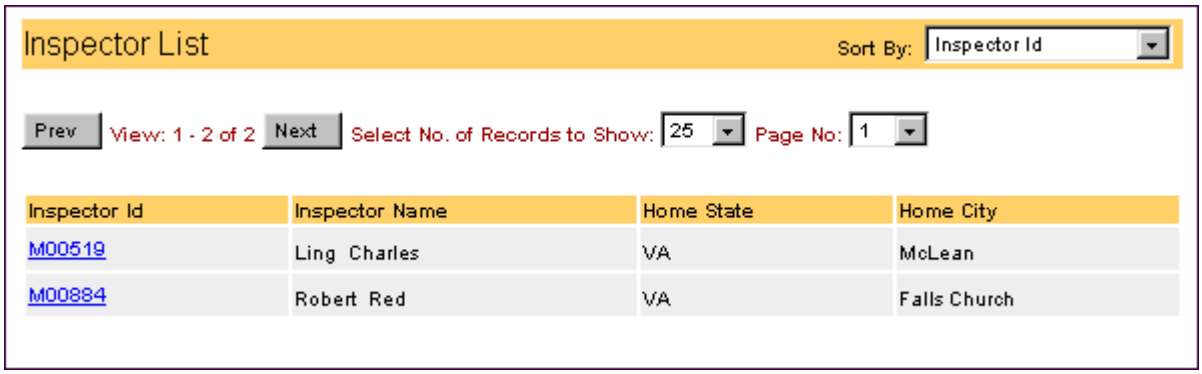
To generate a search for one score, enter the same score in the From and To fields.

- The ***Master Scheduler ID*** field allows the Master Scheduler to search for inspections by using the Master Scheduler's ID number. Enter the Master Scheduler ID number in the field. The Master Scheduler can also click on the Select Master Scheduler link to view a list of all Inspector ID numbers on the **Inspector List** that have been selected to work for the Servicing Mortgagee. Click on the Inspector ID link to select a Master Scheduler Inspector. The **Schedule Inspections** screen redisplays once an *Inspector ID* is selected from the **Inspector List** screen.



NOTE: The **Inspector List** screen contains the Inspector ID numbers of both, Master Schedulers and Independent Inspectors selected by the Servicing Mortgagee. There is no special listing that displays *only* Master Scheduler ID or Independent Inspector ID numbers.

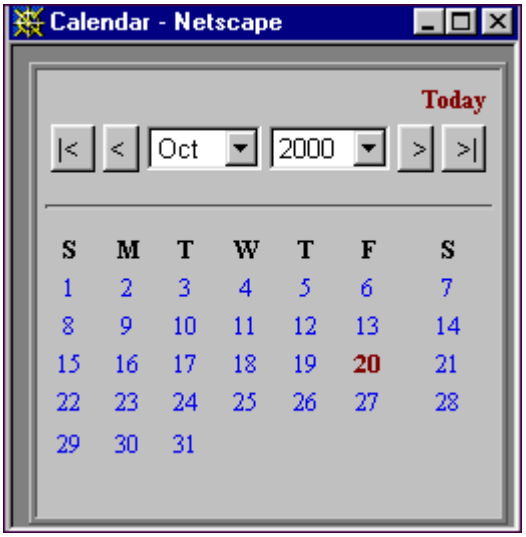
- The ***Inspector ID*** field allows the Master Scheduler to search for inspections by the Inspector's ID number. Enter the Inspector ID number in the field. Master Schedulers can also click on the Select Inspector link to view a list of all Inspector ID numbers that have been selected by the Servicing Mortgagee. The **Schedule Inspections** screen displays once an *Inspector ID* is selected from the **Inspector List** screen.



NOTE: The **Inspector List** screen contains the Inspector ID numbers of both, Master Schedulers and Independent Inspectors selected by the Servicing Mortgagee. There is no special listing that displays *only* Master Scheduler ID or Independent Inspector ID numbers.

- The ***Ideal Future Inspection Date*** allows the Master Scheduler to search for inspection schedules with the ideal future inspection date, selecting the *Begin* and *End* dates of the time frame by clicking on the calendar icon.

To use the calendar box:



1. Click on the calendar icon to view the current month in the calendar box. The current date is highlighted.

2. Select a date by:

   - Click on a date (e.g., 20) to select a date in the current month.

   - To move backward or forward by year, click on the symbols (**I<** or **>I)** once per year.

   - To move backward or forward by month, click on the symbols (**<** or **>)** once per month.

   - Master Scheduler can also use the drop-down arrows to select the month and year from the Month and Year menus. The calendar changes when the month and year are selected and then the Master Scheduler clicks on a specific date within the month.

The calendar box closes once a date is selected, or click on the Close control **X** icon to close the window.

NOTE: If a date is only entered in the Begin field, the query results will list all ideal future inspection dates equal to or greater than the ideal future inspection date entered.

If a date is only entered in the End field, the query results will list all ideal future inspection dates equal to or less than the ideal future inspection date entered

To generate a search for one ideal future inspection date, enter the same date in the Begin and End fields.

- The ***Inspection Number*** field allows the Master Scheduler to search for inspections by a specific inspection or for a range of inspections.

NOTE: If the inspection number is only entered in the From field, the query results will list all inspection numbers equal to or greater than the inspection number entered.

If the inspection number is only entered in the To field, the query results will list all inspection numbers equal to or less than the inspection number entered.

To generate a search for one inspection number, enter the inspection number in the To and From fields.

- The ***Property ID*** field allows the Master Scheduler to search for inspections by a specific property ID or for a range of property Ids.

  NOTE: If the Property ID number is only entered in the From field, the query results will list all property ID numbers equal to or greater than the property ID number entered.

  If the Property ID number is only entered in the To field, the query results will list all property ID numbers equal to or less than the property ID number entered.

  To generate a search for one property ID number, enter the property ID number in the To and From fields.

- The ***FHA Number*** field allows the Master Scheduler to search for inspections by a specific FHA number.

- The ***Uninspectable Code*** field allows the Master Scheduler to search for inspections by an uninspectable code selected from the drop-down menu.

  IN Property is inspectable (default)
  RU Property is being reported as uninspectable (inspection can still be scheduled)

  <u>The following codes are only assigned by HUD:</u>

  VI Property has been verified by HUD as inspectable and is being referred back for inspection (inspection can still be scheduled)
  VU Property has been verified as uninspectable (inspection cannot be scheduled). Inspections with the VU code cannot be downloaded to a Data Collection Device (DCD).

Once criteria from the Function, View, and Selection Criteria sections are selected, click on the [Submit] button, and one of the following screens or options displays:

- **Inspections Schedule Report** (to schedule/reschedule inspections) via the *Schedule Inspection* function

- **Inspections Schedule Report** (to view scheduled/unscheduled inspections) via the *View Web Screen Report* function

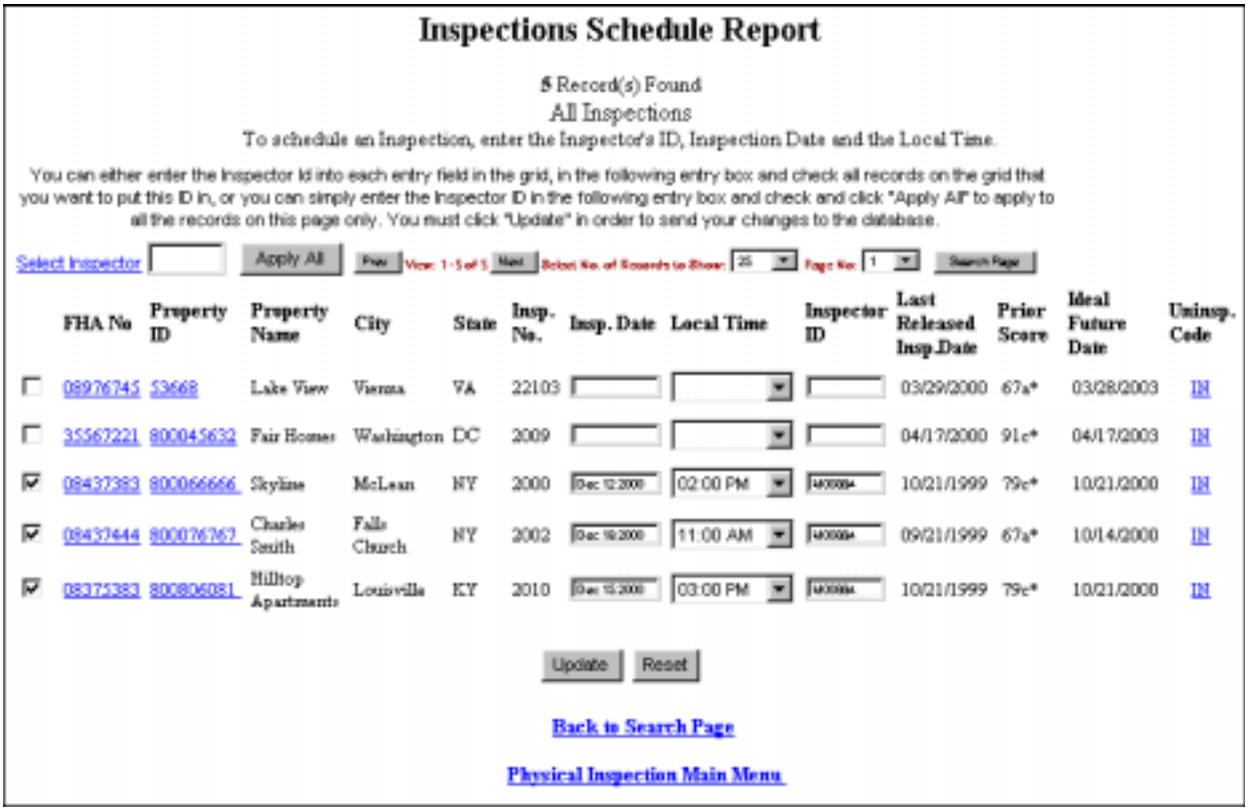
- **Text Report** via the *Create Text Report* function

Inspections Schedule Report

Once the **Schedule Inspections** query screen is updated and submitted, the **Inspections Schedule Report** displays. The **Inspections Schedule Report** contains basic information on scheduled, unscheduled, or both scheduled and unscheduled inspections based on specified criteria. The Master Scheduler assigns or reassigns inspections to any inspector working for the Servicing Mortgagee.

Those inspectors working for the Servicing Mortgagee can view properties to which they have been assigned and modify their inspection schedules.

To ensure the integrity of the data, any modifications to the inspection schedule or property information should be made prior to the download of the inspection.



Inspections Schedule Report

5 Record(s) Found
All Inspections
To schedule an Inspection, enter the Inspector's ID, Inspection Date and the Local Time.

You can either enter the Inspector Id into each entry field in the grid, in the following entry box and check all records on the grid that you want to put this ID in, or you can simply enter the Inspector ID in the following entry box and check and click "Apply All" to apply to all the records on this page only. You must click "Update" in order to send your changes to the database.

Select Inspector | Apply All | Prev | View: 1 - 5 of 5 | Next | Select No. of Records to Show: 25 | Page No: 1 | Search Page

	FHA No	Property ID	Property Name	City	State	Insp. No.	Insp. Date	Local Time	Inspector ID	Last Released Insp.Date	Prior Score	Ideal Future Date	Uninsp. Code
☐	08976745	53668	Lake View	Vienna	VA	22103				03/29/2000	67a*	03/28/2003	IN
☐	35567221	800045632	Fair Homes	Washington	DC	2009				04/17/2000	91c*	04/17/2003	IN
☑	08437383	800066666	Skyline	McLean	NY	2000	Dec 12 2000	02:00 PM	400004	10/21/1999	79c*	10/21/2000	IN
☑	08437444	800076767	Charles Smith	Falls Church	NY	2002	Dec 19 2000	11:00 AM	400004	09/21/1999	67a*	10/14/2000	IN
☑	08375383	800806081	Hilltop Apartments	Louisville	KY	2010	Dec 15 2000	03:00 PM	400004	10/21/1999	79c*	10/21/2000	IN

Update | Reset

Back to Search Page

Physical Inspection Main Menu

NOTE: Use the scroll bar to view all the columns, if necessary.

Inspections Schedule Report

Feature	Description
Select Inspector	Enter the Inspector's ID number in the blank field if known. If not, click on the Select Inspector link. The Select Inspector link prompts a pop-up window. The pop-up window displays all HUD REAC certified inspectors selected by the Servicing Mortgagee. Selecting a specific Inspector ID link on the pop-up window, closes the pop-up window and places the inspector ID in the *Select Inspector* field.
Prev View: 1 - 25 of 30 Next	These buttons allow Master Schedulers to view information on the previous screen or next screen. In this example, there are 25 records on the current screen. To display the remaining 5 records click on the Next button. Once records 26-30 are displayed, click on the Prev button to return to records 1-25.
Select No. of Records to Show: 25	Sets the number of records displayed at one time. The system automatically displays 25 records at a time. Records display in increments of 25, 50, 75, 100, 200 or 250 records on a screen.
Page No: 1	The list of scheduled or unscheduled inspections can contain more than one page. To view another page, select a different page number from the drop-down list. For example, if viewing page 5 of 10 pages, and the Master Scheduler selects page 8 from the drop-down list, page 8 displays.
Apply All	Once an Inspector ID number appears in the *Select Inspector* field, click Apply All and all the properties will have the *Insp. ID* field updated with that inspector's ID number.
Search Page	Returns the Master Scheduler to the **Schedule Inspections** query screen.
☐	When a checkbox is selected, the Inspector Number ID located in the *Select Inspector* field automatically updates the *Insp. ID* field for the row selected.

Inspections Schedule Report

Feature	Description
FHA No and Property ID links	Both links allow the Master Scheduler to view or update the **Property Information** screen for a particular property. From the **Property Information** screen, you can access prior Inspection Summary Reports or Investor Reports. To access, click on the Prior Inspection Data link on the **Property Information** screen. Click on the appropriate View Report link to access either the Inspection Summary Report or Investor Report.
Insp. Date	Enter the date of the inspection using this format: MM/DD/YYYY (e.g., 02/14/2001).
Local Time	Select the time of the inspection (7 AM to 3 PM in half hour increments)
Inspector ID	Enter the ID number of the inspector scheduled to conduct the inspection in this field. The field can be updated by the system using the checkbox, Apply All button, or by manually entering the inspector ID number.

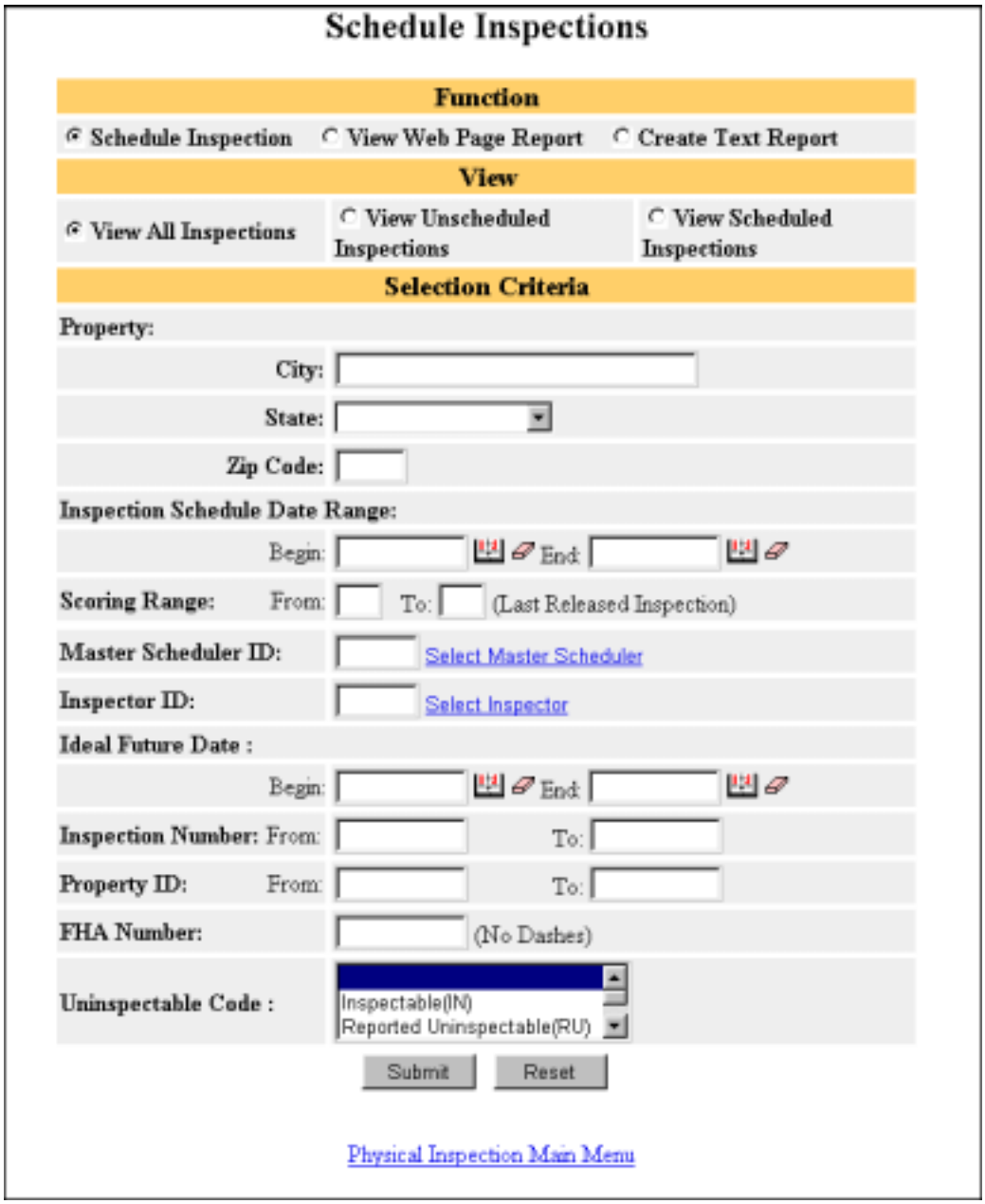
Inspections Schedule Report

Feature	Description
Uninsp. Code	Identifies the inspectable status of a property. The code can only be changed from IN to RU. Clicking on an uninspectable code link prompts a pop-up window where the Master Scheduler updates the fields with the information that was provided rendering the property uninspectable. **Note:** If the Uninspectable Code is changed in error, contact the Technical Service Support Center. **The codes are:** IN – Property is inspectable (default) RU – Property is being reported as uninspectable (inspection can still be scheduled) **The following codes are only assigned by HUD:** VI – Property has been verified by HUD as inspectable and is being referred back for inspection (inspection can be scheduled) VU – Property has been verified as uninspectable (inspection cannot be scheduled) **Note:** Inspections with an Uninspectable code of VU cannot be downloaded to a Data Collection Device (DCD).
Update	Button schedules or reschedules the inspection based on the information entered.
Reset	Button returns all fields to the original information.
Physical Inspection Main Menu	The Physical Inspection Main Menu link returns Master Scheduler to the **Physical Inspection Main Menu** screen where other PASS components can be accessed.

To schedule or reschedule an inspection schedule:

1. Click on the Schedule Inspection radio button in the *Function* section on the **Schedule Inspections** query screen.

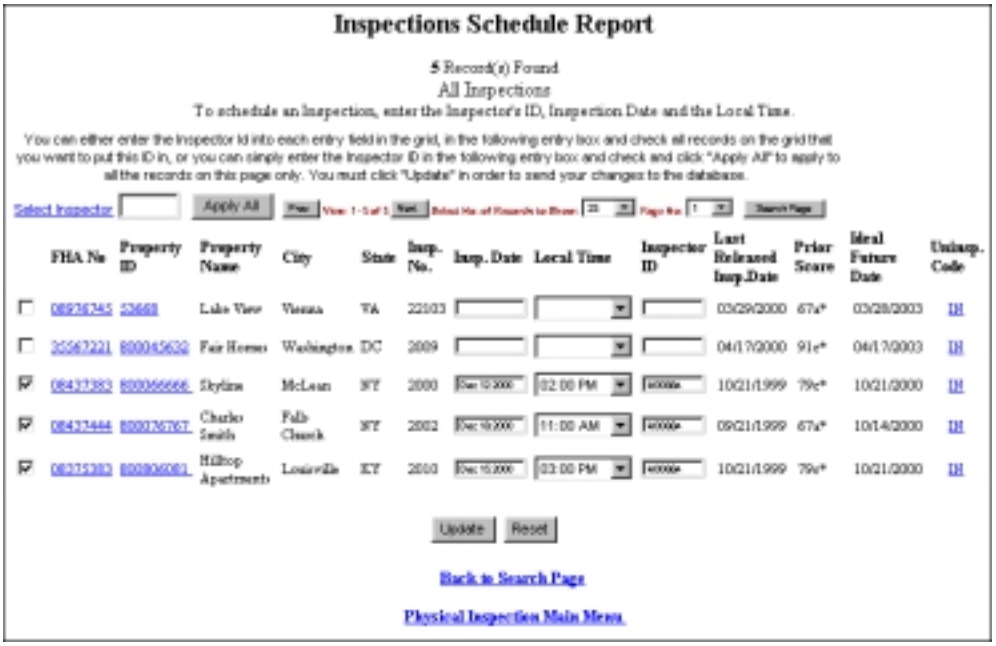
2. Click on a view option in the *View* section of the screen. In this example, *View All Inspections* is selected.



3. Enter the search criteria in the appropriate fields, or leave these fields blank.

   NOTE: If all fields are left blank, then the search will be larger in scope.

4. Click on the Submit button. The **Inspections Schedule Report** displays.



Inspections Schedule Report

5 Record(s) Found
All Inspections
To schedule an Inspection, enter the Inspector's ID, Inspection Date and the Local Time.

You can either enter the Inspector Id into each entry field in the grid, in the following entry box and check all records on the grid that you want to put this ID in, or you can simply enter the Inspector ID in the following entry box and check and click "Apply All" to apply to all the records on this page only. You must click "Update" in order to send your changes to the database.

Select Inspector | Apply All | Prev | View: 1 - 5 of 5 | Next | Select No. of Records to Show: 25 | Page No. 1 | Search Page

	FHA No	Property ID	Property Name	City	State	Insp. No.	Insp. Date	Local Time	Inspector ID	Last Released Insp.Date	Prior Score	Ideal Future Date	Uninsp. Code
☐	08936745	53668	Lake View	Vienna	VA	22103				03/29/2000	67a*	03/28/2003	IH
☐	35567221	800045632	Fair Homes	Washington	DC	2009				04/17/2000	91e*	04/17/2003	IH
☑	08437383	800066666	Skyline	McLean	NY	2000	Dec 12 2000	02:00 PM	000000	10/21/1999	79c*	10/21/2000	IH
☑	08437444	800076767	Charles Smith	Falls Church	NY	2002	Dec 19 2000	11:00 AM	000000	09/21/1999	67a*	10/14/2000	IH
☑	08375383	800806081	Hilltop Apartments	Louisville	KY	2010	Dec 15 2000	03:00 PM	000000	10/21/1999	79a*	10/21/2000	IH

Update | Reset

Back to Search Page

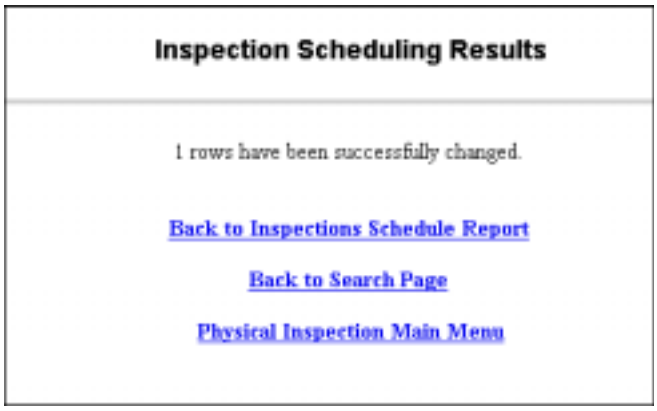
Physical Inspection Main Menu

NOTE: The complete table may not display on the screen. Use the scroll bars in the table to view all columns and rows.

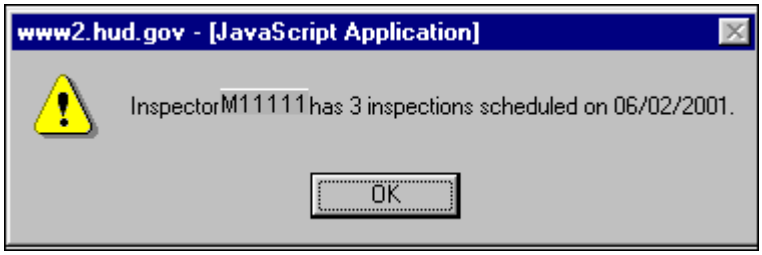
The **Inspections Schedule Report** shows basic information for all inspections that match the specified search criteria.

- When the Master Scheduler schedules an inspection the following **three fields must be updated**:
  - *Insp. Date* (Inspection Date) - The correct format for the *Insp. Date* field is MM/DD/YYYY
  - *Local Time* - The time of the inspection from 7 AM – 3 PM in half-hour increments.
  - *Inspector ID* - Inspector ID number

5. Click on the Update button. The **Inspection Scheduling Results** screen displays confirming the schedule changes.



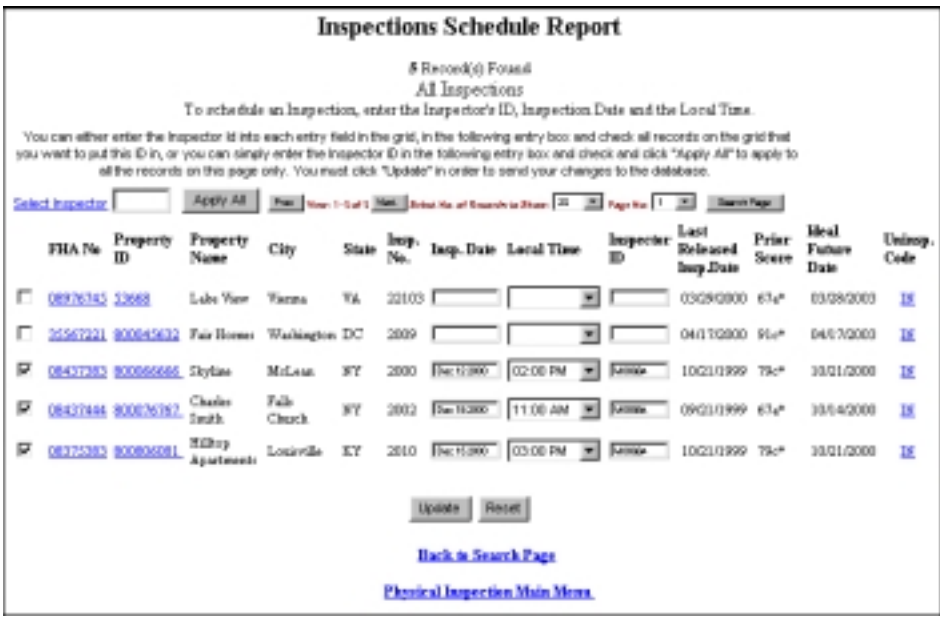
Note: If an inspector is scheduled for more than two inspections on the same date, a warning message is displayed to inform the Master Scheduler of the scheduling conflict. However the database is still updated with the scheduled inspection. The following is an example of this message:



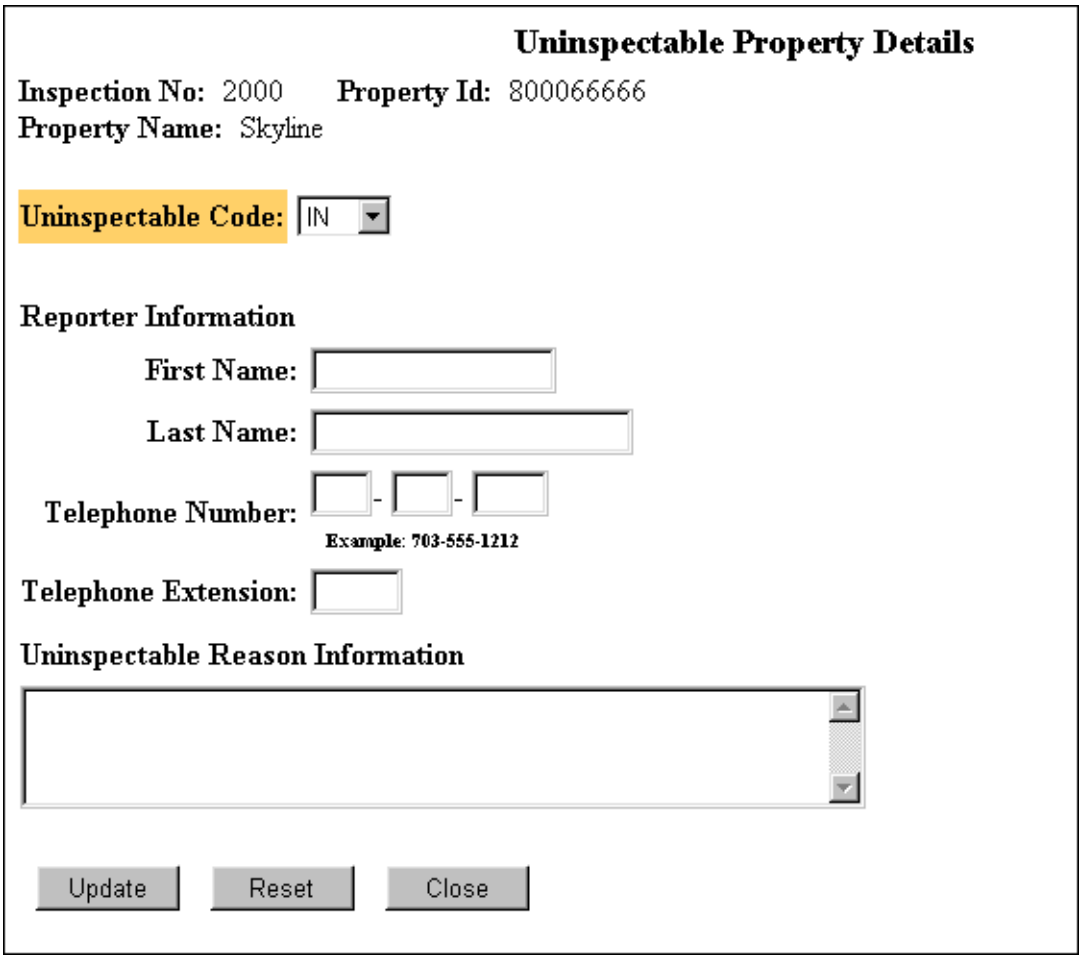
A Master Scheduler must update the **Uninspectable Property Details** screen if a property is determined to be uninspectable.

To update the Uninspectable Code:

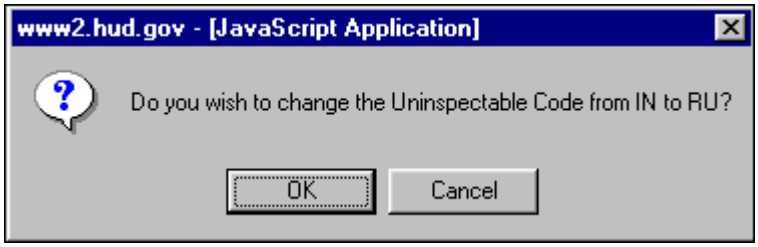
1. Click on an IN code link in the Uninspectable Code column to update.



The **Uninspectable Property Details** screen displays.



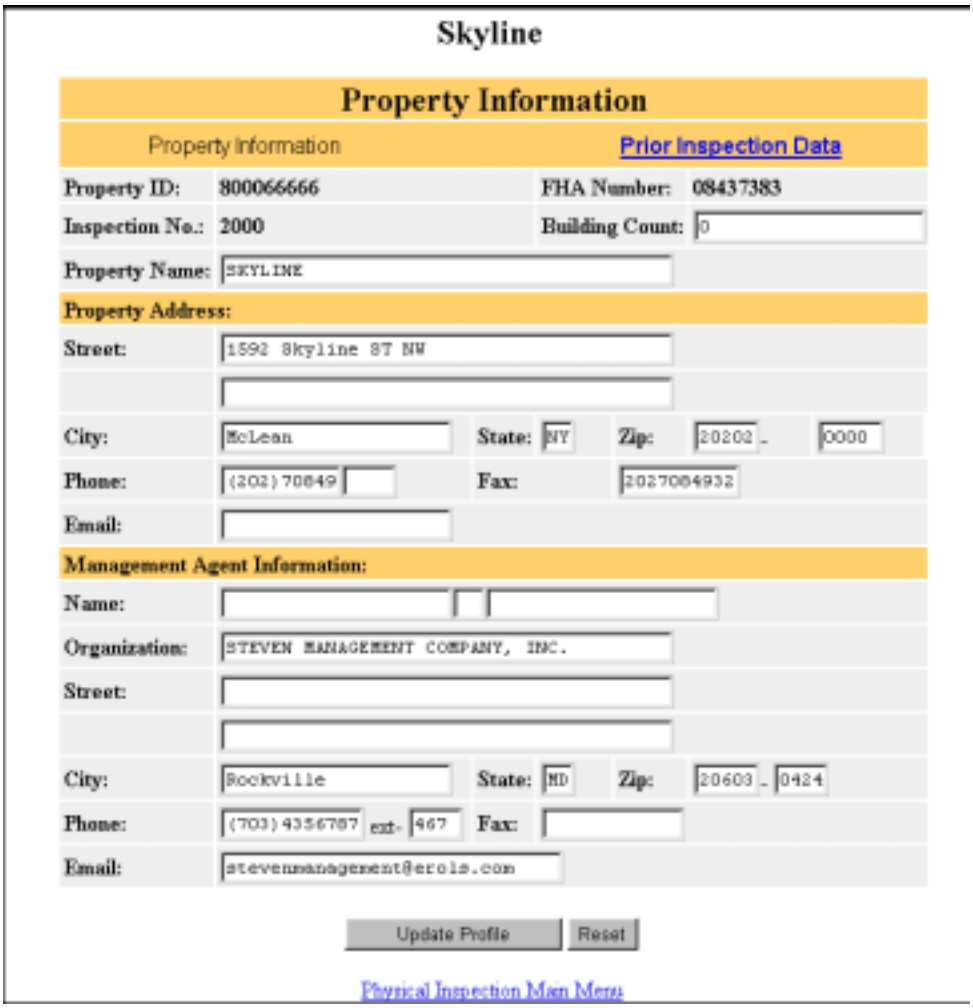
2. Update all the fields (telephone extension is optional).
3. Click on the Update button. The following message appears.



4. Click on the OK button. The **Inspections Schedule Report** redisplays with the *Uninsp Code* updated to RU.

To View Property Information, Inspection Summary Reports or Investor Reports from the Inspections Schedule Report:

Click on the *FHA No* or *Property ID* link on the **Inspections Schedule Report** to review and update the **Property Information** screen or to view prior **Inspection Summary Reports** or **Investor Reports.** The SKYLINE (800066666) property is shown below.



Master Scheduler can edit all fields on this screen to update the property information.

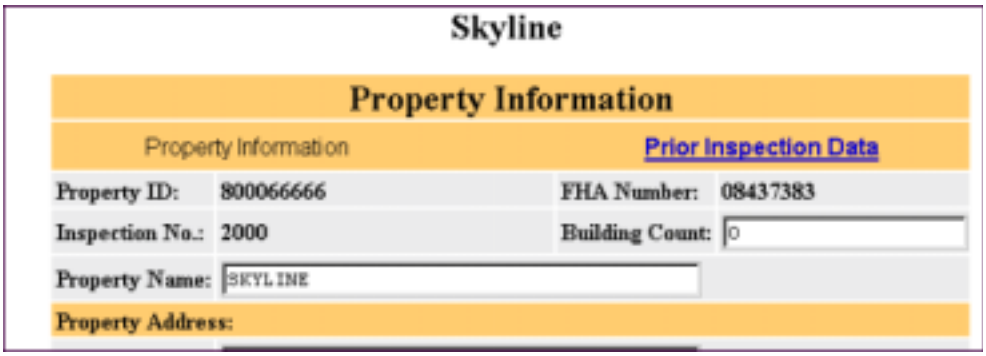
a. Click in the appropriate field and enter new or revised data.

b. Click on the [Update Profile] button to save the property information in the database. A message displays confirming the update.

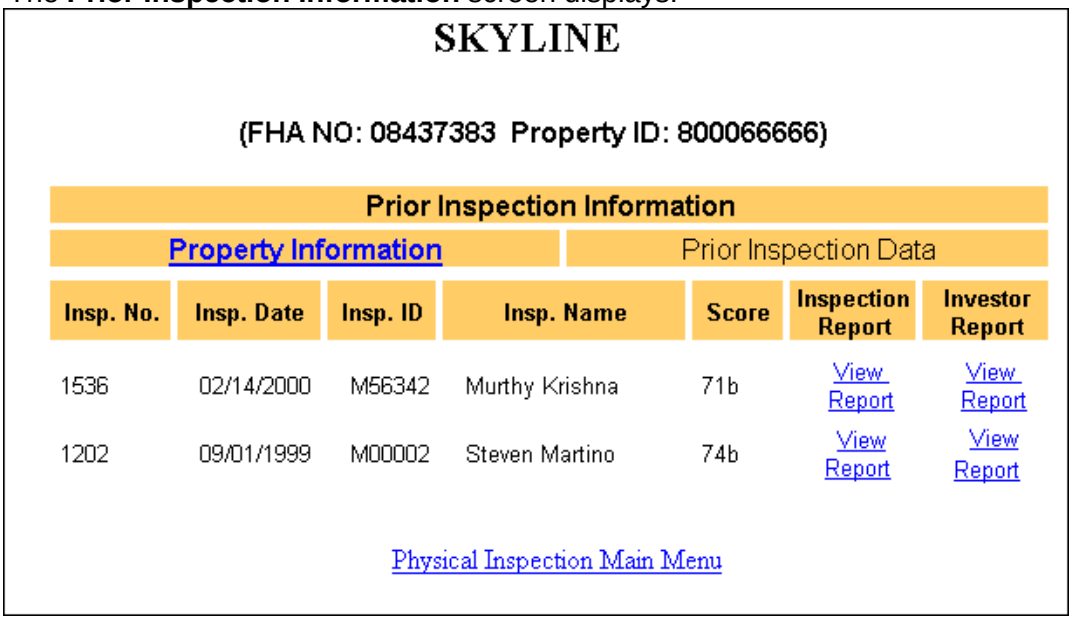
c. Click on the Back to Search Page link to return to the **Schedule Inspections** screen or click on the Physical Inspection Main Menu link to return to the **Physical Inspection Main Menu** screen.

Master Scheduler can access prior Inspection Summary Reports or Investor Reports from the Property Information screen.

a. Click on the Prior Inspection Data link located at the top of the **Property Information** screen.



The **Prior Inspection Information** screen displays.



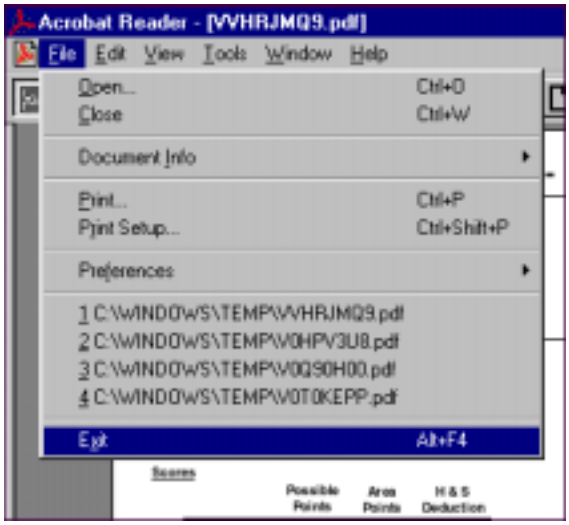
b. Click on the View Report link of the property to be reviewed, and the Inspection Summary Report displays in a PDF format. (See Appendix A for an example of an Inspection Summary Report)

OR

c. Click on the View Report link of the property to be reviewed, and the Investors Report in a PDF format. (See Appendix B for an example of the Investor Report)

To close the PDF:

d. Click on File and select Exit to close the PDF and return to the **Prior Inspection Information** screen.



e. Click on the Property Information link to return to the **Property Information** screen, or click on the Physical Inspection Main Menu link return to **Physical Inspection Main Menu** screen and continue working.

View Web Page Report Option

The **View Web Page Report** option allows the Master Scheduler to view or print the **Inspections Schedule Report**. This is a view only screen and no inspections can be scheduled or rescheduled. Use the scroll bar to view all the columns, if necessary.

Inspections Schedule Report

5 Record(s) Found
Scheduled Inspections

Prev View: 1 - 5 of 5 Next Select No. of Records to Show: 25 Page No: 1 Search Page

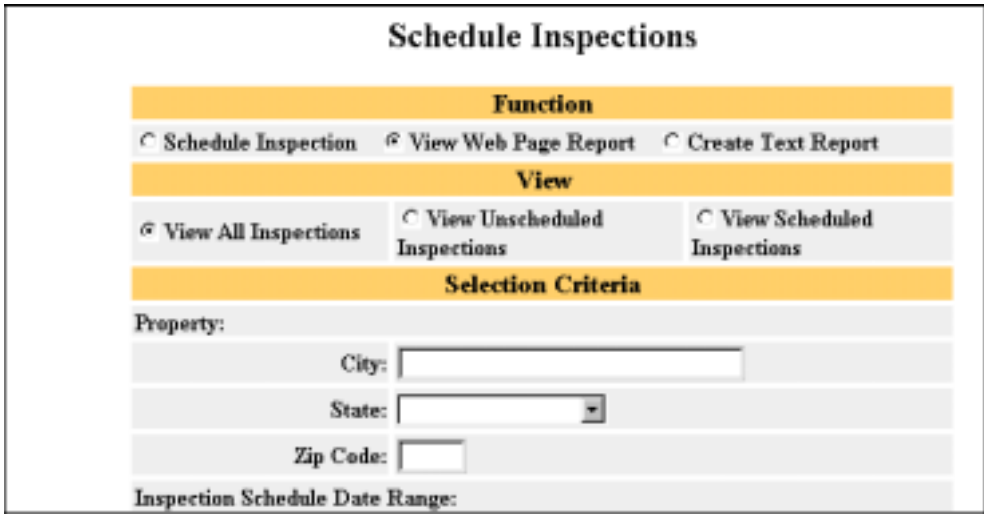
FHA No	Property ID	Property Name	City	State	Insp. No.	Insp. Date	Local Time	Inspector ID	Last Released Insp.Date	Prior Score	Ideal Future Date	Uninsp. Code
08976745	53668	Lake View	Vienna	VA	22103				03/29/2000	67a*	03/28/2003	IN
35567221	800045632	Fair Homes	Washington	DC	2009				04/17/2000	91c*	04/17/2003	IN
08437383	800066666	Skyline	McLean	NY	2000	Dec 17 2000	2:00PM	M00884	10/21/1999	79c*	10/21/2000	IN
08437444	800076767	Charles Smith	Falls Church	NY	2002	Dec 18 2000	11:00AM	M00884	09/21/1999	67a*	10/14/2000	IN
08375383	8000806081	Hilltop Apartments	Louisville	KY	2010	Dec 15 2000	3:00AM	M00884	10/21/1999	79c*	10/21/2000	IN

Back to Search Page

Physical Inspection Main Menu

To view the Web Page Report:

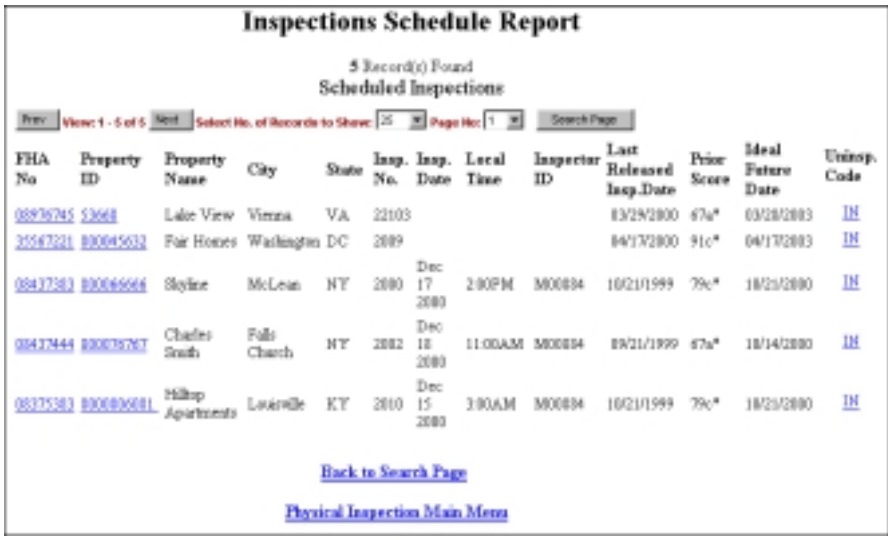
1. Click on the ○ View Web Page Report radio button in the *Function* section of the **Schedule Inspections** query screen.



2. Click on the ◉ View All Inspections, ○ View Unscheduled Inspections, or ○ View Scheduled Inspections radio button in the *View* section.

3. Enter data in the appropriate fields in the *Selection Criteria* section, if necessary.

4. Click on the Submit button. The **Inspections Schedule Report** displays with the inspection schedules matching the submitted criteria.



To View Property Information, Inspection Summary Reports or Investor Reports from the Inspections Schedule Report:

Click on the *FHA No* or *Property ID* link on the **Inspections Schedule Report** to review and update the **Property Information** screen, or to view the prior **Inspection Summary Reports** or **Investor Reports**. The SKYLINE (800066666) property screen is shown below.

Master Scheduler can edit all fields on this screen to update the property information.

a. Click in the appropriate field and enter new or revised data.

b. Click on the [Update Profile] button to save the property information in the database. A message displays confirming the update.

Update Profile

The Profile update was successful.

Back to Search Page
Physical Inspection Main Menu

c. Click on the Back to Search Page link to return to the **Schedule Inspections** screen or click on the Physical Inspection Main Menu link to return to the **Physical Inspection Main Menu** screen.

Master Scheduler can access prior Inspection Summary Reports or Investor Reports from the Property Information screen.

a. Click on the Prior Inspection Data link. The **Prior Inspection Information** screen displays.

SKYLINE

(FHA NO: 08437383 Property ID: 800066666)

Prior Inspection Information

Property Information				Prior Inspection Data		
Insp. No.	**Insp. Date**	**Insp. ID**	**Insp. Name**	**Score**	**Inspection Report**	**Investor Report**
1536	02/14/2000	M56342	Murthy Krishna	71b	View Report	View Report
1202	09/01/1999	M00002	Steven Martino	74b	View Report	View Report

Physical Inspection Main Menu

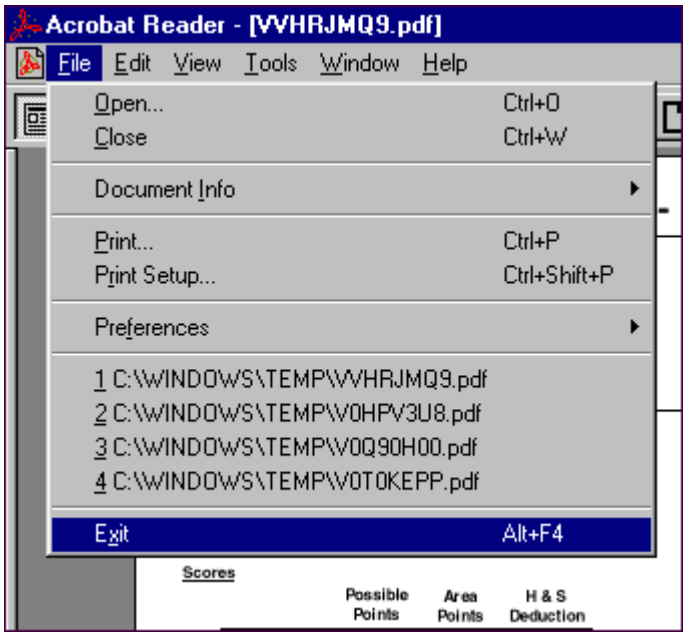
b. Click on the View Report link of the property to be reviewed, and the Inspection Summary Report displays in a PDF format. (See Appendix A for an example of an Inspection Summary Report)

OR

c. Click on the View Report link of the property to be reviewed, and the Investors Report displays in a PDF format. (See Appendix B for an example of the Investor Report)

To close the PDF:

d. Click File on the Menu bar and select Exit to close the PDF and return to the **Prior Inspection Information** screen.



e. Click on the Property Information link to return to the **Property Information** screen or click on the Physical Inspection Main Menu link return to **Physical Inspection Main Menu** screen and continue working.

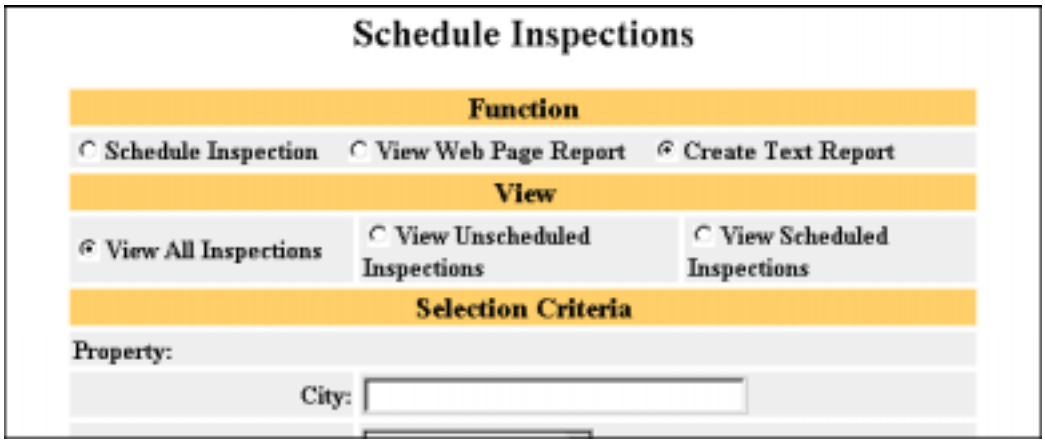
Create Text Report Option

The Create Text Report option allows the Master Scheduler to download inspection schedule, inspection property and inspection participant information for editing on their own computers using Microsoft Word. Once the information is modified, it is sent back to REAC using the Bulk Upload Process.

This function should only be used if large volumes of records need to be updated.

To create a text report:

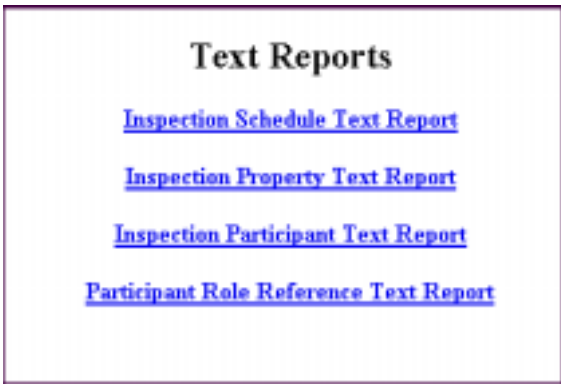
1. Click on the ○ Create Text Report radio button in the *Function* section of the **Scheduled Inspections** screen.



2. Click on the ○ View All Inspections, ○ View Unscheduled Inspections or ○ View Scheduled Inspections radio button in the *View* section.

3. Update data in the appropriate fields if necessary, in the *Selection Criteria* section of the screen.

4. Click on the Submit button. The **Text Reports** screen displays:



5. Select the text report link to download. In the example below, **Inspection Schedule Text Report** is selected.

Inspections Schedule Report

(All Inspections)
5 Record(s) Found

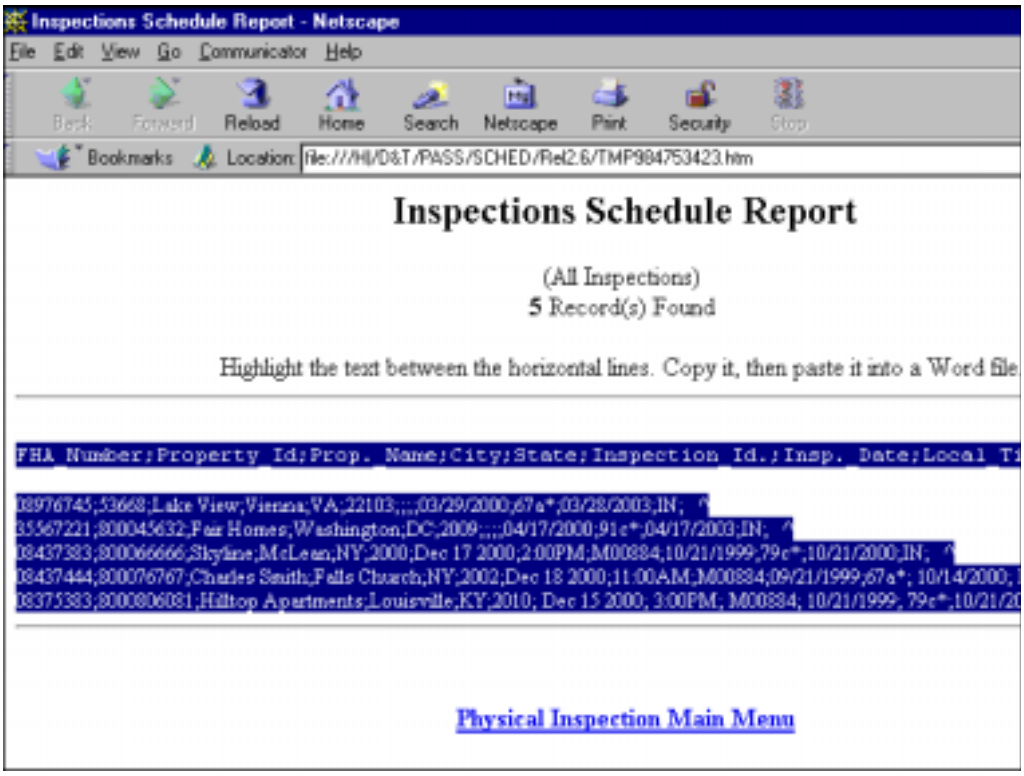
Highlight the text between the horizontal lines. Copy it, then paste it into a Word file.

```
FHA_Number;Property_Id;Prop._Name;City;State;Inspection_Id.;Insp._Date;Local_Time;Inspector_ID;Last

08976745;53668;Lake View;Vienna;VA;22103;;;;03/29/2000;67a*;03/28/2003;IN; ^
35567221;800045632;Fair Homes;Washington;DC;2009;;;;04/17/2000;91c*;04/17/2003;IN; ^
08437383;800066666;Skyline;McLean;NY;2000;Dec 17 2000;2:00PM;M00884;10/21/1999;79c*;10/21/2000;IN; ^
08437444;800076767;Charles Smith;Falls Church;NY;2002;Dec 18 2000;11:00AM;M00884;09/21/1999;67a*; 10/14/2000; IN; ^
08375383;8000806081;Hilltop Apartments;Louisville;KY;2010; Dec 15 2000; 3:00PM; M00884; 10/21/1999; 79c*;10/21/2000; IN; ^
```

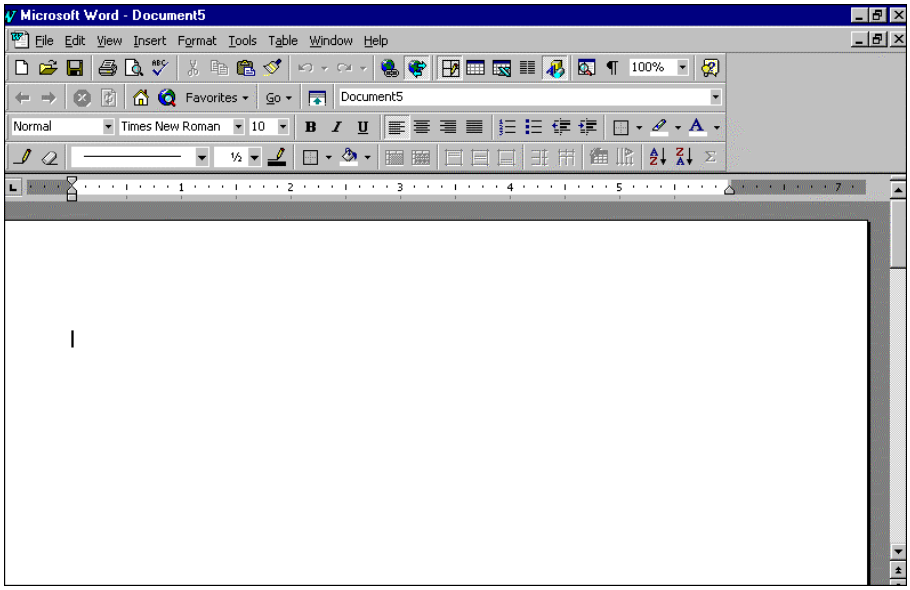
Physical Inspection Main Menu

6. Highlight the text.



7. Copy the text by depressing the CTRL and C keys, or selecting the copy command in the Edit menu.

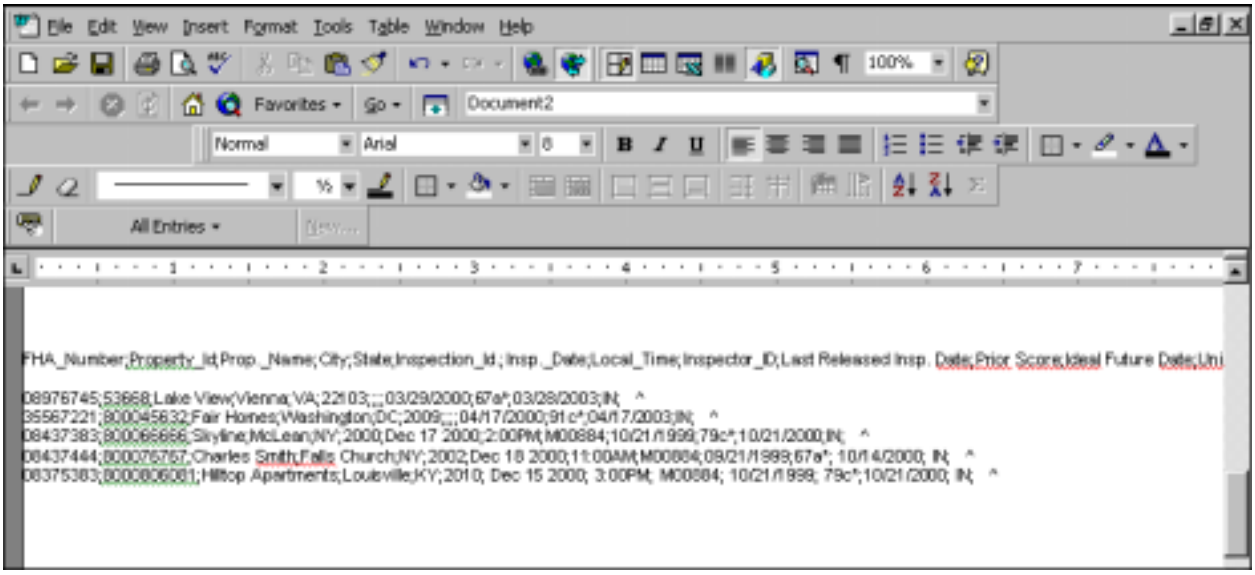
8. Open the Microsoft Word application. A blank Microsoft Word screen displays.



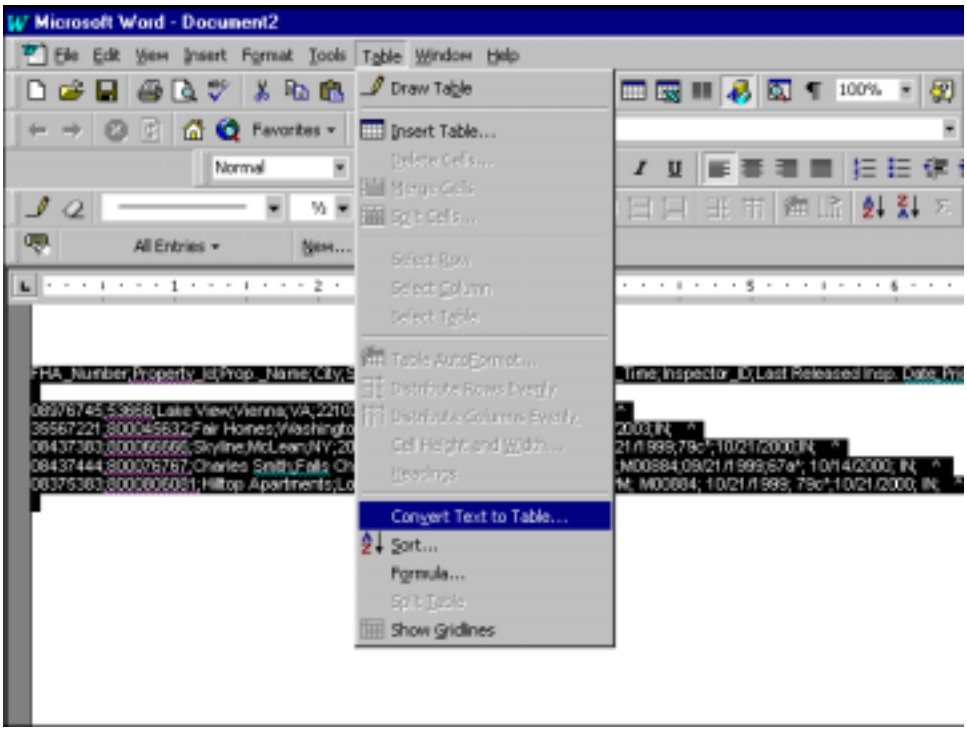
Note: To ensure that the information is placed in the Word document properly, take the following steps:

- Click on File, then Page Setup
- Click on the Margin tab, change the Top, Bottom, Left, and Right margins to 0
- Click on the Paper Size tab and change the Orientation to Landscape
- Click on the [OK] button
- Change the font style to Arial, the font size to 8

9. Paste the highlighted text into the screen by depressing the CRTL and V keys or select the Paste command in the Edit menu.

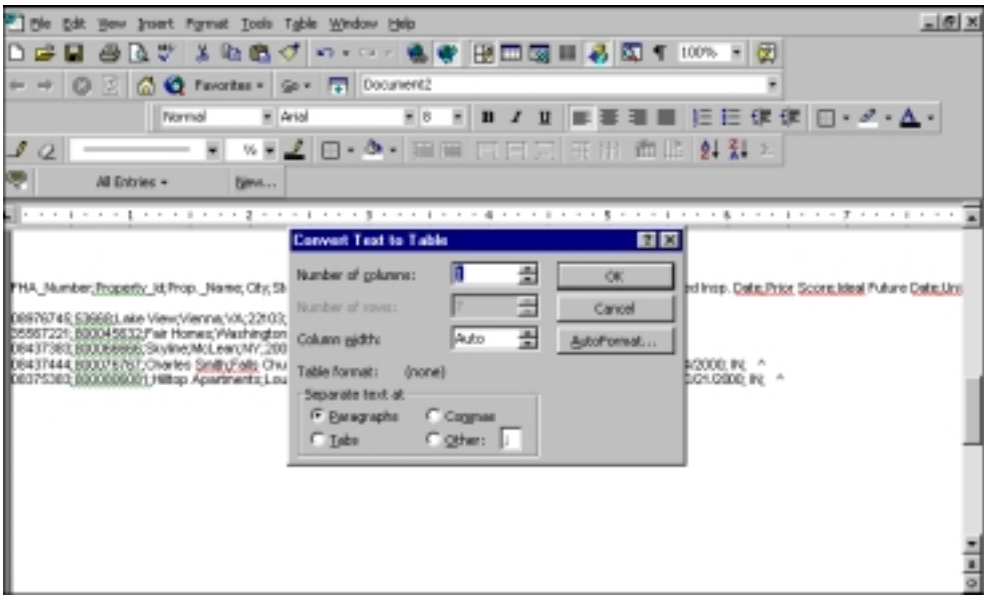


10. Highlight all of your text using your mouse, then click on Table in the Menu Bar and select Convert Text to Table.

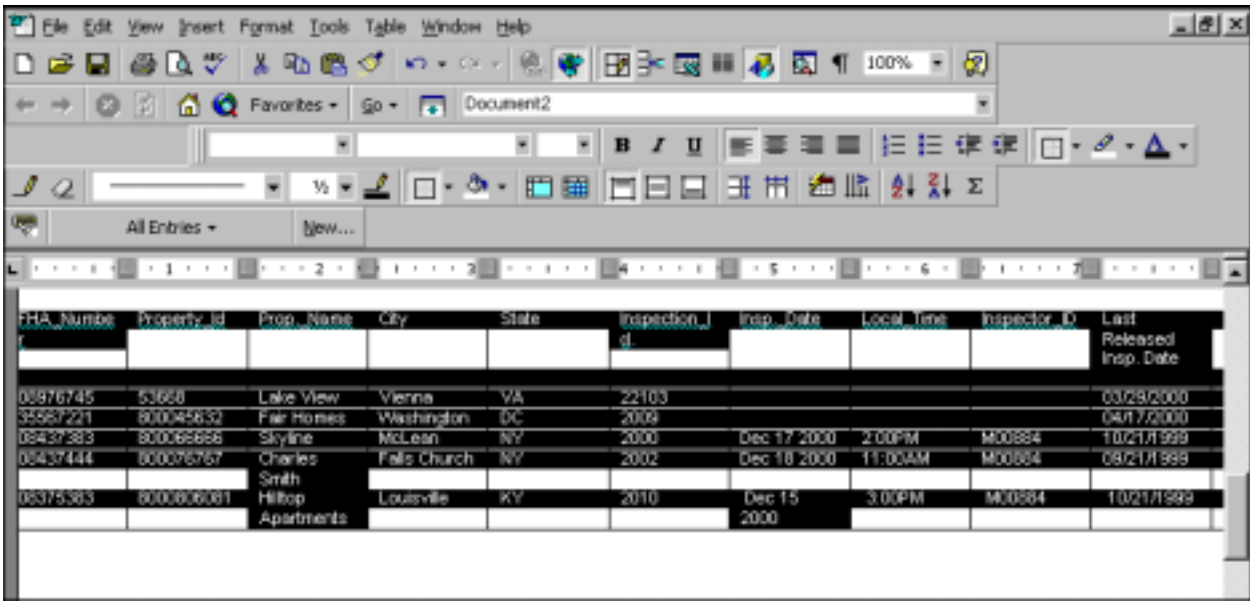


The Convert Text to Table window displays.

11. Enter 14 in the Number of Columns field, click on the Other (semicolon ;) radio button to separate text, then click on the [OK] button.



The data is formatted into a table. Update the inspection schedule information as needed.



FHA_Number	Property_Id	Prop._Name	City	State	Inspection_Id	Insp. Date	Local Time	Inspector_ID	Last Released Insp. Date
08976745	53668	Lake View	Vienna	VA	22103				03/29/2000
35567221	800045632	Fair Homes	Washington	DC	2009				04/17/2000
08437383	800066666	Skyline	McLean	NY	2000	Dec 17 2000	2:00PM	M00884	10/21/1999
08437444	800076767	Charles Smith	Falls Church	NY	2002	Dec 18 2000	11:00AM	M00884	08/21/1999
08375383	800086081	Hilltop Apartments	Louisville	KY	2010	Dec 15 2000	3:00PM	M00884	10/21/1999

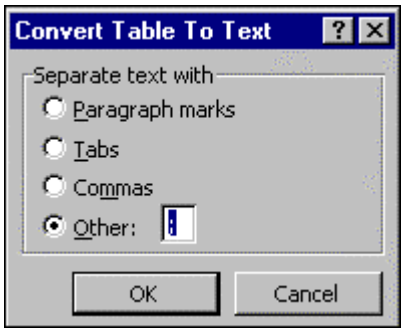
After the data has been updated, convert the table back to text.

12. Click on a column within the table.

13. Click on Table in the Menu Bar and click Select Table.

14. Click on the Table in the Menu Bar and select Convert Table to Text.

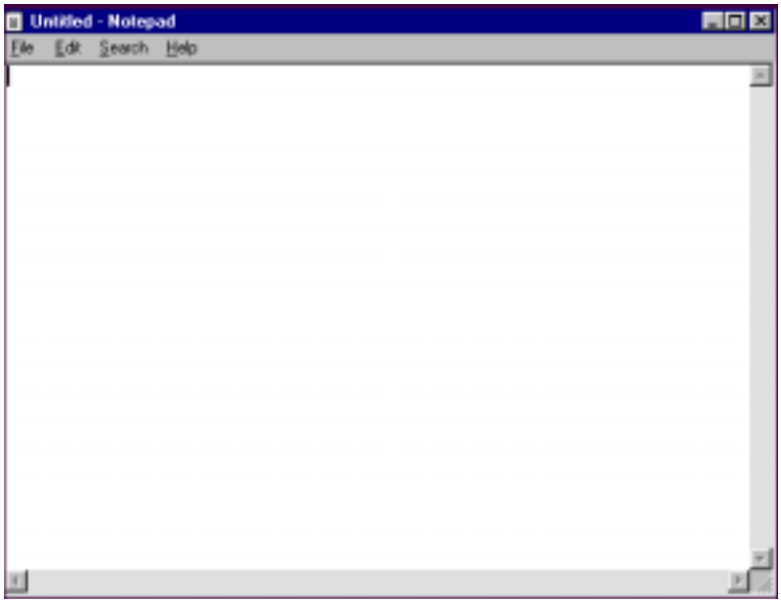
15. Click on the Other radio button (semicolon) and click on the [OK] button.



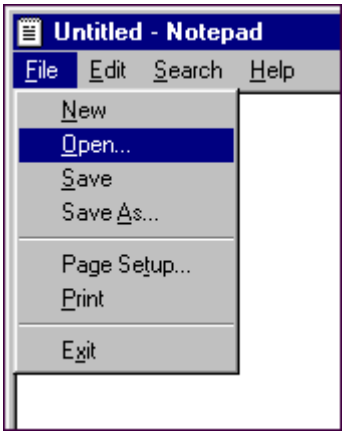
16. Save the file as a text file to later use for the bulk upload process. The file must have a .txt extension.

    NOTE: Whenever a Word document is saved as a .txt file, a blank row is placed after the last row of data. This blank row must be removed from the txt file before it is used in the Bulk Upload process. Complete steps 17 – 23 to remove the blank row.

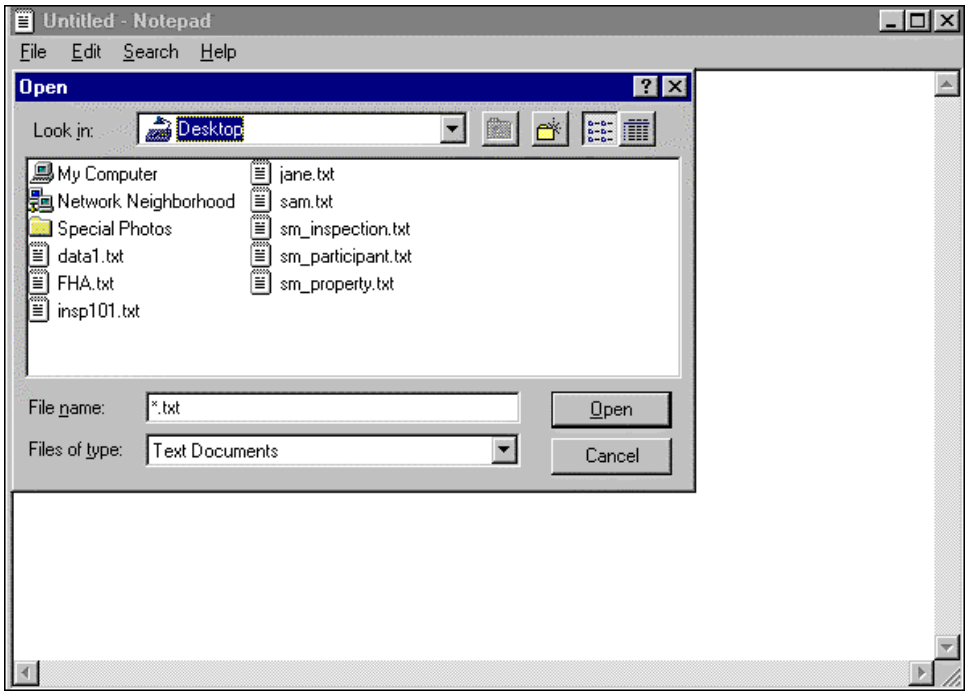
17. Click on the Start button on your desktop. Select Programs, then Accessories and finally Notepad. The **Untitled – Notepad** screen displays.



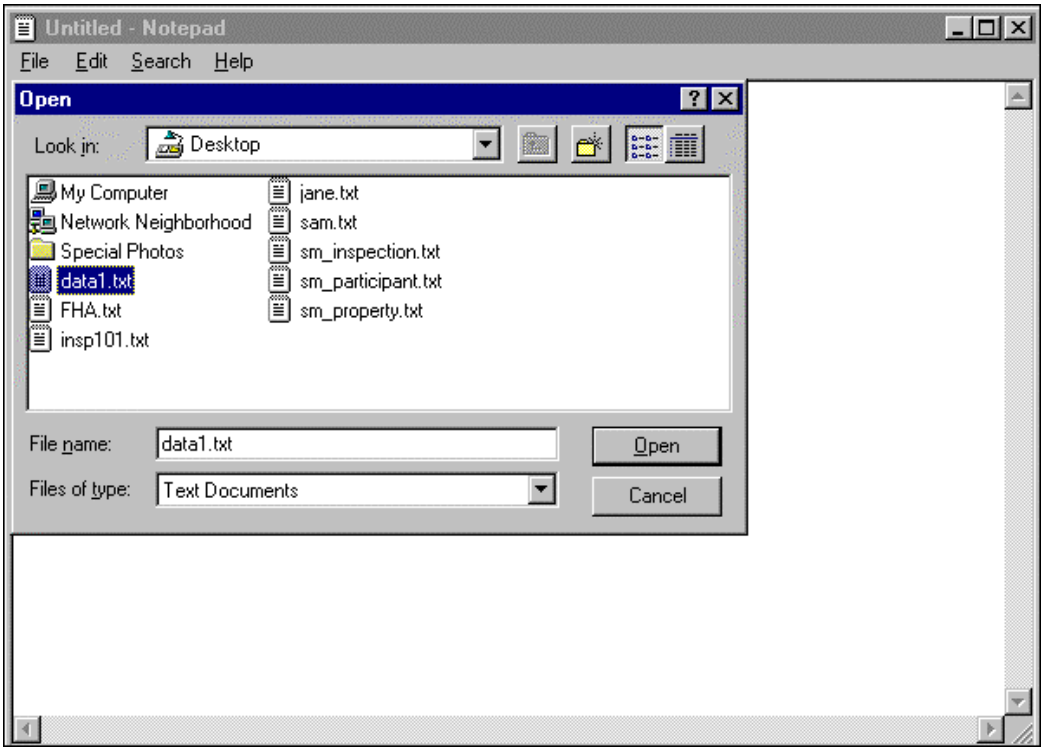
18. Click on File in the toolbar menu and select Open.



The **Open** window displays.

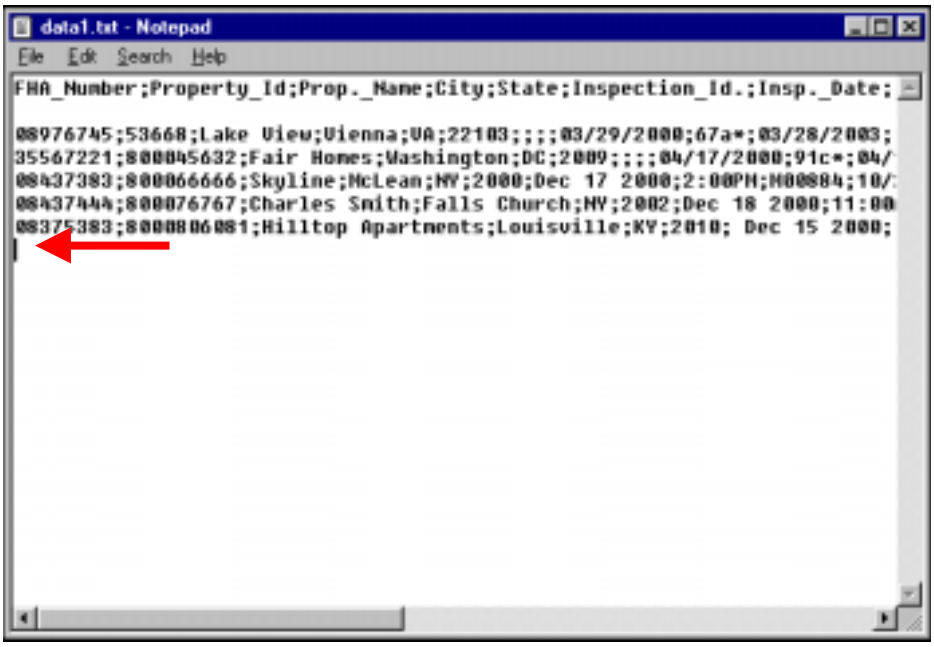


19. Click on the *Look in*: drop-down arrow and select the location where the txt file is stored. Once located, click twice on the file and the File Name field is updated with the name of the .txt file. Click on the Open button.

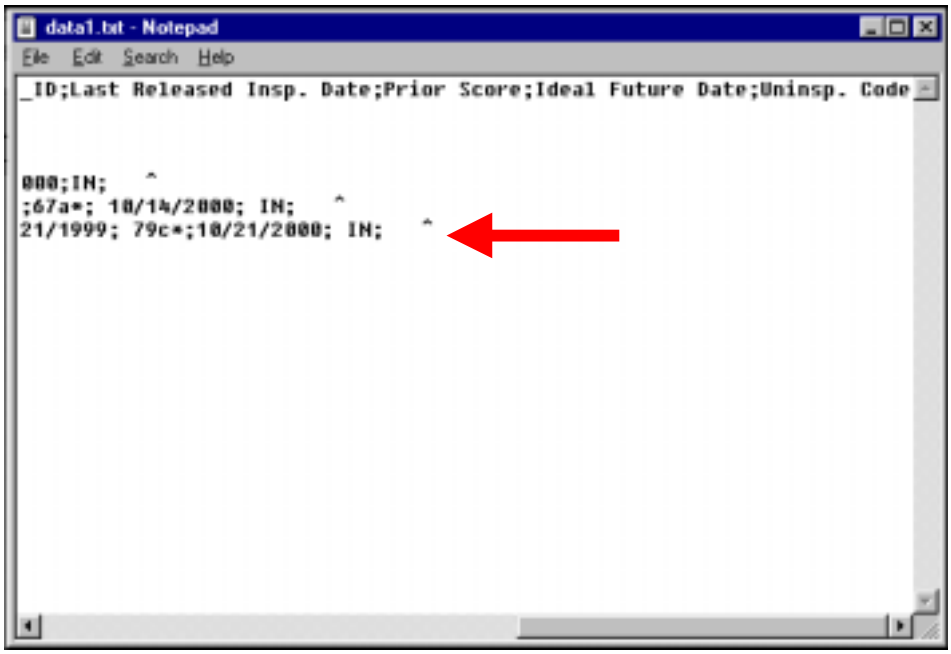


The txt file displays in Notepad.

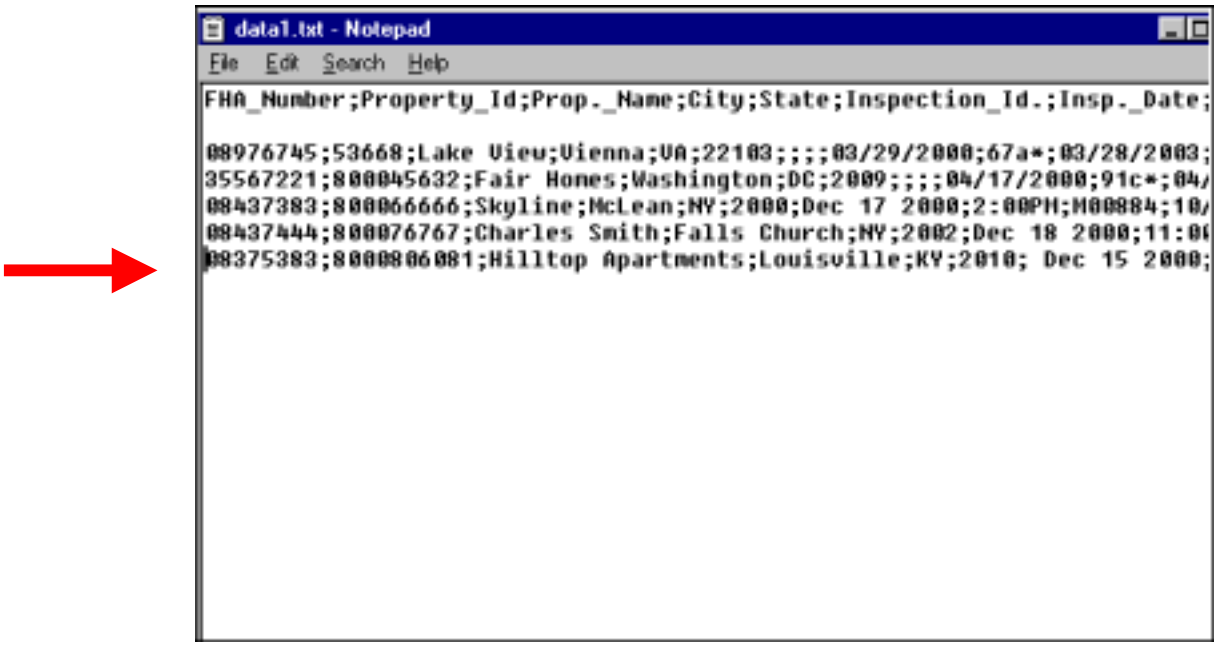
NOTE: Notice the blank row after the last row of data.



20. Move your cursor to the end of the last row and click on the Delete button.

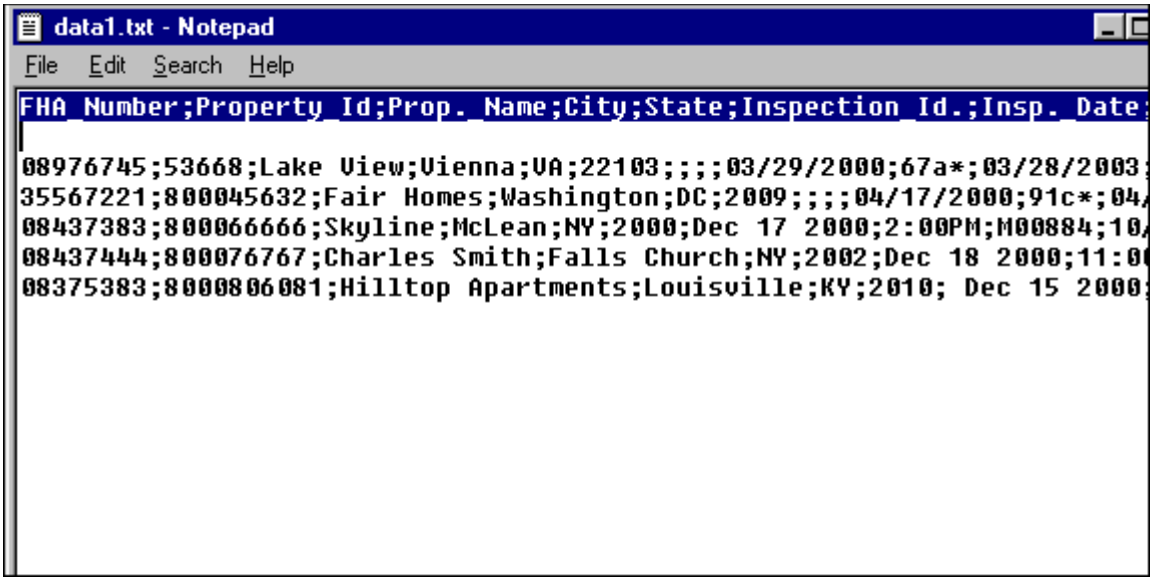


21. Move your cursor (using the scroll bar) back to left. The cursor cannot move below the last row of data because the blank row has been deleted.



NOTE: Before this text file can be used in the Bulk Upload Process the row with column titles (FHA Number, Property ID, etc.) and the blank row must be deleted.

22. Highlight and delete the first two rows of the Notepad.



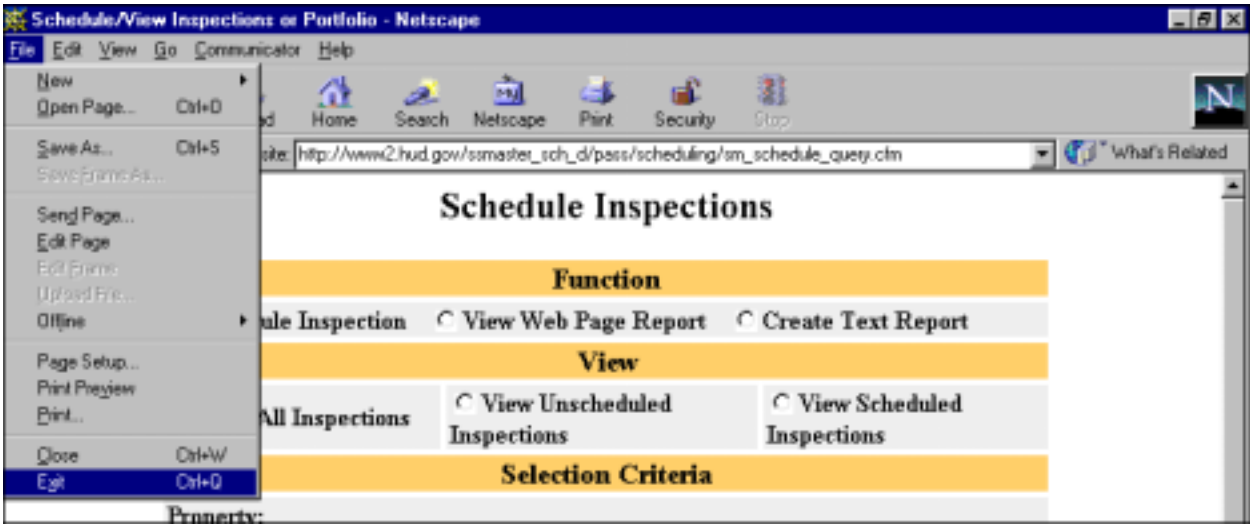
The screen re-displays and the two rows are deleted.

23. Save the file as a txt file.

NOTE: The file is now ready for the Bulk Upload Process.

Exiting Scheduling

Master Schedulers can exit Servicing Mortgagee Scheduling at any time. To exit the system, click on the Menu bar of the browser and select *File* and then *Close* or *Exit,* or click on the Close ☒ control icon in the right corner of the screen.



Bulk Upload Option

The Bulk File Upload option allows the Master Scheduler to upload inspection schedule, inspection property, and inspection participant data to the Scheduling database. The data must be saved as a text file, with a ".txt" extension.

In addition, the data must be in the correct order with each entry separated by semicolons.

The correct order for inspection schedule information is:

- FHA Number - FHA identification number
- Property Id - Property identification number
- Property Name - Property name to be inspected
- City - City where the property of the inspection is located
- State - State where the property of the inspection is located
- Inspection ID - Inspection number
- Inspection Date - Inspection date (mm/dd/yyyy)
- Local Time - Time of the inspection in half hour increments from 7 AM to 3 PM
- Inspector ID - Inspector identification number
- Last Released Insp. Date - Date of the last released inspection
- Prior Score - Score of the last inspection of that property
- Ideal Future Date - Theoretical future date based on the score
- Uninspectable Code - Code that identifies uninspectable and inspectable inspections

The following is an example of a bulk upload data file for inspection schedule information:

```
643OH001;800001017;The Torains;Karry;OH:51001;May  5 1999; 7:30AM;M29999;04/05/1999;82;04/05/2001;IN;  ^
643VA002;800020029;The Oaks;Warrenton;VA;51002;May  5 1999;9:00AM;M29550;05/05/1999;35;5/05/2000;IN;  ^
543VA003;800300056;Woodtap;Richmond;VA;51003;May  5 1999;1:30PM;M29313;05/05/1999;50;05/05/1999;IN;  ^
741CA001;804000084;The Sandal;Berkley;CA;51004;May  5 1999;2:00PM;M39513;05/05/1999;90;05/05/2002;IN;  ^
695CA002;800000186;The Commons;San Polo;CA:51005;May  5 1999;P;M29777;05/05/1999;65;05/05/2001;IN;  ^
```

The correct order for Inspection Property Information:

- FHA Number - FHA number
- Inspection ID - Inspection identification number
- Property Id - The property identification number
- Property Name - The property name to be inspected
- Building Total - Total number of buildings for the property
- Dwelling Total - Total number of dwelling units for the property
- Organization Id - Organization identification number
- Street Line 1 - Street address line 1 for the property
- Street Line 2 - Street address line 2 for the property
- City Name - Name of the city for the property
- State Code - State code for the property

- Zip5 - Five digit of the zip code for the property
- Zip4 - Four digit of the zip code for the property
- Building Number - Number to identify the building for the property.
- Role Name - Name of the participant for the property
- Phone Number - Telephone number of the property
- Fax Phone Number - Fax number of the property
- Phone Extension - Telephone number extension for the property
- Email Address - Email address for the property
- Program Type - Type of the financial programs of the property
- Scattered Ind - Indicator if the property has scattered sites

The following is an example of a bulk upload data file for inspection property information:

99998;1803564968;Granna Apartments;3;18;C-OPC-31451;5;96;Street 4;;Washington;VA;20001;4004;0;Management Agent;2025155555;2025651562;5211;tmail@hotmail.com;;;N*
99999;1803564969;Redlight House;1;5;C-OPC-22220;4;96;Markam St;;Washington;VA;20001;4004;0;Management Agent;2023334533;2023333333;2222;redlight@aol.com;;;N*

The correct order for Inspection Participant information:

- Inspection ID - Inspection identification number
- Role ID - Identifier to identify different participants
- Participant Id - Participant identification number
- Organization Name - Name of the organization
- Last Name - Last name of the participant
- First Name - First name of the participant
- Middle Name - Middle initial of the participant

The following is an example of a bulk upload data file for inspection participant information:

99997;0;12345;Doe;John;M;*
99998;1;12346;Doe;David;F;*
99999;2;12347;Doe;Mike;H;*

Helpful Hints:

- There must be a caret (^) at the end of each row to ensure the Schedule Inspection data is properly updated.

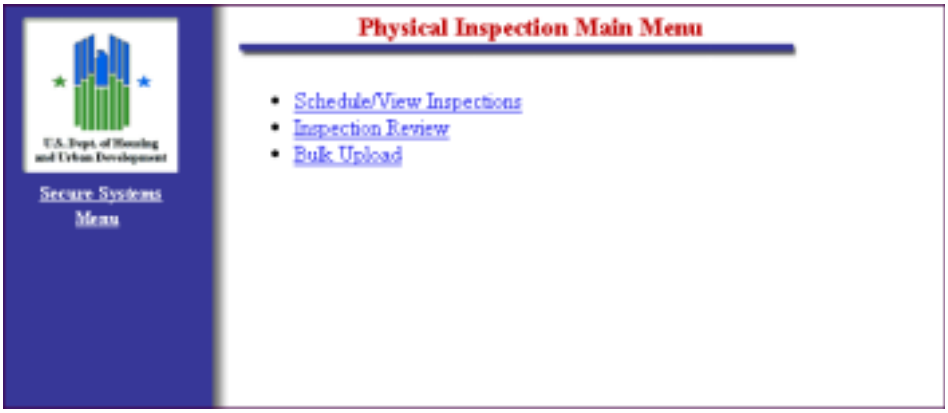
- There must be an asterisk (*) at the end of each row to ensure the Inspection Property and Inspection Participant data is properly updated. There cannot be an asterisk (*) within the row of data, only at the end of the row.

- If a field contains a semicolon, example (Woodside Villa; Inc), the semicolon must be deleted from the field.

- When a Word document is saved as a .txt file, a blank row is inserted at the end of the .txt file. The blank row must be deleted before the data is loaded to the Database to prevent an error.

To access the Bulk Upload function:

1. Click on the Bulk Upload link from the **Physical Inspection Main Menu** screen.

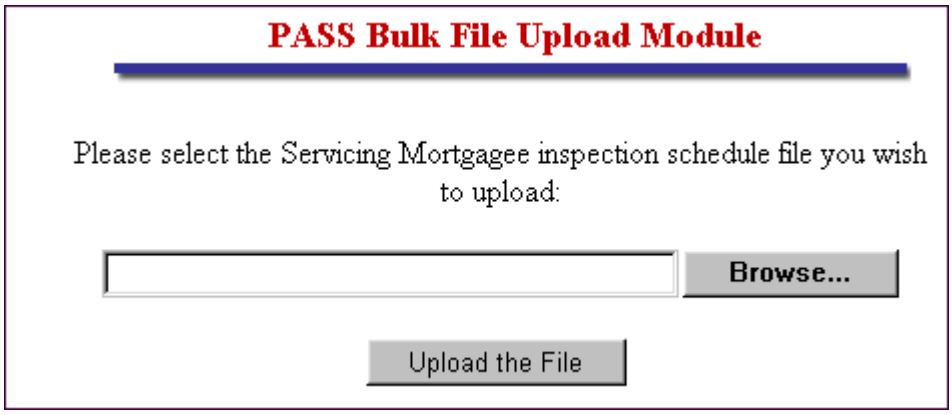


The **PASS Bulk File Upload Module** screen displays:

Master Scheduler	
If you are the….	**PASS Bulk File Upload Module Screen Displays**
Master Scheduler for only Servicing Mortgagee organization(s), the **Pass Bulk File Upload Module** screen displays after the Bulk Upload link is selected on the **Physical Inspection Main Menu** screen.	
If you are the….	**PASS Bulk File Upload Module Screen Displays**
Master Scheduler for a Servicing Mortgagee(s) and Contractor(s), then the screen **PASS Bulk File Upload Module** screen displays.	

2. Select the appropriate link to upload. (e.g., Upload Inspection Schedule for Servicing Mortgagees)

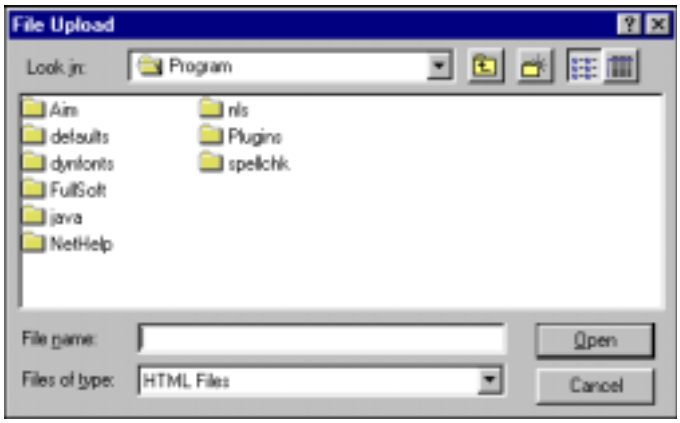
The **PASS Bulk File Upload Module** screen displays.



3. Click on the **Browse...** button to locate the file to upload. The **File Upload** dialogue box opens.

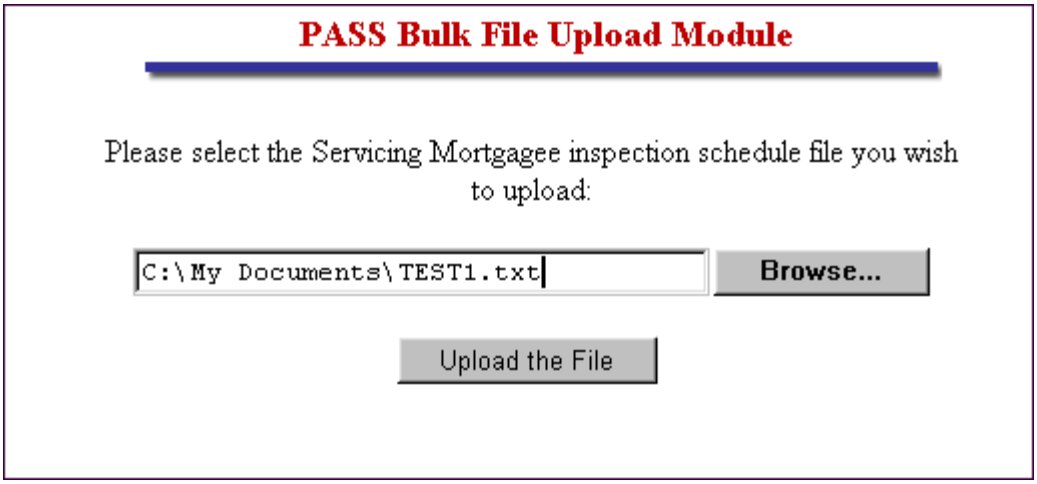
   NOTE: If the pathname is known, enter the pathname in the *File name* field.

4. Locate and select the file.



   NOTE: The file must have a .txt extension.

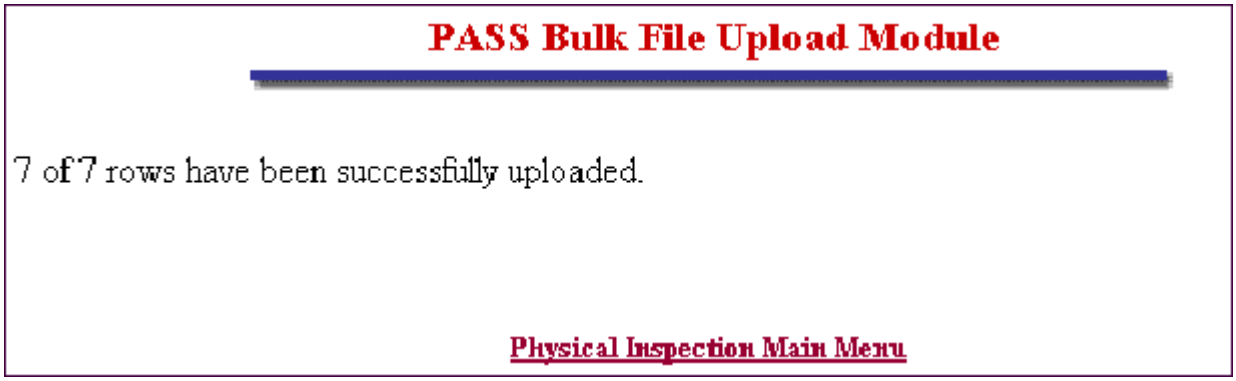
5. Click on the Open button to close the dialogue box. The **PASS Bulk File Upload Module** screen displays.



NOTE: The name of the file appears in the field next to the Browse... button.

6. Click on the Upload the File button.

   If the data uploads successfully, a message window displays indicating the number of data rows successfully loaded into the database.



   If the data does not upload successfully, a message window displays indicating the row(s) of data with errors and the type of errors. The errors must be corrected before the file can be re-uploaded. After the errors on the text file are corrected, repeat steps 1 – 6 of the bulk upload process.

7. Click on the Physical Inspection Main Menu link to return to the **Physical Inspection Main Menu** screen.

Browser Basics

Software and Hardware Requirements

The electronic scheduling of physical inspections using PASS Servicing Mortgagee Scheduling software requires computer resources and an Internet browser. The optimum software and hardware resources are recommended for efficiency, although users can operate with the minimum required resources.

Optimum Hardware Resources

Processor: Pentium I00
RAM: 16 MB
Modem: 28.8
Video card: 256k
Download file size: 5.8MB
Installed file size: 10MB

Optimum Software Resources

Windows 95
Netscape* 4.5 or HTML-compliant browser application
Adobe# Acrobat Reader 4.05

NOTE: Users can download Netscape* 3.5 or higher (32-bit) from the Internet. The procedures to download Netscape* can be found at http://home.netscape.com/download.

Minimum Hardware Resources

Processor: 486
RAM: 8 MB
Modem: 14.4 kb
Video card: 256k
Download file size: 5.5MB
Installed file size: 10MB

Minimum Software Resources

Windows 3.1
Netscape* 3.5 or HTML-compliant browser application
Adobe# Acrobat Reader 3.0

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#Copyright© Adobe Systems Incorporated.
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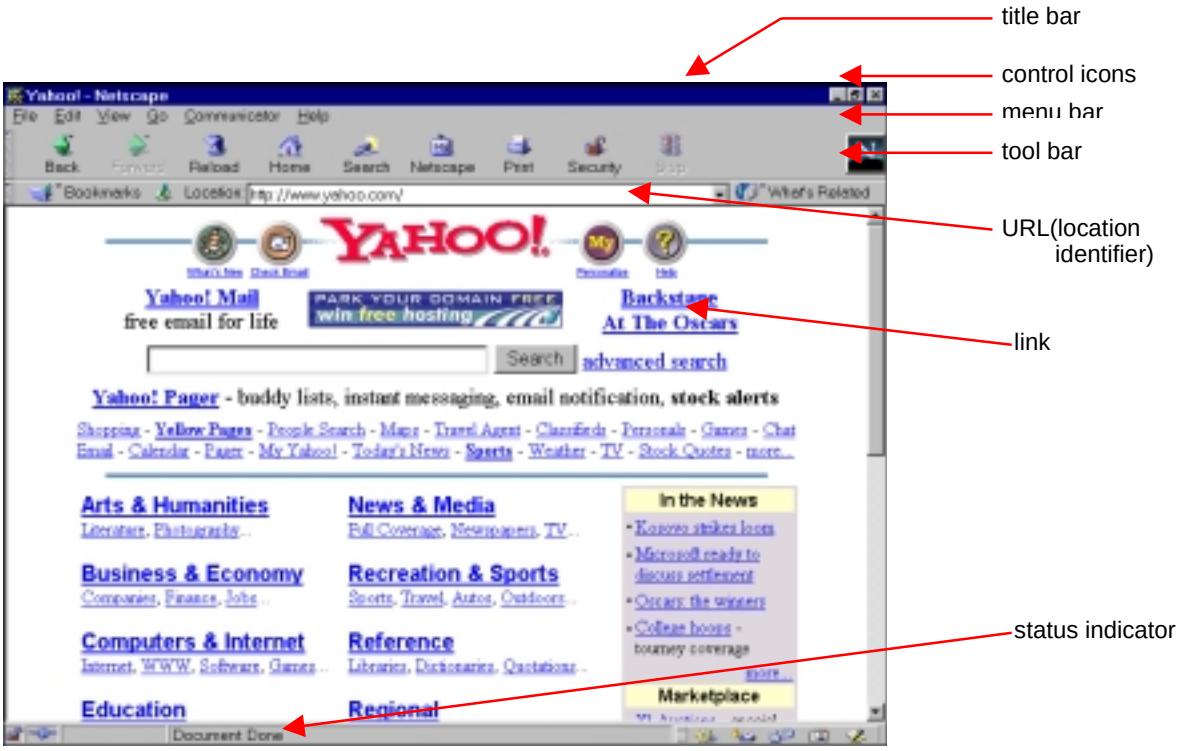
Internet Basics

The Internet is a worldwide system of computer networks facilitating access to information and people. Using the Internet to access and use HUD secure systems requires an Internet connection and a computer with a modem and Netscape 4.7 or an HTML-compliant browser application. A browser allows access to web pages on the World Wide Web (WWW or the Web). The Web is a universally accepted standard for sharing information on the Internet. The Web consists of information organized into pages stored in computers physically located throughout the world.

Web Page

A web page is a document or application with a unique address on the Web, possibly including links to other pages. The **Yahoo!*** main page is shown below as an example.



*Copyright© Yahoo! Inc. All rights reserved. Protected by the copyright laws of the United States and international treaties.

Title Bar

The title bar at the top of the page displays the title of the document or application of the Web page that is active or currently displayed. When more than one window is open, the title bar of the active window is bold; the other open title bars appear faded.

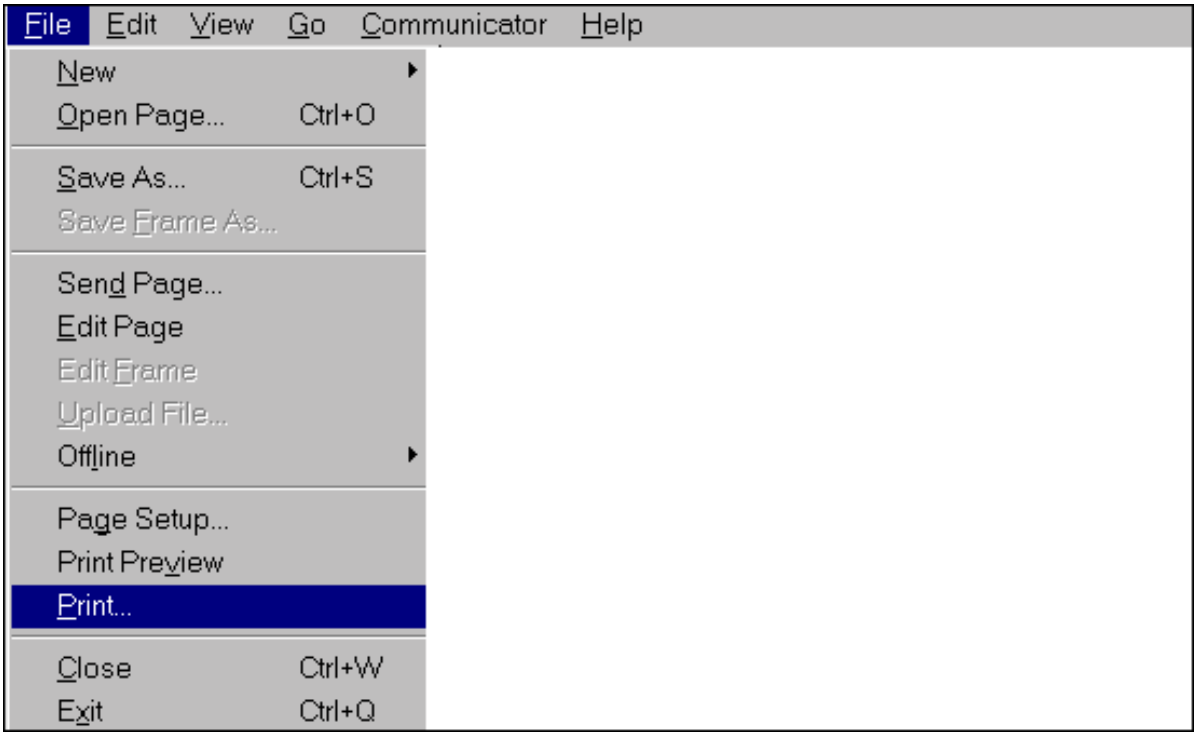
Control Icons

In the right corner of the title bar, there are three control icons. With a mouse click, the Minimize icon reduces or minimizes the window to the bottom of the page. To enlarge the window back to full size, click on the appropriately titled box at the bottom of the page. The Minimize/Maximize icon reduces the window to a smaller size, allowing the user to view other open windows or the desktop. To enlarge the window back to full size, click on again.

The last control icon is the Close icon. Clicking on this control icon closes the browser application (and the document or application open within the browser) and returns the user to the desktop.

Menu Bar

The menu bar provides drop-down menus for browser functions. By placing the cursor over a menu item and clicking on it with a left mouse button, the drop-down menu appears. Highlight the appropriate menu function with the cursor to make a selection.



Available menu functions are text items in bold. Menu functions that are not available appear faded and cannot be activated.

Tool Bar

The tool bar consists of buttons representing browser functions.

Available functions are buttons with bold text and graphics. A tool bar button appears faded if the function is not available.

Location Identifier

The unique location of the Web document or application is called the Uniform Resource Locator (URL). The URL is used to find a particular Web page among all the computers on the Internet. Enter the desired URL in the *Location* field and press the Enter key.

NOTE: The field is labeled "Location" for an Internet site. It is labeled "Netsite" for an intranet (internal/within the organization) site.

Status

The Netscape browser indicates the status of the action being performed. If the browser is performing an action (for example, searching a database for information): the Netscape logo to the right of the URL address appears to have comets flying across it, the Stop sign on the tool bar is bold and red, and the status indicator line at the bottom of the page (next to the lock) describes the status (for example, "Connect . . . Waiting for reply"). Upon completion of the action, the logo returns to its static state, the Stop tool appears faded, and the status indicator line reads "Document: Done."

NOTE: The lock indicates whether the Web page is secure or not. Some Web pages can be secured or blocked from other Internet users if the page contains sensitive information, such as financial or housing information. If the lock is closed, the page is secure. If the lock is open, it is not a secure Web page.

Links

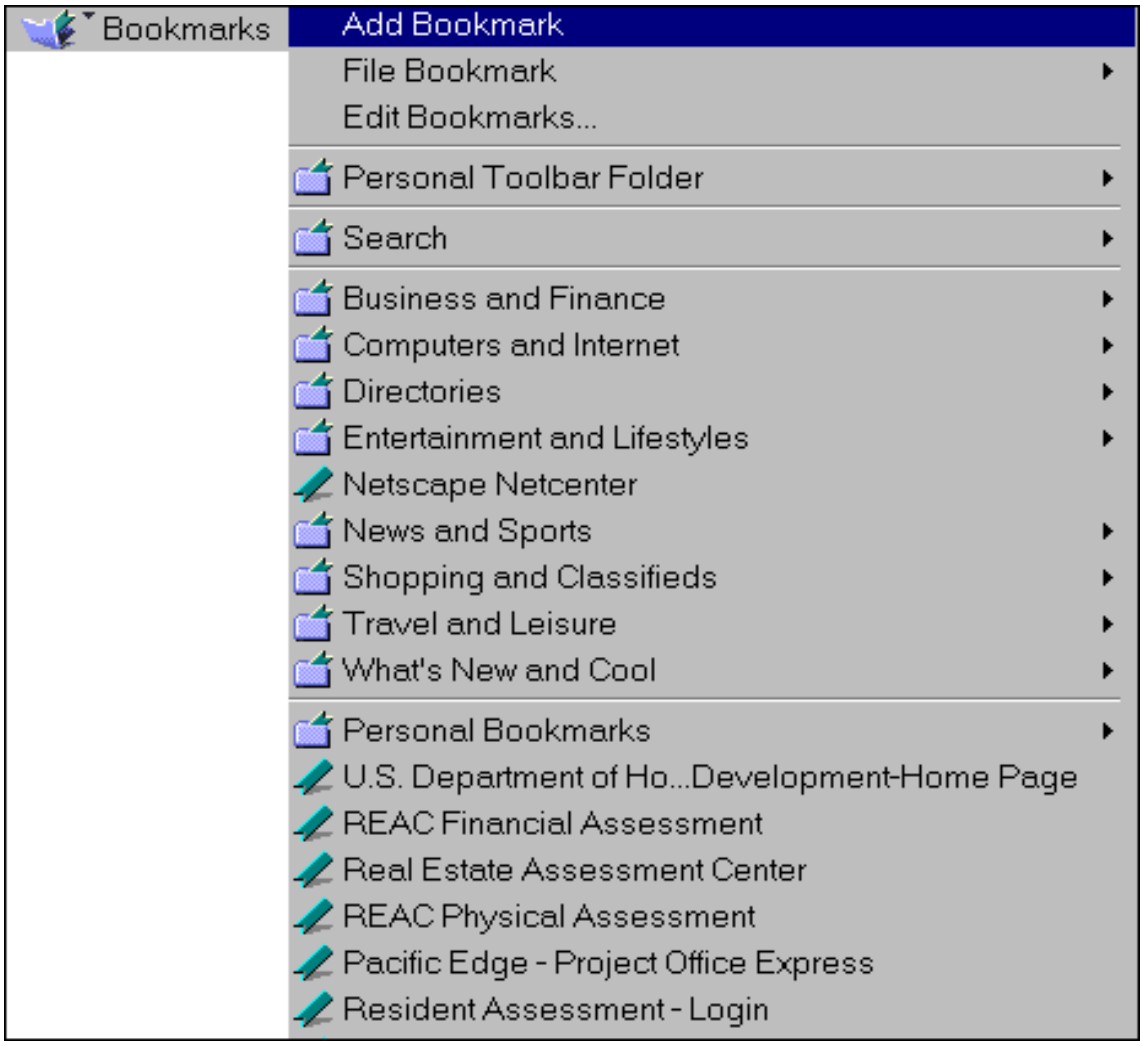
A link provides a method to move quickly from the current page to another Web page. Links are typically underlined, although they do not have to be. Click on a particular link, and it moves the user to that particular page. Once the link is accessed, it typically changes color to indicate the user has already accessed it once before.

Bookmarks

The Bookmarks function is a browser tool that provides the user with quick access to a Web page. Once a Web page's title and location is marked as a bookmark in the browser, the user does not have to remember and type in the URL or go through a series of links to access that page.

To bookmark the currently displayed Web page, click on Bookmarks to the left of the *Location* field for the drop-down options. Click on the Add Bookmark option to mark the page. The Web page location is added.

NOTE: The browser in this example is Netscape. Display may vary according to the browser.



All bookmark(s) appear in list form under the Bookmarks option. Clicking on a bookmark in that list takes the user directly to that page.

REAC Technical Service Support

Staff in the Physical Inspection Operations area within REAC is available for assistance Monday through Friday from 8:00 A.M. to 5:30 P.M.

REAC Technical Service Phone Number
1-877-406-9220

Technical Assistance Center

Users can contact the REAC Technical Assistance Center with any questions or problems Monday through Friday 7 a.m. to 8:30 p.m., Eastern Standard Time. The REAC Technical Assistance Center can be contacted by telephone or email.

REAC Technical Assistance Center Phone Number
1-888-245-4860

Appendix A: Example of an Inspection Summary Report

Inspection Summary Report - 119233

Inspection No: 119233
Property: (800000381) PARKLANE APARTMENTS
6725 ZEIGLER BOULEVARD
MOBILE, AL 36608

Scattered Site?: No

Comments: ;TAC :12345;

Inspection Date: 11/13/2000
Phone: (334) 342-2222
Fax: (334) 342-2088
E-Mail Address: parklane@related.com
ACC#:
CA#:

Building Unit Count

	#Total	#Inspected
Buildings	9	2
Units	112	1

Scores

	Possible Points	Area Points	H & S Deduction
Site	14.4	7.3	0.0
Bldg Ext	15.8	5.7	0.0
Bldg Sys	19.3	17.1	0.0
CA	15.0	11.3	0.0
Units	35.5	29.6	11.1
Overall	100.0	71.0	11.1
Final Score = Area Points - H & S Deduction			**60 c**

Health and Safety Counts

Non-Life Threatening

	Site	Bldg	Unit	Total
Actual	0	0	1	1
%Inspected	---	22%	1%	---
Projected	0	0	112	112

Life Threatening

Actual	0	2	0	2
%Inspected	---	22%	1%	---
Projected	0	9	0	9

Smoke Detectors

Actual	0	0	0	0
%Inspected	---	22%	1%	---
Projected	0	0	0	0

Systemic Deficiencies:

	Area	Item	Defect	# with Defect	# Total	% of Bldgs / Units with Defect
Capital*	BldgExt	Foundations	Cracks/Gaps**	2	2	100%
			Spalling/Exposed Rebar**	2	2	100%
Ordinary**	None					

* Capital items are repairs that generally require large cash outlays. (Items such as new roofs and new appliances).
** Ordinary items are repairs that require smaller cash outlays. (Items such as light fixtures, fire extinguishers, and smoke detector

Participants:

Management Agent Related Management Co.L.P.	Angela Root,	Phone: Fax: E-Mail Address:	(770) 612-8810 (770) 612-0399	6425 Powers Ferry Rd Atlanta, GA 30339-0000
Owner/PHA Zeigler Blvd, LTD	Z,	Phone: Fax: E-Mail Address:	(212) 319-1200 () -	625 Madison Avenue New York, NY 10022
Site Manager Parklane Apts.	Dixon, Shawn	Phone: Fax: E-Mail Address:	(334) 342-2222 (334) 342-2088 parklane@related.com	6725 Zeigler Rd Mobile, AL 36608

Buildings/Units:

No	Name/Type/Reason Uninspectable	Year built	# Units	Address
1	1 Low Rise/Garden Apartment *Fire Damage*	1979	16	6725 ZEIGLER BOULEVARD MOBILE AL 36608
2	2 Low Rise/Garden Apartmen *Other Hazard*	1979	16	6725 ZEIGLER BOULEVARD MOBILE AL 36608
3	3 Low Rise/Garden Apartment *Vacant*	1979	16	6725 ZEIGLER BOULEVARD MOBILE AL 36608

12/6/2000 2:23 PM
V 12.06.2000
Page 1 of 3

Inspection Summary Report - 119233

4	4 Low Rise/Garden Apartmen *Offline*	1979	16	6725 ZEIGLER BOULEVARD MOBILE AL 36608
5	5 Low Rise/Garden Apartment	1979	8	6725 ZEIGLER BOULEVARD MOBILE AL 36608

a	Efficiency	Occupied	*Occupant Refusal*
Comments: test			
b	3 Bedroom	Occupied	*Occupant Refusal*
c	2 Bedroom	Occupied	*Offline*
Comments: test			
d	1 Bedroom	Occupied	
e	Efficiency	Occupied	*Occupant Refusal*
Comments: test			
f	1 Bedroom	Occupied	*No Keys*
Comments: test			
g	2 Bedroom	Occupied	*Offline*
Comments: test			

6	6 Common Building	1979	0	6725 ZEIGLER BOULEVARD MOBILE AL 36608
7	7 Low Rise/Garden Apartment *Occupant Refusal*	1979	16	6725 ZEIGLER BOULEVARD MOBILE AL 36608
8	8 Low Rise/Garden Apartment *Police Restricted Area*	1979	8	6725 ZEIGLER BOULEVARD MOBILE AL 36608
9	9 Low Rise/Garden Apartmen *Offline*	1979	16	6725 ZEIGLER BOULEVARD MOBILE AL 36608
Comments: unit 104 vacant, no utilities				

Inspectable Items:

Inspected Item	NO/OD	Observation	Severity	Location/Comments	Ded.
Certificates					
Elevator	NO				
Lead Based Paint Disclosure Form	NO				
Site				**Possible Points:**	**14.4**
Parking Lots/Driveways/Roads	OD	Ponding**	Level 2		2.0
		Potholes/Loose Material**	Level 3	Location: test; Comments: est	4.0
		Settlement/Heaving**	Level 1		1.0
Building 5 - Building Exterior				**Possible Points:**	**158.3**
Fire Escapes	OD	Blocked Egress/Ladders (LT)	Level 3	Location: test; Comments: test	126.6
Foundations	OD	Cracks/Gaps**	Level 2		63.3
		Spalling/Exposed Rebar**	Level 2		38.0
Roofs	OD	Damaged Soffits/Fascia	Level 1		19.0
		Damaged/Clogged Drains**	Level 2		63.3

12/6/2000 2:23 PM
V 12.06.2000
Page 2 of 3

Inspection Summary Report - 119233

Building 5 - Building Exterior				**Possible Points:**	**158.3**
Roofs	OD	Damaged/Torn Membrane/Missing Ballast	Level 2		63.3
		Missing/Damaged Components from Downspout/Gutter**	Level 2		28.5
		Missing/Damaged Shingles**	Level 3	Location: test; Comments: test	126.6
Building 5 - Building Systems				**Possible Points:**	**223.4**
Fire Protection	OD	Missing/Damaged/Expired Extinguishers**	Level 2		88.3
Building 5 - Common Areas				**Possible Points:**	**14.1**
Day Care	OD	Ceiling - Peeling/Needs Paint**	Level 2		0.4
		Ceiling - Water Stains/Water Damage/Mold/Mildew**	Level 2		0.9
		Doors - Damaged Frames/Threshold/Lintels/Trim**	Level 2		0.9
		Doors - Damaged Surface - Holes/Paint/Rusting/Glass**	Level 2		1.6
Building 5 - Building Exterior - Health & Safety					
Emergency/Fire Exits	OD	Emergency/Fire Exits Blocked/Unusable (LT)	Level 3	Location: est; Comments: test	126.6
Building 5 - Unit d				**Possible Points:**	**35.5**
Electrical System	OD	Burnt Breakers (NLT)	Level 3	Location: et; Comments: test	11.1
HVAC System	OD	Noisy/Vibrating/Leaking**	Level 1		4.2
		Rust/Corrosion**	Level 1		1.7
Building 6 - Building Exterior				**Possible Points:**	**15.8**
Foundations	OD	Cracks/Gaps**	Level 2		6.3
		Spalling/Exposed Rebar**	Level 2		3.8
Building 6 - Building Systems				**Possible Points:**	**19.3**
HVAC	OD	General Rust/Corrosion	Level 2		2.2
Building 6 - Common Areas				**Possible Points:**	**0.9**
FHEO - Accessible Outside Comm	OD	Routes Obstructed or Inaccessible to Wheelchair**		Location: test; Comments: tewt	

NOTE: Score for any given building or unit can not be negative (if deductions are greater than possible points, the score is set to zero)

12/6/2000 2:23 PM
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Page 3 of 3

Appendix B: Example of an Investor Report

Investor Physical Inspection Report

U.S. Department of Housing
and Urban Development /
Mortgagee Inspection

FHA NUMBER:	INSPECTION SCORE: 60c

Inspection Date (mm/dd/yy):	11/13/00	Report Submitted By	
Inspection Number:	119233	Servicing Mortgagee:	
Previous Inspection Date:		Previous Inspection Score:	

			# Total	# Inspected
Property Name:	PARKLANE APARTMENTS			
Property Address:	6725 ZEIGLER BOULEVARD	Buildings:	9	2
Property City/ST/Zip:	MOBILE, AL 36608	Units:	112	1
Occupancy %:		Scattered Sites (Y/N):	N	
Section of the Act:				

Participants:	Name	Phone/Fax/E-mail	Address
Management Agent	Angela Root, Related Management Co.L.P.	(770) 612-8810 phone (770) 612-0399 fax none available	6425 Powers Ferry Rd Atlanta, GA 30339-0000
Owner/PHA	Z, Zeigler Blvd, LTD	(212) 319-1200 phone () - fax none available	625 Madison Avenue New York, NY 10022
Site Manager	Dixon, Shawn Parklane Apts.	(334) 342-2222 phone (334) 342-2088 fax parklane@related.com	6725 Zeigler Rd Mobile, AL 36608

Inspection Firm	Inspector	Inspector REAC Number	Inspector Telephone
USDA	ATS, ATSUSER	H12345	

Scores

Components	Possible Points	Points Received	Percentage Score	Health & Safety deductions	Health & Safety (H&S) codes in Final Score:
Site	14	7	50	0	a = no health and safety concerns
Building Exterior	16	6	38	0 c	b = non-life threatening H&S concern
Building Systems	19	17	89	0	c = life threatening H&S concerns
Common Areas	15	11	73	0	(except smoke-detectors)
Units	35	30	86	11b	* = smoke detector not working
Overall	100	71	71	11	

		Percent
Total Building Exterior	= Site + Building Exterior	43
Total Building Interior	= Building Systems + Common Areas + Units	84
Final Score	= Points Received - Health & Safety Deduction + H&S code	**60 c**

Note: The Investor Physical Inspection Report was prepared by REAC for use by servicing mortgagees. The design was specified by a working group of active servicing mortgagees and in large part is a reformatting of the existing Inspection Summary Report.

Investor Report Page 2 FHA Number: Property Name: **PARKLANE APARTMENTS**

Specific Units Inspected: 1 **Percent of units Inspected:** 1%

Building	Type	Year Built	Units
6	Common Building	1979	None
5	Low Rise/Garden Apartment	1979	4

Units with **Level 3 or Level 2** Severity of Observed Deficiencies (Level 3 = Severe; Level 2 = Major)

Level 3 Deficiencies:	1	Total	1	Number of Inspected Units	100 % of Units
Level 2 Deficiencies:	0	Total	0	Number of Inspected Units	0 % of Units
		(units with Level 2 deficiencies, but no Level 3 deficiencies)			

Systemic Deficiencies:

Type	Area	Item	Defect	# w/Defect	#Total	% of Bldgs/ Units w/Defect
Capital*	BldgExt	Foundations	Cracks/Gaps**	2	2	100%
			Spalling/Exposed Rebar**	2	2	100%
Ordinary**	None					

* Capital = repair/replacement requires large cash outlays (roofs, HVACs, appliances).; ** Ordinary = minor repairs

Building Site, Exterior, Systems & Common Areas

Location	Inspected Item	Severity	Observed Deficiency	Ded.
Site	Parking Lots/Driveways/Roads	Level 2	Ponding**	2.02
Site	Parking Lots/Driveways/Roads	Level 3	Potholes/Loose Material**	4.04
Building 5				
Exterior	Fire Escapes	Level 3	Blocked Egress/Ladders	126.65
Exterior	Foundations	Level 2	Cracks/Gaps**	63.32
Exterior	Foundations	Level 2	Spalling/Exposed Rebar**	37.99
Exterior	Roofs	Level 2	Damaged/Clogged Drains**	63.32
Exterior	Roofs	Level 2	Damaged/Torn Membrane/Missing Ballast	63.32
Exterior	Roofs	Level 2	Missing/Damaged Components from Downspout/Gutter**	28.50
Exterior	Roofs	Level 3	Missing/Damaged Shingles**	126.65
Systems	Fire Protection	Level 2	Missing/Damaged/Expired Extinguishers**	88.33
Common Area	Day Care	Level 2	Ceiling - Peeling/Needs Paint**	0.35
Common Area	Day Care	Level 2	Ceiling - Water Stains/Water Damage/Mold/Mildew**	0.88
Common Area	Day Care	Level 2	Doors - Damaged Frames/Threshold/Lintels/Trim**	0.88
Common Area	Day Care	Level 2	Doors - Damaged Surface - Holes/Paint/Rusting/Glass**	1.59
H&S	Emergency/Fire Exits	Level 3	Emergency/Fire Exits Blocked/Unusable	126.65
Building 6				
Exterior	Foundations	Level 2	Cracks/Gaps**	6.33
Exterior	Foundations	Level 2	Spalling/Exposed Rebar**	3.80
Systems	HVAC	Level 2	General Rust/Corrosion	2.21

Note: The Investor Physical Inspection Report was prepared by REAC for use by servicing mortgagees. The design was specified by a working group of active servicing mortgagees and in large part is a reformatting of the existing Inspection Summary Report.

Investor Report	**Page 3**	FHA Number:	Property Name:	**PARKLANE APARTMENTS**

Building 6				
Common Area	FHEO - Accessible Outside Common Areas**	Level 3	Routes Obstructed or Inaccessible to Wheelchair**	0.00

Note: The Investor Physical Inspection Report was prepared by REAC for use by servicing mortgagees. The design was specified by a working group of active servicing mortgagees and in large part is a reformatting of the existing Inspection Summary Report.