**Physical Inspection Report**

**Part A: Basic Data**

1. **Project Name**
2. **Owner's Name**
   - Since: (Mo/Yr)
3. **Agent's Name**
   - Since: (Mo/Yr)
4. **Resident Manager's Name**
   - Since: (Mo/Yr)
5. **FHA Number**
6. **Mortgagee No.**
7. **No. of Units**
   - Total
8. **Last Quarter Averages**
   - Monthly Overage
   - (Units)
9. **Name and Title of Owner Representative Accompanying You on Inspection**
   - Vacant
   - Days Vacant/Unit
   - (Days)

**Part B: Physical Condition**

Indicate the physical condition of each item. If maintenance is needed, describe the problems seen in Part E. This report is due within 15 months of the last inspection. Inspectors should not supply cost estimates.HUD staff need only cost estimates when such estimates are required by other instructions (e.g., workout or flexible subsidy instructions).

<table>
<thead>
<tr>
<th>Exterior Items Inspected</th>
<th>Maintenance Needed (Y/N)</th>
<th>Urgency (High/Low)</th>
<th>On-Paper Report (Y/N)</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Exterior Walls and Foundations</td>
<td>Yes</td>
<td>N/A</td>
<td>23. Floors, carpets, tiles</td>
<td></td>
</tr>
<tr>
<td>2. Roofs, flashing, vents</td>
<td>Yes</td>
<td>N/A</td>
<td>24. Stairs, walkways, community spaces</td>
<td></td>
</tr>
<tr>
<td>3. Gutters, downspouts, splashblocks</td>
<td>Yes</td>
<td>N/A</td>
<td>25. Cabins, doors, closets, hardware</td>
<td></td>
</tr>
<tr>
<td>4. Drives, parking lots, paving, curbs</td>
<td>Yes</td>
<td>N/A</td>
<td>26. Painting</td>
<td></td>
</tr>
<tr>
<td>5. Walks, steps, guardrails</td>
<td>Yes</td>
<td>N/A</td>
<td>27. Curtains and shades</td>
<td></td>
</tr>
<tr>
<td>6. Fences, walls, gates</td>
<td>Yes</td>
<td>N/A</td>
<td>28. Refrigerators and ranges</td>
<td></td>
</tr>
<tr>
<td>7. Porches, balconies, fire escapes</td>
<td>Yes</td>
<td>N/A</td>
<td>29. Garbage disposal and exhaust fans</td>
<td></td>
</tr>
<tr>
<td>8. Doors, windows, screens</td>
<td>Yes</td>
<td>N/A</td>
<td>30. Compactors and incinerators</td>
<td></td>
</tr>
<tr>
<td>9. Garage and carports</td>
<td>Yes</td>
<td>N/A</td>
<td>31. Electrical fixtures and systems</td>
<td></td>
</tr>
<tr>
<td>10. Lawn and plantings</td>
<td>Yes</td>
<td>N/A</td>
<td>32. Plumbing fixtures and systems</td>
<td></td>
</tr>
<tr>
<td>11. Sprinkler and drainage system</td>
<td>Yes</td>
<td>N/A</td>
<td>33. Heating and air conditioning</td>
<td></td>
</tr>
<tr>
<td>12. Exterior lighting</td>
<td>Yes</td>
<td>N/A</td>
<td>34. Hot water system, boiler room</td>
<td></td>
</tr>
<tr>
<td>13. Exterior painting</td>
<td>Yes</td>
<td>N/A</td>
<td>35.</td>
<td></td>
</tr>
<tr>
<td>14. Underground gas, water, sewage</td>
<td>Yes</td>
<td>N/A</td>
<td>Miscellaneous Items Inspected</td>
<td></td>
</tr>
<tr>
<td>15. Security systems</td>
<td>Yes</td>
<td>N/A</td>
<td>36. Benches, play area and equipment</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Yes</td>
<td>N/A</td>
<td>37. Laundry rooms</td>
<td></td>
</tr>
</tbody>
</table>

**Energy Efficiency Items Inspected**

<table>
<thead>
<tr>
<th>Item</th>
<th>On-Paper Report (Y/N)</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. Insulation</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>18. Caulking and weatherstripping</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>19. Storm doors and windows</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>20. Water saver devices</td>
<td>Yes</td>
<td>N/A</td>
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<tr>
<td>21.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
<tr>
<td>22.</td>
<td>Yes</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Part C: Miscellaneous Observations**

Answer each question. In Part E, describe any problem areas, corrective actions needed, or elaborate on these answers.

1. **Surrounding neighborhood**
   - Depressed
   - Average
   - Prosperous
   - This condition is expected to:
     - Improve
     - Stay Same
     - Decline

2. Are project signs and access adequate?
   - Yes
   - No
   - N/A

3a. Is preventive maintenance adequate and timely?
   - Yes
   - No
   - N/A

b. Are any changes in maintenance procedures needed?
   - Yes
   - No
   - N/A

4a. If insurance loss drafts or replacement reserve funds were released for repairs, have those repairs been completed?
   - Yes
   - No
   - N/A

b. If no, is repair work progressing on schedule?
   - Yes
   - No
   - N/A

5a. Have all repairs required by HUD or the mortgagee been completed?
   - Yes
   - No
   - N/A

b. If no, is repair work progressing on schedule?
   - Yes
   - No
   - N/A

6a. Have any major physical improvements been made during the last year?
   - Yes
   - No
   - N/A

b. Are any major physical improvements planned?
   - Yes
   - No
   - N/A

7. Is the project experiencing any significant occupancy problems?
   - Yes
   - No
   - N/A

"If yes", describe them in Part E: Comments.
**APPENDIX 6**

### Part D: Evaluation

<table>
<thead>
<tr>
<th>Superior</th>
<th>Satisfactory</th>
<th>Below Average</th>
<th>Unsatisfactory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Important:
In Part E, explain the basis for any below average or unsatisfactory rating.

### Part E: Comments

Cross-reference each comment to a line item in Part B, C or D of this report. Attach additional sheets, if needed.

<table>
<thead>
<tr>
<th>Part, Line Reference</th>
<th>Date Closed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Part F: Signatures

1. **Inspection made by:**

2. **Inspection approved by:**

1a. **Title**  
1b. **Date**  
2a. **Title**  
2b. **Date**

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Previous editions are obsolete.  
Original to Project Owner, One Copy each to Field Office and Mortgagee.  
Replaces form HUD-9322-A.  
form HUD-9322 (1/80)

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ref. Handbook 4360.1