

Acquired Property Inspection Report

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

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Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This information is required to obtain benefits. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required in order to administer the Property Disposition Sales Program (24 CFR Part 291). The information is used to document all types of inspections relating to contract work on acquired properties. It is also used to monitor contractor performance in repairing properties. This information is needed to administer procurement contracts for goods and services for acquired properties. If this information were not collected, HUD would not be able to administer the Property Disposition Sales Program properly to avoid waste, mismanagement, and abuse. While no assurances of confidentiality are pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request

Part A—Identification

1. Name and Address of Property Requiring Inspection		2. Name and Address of Contractor Performing Work		
3. Case or Project Number		4. Purchase Order or Contract Number		
5. Significant Dates Show all as mm/dd/yyyy	5a. Date of Contract Award	5b. Original Contract Completion Date	5c. Revised Contract Completion Date	5d. Date Work Inspected

Part B—Inspection and Repair

Type of Inspection		Repair Status	
1 <input type="checkbox"/> Repair (Note repair status)		1 <input type="checkbox"/> Repairs Acceptably Completed	
2 <input type="checkbox"/> Services (specify type)		2 <input type="checkbox"/> Repairs Incomplete—Work in progress	
3 <input type="checkbox"/> Supplies (specify type)		3 <input type="checkbox"/> Repairs Incomplete—Work not in progress	
4 <input type="checkbox"/> HUD Inspection of REAM/PM Activity		4 <input type="checkbox"/> Correction Essential—see Part D	
5 <input type="checkbox"/> Reinspection of Previously Noted Deficiencies		5 <input type="checkbox"/> Unacceptable—see Part D	
6 <input type="checkbox"/> Post-Closing Complaints		6 <input type="checkbox"/> Unable to Inspect—see Part D	
7 <input type="checkbox"/> A/E Services			
Inspection Status (check applicable box): <input type="checkbox"/> Initial <input type="checkbox"/> Interim <input type="checkbox"/> Final		Estimated percent of completion _____ %	

Part C—Performance Evaluation of Contract (check box)

Overall Evaluation: Excellent Acceptable
 Unacceptable (explain)

Performance Elements	Excellent	Acceptable	Unacceptable
1. Quality of Work			
2. Timely Performance			
3. Effectiveness of Management			
4. Compliance With Labor Standards			
5. Compliance With Safety Standards			

Part D—Repair Items Unacceptable & Correction Required

Part E—Additional Work Recommended (To be accomplished only when authorized in writing by HUD.)

Part F—Certification and Approvals

Name and Address of Inspector _____

I certify that I have personally inspected this property (work requirement) on this date, and that to the best of my knowledge I have reported or taken the necessary action to correct, as appropriate, all items of noncompliance, work requiring correction, and unacceptable work. I further certify that I have no personal interest, present or prospective, in this property.

Signature of Inspector	Date of Inspection (mm/dd/yyyy)	All Repairs Completed, Property Ready to List <input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of Property Disposition Realty Specialist		Date of Review by Property Disposition Realty Specialist (mm/dd/yyyy)

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)