



# Property Data Collection User Guide December 2023

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## Revision History

Date	Change
October 3, 2023	Added PDA Hyperlink in the Vendor Data Collection Requirements section.
December 1, 2023	Updated Property Address instructions to include reference to USPS Standard Updated instructions for Top Floor

## Overview

To enhance data quality and consistency in property data collection, Fannie Mae and Freddie Mac (the government-sponsored Enterprises or GSEs) have worked together to develop the Uniform Property Dataset (UPD). This work responds to industry feedback requesting market standardization and fungibility and was done as part of the Uniform Mortgage Data Program® (UMDP®). The UPD, which replaces each GSE's proprietary property datasets, is separate from the Uniform Appraisal Dataset (UAD) published in March 2023, although there are consistencies in some data elements and enumerations.

The UPD consists of all required, conditionally required, and optional data elements for GSE property data collection and supports a full interior and exterior data collection, with images of the subject property. This user guide provides instructions for individuals completing the comprehensive data collection of residential properties for property data collection process. The instructions are intended to inform the data collectors of the information that is expected to be collected for each data field.

These instructions are only designed to provide the minimum guidance necessary to complete the data collection process and do not necessarily represent a comprehensive guide to the data collection process.

Items in *Italics* are defined in the glossary of terms as part of the [Appendix](#) of this document.

## Data Element Table Definitions

Field Name & Instruction	Formatted Example/ Allowable Values	Photo Required?	Conditionality	Property Type
This column defines the data element and the instructions/requirements for the individual collecting the data. It is designed to clarify each field to ensure that data collectors understand what is expected.	This column will provide any allowable values if the data element has predefined selections. If the element allows for free-form responses, an example of an expected result will be shown.	This column defines whether an element requires a photo as part of the data set.	<b>Required</b> – Must be provided in all instances. <b>Conditionally Required</b> – Must be provided if it meets the defined conditions. <b>Optional</b> – May be provided if the element or system exists. <b>Instructional</b> – As part of the data collection, there may be information that needs to be determined not for specific collection but in determining other	This column will designate if the field is specific to Single Family, Condo, or both property types.

			features. For these items, an instruction-only “field” will be included in the table.	
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# Property Data Collection Requirements

The following table provides the instructions for the collection of data for all the elements of the property.

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
<b>Property-Level Data</b>				
<p><b>Property Data Collector Name</b></p> <p>Indicate the name of the individual who conducted the property data collection.</p> <p>If the data collector is licensed it should match what is on their license from the issuing state in which the property is located.</p>	e.g., Jane X Smith	No	Required	Both
<p><b>Data Collector Acknowledgement</b></p> <p>Indicate acknowledgement and adherence to the Certifications and Limiting Conditions.</p>	Y/N	No	Required	Both
<p><b>Data Collection Date</b></p> <p>Indicate the date the property data collection was performed.</p>	yyyy-mm-dd	No	Required	Both
<p><b>Property Type</b></p> <p>Indicate whether the property is a Single Family <i>Dwelling</i> or a Condominium.</p>	SF Condo	No	Required	Both
<p><b>Property Occupied</b></p> <p>Indicate whether the property is occupied when the data is collected.</p>	Y/N	No	Required	Both
<p><b>Property Address</b></p> <p>Identify and/or verify the physical property address of the property for which the data is being collected.</p> <p>The following address elements must be included:</p> <ul style="list-style-type: none"> <li>▪ Street number</li> <li>▪ Street name (including pre-directional indicator, suffix, post-directional indicator)</li> <li>▪ City</li> <li>▪ County or Parish</li> <li>▪ State</li> <li>▪ ZIP Code</li> </ul>	e.g., 123 Main St City, State 98765 County or Parish	Yes	Required	Both

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
<p>A photo of the house number as displayed at the property is required. The address may be visible on the mailbox, house, or curb; if it is not available, provide a photo of the street sign belonging to the street the property is on.</p> <p>Address to be provided in the format that conforms to address standards in USPS Publication 28, Postal Addressing Standards.</p>				
<p><b>Unit Number</b></p> <p>Identify and/or verify the address unit number/designator if the subject property has a unit number.</p> <p>If the data collector determines that a unit number is not available for a property known to be a condominium, the data collector must put a “-” in the unit number field. The “-” symbolizes that the data collector has verified the property address with the point of contact and was unable to identify a unit number for the given condominium <i>unit</i>. This is only likely to be necessary in a limited number of instances.</p> <p>Provide a photo of the unit number if it is visible and displayed separately from the street address.</p>	e.g., Unit 2B	Optional	Optional	Both
<b>Site Data</b>				
<p><b>Lot Size</b></p> <p>The total area of all encumbered parcels is prepopulated in the property data and displayed in square feet. Verify the accuracy of provided data with the point of contact, if possible.</p>	e.g., 22000	No	Required	Single Family

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
<p><b>Road Ownership Type</b></p> <p>Indicate the road that the subject property is accessed from as being public or private. Select “Unknown” if the data collector cannot determine whether the road is public or private.</p> <p>The point of contact may be a source of this information, if unknown.</p> <p>Verify the accuracy with the point of contact, to the extent possible.</p> <p>Provide photos of the road on which the subject property is located; one in each direction when standing in front of the <i>Dwelling</i> or condominium <i>unit</i>.</p>	Public, Private, Unknown	Yes	Required	Both
<p><b>Road Maintained Indicator</b></p> <p>Indicate whether the subject’s access road requires repairs that impact the accessibility of the property (e.g., washed out road). If the road does not require these types of repairs, indicate “Yes” that the road is maintained. If the road requires these types of repairs, indicate “No” that it is not maintained.</p> <p>If the road is “Private or “Unknown” and the road is not maintained, provide a photo of the observed condition that requires repairs.</p>	Y/N	Conditionally Required	Conditionally Required	Both
<p><b>Year-Round Access Indicator</b></p> <p>Indicate whether the subject property is accessible during all seasons.</p> <p>e.g., The property is located in a rural area with no road maintenance and is not accessible during certain seasons.</p>	Y/N	No	Required	Both
<p><b>Location Description Type</b></p>	<p><i>Bordering</i> Amenities</p> <p><i>Bordering</i> Rail Stop</p>	Conditionally Required	Required	Both

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
<p>Indicate the location (or locations) or characteristic that best describes the aspects of the subject’s location or characteristic.</p> <p>If the location description type is “<i>Bordering</i>”, provide photos of the <i>bordering</i> locational influence from the subject property.</p> <p>If the location description type is waterfront related, a photo is required along the waterfront, specifically showing the seawall or the embankment along the water.</p>	<p><i>Bordering</i> Trolley Stop</p> <p><i>Bordering</i> City Bus Stop</p> <p><i>Bordering</i> Beach</p> <p><i>Bordering</i> Recreation</p> <p>Gated Community</p> <p>Ocean Front Beach</p> <p>Ocean Front No Beach</p> <p>Inland Saltwater Front Beach</p> <p>Inland Saltwater Front No Beach</p> <p>Lake Front Beach</p> <p>Lake Front No Beach</p> <p>Seasonal Lake Front</p> <p>River Front Canal</p> <p>Golf Course Community</p> <p><i>Bordering</i> Golf Course</p> <p>Residential</p> <p><i>Bordering</i> Industrial Use</p> <p><i>Bordering</i> Commercial Use</p> <p><i>Bordering</i> School</p> <p><i>Bordering</i> Vacant Land</p> <p><i>Bordering</i> Hospital</p> <p><i>Bordering</i> Restaurant</p> <p><i>Bordering</i> Hotel/Motel/ Inn</p> <p>On Cul-De-Sac Street</p> <p>On or <i>Bordering</i> Busy Road</p> <p>On or <i>Bordering</i> Interstate Highway</p> <p>Air Traffic Directly Overhead</p> <p><i>Bordering</i> Park</p> <p><i>Bordering Overhead Electric Power Transmission Line</i></p> <p><i>Bordering</i> Landfill</p> <p><i>Notable Noise</i></p>			



Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
	<i>Notable Odor</i> Other Adverse Other Beneficial Other Neutral			
<b>Location Description Details</b> Provide a short description for all location types selected.	e.g., The subject property is located on the 9 <sup>th</sup> hole of the golf course.	No	Required	All
<b>View Description Type</b> Indicate the view or views that best describes the subject’s view. Select all that apply and select the most notable view first, followed by any other identified views. Determine the view after completing the data collection and consider the view from both ground level, and from elevated vantage points within the subject property.  Multiple photos of the views from the subject property are required. Photos that clearly show the most notable view and any other identified view are required. Provide a photo of the view from each side of the subject property. The photo should include landscaping, surroundings, and any additional features of interest. For attached and semi-detached properties, photos from the unattached sides are required.	None Notable School Vacant Lot Woods Treed Private Hills/Foothills Green Belt Open Space Mountain Mountain Range Pond Lake Canal Ocean River Creek Bay Sound Lagoon Marina Intercostal Waterway Harbor Gulf Wetlands Bayou Marsh Commercial Industrial	Conditionally Required	Required	Single Family

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
	Military Base Railroad Interstate Elevated Overpass Pastures Fields Etc. Agricultural Farm Etc. Desert Canyon Valley Countryside Ravine City Skyline Golf Course Park Apartment Complex Windmill Windfarm <i>Overhead Electric Power Transmission Line</i> Parking Lot			
<b>View Quality</b>  Indicate the best option to further describe the selected View Description Type. This field is not required if “None Notable” was chosen.  <i>Full</i> view should be selected if it is a generally unobstructed view.  <i>Partial</i> view should be selected if it is a significantly obstructed or limited view.	<i>Full</i>  <i>Partial</i>	No	Conditionally Required	Single Family
<b>View Description Details</b>  Provide a description of the view for all enumerations except “None Notable”.	e.g., The subject property has a view of the Pacific Ocean from the second floor of the property.	No	Conditionally Required	Single Family

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
<p><b>Adverse Site Conditions - Adverse Type</b></p> <p>Indicate any adverse site conditions observed on the subject property.</p> <p>Select one or more of the items from the list of allowable values. If there is an observation not listed, choose “Other” and provide a description of the observation. If there are none, then choose “None Observed”.</p> <p>If an adverse site condition is noted, provide photos of the site condition.</p>	<p>Contamination</p> <p>Failing Site Improvement</p> <p>Encroachments</p> <p><i>Significant Junk/Trash</i></p> <p>Sinkhole</p> <p>Wetlands</p> <p>Extreme Slope</p> <p>Other</p> <p>None Observed</p>	<p>Conditionally Required</p>	<p>Required</p>	<p>All</p>
<p><b>Adverse Site Condition Description</b></p> <p>Provide a description of the adverse site condition observed.</p>	<p>e.g., A sinkhole was noted in the backyard of the subject property.</p>	<p>No</p>	<p>Conditionally Required</p>	<p>Both</p>
<p><b>Property Improvement Type</b></p> <p>Indicate all improvements, amenities, property features, or structures. These features include elements attached and detached from the structures.</p> <p>If there are no improvements, amenities, property features, or structures in addition to the <i>Dwelling</i>, select “None”.</p> <p>A photo of each improvement, amenity, property feature, or structure is required.</p>	<p>Ornate Landscaping</p> <p>Irrigation System</p> <p>Graywater System</p> <p>Water Collection System</p> <p>Outdoor Kitchen</p> <p>Inground Pool</p> <p>Above Ground Pool</p> <p>Inground Hot Tub</p> <p>Sports Court</p> <p>Sauna</p> <p>Orchard Hobby</p> <p>Vineyard Hobby</p> <p>Fence</p> <p>Gazebo</p> <p>Greenhouse</p> <p>Tool Shed</p> <p>Patio</p> <p>Deck</p> <p>Balcony</p> <p>Uncovered Porch</p>	<p>Conditionally Required</p>	<p>Required</p>	<p>Single Family</p>

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
	Covered Porch Enclosed Porch Wrap Around Porch Stoop Firepit Outdoor Fireplace Carport Other None			
<b>Property Improvement Description</b> Provide a brief description of any indicated amenity or property feature. The description should include things such as size and detailed description of the property features.	e.g., 10 x 10 gazebo with composite decking.	No	Conditionally Required	Single Family
<b>Waterfront Improvement Type</b> Indicate any amenities or features if the location description has been identified as waterfront. If there are no waterfront amenities select "None". A photo(s) of each identified waterfront site improvement is required.	Seawall Beach Pier Floating Dock Boat Lift Dock Boat House Boat Ramp Boat Slip None	Conditionally Required	Conditionally Required	Single Family
<b>Pool Concern Type</b> Indicate if any of the concern types apply when inground pool is selected as a property improvement. If no concerns are identified, provide select "None". Photo(s) of each identified concern(s) is required.	None Empty and Uncovered Damaged Missing Equipment Damaged Pool Enclosure Unsanitary Water	Conditionally Required	Conditionally Required	Single Family
<b>Pool Concern Description</b> Provide a brief description of each pool concern noted if any pool	e.g., Large cracks were noted in the lining of the pool.	No	Conditionally Required	Single Family

<b>Field Name &amp; Instruction</b>	<b>Formatted Example/Allowable Values</b>	<b>Photo Required?</b>	<b>Conditionality</b>	<b>Property Type</b>
concern type other than “None” was selected.				
<p><b>Non-Residential Use Type</b></p> <p>Indicate any non-residential uses identified on the subject property. Select all that apply.</p> <p>If the observed non-residential use is not listed, select “Other”.</p> <p>If there are no indications of non-residential use, select “None Observed”.</p> <p>If a non-residential use is indicated, provide at least one photo(s) that demonstrates the existence of a non-residential use.</p>	Boarding House Auto Shop Medical Salon Office Retail Hotel / Bed and Breakfast Food Service Agriculture Grow Room Other None Observed	Conditionally Required	Required	Single Family
<p><b>Non-Residential Use Description</b></p> <p>Provide a brief description for the non-residential use of the subject property, if a non-residential use is indicated.</p> <p>If “Other” was selected, provide a description of the non-residential use.</p>	e.g., The property has two barber’s chairs in its converted garage and appears to be operating as a barber shop.	No	Conditionally Required	Single Family
<p><b>Electrical Type</b></p> <p>Indicate the electrical service type(s) for the subject property. If more than one type is available, select all that apply. If the property has both public service as well as private service, select both public and all other electrical service types. If there is no electrical service at the property, select “No Electrical Service.”</p>	Public Solar Generator Hydroelectric Wind No Electrical Service	No	Required	Both
<p><b>Off Grid Service</b></p> <p>If an electrical service type other than public is selected, indicate whether the service is connected to the electric grid.</p>	Y/N	No	Conditionally Required	Both

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
This information may need to be obtained from the property contact.				
<p><b>Sewer Type</b></p> <p>Indicate the type(s) of sewage disposal available for the subject property. If more than one type is available, select all that apply.</p> <p>This information may need to be obtained from the property contact.</p>	Public Septic Cesspool None	No	Required	Both
<p><b>Water Type</b></p> <p>Indicate the type(s) of water source available for subject property. If more than one type is available, select all that apply.</p> <p>This information may need to be obtained from the property contact.</p>	Public Well Cistern Hauled Water	No	Required	Both
<p><b>Gas Type</b></p> <p>Indicate the type of gas service available for the subject property.</p> <p>This information may need to be obtained from the property contact.</p>	Public Private None	No	Required	Both
<b>Building Data</b>				
<p><b>Project Name</b></p> <p>Identify the name of the condominium project in which the <i>unit</i> is located.</p>	e.g., Bay Lake Towers	No	Optional	Condo
<p><b>Number of Stories</b></p> <p>Identify the number of stories for the building in which the <i>unit</i> is located.</p>	e.g., 4	No	Conditionally Required	Condo
<p><b>Number of Elevators</b></p> <p>Identify the number of elevators for the building in which the <i>unit</i> is located.</p>	e.g., 2	No	Conditionally Required	Condo
<p><b>Building Number</b></p>	e.g., 2	No	Optional	Condo

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
Identify the building number in which the <i>unit</i> is located.				
<b>Building Design</b> Identify the design style for the building in which the <i>unit</i> is located. If none of the building designs listed apply, select “Other”.	Garden Low Rise Mid Rise High Rise Rowhouse/Townhouse Detached Other	No	Required	Condo
<b>Building Design Description</b> When Building Design is identified as “Other”, provide a brief description of the building type in which the <i>unit</i> is located.	e.g., Piggyback	No	Conditionally Required	Condo
<b>Unit Construction Status</b> Indicate the construction status that best describes the <i>unit</i> .	Complete <i>Incomplete Construction</i> <i>Incomplete Renovation Construction</i>	Required	Required	Condo
<b>Floor Number</b> Indicate the specific floor of the building on which the <i>unit</i> is located.	e.g., 7	No	Required	Condo
<b>Top Floor</b> Indicate whether the <i>unit</i> is on the top floor. This applies for all condo types and should be indicated as Y when there are no units above the subject. e.g., A top floor unit in a high-rise. Note: A townhouse style condo with no unit above it or a detached condo should be identified as a top floor (i.e., populated with Y).	Y/N	No	Required	Condo
<b>Unit Main Entrance</b> Indicate the floor of the building where the main entrance of the <i>unit</i> is located.	e.g., 4	No	Required	Condo

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
<p>e.g., The condominium <i>unit</i> is a multi-story <i>unit</i> located on floor 4 and 5. The main entrance to the condominium <i>unit</i> is located on floor 4. Indicate the numerical response “4”.</p>				
<p><b>Unit View Description Type</b></p> <p>Indicate the view or views that best describes the <i>unit</i> view. Select the most notable view first, followed by any other identified views. The view identified for the condominium <i>unit</i> must be determined from the <i>unit</i> itself.</p> <p>For Example:</p> <p>If the condominium <i>unit</i> is in a multi-story building, the view from the <i>unit</i> must be selected.</p> <p>If the condominium <i>unit</i> is in a multi-story building but includes a panoramic or 360-degree view, such as a penthouse, then select the most notable view first, followed by other identified views.</p> <p>Multiple photos of the view from the <i>unit</i> that clearly show the most notable view and any other identified view, when applicable, are required. For detached <i>units</i>, provide the view from each side of the subject property that should also capture landscaping, surrounding and any additional features of interest. For semi-detached <i>units</i>, photos from the unattached sides are necessary.</p>	<p>None Notable</p> <p>Vacant Lot</p> <p>Woods Treed Private</p> <p>Hills Foothills</p> <p>Green Belt Open Space</p> <p>Mountain</p> <p>Mountain Range</p> <p>Pond</p> <p>Lake</p> <p>Canal</p> <p>Ocean</p> <p>River</p> <p>Creek</p> <p>Bay</p> <p>Sound</p> <p>Lagoon</p> <p>Marina</p> <p>Intercostal Waterway</p> <p>Harbor</p> <p>Gulf</p> <p>Wetlands</p> <p>Bayou</p> <p>Marsh</p> <p>Commercial</p> <p>Industrial</p> <p>Military Base</p> <p>Railroad</p> <p>Interstate</p> <p>Elevated Overpass</p>		<p>Required</p>	<p>Condo</p>



Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
	Pastures Fields Etc. Agricultural Farm Etc. Desert Canyon Valley Countryside Ravine City Skyline Golf Course Park Apartment Complex Windmill Windfarm <i>Overhead Electric Power Transmission Line</i> Parking Lot School			
<b>Unit View Quality</b>  Indicate the best option to further describe the selected view. This field is not required if “None Notable” was chosen.	<i>Full</i>  <i>Partial</i>		Conditionally Required	Condo
<b>Unit View Description Details</b>  Provide a brief description of the view for all enumerations except “None Notable”.	e.g., The subject property has an unobstructed view of the Pacific Ocean.		Conditionally Required	Condo
<b>Unit Features</b>  Indicate all features specific to the <i>unit</i> . If there are no additional <i>unit</i> features, “None” must be selected.  If a <i>unit</i> feature is noted, provide at least one photo clearly showing that feature. If more than one photo is necessary to clearly show the extent of the feature, provide as many photos as necessary.	Ornate Landscaping Outdoor Kitchen Inground Pool Inground Hot Tub Sauna Gazebo Patio Deck Balcony		Required	Condo

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
	Uncovered Porch Covered Porch Enclosed Porch Wrap Around Porch Stoop Firepit Outdoor Fireplace Carport Other None Sports Court Above Ground Pool			
<p><b>Structure Type</b></p> <p>Indicate the best option to identify all permanently affixed structures. All structures must be identified. “<i>Dwelling</i>” should be selected for structures that include finished areas and are not one of the other specifically identified structures, such as a workshop or a barn.</p> <p>A photo of the front and rear of every structure on the property is required. Additionally, floor plan images are required for every structure on the property (view Photo Requirements section below for floor plan details).</p>	<p><i>Dwelling</i></p> <p>Workshop</p> <p>Barn</p> <p>Pool House</p> <p>Stables</p> <p>Riding Arena</p> <p>Pole Building</p> <p>Detached Garage</p> <p>Other Outbuilding</p>	Yes	Required	Single Family
<p><b>Structure Area</b></p> <p>Provide the total square footage for all structures on the property. This includes the finished areas, non-standard finished areas, and unfinished areas.</p>	e.g., 2000	No	Required	Both
<p><b>Contains Rooms</b></p> <p>Indicate whether the structure contains rooms, including the garage.</p> <p>e.g., a barn used for housing animals or storing equipment would not</p>	Y/N	No	Required	Both

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
contain rooms associated with finished areas.				
<p><b>Construction Type</b></p> <p>Indicate the construction type that best describes the subject property. Only one type per structure may be provided.</p> <p>Occasionally properties may fit more than one category or be ambiguous in some other way – if that is the case, provide the predominant or most significant construction type and as many photos as you need to identify the construction type.</p> <p>If the subject property is a geodesic dome or an earth berm, select these first.</p>	<p>Frame</p> <p>Masonry</p> <p>Log</p> <p>Manufactured</p> <p>Modular</p> <p>Geodesic</p> <p>Earth Berm</p> <p>3-D Printed</p>	No	Required	Single Family
<p><b>Construction Status</b></p> <p>Indicate the construction status that best describes the subject property. Only one selection per structure may be provided.</p> <p>A property is considered incomplete if, for example, any of the following conditions exist:</p> <ul style="list-style-type: none"> <li>▪ If the roof or exterior siding is not complete</li> <li>▪ One or more bathrooms within the property are not complete</li> <li>▪ The kitchen is not complete (does not pertain to missing appliances)</li> <li>▪ A majority of the finished area is under construction</li> </ul> <p>For a condominium indicate the construction status that best describes the building.</p> <p>If construction status is <i>Incomplete Construction</i> or <i>Incomplete Renovation Construction</i>, provide photos that clearly display the status and level of</p>	<p>Complete</p> <p><i>Incomplete Construction</i></p> <p><i>Incomplete Renovation Construction</i></p> <p><i>Proposed</i></p>	Conditionally Required	Required	Both

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
completion of the renovation/construction.				
<p><b>Year Built</b></p> <p>Indicate the year the structure on the property was built.</p> <p>Confirm the provided year built with the property point of contact. If the exact age of the property cannot be determined, an estimate may be provided.</p>	e.g., 1977	No	Conditionally Required	Both
<p><b>Year Built Estimate</b></p> <p>Indicate if the year built is an estimate.</p>	Y/N	No	Conditionally Required	Both
<p><b>Attachment Type</b></p> <p>Indicate whether the subject property is attached or detached to another property. If the property is attached on one side, indicate <i>Semi-Detached</i> and whether it is attached on the left side or right side.</p>	Detached <i>Semi-Detached – Left</i> <i>Semi-Detached – Right</i> Attached	No	Required	Both
<p><b>Foundation Type</b></p> <p>Indicate the type of foundation for the structure. Select all that apply.</p>	Slab Crawl Space Basement Post and Pier Runner	No	Conditionally Required	Both
<p><b>Heating Type</b></p> <p>Indicate all heating systems for each <i>unit</i>. If there are multiple heat sources, choose all that apply. If there is no heat source, “No Heat” must be selected.</p> <p>A photo of the heating unit(s) should be provided if readily visible, otherwise provide a photo of the thermostat.</p>	Central Hot Air Central Heat Pump Ductless Heat Pump Ductless Heat Radiant Floor Hot Water Radiators Hot Water Baseboard Electric Baseboard In-wall Heater Geothermal Wall Furnace	Optional	Required	Both

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
	Gas Furnace Oil Furnace Coal Furnace No Heat			
<b>Cooling Type</b>  Indicate all cooling systems for each <i>unit</i> . If there are multiple systems, chose all that apply. If there is no cooling, “None” must be selected.  A photo of the cooling unit(s) should be provided if readily visible, otherwise provide a photo of the thermostat.	Central Air-Conditioning Central Heat Pump Ductless Heat Pump Ductless Air Conditioning Whole House Fan Evaporative Cooler Geothermal None	Optional	Required	Both
<b>Exterior Updated Component</b>  Indicate which component(s) has been updated if there have been updates to the exterior of the structure. Select all that apply.  If any exterior component(s) has been identified as having been updated, at least one photo(s) of the component(s) must be provided.	Foundation Roof Siding Windows Doors Walls Fence Other None Observed	Conditionally Required	Required	Both
<b>Exterior Update Type</b>  Indicate to what degree the component(s) have been updated, if there have been updates to the exterior of the structure.	<i>Fully Updated</i> <i>Partially Updated</i>	No	Conditionally Required	Both
<b>Exterior Update Timeframe</b>  Indicate what timeframe the updates to the exterior of the structure have been completed. If not known, an estimated timeframe may be provided.	Less than 1 year 1 – 10 years 10 – 20 years More than 20 years	No	Conditionally Required	Both

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
<p><b>Exterior Update Description</b></p> <p>Provide a brief description of the nature of the improvements, if there have been updates to the exterior of the structure.</p>	<p>e.g., The garage door was replaced 16 months ago.</p>	<p>No</p>	<p>Conditionally Required</p>	<p>Both</p>
<p><b>Exterior Deficiency Name</b></p> <p>Indicate the item or component of the exterior of the property that has deferred maintenance requiring significant repairs (e.g. - missing siding, boarded up windows, hole in door, etc.). If an item or component is missing, identify that it is deficient. Select all that apply.</p> <p>Minor or typical wear and tear does not need to be identified.</p> <p>If any item or component(s) has deferred maintenance requiring significant repair(s), a photo(s) must be provided. If possible, the photo(s) must clearly show the deficiency and severity of the observed condition.</p>	<p>Foundation</p> <p>Roof</p> <p>Siding</p> <p>Fascia</p> <p>Windows</p> <p>Doors</p> <p>Gutters and Downspouts</p> <p>Eaves</p> <p>Chimney</p> <p>Porch</p> <p>Patio</p> <p>Deck</p> <p>Balcony</p> <p>Entry Stairs</p> <p>Carport</p> <p>Driveway</p> <p>Incomplete Landscaping</p> <p>Exterior Walls</p> <p>Other</p> <p>None Observed</p>	<p>Conditionally Required</p>	<p>Required</p>	<p>Both</p>
<p><b>Exterior Deficiency Type</b></p> <p>Identify the type of deficiencies associated with the exterior of the property.</p>	<p><i>Excessive Wear</i></p> <p><i>Damage</i></p> <p>Evidence of Infestation</p> <p>Missing</p> <p>Other</p>	<p>No</p>	<p>Conditionally Required</p>	<p>Both</p>
<p><b>Exterior Deficiency Detail</b></p> <p>Indicate the details of the Deficiency Type for the item or component(s) selected.</p>	<p><b>Foundation:</b></p> <p>Eroded Material, Cracking, Settlement, Evidence of Moisture,</p>	<p>No</p>	<p>Conditionally Required</p>	<p>Both</p>

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
	<p>Seepage, Infestation, Leaning or Bowing Walls, Heaving, Other</p> <p><b>Exterior Walls:</b></p> <p>Eroded Material, Cracking, Holes, Dry Rot, Moisture Rot, Settlement, Wind <i>Damage</i>, Missing Material, Other</p> <p><b>Roof surface:</b></p> <p>Eroded Material, Cracking, Tarp on Roof, Leak Evident, Missing Material, Wood Rot, Soffit <i>Damage</i>, Fascia <i>Damage</i>, Other</p> <p><b>Gutters and Downspouts:</b></p> <p>Eroded Material, Cracking, Missing Downspouts, Damaged, Leaking, Infestation, Improper Flow, Missing Gutter, Other</p> <p><b>Windows:</b></p> <p>Cracking, Missing Window Pane, Dry Rot, Broken Glass, Boarded Up, Missing Window, Exposed Wood, Storm Sash <i>Damage</i>, Thermopane <i>Damage</i>, Other</p>			
<p><b>Exterior Deficiency Severity</b></p> <p>Indicate if the noted deficiency to the exterior item or component impacts the safety, soundness, or structural integrity of the structure or <i>unit</i>.</p>	Y/N	No	Conditionally Required	Both
<p><b>Exterior Deficiency Description</b></p> <p>Provide a brief description of each exterior item or component deficiency observed.</p>	e.g., The balcony is only partially attached to the exterior wall of the structure.	No	Conditionally Required	Both
<p><b>Mechanical Deficiency Name</b></p> <p>Indicate the mechanical deficiency that exists or identify the portion or</p>	Plumbing Electrical	Conditionally Required	Required	Both

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
<p>element of the structure’s mechanicals that has deferred maintenance requiring significant repairs. If a mechanical item or component is missing, identify that it is deficient. Select all that apply.</p> <p>Minor or typical wear and tear does not need to be identified.</p> <p>If any component is identified as having deferred maintenance requiring significant repair(s), a photo(s) must be provided. If possible, the photo(s) must show the deficiency and severity of the observed condition.</p>	Heating Water Heater Cooling Sump Pump Other None Observed			
<p><b>Mechanical Deficiency Type</b></p> <p>Indicate the type of deficiencies associated with the mechanicals.</p>	<i>Excessive Wear</i> <i>Damage</i> <i>Evidence of Leaks</i> Missing Non-Functional <i>Evidence of Fire</i> Other	No	Conditionally Required	Both
<p><b>Mechanical Deficiency Severity</b></p> <p>Indicate if the noted deficiency to the mechanical component impacts the safety, soundness, or structural integrity of the structure or <i>unit</i>.</p>	Y/N	No	Conditionally Required	Both
<p><b>Mechanical Deficiency Description</b></p> <p>Provide a brief description of the Deficiency Type for the component that was selected.</p>	e.g., The toilet in the primary bathroom is leaking.	No	Conditionally Required	Both
<p><b>Mechanical Updated Component</b></p> <p>Indicate all components that have been updated or replaced. If there have been no updates, select “None Observed”.</p>	Plumbing Electrical Heating Water Heater Cooling Sump Pump	Conditionally Required	Required	Both



Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
	Other None Observed			
<b>Mechanical Update Type</b>  Indicate if the mechanical component has been <i>Fully Updated</i> or only <i>Partially Updated</i> .	<i>Fully Updated</i> <i>Partially Updated</i>	No	Conditionally Required	Both
<b>Mechanical Update Timeframe</b>  Indicate the timeframe the improvements were made for the mechanical component.	Less than 1 Year 1-5 Years 5-10 Years 10 or more Years	No	Conditionally Required	Both
<b>Mechanical Update Description</b>  Provide a brief description of each mechanical component update observed.	e.g., The plumbing in the primary bathroom has been updated with new faucets and sinks.	No	Conditionally Required	Both
<b>Floor plan</b>  Provide a separate image(s) of the floorplan for each <i>Dwelling</i> or condominium <i>unit</i> . For each <i>Dwelling</i> or condominium <i>unit</i> , represent each level in a separate image.  For structures that do not contain any finished areas and are not a <i>Dwelling</i> , provide an image(s) of the measurements and calculations.  Floor plan requirements: <ul style="list-style-type: none"> <li>▪ Computer generated (no hand drawn floorplans)</li> <li>▪ Separate floor plan image(s) for each structure, as applicable</li> <li>▪ Separate floor plan image(s) for each level of <i>Dwelling</i> or condominium <i>units</i></li> <li>▪ Separate floor plan for each level of a structure that is not a <i>Dwelling</i> or condominium <i>unit</i></li> <li>▪ Must include exterior walls</li> <li>▪ Legible dimensions for each exterior wall</li> </ul>	N/A	Yes	Required	Both

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
<ul style="list-style-type: none"> <li>▪ Legible room labels for all rooms</li> <li>▪ Calculations for each level with separate calculations for finished area, non-standard finished area, and unfinished areas</li> <li>▪ Calculations for the total finished area and total area</li> </ul>				
<p><b>Condo Off Street Parking Available</b></p> <p>Indicate whether the subject property or building has parking or car storage available such as a garage, carport, or driveway.</p>	Y/N	No	Conditionally Required	Condo
<p><b>Condo Car Storage Type</b></p> <p>If off street parking is selected, indicate the type of car storage (e.g., garage, carport, assigned or unassigned) is available. If more than one type is available, choose all that apply.</p> <p>Provide photo(s) of the car storage. At a minimum these must show the exterior of the structure including the entrance door, as well as the interior. For open car storage types provide a photo of the parking area.</p>	<p><i>Attached Garage</i></p> <p>Detached Garage</p> <p><i>Built-In Garage</i></p> <p>Carport Open</p> <p>Unassigned Open</p> <p>Assigned</p>	Conditionally Required	Conditionally Required	Condo
<p><b>Condo Car Storage – Space Count</b></p> <p>Indicate the count of spaces for each car storage type indicated. If multiple types were indicated, assign the correct number of spaces for each type. Tandem car storage can be counted as one or more spaces if the depth of the car storage allows for two or more cars to be parked front to back.</p>	<p>e.g., <i>Attached Garage</i> – 3</p> <p>Open Unassigned – 3</p> <p>Open Assigned – 4</p>	No	Conditionally Required	Condo
<p><b>Condo Car Storage Deficiencies – Deficient item/component</b></p> <p>Indicate whether a car storage deficiency exists or identify the item or component of the car storage (<i>Attached Garage</i>, Detached Garage or <i>Built-in Garage</i>) that has deferred</p>	<p>None Observed</p> <p>Siding</p> <p>Windows</p> <p>Doors</p> <p>Garage Door</p>	Conditionally Required	Conditionally Required	Condo

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
<p>maintenance requiring significant repairs (e.g., missing siding, boarded up windows, hole in door, etc.). If an item is missing, identify that it is deficient. Select all that apply. Minor or typical wear and tear does not need to be identified.</p> <p>Provide photos of the deficient component(s) of the car storage.</p>	<p>Walls Ceiling Roof Foundation Other</p>			
<p><b>Condo Car Storage Deficiencies – Deficiency Type</b></p> <p>Indicate the type of deficiencies associated with the car storage.</p>	<p><i>Excessive Wear</i></p> <p>Evidence of Infestation Missing Other</p>	No	Conditionally Required	Condo
<p><b>Condo Car Storage Deficiencies – Detail</b></p> <p>Indicate the details of the Deficiency Type identified for the item/component that was selected.</p>	<p><b>Foundation:</b> Eroded Material, Cracking, Settlement, Evidence of Moisture, Seepage, Infestation, Leaning or Bowing Walls, Heaving, Other</p> <p><b>Exterior Walls:</b> Eroded Material, Cracking, Holes, Dry Rot, Moisture Rot, Settlement, Missing Material, Other</p> <p><b>Roof surface:</b> Eroded Material, Cracking, Tarp on Roof, Leak Evident, Missing Material, Wood Rot, Soffit <i>Damage</i>, Fascia <i>Damage</i>, Other</p> <p><b>Windows:</b> Cracking, Missing Window Pane, Exposed Wood, Storm Sash <i>Damage</i>, Thermopane <i>Damage</i>, Other</p> <p><b>Ceiling/Walls:</b></p>	No	Conditionally Required	Condo

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
	Discoloration, Missing, Crumbling, Water <i>Damage</i> , Other			
<b>Condo Car Storage Deficiency Severity</b> Indicate if the noted deficiency to the car storage component impacts the safety, soundness or structural integrity of the structure or <i>unit</i> .	Y/N	No	Conditionally Required	Condo
<b>Condo Car Storage Deficiency Description</b> Provide a description of each car storage deficiency observed.	e.g., The roof of the <i>attached garage</i> has a 6 x 8 hole on one side of the roof.	No	Conditionally Required	Condo
<b>Garage Type</b> Indicate the type of garage. If more than one type of garage is available, choose all that apply. Provide photos of the garage. At a minimum these must show the exterior of the structure including the entrance door, as well as the interior.	<i>Attached Garage</i> Detached Garage <i>Built-in Garage</i> None	Yes	Conditionally Required	Both
<b>Garage Space Count</b> Indicate the count of spaces for each garage type indicated. If multiple types were indicated, assign the correct number of spaces for each type. A tandem garage can be counted as one or more spaces if the depth of the garage allows for two or more cars to be parked front to back.	e.g., <i>Attached Garage</i> – 3 Detached Garage – 3	No	Conditionally Required	Both
<b>Garage Space Area</b> Indicate the square footage of the garage for each instance of <i>Attached Garage</i> , <i>Built-In Garage</i> or Detached Garage selected.	e.g., 600	No	Conditionally Required	Both
<b>Garage Conversion Indicator</b> When a garage is identified, indicate if it has been converted to finished area. Possible indicators of garage conversion:	Y/N	Yes	Conditionally Required	Both

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
<ul style="list-style-type: none"> <li>▪ Garage door may have been removed or modified.</li> <li>▪ Garage has been improved with finishes such as drywall, flooring, heating/cooling, etc.</li> <li>▪ Converted space has permanent heating and/or cooling, especially if different from/not connected to, the heating/cooling system for the rest of the <i>dwelling</i>.</li> </ul> <p>Provide photos of converted garage. At a minimum provide photos of the exterior of the garage, showing if the garage door has been changed or removed, and also provide photos of the interior of the space. Interior photos should show the level of completion of the converted space.</p>				
<p><b>Garage Deficiency Name</b></p> <p>Indicate whether a garage deficiency exists or identify the item or component of the garage (<i>Attached Garage</i>, <i>Detached Garage</i> or <i>Built-n Garage</i>) that has deferred maintenance requiring significant repairs (e.g., missing siding, boarded up windows, hole in door, etc.). If an item is missing, identify that it is deficient. Select all that apply. Minor or typical wear and tear does not need to be identified.</p> <p>Provide a photo(s) of the deficient component(s) of the garage.</p>	<p>None Observed</p> <p>Siding</p> <p>Windows</p> <p>Doors</p> <p>Garage Door</p> <p>Walls</p> <p>Ceiling</p> <p>Roof</p> <p>Foundation</p> <p>Other</p>	Conditionally Required	Conditionally Required	Both
<p><b>Garage Deficiency Type</b></p> <p>Indicate the type of deficiencies associated with the garage.</p>	<p><i>Excessive Wear</i></p> <p>Evidence of Infestation</p> <p>Missing</p> <p>Other</p>	No	Conditionally Required	Both
<p><b>Garage Deficiency Detail</b></p>	<p><b>Foundation:</b></p> <p>Eroded Material, Cracking, Settlement, Evidence of Moisture,</p>	No	Conditionally Required	Both

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
Indicate the details of the Deficiency Type identified for the item/component that was selected.	<p>Seepage, Infestation, Leaning or Bowing Walls, Heaving, Other</p> <p><b>Exterior Walls:</b> Eroded Material, Cracking, Holes, Dry Rot, Moisture Rot, Settlement, Missing Material, Other</p> <p><b>Roof surface:</b> Eroded Material, Cracking, Tarp on Roof, Leak Evident, Missing Material, Wood Rot, Soffit <i>Damage</i>, Fascia <i>Damage</i>, Other</p> <p><b>Windows:</b> Cracking, Missing Window Pane, Exposed Wood, Storm Sash <i>Damage</i>, Thermopane <i>Damage</i>, Other</p> <p><b>Ceiling/Walls:</b> Discoloration, Missing Crumbling, Water <i>Damage</i>, Other</p>			
<b>Garage Deficiency Severity</b> Indicate if the noted deficiency to the garage item/component impacts the safety, soundness, or structural integrity of the structure.	Y/N	No	Conditionally Required	Single Family
<b>Garage Deficiency Description</b> Provide a description of each garage deficiency observed.	e.g., The roof of the <i>attached garage</i> has a 6 x 8 hole on one side of the roof.	No	Conditionally Required	Single Family
Level Data				
<b>Level Number</b> Indicate each level of the building, including condominium <i>units</i> , and label them sequentially from the bottom to the top, starting with level 1, regardless if any level is identified as	e.g., 1, 2, 3	No	Required	Both

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
<p>being below grade. All responses should be in whole numbers.</p> <p>A separate level is identified if there is at least 3 steps (2 ft.) between another area within the structure (e.g., split-level design).</p>				
<p><b>Below-Grade</b></p> <p>Indicate for each level if it is below grade.</p> <p>A level is considered to be below-grade if any portion of it is below-ground level, regardless of the quality of finish or the window area of any room.</p>	Y/N	No	Required	Both
<p><b>Below-Grade Exits</b></p> <p>Indicate the type(s) of exit(s) to/from below grade areas.</p> <p>Select all that apply.</p>	Walkup Walkout Garage <i>Cellar Door</i> Interior	No	Conditionally Required	Both
<p><b>Level Low Ceiling</b></p> <p>Indicate if any area of the level has a ceiling height less than 7 ft.</p>	Y/N	No	Required	Both
<p><b>Attic</b></p> <p>Indicate whether an attic is accessible from the level. If the attic is on the same level or directly above the level, select “Y”.</p>	Y/N	No	Required	Both
<p><b>Attic Access</b></p> <p>Indicate the item that best describes the type of access to the attic.</p>	Attic Scuttle Drop Stair Permanent Stairwell Door None Observed	No	Conditionally Required	Both
<p><b>Attic Access Location</b></p>	Y/N	No	Conditionally Required	Both

<b>Field Name &amp; Instruction</b>	<b>Formatted Example/Allowable Values</b>	<b>Photo Required?</b>	<b>Conditionality</b>	<b>Property Type</b>
<p>Indicate whether the attic space is at the same level or above the specified level from which it is accessed.</p> <p>Some levels have attic access through a small door, or hatch on the same level as a finished living area.</p> <p>If the attic space is at the same level, with access through a small door or hatch, as described above, indicate “Y”.</p> <p>If the attic is accessed above the level, through a ceiling access point or fixed stairs from the level above indicate “N”.</p>				
<p><b>Total Area</b></p> <p>Provide the sum of finished areas, non-standard finished areas, and unfinished areas for each level. The area must be provided in square feet.</p>	e.g., 2100	No	Required	Both
<p><b>Finished Area</b></p> <p>Provide the Finished Area of each level.</p> <p>Finished area is defined as any space that is finished to the standards of the home and at least one-half of the finished square footage in that room must have a vertical ceiling height of at least 7 feet. The finished area must be provided in square feet.</p> <p>Finished area that is below grade will be counted separately from those that are not below grade.</p>	e.g., 1100	No	Required	Both
<p><b>Non-standard Finished Area</b></p> <p>Provide the Non-standard Finished Area of each level.</p> <p>Non-standard Finished Area is defined as any space that is finished to the same degree as the rest of the property but does not meet the ANSI standard of Finished Area due to</p>	e.g., 500	No	Required	Both



Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
minimum ceiling height requirement of 7 ft.				
<b>ADU Indicator</b> Indicate whether this structure is or contains an <i>Accessory Dwelling Unit (ADU)</i> .	Y/N	No	Required	Single Family
Room Data				
<b>Room Type</b> Indicate each room on every level within every building from the options provided. If an additional room type is needed, choose "Other Room".  There must be photos provided for each room. At a minimum at least two photos of each room must be provided from opposite corners providing floor to ceiling coverage.  Bedroom photos must provide an adequate view of all walls, ceiling, and floor.  Bathroom photos must provide an adequate view of all fixtures.  Kitchen photos must include all fixtures, appliances, cabinets, and countertops.	Foyer Living Room Dining Room Kitchen Den Family Room Rec Room Bedroom Full Bath Half Bath Laundry Room Butler's Pantry <i>Hall</i> Library Media Room Office Utility Room Workshop Other Room Unfinished Basement	Yes	Required	Both
<b>"Other Room" Type Description</b> Provide a brief description if "Other Room" is selected for room type.	e.g., Solarium	No	Conditionally Required	Both
<b>Fixture Type</b> Indicate the fixture for every bathroom, kitchen, laundry room, and	Sink Toilet Tub/Shower	No	Conditionally Required	Both

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
butler's pantry in the structure. Select all that apply.	Walk-In Shower Tub w/No Shower Freestanding Tub Laundry Hookup Appliance Hookup Pot Filler Jetted Tub Rough-In None Observed			
<b>Range Oven Exists</b> Indicate if there is a range or oven, or a range or oven hook up, for all kitchens identified.	Y/N	Required	Required	Both
<b>Room Feature Type</b> Indicate if there are any features from the list provided for each room identified. Select all that apply. If a room is noted as having a feature, a photo(s) of the feature(s) must be provided.	Fireplace Wood Stove Built-Ins Wet Bar Walk-in Closet Pantry None	Conditionally Required	Required	Both
<b>Interior Updated Component</b> Indicate which component(s) has been updated. Select all that apply. If a room has an updated component(s), a photo(s) of each component must be provided.	Flooring Plumbing Fixtures Electrical Fixtures Cabinets Countertops Appliances Walls Ceiling Other None Observed	Conditionally Required	Required	Both
<b>Interior Update Type</b> Indicate the degree of updating for the Interior Updated Component.	<i>Fully Updated</i> <i>Partially Updated</i>	No	Conditionally Required	Both

<b>Field Name &amp; Instruction</b>	<b>Formatted Example/Allowable Values</b>	<b>Photo Required?</b>	<b>Conditionality</b>	<b>Property Type</b>
<p><b>Interior Update Timeframe</b></p> <p>Indicate the timeframe for which updates to the room were completed. If not known, an estimated timeframe may be provided.</p>	<p>Less than 1 year</p> <p>1 – 5 years</p> <p>5 – 10 years</p> <p>10 or more years</p>	No	Conditionally Required	Both
<p><b>Interior Update Description</b></p> <p>Provide a brief description of the nature of the improvements if there have been updates to the room.</p>	e.g., New carpet has been installed and the walls have been recently painted.	No	Conditionally Required	Both
<p><b>Interior Deficiencies – Deficiency Name</b></p> <p>Indicate if any portion or element of a room has deferred maintenance and requires significant repair(s). Also indicate if any item is missing.</p> <p>If a room component is noted as having deferred maintenance requiring significant repair(s), a photo(s) must be provided. If possible, the photo(s) must show the deficient component and the severity of the observed condition.</p>	<p>Flooring</p> <p>Plumbing Fixtures</p> <p>Electrical Fixtures</p> <p>Cabinets Countertops</p> <p>Appliances</p> <p>Walls</p> <p>Ceiling</p> <p>Shower Tub Surround</p> <p>Other</p> <p>None Observed</p>	Conditionally Required	Required	Both
<p><b>Interior Deficiencies – Deficiency Type</b></p> <p>Indicate the type of deferred maintenance and significant repair(s) associated with the components of the interior of the structure. Provide all that apply.</p>	<p><i>Excessive Wear</i></p> <p><i>Damage</i></p> <p>Evidence of Mold</p> <p>Evidence of Infestation</p> <p>Missing</p> <p>Poor Functional Utility</p> <p>Other</p>	No	Conditionally Required	Both
<p><b>Interior Deficiency Detail</b></p> <p>Indicate the details of Deficiency Type for the component that was selected.</p>	<p><b>Flooring:</b></p> <p>Buckled, Holes, Sagging, Spongy, Infestation, Dry Rot, Discoloration, Cracks, Unfinished Section, Dampness, Other</p> <p><b>Ceiling/Walls:</b></p>	No	Conditionally Required	Both

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
	Discoloration, Missing, Crumbling, Water <i>Damage</i> , Other  <b>Tub/Surround:</b> Eroded Material			
<b>Interior Deficiency Severity</b>  Indicate if the noted deficiency to the room component impacts the safety, soundness, or structural integrity of the structure or <i>unit</i> .	Y/N	No	Conditionally Required	Both
<b>Interior Deficiency Description</b>  Provide a brief description of each room component deficiency observed.	e.g., The kitchen has missing cabinets/countertops.	No	Conditionally Required	Both

## Additional Elements

The following elements have been added to the application programming interfaces (APIs) to simplify the transfer of data between parties. There are no additional instructions beyond what is required.

Field Name	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
<b>Road Description</b>	Free Text e.g., Asphalt	No	Optional	Both
<b>Attic Floor Exists</b>	Y/N	No	Optional	Both
<b>Heated Attic</b>	Y/N	No	Optional	Both
<b>Heating Fuel Description</b>	Free Text	No	Optional	Both
<b>Driveway Surface Description</b>	Free Text e.g., Concrete	No	Optional	Both
<b>Alley Description</b>	Free Text e.g., Gravel	No	Optional	Both
<b>Alley Public</b>	Y/N	No	Optional	Both
<b>Alley Private</b>	Y/N	No	Optional	Both
<b>Refrigerator Exists</b>	Y/N	No	Optional	Both
<b>Dishwasher Exists</b>	Y/N	No	Optional	Both
<b>Garbage Disposal Exists</b>	Y/N	No	Optional	Both
<b>Microwave Exists</b>	Y/N	No	Optional	Both
<b>Washer/Dryer Exists</b>	Y/N	No	Optional	Both
<b>Other Appliances Exist</b>	Y/N	No	Optional	Both
<b>Other Appliances Description</b>	Free Text e.g., Wine Cooler	No	Optional	Both
<b>Foundations Walls Description</b>	Free Text e.g., Concrete Block	No	Optional	Both
<b>Exterior Walls Description</b>	Free Text e.g., Brick Veneer	No	Optional	Both
<b>Description of Roof Surface</b>	Free Text e.g., Standing Seam Metal	No	Optional	Both
<b>Gutters and Downspouts Description</b>	Free Text e.g., Aluminum	No	Optional	Both

<b>Field Name</b>	<b>Formatted Example/Allowable Values</b>	<b>Photo Required?</b>	<b>Conditionality</b>	<b>Property Type</b>
<b>Window Type Description</b>	Free Text e.g., Vinyl Double Hung	No	Optional	Both
<b>Description of Insulated Storm Sash</b>	Free Text e.g., Metal	No	Optional	Both
<b>Description of Window Screens</b>	Free Text e.g., Fabric	No	Optional	Both
<b>Utilities Gas Other Description</b>	Free Text e.g., Propane	No	Optional	Both
<b>Interior Floors Description</b>	Free Text e.g., Carpet	No	Optional	Both
<b>Interior Walls Description</b>	Free Text e.g., Plaster	No	Optional	Both
<b>Interior Trim Description</b>	Free Text e.g., Crown	No	Optional	Both
<b>Bathroom Floor Description</b>	Free Text e.g., Tile	No	Optional	Both
<b>Bathroom Wainscot Description</b>	Free Text e.g., Tile	No	Optional	Both

## Vendor Data Collection Requirements

The following table provides the instructions for the vendor-provided data for the data collection report.

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
<b>Property-Level Data</b>				
<b>Collection Type</b> Indicate how the property data collection was performed.	Onsite Virtual 3D Scan	No	Required	Both
<b>CaseFile ID</b> Indicate the CaseFile obtained from DU submissions.	e.g., 1234567890	No	Optional	Both
<b>LPA Key</b> Indicate the loan identifier produced by Freddie Mac Loan Product Advisor® (LPA <sup>SM</sup> ).	e.g., 123456789	No	Optional	Both
<b>Property Data Collection Entity</b> Company name of the entity that performed the property data collection.	e.g., Jones Data Collection LLC	No	Required	Both
<b>Property Data Collection Submitter Entity</b> Name of entity submitting the final property data collected to the API.	e.g., Vendor 123	No	Required	Both
<b>PDA HyperLink</b> <b>Location to submit a hyperlink for 3d scans.</b>	e.g., www.3dscan.com	No	Optional	Both
<b>Property Data Collector Contact Method</b> Contact information for the individual performing the property data collection.	Phone Email	No	Required	Both
<b>Property Data Collection Contact Detail</b> Contact information for the individual performing the property data collection.	e.g., (123)456-7890 or Jane_Smith@email.com	No	Required	Both
<b>Property Data Collector Type</b> Name of the labor force type of the individual who conducted the property data collection.	Appraiser Appraiser Trainee Insurance Inspector Real Estate Agent Notary Public Smart Home Services Photographer	No	Required	Both

Field Name & Instruction	Formatted Example/Allowable Values	Photo Required?	Conditionality	Property Type
	Property Preservation Agent Home Inspector Homeowner Other			
<b>Property Data Collector Type – Other Description</b> Provide a short description of the Property Data Collector Type when “Other” has been selected.	e.g., Staff Employee	No	Conditionally Required	Both
<b>Lot Size Units</b> The <i>units</i> in which the lot size is expressed. Square feet must always be selected for this field.	Square Feet	No	Required	Single Family
<b>Latitude and Longitude</b> Confirm that the latitude and longitude has been populated in the final data submission. This is a crucial element of data collection. The latitude and longitude should be provided to the 6 <sup>th</sup> digit after the decimal point.	Lat -38.903992 Long -77.035009	No	Required	Both



## Photo Requirements

The Property Data Collection process places an enhanced importance on the photographs of the subject property taken by the data collector as it is possible that a summary appraisal report may need to be completed by an appraiser who did not conduct an on-site personal inspection of the property. The photos will be a vital element in making it possible for these appraisers and others to complete their work. For that reason, there are a significant number of required photos. Minimum standards for resolution, light level, and clarity have been defined to ensure that an appraiser, reviewer, or other end user is able to adequately assess the condition and quality of the subject property and its surrounding elements.

**There are no limitations on the maximum number of photos provided. The following instructions provide the MINIMUM photo requirements.** When in doubt, please provide more photos than the minimum required.

### Overall Photo Requirements

**Minimum Resolution** – All images with a 4:3 aspect ratio must be at least 1280 x 960 pixels, approximately 1 megapixel. For 3:2 aspect ratio 1200 x 800 pixels, approximately 1 megapixel. For all other aspect ratios, a rule of thumb is 1 megapixel.

**NOTE: Be aware that some cameras and other electronic devices automatically shrink photo size when delivering them, make sure that these minimum standards are maintained through delivery.**

**Minimum Light Level** – Photos must be bright enough to discern the condition of the items within the photo. If there is limited lighting in the space, using a flash or low light function may be necessary to get adequate exposure. Features should never be hidden by darkness or shadows.

**Clarity** – Blurry photos are not acceptable. All photos must be clear enough to discern the items within the photos. Photos taken while moving, or from a shaking camera are generally unacceptable.

**Labels** – Each photo **must** be correctly associated with the aspect of the property it depicts. Mislabeled photos are problematic as they could lead to misleading results.

**Exterior photos** – These photos must be taken with enough distance from the object/structure to show surrounding elements. It is important to understand the surroundings of the structure to help assess the location of the structure, and the elements that impact that structure.

**Interior Photos** – These photos must be taken in such a way to clearly demonstrate the condition and quality of the elements of the structure.

## Photo Requirements Table Definitions

Element Type	Required Photo(s), if applicable
<b>This column defines the data element that the photo(s) will reference.</b>	This column will provide suggestions for the best way to capture all the necessary photos for each element. This is only a minimum standard. It does not define all the photos that may be provided. <b>There are no limitations on the maximum number of photos provided.</b>

## Element-Specific Photos

Element Type	Required Photo(s), if applicable
<b>Kitchen(s)</b>	<p>Photo looking in from each entry</p> <p>If only one entry, provide photo from opposite wall of entry</p> <p>All appliances must be visually represented</p> <p>Photo of the refrigerator</p> <p>Photo of the range/cooktop</p> <p>Any <i>Damage</i>/needed repair, if applicable</p>
<b>Bathroom(s)</b>	<p>Photo looking in from each entry</p> <p>If only one entry, provide photo from wall of entry</p> <p>All fixtures must be visible</p> <p>Any <i>Damage</i>/needed repair, if applicable</p>
<b>Living Room(s)</b>	<p>Photo looking in from each entry</p> <p>If only one entry, provide photo from opposite wall of entry</p> <p>All windows must be visible</p> <p>Any <i>Damage</i>/needed repair, if applicable</p>
<b>Fireplace(s)</b>	<p>Photo of fireplace</p> <p>Any <i>Damage</i>/needed repair, if applicable</p>
<b>Bedroom(s)</b>	<p>Photo looking in from each entry</p> <p>Photo from opposite wall of main entry</p> <p>All windows must be visible</p> <p>Any <i>Damage</i>/needed repair, if applicable</p>
<b>All Other Rooms</b>	<p>Photo looking in from each entry</p> <p>Photo from the opposite wall of the main entry</p> <p>All windows must be visible</p> <p>Any room specific feature</p> <p>Any <i>Damage</i>/needed repair, if applicable</p>

Element Type	Required Photo(s), if applicable
<b>Basement Exit</b>	Photo looking at the basement exit from exterior of home, if applicable Photo looking at the basement exit from interior of home, if applicable
<b>Heating Element</b>	Exterior unit Interior unit – If visible Thermostat Any visible issues with unit or connection, if applicable
<b>Cooling Element</b>	Exterior unit Interior unit (window/built-in) Thermostat Any visible issues with unit or connection, if applicable
<b>Attic Access</b>	Photo of access point (drop stair/scuttle) Photo of stairs Any <i>Damage</i> /needed repair, if applicable
<b>View(s)</b>	From front doorway looking out From rear exit looking out From right side of structure looking away from home From left side of structure looking away from home Notable positive/negative influence must be visible Any non-residential use <i>Bordering</i> the subject property, if applicable
<b>Water View</b>	View of the water from the property, if applicable
<b>Exterior Influences</b>	Photo of any <i>Bordering</i> influence to the subject property, as seen from the subject property, if applicable
<b>Site Improvements</b>	Individual photo of each identified site improvement, if applicable Any <i>Damage</i> /needed repair to each site improvement, if applicable
<b>Structure(s)</b>	Photo of structure from the street looking at the front Photo of the right side of the structure Photo of the left side of the structure Photo of the rear of the structure Any <i>Damage</i> /needed repair, if applicable
<b>Outbuildings (No Finished Area)</b>	Photo of front of structure (include entry point) Photo of rear of structure Photo of interior of structure Any <i>Damage</i> /needed repair, if applicable
<b>Street Photos</b>	Photo of the subject street facing left when in front of the subject property Photo of the subject street facing right when in front of the subject property Photo of any <b>PRIVATE ROAD</b> maintenance observations, if applicable. Photo of any <b>UNKNOWN ROAD</b> maintenance observations, if applicable

Element Type	Required Photo(s), if applicable
<p><b>Car Storage/Garage Photos</b></p>	<p>Photo of Driveway (from sufficient distance to show entire parking area)</p> <p>Photo of the exterior of all parking structure. Car entry must be included in photo</p> <p>Photo of the interior of all parking structures. Car exit must be included in photo.</p> <p>Photo of open off-street parking</p> <p>Any <i>Damage</i>/needed repair, if applicable</p>
<p><b>Floor Plan</b></p> <p>The floor plan file must be computer generated.</p> <p>All exterior and interior walls must be present, and dimensions must be legible.</p>	<p>Image of floor plan for each structure</p> <p>Image of floor plan for each level of the building.</p> <p>Image of floor plan for each level of the building. Floor plan must include labels for all rooms.</p>
<p><b>Other</b></p>	<p>Photo(s) of any item not listed above that may impact the condition of the subject property or are a lender requirement.</p>

# Appendix

## Glossary

Term	Definition	Associated Field(s)
<b>Accessory Dwelling Unit (ADU)</b>	<p>An additional independent living area that includes a kitchen, bathroom, and sleeping area. It has a separate ingress and egress from the primary <i>dwelling</i> unit. It is generally subordinate in size and location to the primary <i>dwelling</i>, and may be attached to a house, garage, or built as a stand-alone unit. Generally, it will make use of the utility connections of the primary house.</p> <p>Reference published guidelines by the Government Sponsored Entities (GSEs), government agencies, or other identified secondary market participants for specific guidance.</p>	ADU Indicator
<b>Attached Garage</b>	An <i>attached garage</i> shares a common wall with a <i>dwelling</i> structure and has no living area above the garage.	Condo Car Storage Type Garage Type
<b>Bordering</b>	An influence located on or coming from a site that directly abuts the subject site or is directly across the street.	Location Description Type
<b>Built-In Garage</b>	Vehicle storage that is built into the footprint of a <i>dwelling</i> , under the same roofline (e.g., basement garage).	Condo Car Storage Type Garage Type
<b>Cellar Door</b>	Typically, an angled door covering the exterior stairwell of a basement. Sometimes referred to as a bulkhead door.	Below Grade Exit
<b>Damage</b>	The item in question has significant diminished appeal or usability due to atypical usage or event.	Interior Deficiencies-Deficiency Type Interior Deficiency Detail Exterior Deficiency Type Exterior Deficiency Detail Condo Car Storage Deficiencies-Detail Mechanical Deficiency Type

<b>Term</b>	<b>Definition</b>	<b>Associated Field(s)</b>
<b>Dwelling</b>	A residential living structure that embodies walls, floors, ceilings, and is suitable for year-round use.	Structure Type
<b>Evidence of Fire</b>	The item in question shows existence of fire residue or smoke <i>damage</i> .	Mechanical Deficiency Type
<b>Evidence of Leaks</b>	The item in question shows existence of the presence of water, water stains, or water <i>damage</i> .	Mechanical Deficiency Type
<b>Excessive Wear</b>	Routine repeated activities associated with the item have significantly diminished the appeal or usability of the item.	Interior Deficiencies-Deficiency Type Exterior Deficiency Type Condo Car Storage Deficiencies-Deficiency Type Garage Deficiency Type Mechanical Deficiency Type
<b>Full (View)</b>	A generally unobstructed view.	View Quality Unit View Quality
<b>Fully Updated</b>	Examples:  - remove existing flooring and replace with new laminate flooring.  - remove existing siding and replace with cement board.  - remove existing cabinets and replace with new wood cabinets.	Exterior Update Type Mechanical Update Type Interior Update Type
<b>Hall</b>	A large entryway or gathering space, not just a corridor or passageway.	Room Type
<b>Incomplete – Construction</b>	Construction of an entirely new structure or expansions to existing structure(s) which are not 100% complete.	Unit Construction Status Construction Status
<b>Incomplete – Renovation/Construction</b>	Remodel, renovation, or refurbish of an existing structure which is not 100% complete.	Unit Construction Status Construction Status
<b>Notable Noise</b>	A noise that was consistently audible at the time of the site visit that might impact the appeal of the property.  e.g., the property is in the flight path of an airport, next to a highway or railroad.	Location Description Type

<b>Term</b>	<b>Definition</b>	<b>Associated Field(s)</b>
<b>Notable Odor</b>	A smell that is routinely noticeable at the time of the site visit that might impact the appeal of the property.  e.g., Next to a compost farm, landfill, water filtration plant.	Location Description Type
<b>Overhead Electric Power Transmission Line</b>	Electric lines that supply power from power generation stations to local distribution lines.	Location Description Type View Description Type Unit View Description Type
<b>Partial (View)</b>	A significantly obstructed or limited view.	View Quality Unit View Quality
<b>Partially Updated</b>	Examples:  –hardwood floors with new polyurethane sealant  – painted the exterior siding  – reface the cabinets	Interior Improvements Exterior Improvements Car Storage Improvements Exterior Update Type Mechanical Update Type
<b>Proposed – (Renovation/Construction)</b>	Construction or renovation of a structure which has not started and the description of the construction or renovation to be completed is based on plans and specifications and/or similar documentation.	Construction Status
<b>Semi-Detached Left</b>	A property attached on one side. When facing the property from the street the left side is unattached.	Attachment Type
<b>Semi-Detached Right</b>	A property attached on one side. When facing the property from the street the right side is unattached.	Attachment Type
<b>Significant Junk/Trash</b>	e.g., autos, automotive components, large plumbing fixtures.	Adverse Site Conditions - Adverse Type
<b>Unit(s)</b>	Also known as living <i>unit(s)</i> . An independent living area with ingress/egress that does not require passing through another unit. A unit must, at a minimum, include a kitchen, bathroom, and sleeping area.	