

# Uniform Property Dataset (UPD) Specification

Issued by Fannie Mae and Freddie Mac

## Report Style Guide

Document Version 1.0

**July 30, 2025**

# Revision History

Date	Version Number	Revision Description
July 30, 2025	1.0	Initial Publication

# Introduction

The Report Style Guide describes the design and layout of the Uniform Property Dataset (UPD). It includes specifications for the sizes and positioning of all elements that could appear in any of these reports, regardless of conditionality.

Part 1 describes in detail the basic page layout used throughout, along with the headers, footers, main headings, and subheadings. This is followed by a description of each text element that can appear in the reports and specifications for each table element.

Part 2 outlines each UPD report section in detail and notes any exceptions to the elements described in Part 1 of the Report Style Guide.

# Contents

Revision History .....	2
Introduction .....	3
Part 1. Design .....	5
General Design .....	5
Section Headers.....	10
Main Report Text.....	12
Table Guidelines .....	15
Table Elements .....	15
Photos, Sketch, Graphs, Maps.....	16
Part 2. Specific Section Details .....	18
Overview .....	18
Summary .....	18
Subject Property.....	19
Site.....	20
Floor Plan.....	23
Exterior .....	23
Unit Interior .....	24
Vehicle Storage.....	27
Limiting Conditions.....	28

# Part 1. Design

## General Design

This chapter includes specifications for the overall design elements that apply to all pages of the UPD Report. The overall measurements of the page in the report are defined in inches (see page 8). All other layout measurements in the Style Guide use typographic standards (see “Units Used in this Guide” below).

### Units Used in this Guide

In this guide, the two units of measurement used in describing the widths of elements are points and picas.

A point is equal to 1/72 inch (72 points in an inch). 1 pica is equal 1/6 of an inch (or 12 points). 6 picas equal 1 inch; 3 picas equal ½ inch.

Picas are often used for fixed horizontal measurements (most often column width). Picas are often abbreviated as “p” (such as 16p). Picas are usually represented with points in this fashion: **(picas)p(points)**, for example: **3p9** or **2p6**. For example, the standard width for one column of text on this two-column grid document is 22 picas and 0 points (normally abbreviated as 22p0).

#### SOME PICAS TO INCHES CONVERSIONS

Picas	Points	Inches	Picas	Points	Inches
0p4.5	4.5 pt	1/16"	3p9	45 pt	5/8"
0p9	9.0 pt	1/8"	4p1.5	49.5 pt	11/16"
1p1.5	13.5 pt	3/16"	4p6	54 pt	3/4"
1p6	18.0 pt	1/4"	4p10.5	58.5 pt	13/16"
1p10.5	22.5 pt	5/16"	5p3	63 pt	7/8"
2p3	27.0 pt	3/8"	5p7.5	67.5 pt	15/16"
2p7.5	31.5 pt	7/16"	6p0	72 pt	1"
3p0	36.0 pt	1/2"	12p0	144 pt	2"
3p4.5	40.5 pt	9/16"	18p0	216 pt	3"

## Terminology Used in this Guide

1. In this guide, **rule** refers to all lines in the report. For example, the “line” above these sentences is a 1-½ point rule. **Offset** refers to the space between the base of text and the rule below it. For example, the rule above these sentences is offset 4 points from the heading above it.

### RULE AND OFFSET

#### Terminology Used in this Guide

Offset 4 point

Rule line = 1 1/2

2. **Initial Caps** refers to text set with each word capitalized, unless it is an article, conjunction, or preposition.

### INITIAL CAPS EXAMPLES

Feature	Description
Interior Floors	
Interior Walls	

Property Data Collection Date

3. **Codes** refer to the design elements or styles described throughout this document. These define how each element is displayed. The following table is a summary of these codes:

Code	Description
HDR (HDR-L, HDR-R)	Header (Left and Right)
FTR (FTR-L, FTR-R, FTR-C)	Footer (Left, Center, Right)
TITLE	Report Title
TITLE-ADD	Subject Address for Report Title
SUM-HD	Summary Section Title
TAB	Section Title (Black Tab)
TAB-C	Section Title (Black Tab) continued to another page
H1	Subsection Title (Gray Bar)
H2	Subheading (Black Rule)
TX-B	Subheading Bold
TXR-B	Text with Rule - Bold
TXR	Text with Rule
TXR-I	Text with Rule Indented
TXC	Commentary Text
TXC-B	Commentary Text with Bold Intro
TXC-NP	Commentary Text Numbered Paragraph
Y/N	Yes / No (sets above checkbox [CK] elements )
Y/N-1	Yes / No (sets above checkbox [CK-1] elements )

Code	Description
CK	Text and Checkbox that follows Y/N
CK-1	Text and Checkbox that follows Y/N-1
TB	Table Text
TB-I	Table Text Indented
TB-B	Table Text Bold
TCH	Table Column Heading
TB_sub-H1	Dark Gray Bar in table (see DDDs)

## Page Size

8.5" x 14" (Legal)

## Layout Grid

**2 column format** — 2 columns each with width of 22 picas (3.66"), with 1 pica gutter (.17").

**1 column format** — 1 column; column width of 45 picas (7.5").

## Margins

Top, left, right, and bottom margins are .5"

## HDR-R; HDR-L – Header Text (displays on all report pages except Summary)

½ point 50% black rule x 45 picas, Offset 6 points above to:

**Right side:** "Page [X] of [XX]" (where [X] stands for page number, [XX] for total pages in document) sets at top margin in 9 point Calibri Regular, align right on 45 picas

**Left side:** 9 point Calibri Bold "Uniform Property Data Report"

HDR

Uniform Property Data Report

Page 12 of 13

## FTR-R; FTR-L — Footer Text (displays on all report pages)

2 point rule x 45 picas, 6 points space below to:

**[FTR-R] Right side:** 8/9 point Calibri Bold "Appraisal Version #", one line space below to 50% black "Fannie Mae | Freddie Mac," "May 2025"

**[FTR-C] Center:** 8 point Calibri bold with Calibri Regular ID number, indented 18 picas 9 points, one line space between "Case File ID:" and "LPA ID:" ID numbers set in 8 point regular

**[FTR-L] Left side:** 8 point Calibri Bold property type, one line space below to street address.

FTR

[Property Type]

Case File ID:

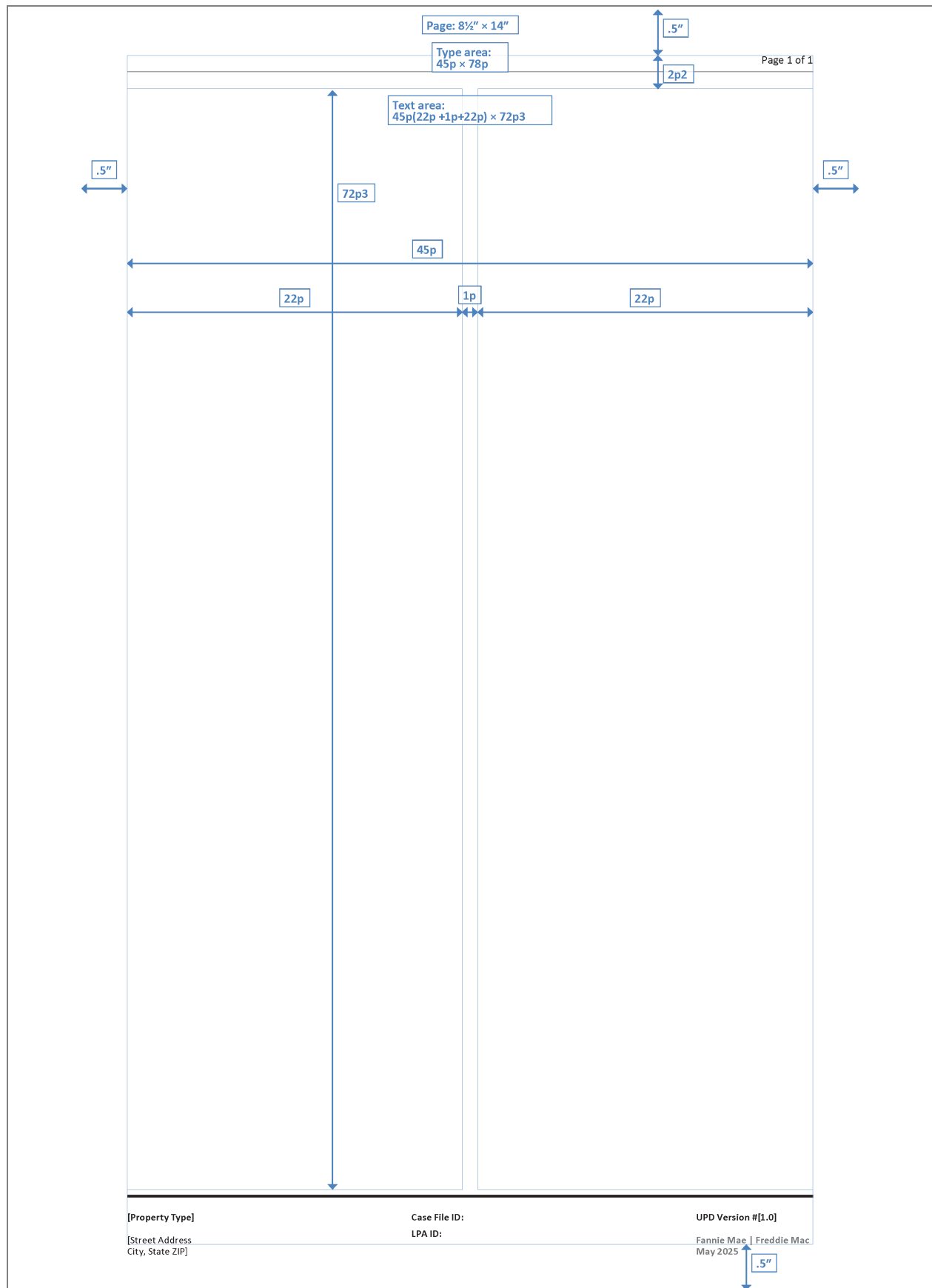
UPD Version #[1.0]

[Street Address  
City, State ZIP]

LPA ID:

Fannie Mae | Freddie Mac  
May 2025





## Section Headers

Below are specifications for all section headers. Unless specified otherwise, design elements print 100% black.

### TITLE – Report Title

**TEXT** 32 point Calibri Bold, align left  
**SPACE** 2 picas 2 points to page margin above; 6 points space below to **TITLE-ADD**

TITLE

# Uniform Property Data Report

### TITLE-ADD – Project Type, Subject Address, and URL for Report Title

**TEXT** 12/13 Calibri Bold, all caps (URL may be lower case)  
**SPACE** 3 picas space below to **SUM-HD**

TITLE-ADD

SINGLE FAMILY  
123 MAIN ST, ANYWHERE, AB 99999  
<https://URL>

### SUM-HD – Summary Section Title

**TEXT** 14 point Calibri Bold, all caps  
**RULE** 2 point rule x 45 picas wide. Offset: 0 picas 5 points

SUM-HD

## SUMMARY

### TAB – Section Title (Black Tab)

**TEXT** 9/13 Calibri Bold set white in black bar, align left and indent 0 picas 4 points  
**RULE** ½ point rule x 45 picas wide. Offset: 0 picas 3 points  
**TAB** 12 picas wide x 1p3 picas high. Top left and right corners rounded 1 pica 0 points; width can be adjusted as needed for longer titles  
**SPACE** 1 pica 7.5 points to element above; at the top of a page, 1 pica space to header rule

TAB

Site

#### TAB-C– Section Title (Black Tab) continued to another page

- TEXT** 9/13 Calibri Bold, followed by 7 point Calibri Bold Italic “(continued)” set white in black bar, align left and indent 0 picas 4 points
- RULE** ½ point rule x 45 picas wide. Offset 0 picas 3 points
- TAB** 12 picas wide x 1 pica 3 points picas high. Top left and right corners rounded 1 pica 0 points; width can be adjusted as needed for longer titles
- SPACE** Sets at the top of page, 1 pica space to header rule

TAB-C

Site (continued)

#### H1 – Subsection Title (Gray Bar)

- TEXT** 10/13 Calibri Bold. Align left and indent 0 picas 4 points
- RULE** 15 point rule x 45 picas wide in 10% Black. Offset: -4 points, Offset before rule: 1 pica 1 point; offset after rule: 2 points
- SPACE** Space above to header is 1 pica 3 points

H1

Utilities

#### H2 – Subheading (Black Rule)

- TEXT** 9/13 point Calibri Bold
- INDENT** Align left and indent 0 picas 4 points
- RULE** 1 point rule x 45 picas wide. Offset 0 picas 4 points
- SPACE** Space above heading is 1 pica 3 points

H2

Interior Features

## Main Report Text

### TXR-B – Text with Rule Bold

- TEXT** TXR-B –9/13 Calibri Bold
- INDENT** Align left and text indent 4 points
- TABS** Set tab at 11 picas
- RULE** ½ point rule in 50% black x 22 picas. Offset 0 picas 2 points

#### TXR-B

Physical Address	123 Main St	TXR-B	Latitude, Longitude	38.889248, -77.050636
	Anywhere, AB 99999		Attachment Type	Detached
County	Anyway		Accessory Dwelling Unit(s)	1

### TXR –Text with Rule

- TEXT** TXR – 9/13 Calibri Regular
- INDENT** Align left and text indent 4 points
- TABS** Set tab at 11 picas
- RULE** ½ point rule in 50% black x 22 picas. Offset 0 picas 2 points

#### TXR

Physical Address	123 Main St	TXR	Latitude, Longitude	38.889248, -77.050636
	Anywhere, AB 99999		Attachment Type	Detached
County	Anyway		Accessory Dwelling Unit(s)	1

- NOTE** TXR usually appears with another text element

### TXR-I – Text with Rule Indented

- TEXT** 9/13 Calibri Regular, tabbed at 11 picas to:  
TXR – 9/13 Calibri Regular. These two elements together set x 22 picas
- INDENT** Align left and text indent 0 picas 12 points
- TABS** Set tab 11 picas
- RULE** ½ point rule in 50% black. Offset: 0 picas 2 points

#### TXR-I

Finished Below Grade	0 Sq. Ft.
Finished Below Grade (Nonstandard)	0 Sq. Ft.

### TXC-B – Commentary Text, one column with Bold Intro

- TEXT** 9/11 Calibri Regular with Bold intro phrase x 22 picas; 5.5 points additional space above (except at top of column)

**INDENT** Align left and text indent 4 points

TXC-B

**Description** There is an extreme slope at the back of the house.

**NOTES** Intro phrase sets bold initial cap; comments set Calibri Regular

**TXC-NP – Commentary Text Numbered Paragraph**

**TEXT** 9/11 Calibri Regular x 45 picas; 5.5 points additional space above (except at top of column); Number sets bold followed by a period and word space

TXC-NP

2. I am aware of and have complied with all applicable laws and regulations, including antidiscrimination laws, rules, and requirements that apply to me or to the assignment.

3. I have performed this assignment without bias with respect to the parties involved in the transaction, the property that is the subject of this report, or the demographics of the area where the property is located.

**NOTES**      Sets sentence case

**Y/N – Yes/No (sets above checkbox [CK] elements)**

**TEXT** 8/9 Calibri Bold x 22 picas

**INDENT** Align left and indent 15 picas 6 points

Y/N

Yes No

## CK – Checkbox

**TEXT** 9/11 Calibri Bold x 14 picas 6 points

**INDENT** Align left and text indent 4 points

CK

	Yes	No
Is the property occupied?	<input type="checkbox"/>	<input type="checkbox"/>
Are any adverse site conditions observed?	<input type="checkbox"/>	<input type="checkbox"/>

**NOTES** Checkboxes set 12 point Wingdings with 7 points space between;  
align left at 15 picas 6 points; sets initial cap

**Y/N-1 – Yes/No (sets above checkbox [CK] elements)**

**TEXT** 8/9 Calibri Bold x 22 picas

**INDENT** Align left and indent 19 picas 6 points

Y/N-1

Yes No

### CK1 – Checkbox (wider measure to accommodate question text)

---

**TEXT** 9/11 Calibri Bold x 14 picas 6 points

**INDENT** Align left and text indent 4 points

CK1

Property Data Collector acknowledges compliance and adherence to the Certifications and Limiting Conditions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	---------------------------------	--------------------------------

**NOTES** Checkboxes set 12 point Wingdings, with 7 points space between; align right at 22 picas; sets initial cap

### CK1-X – Checkbox without Y/N above

---

**TEXT** 9/11 Calibri Bold x 14 picas 6 points

**INDENT** Align left and text indent 4 points

CK1-X

Public	<input type="checkbox"/>
Private	<input type="checkbox"/>

**NOTES** One checkbox sets 12 point Wingdings; align left at 15picas, 6 points (no Y/N above)

## Table Guidelines

---

- Tables do not break from page to page UNLESS they are more than one full page long.
- Standard tables set in one page-column width (22 picas) or two page-column width (45 picas)
- Column widths are equal, unless noted in [Part 2. Specific Section Details](#)
- All rules in standard tables are ½ point and 50% black. Rules set top and bottom, and interior verticals only
- Outermost cells, left and right, do not take a vertical rule unless otherwise noted in [Part 2. Specific Section Details](#)
- Table column heads (**TCH**) only take rule below (no vertical rules between or above)
- Table text (**TB**) indents left and right 4 points, 3 points top and bottom from edge of cell
- Table text (**TB**) sets flush left except if within a stack of numbers or unless otherwise noted in [Part 2. Specific Section Details](#)
- Table text (**TB**) sets initial cap

## Table Elements

---

### TB - Table Text

---

- TEXT** 8/9 Calibri Regular
- INDENT** Align left, unless otherwise noted in [Part 2. Specific Section Details](#)
- INSET** Top 0 picas 3 points; Bottom 3.2 points; Left and Right 4 points
- RULE** ½ point rule in 50% black

TB

Heating	Radiant Floor
Cooling	None

### TCH - Table Column Heading

---

- TEXT** 9/10 Calibri Bold
- INDENT** Align left and indent 4 points, unless otherwise noted in [Part 2. Specific Section Details](#)
- RULE** ½ point rule in 50% black below. Offset 4 points
- Note:** “DDD table” refers to the **Apparent Defects, Damages, Deficiencies** table in the relevant sections.

#### TCH

Structure	Total Square Footage	Total Bedrooms	Total Bathrooms - Full	Total Bathrooms - Half
-----------	----------------------	----------------	------------------------	------------------------

#### TCH (DDD TABLE)

Feature	Deficiency	Detail and Description	Severe Deficiency?
---------	------------	------------------------	--------------------

### TB\_sub-H1 – Dark Gray Bar in table

Used in table subsections

**TEXT** 8/9 Calibri Bold sets drop out white in cell with gray fill, 40% black

**INDENT** Align left and indent 4 points

#### TB\_sub-H1

Vehicle Storage
-----------------

### Photos, Sketch, Graphs

**Photos** Set up to 8 to each page (see next page for layout); can start on same page as section

**Graphs** Set 2–3 to a page; stacked; sized proportionately to fill 45 picas x 20 picas (allow 6 points space from edge of frame)

**Sketch** Size proportionately to fill 45 pica wide x 48 pica high frame (allow 6 points space from edge of frame)

### CAP—Captions

**TEXT** 9/10 Calibri Bold with Roman x 21 picas 6 points

**INDENT** Align left and indent 4 points

#### CAP

Dwelling - Side
-----------------



Section Header (continued)

<p>[Report Location] - [Image Description]</p> <p>21p6</p> <p>22p6</p>	<p>[Report Location] - [Image Description]</p> <p>16p9</p> <p>13p10</p>
<p>[Report Location] - [Image Description]</p> <p>All table rules print 1 pt., 50% black</p>	<p>[Report Location] - [Image Description]</p> <p>Sample photo size: 21p6 x 13p10</p>
<p>[Report Location] - [Image Description]</p>	<p>[Report Location] - [Image Description]</p>
<p>[Report Location] - [Image Description]</p>	<p>[Report Location] - [Image Description]</p>

[Property Type]

[Street Address  
City, State ZIP]

Case File ID:

LPA ID:

UPD Version #[1.0]

Fannie Mae | Freddie Mac  
May 2025

## Part 2. Specific Section Details

### Overview

This chapter contains details for the formatting of each of the 8 sections possible in the UPDR.

### Summary

“Uniform Property Data Report” [**TITLE**] sets 32 point Calibri, align left; 2 picas 2 points to page margin above; 6 points space below to

Address of property [**TITLE-ADD**] sets below, 12/13 Calibri Bold, all caps, if URL exists, it may set lower case; 3 picas space below to:

SUMMARY [**SUM-HD**] sets 14 point Calibri Bold (sets above Summary tab line), all caps, offset 5 points to 2 point rule below x 45 picas

“Property Data Collector Information” sets as **H1**

#### LEFT-HAND SIDE OF PAGE

“Submitting Company,” “Property Data Collector” set as standard **TXR-B, TXR**

#### RIGHT-HAND SIDE OF PAGE

“Property Data Collection Date” sets as standard **TXR-B, TXR** in right hand column

#### LEFT-HAND SIDE OF PAGE

“Property Description” sets as **H1**

“Construction Type,” “Construction Status,” “Year Built,” “Building Design,” “Attachment Type,” “Total Site Size,” “Number of Units,” “Unit Construction Status” set as standard **TXR-B, TXR**

“Yes” “No” (**Y/N**) followed by “Is the property occupied?” “Are there any adverse site conditions?” sets sentence case as **CK**

“Description” sets as **TXB-C1**, run into **TXC** x 22 picas

#### RIGHT-HAND SIDE OF PAGE

**Photo** of Subject Property sets on right, adjacent to Property Description, no caption (maximum size 22 picas x 13 picas 3 points)

#### STRUCTURE TABLE X FULL PAGE WIDTH – 45 PICAS

- “Structure,” Total Square Footage,” “Total Bedrooms,” “Total Bathrooms – Full,” “Total Bathrooms – Half” — set as **TCH**
- Column 1 table text – “Primary Structure,” “Accessory Dwelling Unit (ADU),” “Other Living Structure” set **TB**
- Column 1: 9 picas 4 points wide

- Columns 2-5: 8 picas 11 points wide
- Content sets as **TB**

Structure	Total Square Footage	Total Bedrooms	Total Bathrooms - Full	Total Bathrooms - Half
Primary Structure				
Accessory Dwelling Unit (ADU)				
Other Living Structure				

## Summary of Apparent Defects, Damages, Deficiencies (H1)

- Heading (as above) sets as **H1**

### SUMMARY OF APPARENT DEFECTS, DAMAGES, AND DEFICIENCIES TABLE

- “Feature,” “Deficiency,” “Detail and Description,” “Severe Deficiency?” set as **TCH** in 4 column table x 45 picas
- “Exterior,” “Interior,” “Mechanical Systems,” “Vehicle Storage” set as **TB\_sub-H1**
- Column 1, 2, 5: 6 picas 9 points wide
- Columns 3: 24 picas 9 points wide
- Content sets as **TB**

Summary of Apparent Defects, Damages, Deficiencies			
Feature	Deficiency	Detail and Description	Severe Deficiency?
Exterior			
Interior			
Mechanical Systems			
Vehicle Storage			

At end of **Summary** section set 2 point black rule x 45 picas, 1 pica space to table above, page break after

## Subject Property

“Subject Property” sets as **TAB**

### LEFT-HAND SIDE OF PAGE

- First subsection: “Physical Address,” “County” set as standard **TXR-B, TXR**

### RIGHT-HAND SIDE OF PAGE

- “Latitude, Longitude,” “Attachment Type,” “Accessory Dwelling Unit(s)” set as **TXR-B, TXR**

## Condominium Building Information (H1) subsection

### LEFT-HAND SIDE OF PAGE

- “Project Name,” “Building Design” set as **TXR-B, TXR** followed by “Description” set as **TXR-I, TXR**
- “Building Number” set as **TXR-B, TXR**

### RIGHT-HAND SIDE OF PAGE

- “Number of Stories,” “Number of Elevators” set as standard **TXR-B, TXR**
- “Yes” “No” (**Y/N**) followed by “Off Street Parking Available” sets sentence case as **CK**

## Site

“Site” sets as **TAB**

### LEFT-HAND SIDE OF PAGE

- “Total Site Size” and “Non-Residential Use,” sets as **TXR-B, TXR** in left hand column
- “Description” sets as **TXC-B** (bold lead in to Calibri Roman text)

## Site Influence (H1)

### SITE INFLUENCE TABLE

- “Influence,” “Detail,” “Comment” — set as **TCH** in a 3 equal column table set full width (45 picas)
- Content sets as **TB**

SITE INFLUENCE TABLE

Influence	Detail	Comment

### SITE INFLUENCE IMAGES

Rows of related Site Influence images with Captions per style

## Site View (H1)

### SITE VIEW TABLE

- “View,” “Range,” “Comment” — set as **TCH** in a 3 equal column table set full width (45 picas)
- Content sets as **TB**

SITE VIEW TABLE

View	Range	Comment

## Unit View (H1)

### UNIT VIEW TABLE

- “View,” “Range,” “Comment” — set as **TCH** in a 3 equal column table set full width (45 picas)
- Content sets as **TB**

UNIT VIEW TABLE

View	Range	Comment

### SITE VIEW / UNIT VIEW IMAGES

Rows of related Site View or Unit View images with Captions per style

## Site Improvements (H1)

### SITE IMPROVEMENTS TABLE

- “Property Improvement(s),” “Comment” — set as **TCH** in a 2 column table set full width (45 picas)
- Column 1: sets x 11p3; content sets as **TB**
- Column 2: sets x 33p9; content sets as **TB**

SITE IMPROVEMENTS TABLE

Property Improvement(s)	Comment

### POOL CONCERNS TABLE

- “Pool Concern(s),” “Comment” sets as **TCH** in a 2 column table x 45 picas
- Column 1: sets x 11p3
- Column 2: sets x 33p9
- Data points set in column 2, as **TB**

POOL CONCERNS TABLE

Pool Concern(s)	Comment

- 1 line space below to:
- “Waterfront Improvement(s)” sets as **TXR-B**, data points set **TXR** below

## Unit Features (H1)

### UNIT FEATURES TABLE

- “Improvement(s),” “Comment” — set as **TCH** in a 2 column table set full width (45 picas)
- Column 1: sets x 11p3; content sets as **TB**

- Column 2: sets x 33p9; content sets as **TB**

#### UNIT FEATURES TABLE

Improvements	Comment

#### SITE IMPROVEMENTS / UNIT FEATURES IMAGES

Rows of related Site Improvements / Unit Features images with Captions per style

#### ADVERSE CONDITION TABLE

- “Adverse Condition,” “Comment” — set as **TCH** in a 2 column table set full width (45 picas)
- Column 1: sets x 11p3; content sets as **TB**
- Column 2: sets x 33p9; content sets as **TB**

#### ADVERSE CONDITION TABLE

Adverse Condition	Comment

#### ADVERSE CONDITION IMAGES

Rows of related Adverse Condition images with Captions per style

## Utilities(H1)

#### UTILITY TABLE

- Column heads: “Utility,” “Public,” “Private,” “Detail” set as **TCH** in 4 equal width column table x 45 picas
- Column 1 “Electricity,” “Gas,” “Sewer,” “Water” set as **TB**
- Content columns 2, 3 set Wingdings checkmarks as indicated
- Column 4 content sets as **TB**

#### UTILITY TABLE

Utility	Public	Private	Detail
Electricity			
Gas			
Sewer			
Water			

On line below:

“Heating Fuel Description” sets as **TXR-B**, followed by **TXR**

## Property Access (H1)

#### LEFT SIDE OF PAGE

- “Road Ownership” sets as **TXR-B** followed by **TXR** x 22 picas
- “Yes” “No” (**Y/N**) followed by “Road Maintained,” “Accessible Year-Round” sets sentence case as **CK**

1 line space below to:

- “Alley Ownership” sets as **TXR-B** followed by **TXR** x 22 picas
- “Yes” “No” (**Y/N**) followed by “Public Road Access,” “Private Road Access” sets sentence case as **CK**

#### RIGHT SIDE OF PAGE

- “Road Description” sets **TXR-B** followed by **TXR** x 22 picas
- “Alley Description” sets **TXR-B** followed by **TXR** x 22 picas

## Floor Plan

“Floor Plan” sets as **TAB**

Image sized to fit within 45 picas x 70 picas box (1 point rules 50% black) with 6 points space on 4 sides

## Exterior – [Building]

“Exterior – [Building]” sets as **TAB**. [Building] is placeholder for building name, if it exists

#### LEFT-HAND SIDE OF PAGE

- “Units in Structure,” “Year Built,” “Construction Type,” “Construction Status” set as standard **TXR-B**, **TXR**
- “Yes” “No” (**Y/N**) followed by “Garage Converted to Finished Area” sets sentence case as **CK**
- “Structure Type,” “Structure Area,” “Attachment Type,” “Foundation Type” set as standard **TXR-B**, **TXR**

#### RIGHT-HAND SIDE OF PAGE

- Photo of Exterior displays in right column, no caption

## Exterior Features (H1)

#### EXTERIOR FEATURES TABLE

- “Feature,” “Description” set as **TCH** in 2 column table x 45 picas
- Column 1: sets x 11p3
- Column 2: sets x 33p9
- Column 1 sets **TB**: “Driveway,” “Exterior Walls,” “Foundation Walls,” “Gutters and Downspouts,” “Roof,” “Windows,” “Window Insulated Storm Sash,” “Window Screens”
- Column 2 data points set **TB**

EXTERIOR FEATURES TABLE

Feature	Description
Driveway	
Exterior Walls	
Foundation Walls	

#### EXTERIOR FEATURES IMAGES

Rows of related Exterior Features images with Captions per style

### Updates (Exterior) (H1)

#### UPDATES (EXTERIOR) TABLE

- “Update,” “Time Frame,” “Description” set as **TCH** in 3 column table x 45 picas
- Column 1 and 2: set x 11p3
- Column 3: sets x 22p6
- Data points set **TB**

UPDATES (EXTERIOR) TABLE

Update	Time Frame	Description

#### UPDATES (EXTERIOR) IMAGES

Rows of related Updates (Exterior) images with Captions per style

### Apparent Defects, Damages, Deficiencies (Exterior) (H1)

- Heading (as above) sets as **H1**

#### APPARENT DEFECTS, DAMAGES, AND DEFICIENCIES (EXTERIOR) TABLE

- “Feature,” “Deficiency,” “Detail and Description,” “Severe Deficiency?” set as **TCH** in 4 column table x 45 picas
- Column 1, 2, 5: 6 picas 9 points wide
- Columns 3: 24 picas 9 points wide
- Content sets as **TB**

EXTERIOR DDD TABLE

Feature	Deficiency	Detail and Description	Severe Deficiency?

#### APPARENT DEFECTS, DAMAGES, AND DEFICIENCIES (EXTERIOR) IMAGES

Rows of related Defects, Damages (Exterior) images with Captions per style

### Unit Interior

“Unit Interior” set as **TAB** – if appropriate, followed by “- [Building Type]”

#### LEFT-HAND SIDE OF PAGE

- “Total Area,” “Area Breakdown” set as standard **TXR-B**
- “Finished Above Grade,” “Finished Above Grade (Nonstandard),” “Unfinished Above Grade,” set as **TXR-I, TXR**



- “Total Area Above Grade” set as standard **TXR-B**
- “Finished Below Grade,” “Finished Below Grade (Nonstandard),” “Unfinished Below Grade,” set as **TXR-I, TXR**
- “Total Area Below Grade” sets as standard **TXR-B, TXR**

#### RIGHT-HAND SIDE OF PAGE

- “Levels in Unit,” “Floor Number,” “Unit Construction Status,” “Main Entrance Floor,” “Top Floor,” “Total Bedrooms,” “Total Bathrooms - Full,” “Total Bathrooms - Half” all set as standard **TXR-B**, followed by **TXR**
- “Yes” “No” (**Y/N**) followed by “Accessory Dwelling Unit (ADU)” sets initial cap/lower case as **CK**

#### LEFT-HAND SIDE OF PAGE

### Mechanical System Details (H1)

- Mechanical System Details sets as H1 x 22 picas, followed by 2 equal column table x 22 picas
- “System” sets as **TCH** in right column. Left column heading is blank. “Heating” and “Cooling” set in Column 1 as **TB**. Data points in column 2 set **TB**.

MECHANICAL SYSTEMS TABLE

	System
Heating	
Cooling	

### Updates (Mechanical Systems) (H1)

- “Updates (Mechanical Systems)” sets **H1**, followed by the 3 column Updates table.
- “Update,” “Time Frame,” “Description” set as **TCH**, content below sets **TB**
- Columns 1 and 2: set x 11picas 3 points
- Column 3: Sets x 22 picas, 6 points

UPDATES MECHANICAL - TABLE

Update	Time Frame	Description

### Apparent Defects, Damages, Deficiencies (Mechanical) (H1)

- Heading (as above) sets as **H1**

#### APPARENT DEFECTS, DAMAGES, AND DEFICIENCIES (MECHANICAL) TABLE

- “Feature,” “Deficiency,” “Detail and Description,” “Severe Deficiency?” set as **TCH** in 4 column table x 45 picas
- Column 1, 2, 5: 6 picas 9 points wide

- Columns 3: 24 picas 9 points wide
- Content sets as **TB**

#### MECHANICAL DDD TABLE

Feature	Deficiency	Detail and Description	Severe Deficiency?

#### DDD MECHANICAL SYSTEMS IMAGES

Rows of related Defects, Damages (Mechanical) images with Captions per style

### Level and Room Detail (H1)

“Level and Room Detail” sets **H1**, followed by the 6 column Level and Room Detail table x 45 picas.

- “Level in Unit,” “Grade Level Detail,” “Area and Finish,” “Attic Access,” “Low Ceiling,” “Room Summary” set as **TCH**, content below sets **TB**
- Columns 1-6: set x 7 picas 6 points

#### LEVEL AND ROOM DETAIL TABLE

Level in Unit	Grade Level Detail	Area and Finish	Attic Access	Low Ceiling	Room Summary

#### LEFT SIDE OF PAGE

- “Yes” “No” (**Y/N**) followed by “Attic Floor” and “Attic Heated” set as **CK**

### Interior Features (H2)

“Interior Features” sets as **H2**, followed by the 6 column Interior Features table x 45 picas

- “Room,” “Feature,” “Fixture,” “Update,” “Update Description,” “Time Frame” set as **TCH**, content below sets as **TB**
- Columns 1-6: set x 7 picas 6 points

#### INTERIOR FEATURES TABLE

Room	Feature	Fixture	Update	Update Description	Time Frame

#### LEFT-HAND SIDE OF PAGE

- “Yes” “No” (**Y/N**) followed by “Range/Oven,” “Refrigerator,” “Dishwasher,” “Garbage Disposal” set as **CK**

#### RIGHT-HAND SIDE OF PAGE

- “Yes” “No” (**Y/N**) followed by “Microwave,” “Washer/Dryer,” “Other Appliances,” set as **CK**, followed by a rule x 22 picas

#### FULL WIDTH OF PAGE

Interior Floors, Walls, and Trim table, 2 columns x 45 picas

- “Feature” and “Description” set as **TCH**
- Column 1 text “Interior Floors,” “Interior Walls,” “Interior Trim,” “Bathroom Floor,” and “Bathroom Wainscot” set as **TB** content in column 2 sets as **TB**
- Column 1: 10 picas
- Column 2: 35 picas

#### TRIM, WALLS, AND FLOOR TABLE

Feature	Description
Interior Floors	
Interior Walls	
Interior Trim	
Bathroom Floor	
Bathroom Wainscot	

#### LEVEL AND ROOM DETAIL / INTERIOR FEATURES IMAGES

Rows of related Level and Room Detail and/or Interior Features images with Captions per style

#### Apparent Defects, Damages, Deficiencies (Unit Interior) (H1)

- Heading (as above) sets as **H1**

#### APPARENT DEFECTS, DAMAGES, AND DEFICIENCIES TABLE

- “Feature,” “Deficiency,” “Detail and Description,” “Severe Deficiency?” set as **TCH** in 4 column table x 45 picas
- Column 1, 2, 5: 6 picas 9 points wide
- Columns 3: 24 picas 9 points wide
- Content sets as **TB**

#### UNIT INTERIOR DDD TABLE

Feature	Deficiency	Detail and Description	Severe Deficiency?

#### APPARENT DEFECTS, DAMAGES, AND DEFICIENCIES (EXTERIOR) IMAGES

Rows of related Defects, Damages (Exterior) images with Captions per style

#### Vehicle Storage

“Vehicle Storage” set as **TAB**; Vehicle Storage table follows

- “Storage,” “Number of Parking Spaces,” “Area” set as **TCH** in 3 column table x 45 picas
- Column 1, 2, 3: 15 picas
- Content sets as **TB**

#### VEHICLE STORAGE TABLE

Storage	Number of Parking Spaces	Area

#### VEHICLE STORAGE IMAGES

Rows of related Vehicle Storage images with Captions per style

### Apparent Defects, Damages, Deficiencies (Vehicle Storage) (H1)

- Heading (as above) sets as **H1**

#### APPARENT DEFECTS, DAMAGES, AND DEFICIENCIES TABLE

- “Feature,” “Deficiency,” “Detail and Description,” “Severe Deficiency?” set as **TCH** in 4 column table x 45 picas
- Column 1, 2, 5: 6 picas 9 points wide
- Columns 3: 24 picas 9 points wide
- Content sets as **TB**

#### VEHICLE STORAGE DDD TABLE

Feature	Deficiency	Detail and Description	Severe Deficiency?

#### APPARENT DEFECTS, DAMAGES, AND DEFICIENCIES (EXTERIOR) IMAGES

Rows of related Defects, Damages (Exterior) images with Captions per style

### Limiting Conditions

“Limiting Conditions” set as **TAB**; followed by text

- Numbered items set as **TXC-NP** Calibri x 45 picas, 5 points extra space between paragraphs
  - Numbers set Calibri Bold, followed by a period to text

### Property Data Collector Information (H1)

Property Data Collector Information sets as **H1**, followed by

#### LEFT-HAND SIDE OF PAGE

- “Property Data Collection Type,” “Property Data Collection Company,” “Property Data Collection Date” set as **TXR-B, TXR**
- “Yes” “No” (**Y/N-1**) followed by “Property Data Collector acknowledges compliance and adherence to the Certifications and Limiting Conditions” set as CK1

#### RIGHT-HAND SIDE OF PAGE

- “Submitting Company,” “Property Data Collector” set TXR-B, TXR; “Email” “Phone” set **TXR-I**; “Property Data Collector Type” **TXR-B, TXR**