

# Property Inspection and Status Report (PISR)

SR Title	R/W/ Sheet	Rental Agreement Number	
Address of Subject Property	Parcel Number	Inventory Control Number	
Location of Subject Property	C.S. Number	R/W Number	Federal Aid Number
<b>Inspection and Recommendations</b>		<b>Property Status</b>	
<p><b>1. Inspection Date</b> _____</p> <p><b>2. Name and Current Address of the</b> <input type="checkbox"/> Grantor <input type="checkbox"/> Lessee <input type="checkbox"/> Purchaser is</p> <p><b>3. Effective Date</b> _____ (Lease) (Computer)</p> <p><b>4. Vacated</b> _____ Terminated _____ (Computer)</p> <p><b>5. Last Months Rent Deposit of \$</b> _____ held on Receipt No. _____ Dated _____</p> <p><b>6. Rent Status</b> <input type="checkbox"/> Refund \$ _____ on Receipt No. _____ dated _____ <input type="checkbox"/> Collect Balance Due of \$ _____</p> <p><b>7. Rent Credit \$</b> _____ <input type="checkbox"/> Authorized by Region PM Supervisor _____ on _____ <input type="checkbox"/> Authorized by Headquarters Program Manager _____ on _____ <input type="checkbox"/> Reason for Rent Credit _____ <input type="checkbox"/> Corrective Action (See Remarks) _____</p> <p><b>8. Salvage</b> <input type="checkbox"/> Was <input type="checkbox"/> Was Not accomplished as agreed</p> <p><b>9. Performance Bond Deposit of \$</b> _____ should be: <input type="checkbox"/> Refunded <input type="checkbox"/> Deposited Due to Forfeiture</p> <p><b>10. Property Condition</b> <input type="checkbox"/> Reasonably Clean and Orderly <input type="checkbox"/> Unacceptable <input type="checkbox"/> Damages \$ _____</p> <p><b>11. Fixtures and Improvements (DOT Form 263-005)</b> <input type="checkbox"/> All State-owned Property Accounted for <input type="checkbox"/> Items Missing or Damaged (See Remarks)</p>		<p>Improvements to be removed from inventory when sold or demolished.</p> <p><input type="checkbox"/> Vacancy Exists <input type="checkbox"/> Improvement Auction On or About _____ <input type="checkbox"/> Improvements will be Demolished as part of Constr. Contract <input type="checkbox"/> Other _____</p>	
		<b>Remarks</b>	
		<b>Region Action</b>	
		Inspected By: _____ Property Management Specialist Date	
		Approved for Region Administrator By: _____ Regional Real Estate Services Manager / PM Supervisor Date	
		<b>Headquarters Action</b>	
		<input type="checkbox"/> See Remarks <input type="checkbox"/> Repairs (Item 8) <input type="checkbox"/> Are <input type="checkbox"/> Are Not Authorized <input type="checkbox"/> Copy to Comptroller (Federal Aid)	
		Reviewed By: _____ <input type="checkbox"/> Rental Accounts Manager <input type="checkbox"/> Property Management Specialist Date	
		Approved By: _____ <input type="checkbox"/> Lease Manager <input type="checkbox"/> Property Management Program Manager Date	