

# Property Analysis Policy and Procedure

Property Analysis is to be completed by trained and organized citizen groups to provide indicators of how well a property and block (neighborhood) is resisting deterioration for the elements tracked. All items are to be identified with the realization that this form is the same as a photograph of each property to document conditions existing on an exact time and date. This information is to provide a guide for evaluation as to what can be done to improve the quality of life in a neighborhood and where resources can best be applied to obtain results that benefits the entire block. **THE ANALYSIS CAN NOT BE USED BY AGENCIES TO ISSUE CITATIONS, BUT CAN BE USED AS A REFERRAL TO AN AGENCY FOR CONDITIONS IDENTIFIED THAT THE AGENCY IS RESPONSIBLE TO ADDRESS.**

1. When completing a Property Analysis Form, observations of private property are to be made from the street, sidewalk, or alley.
2. Mark all boxes in each category that provide the best description of the condition that exists during the inspection.
3. Items with a 10-point deduction are items considered to be causing immediate danger to residents and/or public safety. When found, they are to be reported to proper authorities immediately.
4. Photograph each property before and after, taking multiple photographs of major problem items.
5. Provide any further comments in the space allotted on the back of the form.
6. Work with residents and/or landlords to address correcting the issues identified by property analysis.