

Guidelines for Bulk Acquisition Assessments

The purpose of the Bulk Acquisition Assessments is to provide the CLRC with its first look at new properties being purchased by the organization. The assessments will indicate to staff the need for additional review for rehabilitation purposes or indicate that the house is a demolition candidate and why. In order to have clear rationale for the demolition of properties we need for the assessments to focus on the items outlined below:

1. Field evaluation work is critical and the photographs need to tell the story of the house, by evaluating each of the following items:
 - a. Features and character of the property
 - b. Foundation failure
 - c. Bad roof, porches, windows
 - d. Severe structural deterioration
 - e. Badly vandalized interior
 - f. Neighborhood characteristics

2. For each house to be demolished, the following photographs and/or notes are key:
 - a. A frontal photo which fills the frame (so it will not need editing) to be used for both the “main pic” and the demo specs. This picture should also have portions of the adjacent properties included in it and the house number, to be certain we have the right property.
 - b. Condition of sidewalks and apron, including blocks raised by tree roots (we will have these blocks fixed).
 - c. Trees or landscaping that need to be saved (e.g., large or attractive trees, side yard hedges).
 - d. Trees that need to be taken down by a third party (large dead trees or trees right next to the house).
 - e. Fences on all lot lines, either belonging to the property or to the neighbor.
 - f. Garage(s) should have both interior and exterior photos.
 - g. Special conditions (slope, proximity to neighbor, shared driveways, extra structures, utility poles, live utility connections).
 - h. Personal property in the house or garage, and any conditions needing clean-up (piles of trash, etc.)
 - i. Asbestos (transite) siding, asbestos wrapped pipes, and plaster that might contain asbestos.

3. On the chart listing the properties that you are to review is a column titled NSP II (Neighborhood Stabilization Program) area, this designation indicates that the CLRC has funding available of \$60,000 for rehabilitation and second mortgages of up to \$20,000 for these properties. When you believe that a property is a rehabilitation candidate these funds can be taken into consideration.