

Internal Property Profile (IPP)

Property Address: _____

City/State: _____

Source: _____

Date: _____

1. City Hall- Building Department

Phone _____

Contact Name _____

- | | | |
|--|-----|----|
| a. Are their permits in place | Yes | No |
| b. Is it condemned | Yes | No |
| c. Is the contractor licensed | Yes | No |
| d. Are there any other outstanding liens | Yes | No |

Notes

2. City Hall- Zoning Department

Phone _____

Contact Name _____

- | | | |
|--|-----|----|
| a. Are their permits in place | Yes | No |
| b. Is it condemned | Yes | No |
| c. Is the contractor licensed | Yes | No |
| d. Are there any other outstanding liens | Yes | No |

Notes

3. Tax Department /Assessor / Treasurer

Phone _____

Contact Name _____

- | | | |
|---|-----|----|
| a. Are there any outstanding tax liens | Yes | No |
| b. Are there any outstanding property taxes | Yes | No |

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Notes

4. Water Department

Phone _____ Contact Name _____

- | | | |
|--|-------|----|
| a. Is the water on | Yes | No |
| b. If not, when was it shut off? | _____ | |
| c. Are there any outstanding water liens | Yes | No |

Notes

5. Hydro Company

Phone _____ Contact Name _____

- | | | |
|---|-------|----|
| a. Is the electricity on | Yes | No |
| b. If not, when was it shut off? | _____ | |
| c. Are there outstanding electrical bills | Yes | No |

Notes

6. Gas Company

Phone _____ Contact Name _____

- | | | |
|------------------------------------|-------|----|
| a. Is the gas on | Yes | No |
| b. If not, when was it shut off? | _____ | |
| c. Are there outstanding gas bills | Yes | No |

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Notes

7. Rental Equipment Company

Rental is for _____

Phone _____ Contact Name _____

- a. Is the rental equipment on an ongoing contract? Yes No
- b. What are the payment terms? _____
- c. Are there outstanding bills Yes No

Notes

8. Police Department

Phone _____ Contact Name _____

- a. Police reports pertaining to the property Yes No
- b. Are there any property problems Yes No

Notes

Internal Rental Profile (IRP)

1. Lease time remaining _____
2. Payment Schedule _____
3. Pro forma created Yes No
4. Property Management information
 - a. Contact Information
Phone _____ Contact Name _____
 - b. Proof of Contract Yes No
 - c. Rent roles received Yes No
Attached Yes No
 - d. List of accountabilities Yes No

Internal Geographic Profile (IGP)

1. City Information:

2. Unemployment Rate _____
3. Rent to Owner Ratio _____
4. Median House Price _____
5. Median Income _____
6. Affordability _____

Additional Notes

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