



**REALTY**  
& mortgage

## Needs Assessment for Your Community Association

**Realty & Mortgage Co.**

1509 W. Berwyn Ave.  
Chicago, IL 60640  
773-989-8000

[www.RealtyMortgageCo.com](http://www.RealtyMortgageCo.com)

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# Needs Assessment for Your Community Association

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Address: \_\_\_\_\_ Property Name: \_\_\_\_\_  
 Inspector(s): \_\_\_\_\_ Guide: \_\_\_\_\_  
 Date: \_\_\_\_\_ Inspection Duration: \_\_\_\_\_ hrs. \_\_\_\_\_ mins.

Rate on a scale of 1 to 5 as follows: 1 = perfect, 2 = very good, 3 = average, 4 = below average, 5 = poor

	Area of Inspection	Comments
1.	Curb Appeal	1 2 3 4 5
2.	Landscaping	1 2 3 4 5
3.	Realty & Mortgage Co. Sign	1 2 3 4 5
4.	Concrete Masonry	1 2 3 4 5
5.	Metal Maintenance	1 2 3 4 5
6.	Lobby	1 2 3 4 5
7.	Lobby Plants, Flowers, etc.	1 2 3 4 5
8.	Doormen	1 2 3 4 5
9.	Doormen Uniforms	1 2 3 4 5
10.	Janitor Uniforms	1 2 3 4 5
11.	Elevator Cabs	1 2 3 4 5
12.	Elevator Equipment Room	1 2 3 4 5
13.	Elevator Operations	1 2 3 4 5
14.	Roofs	1 2 3 4 5
15.	Fire Escape	1 2 3 4 5
16.	Garbage Chute/ Room	1 2 3 4 5
17.	Fire Extinguishers Tagged	1 2 3 4 5
18.	Stairways	1 2 3 4 5
19.	Typical Corridor	1 2 3 4 5
20.	Corridor life safety	1 2 3 4 5

<b>Area of Inspection</b>		<b>Comments</b>
21.	Garage/Parking Lot	1 2 3 4 5
22.	Receiving Room	1 2 3 4 5
23.	Hospitality Room	1 2 3 4 5
24.	Storage Locker Rooms	1 2 3 4 5
25.	Pool	1 2 3 4 5
26.	Pool Equipment	1 2 3 4 5
27.	Fitness Facilities	1 2 3 4 5
28.	Bicycle Room	1 2 3 4 5
29.	Laundry Room	1 2 3 4 5
30.	Loading Dock	1 2 3 4 5
31.	Boiler Room/ Maintenance	1 2 3 4 5
32.	Mechanical Equipment/ Penthouse	1 2 3 4 5
33.	Pump Room	1 2 3 4 5
34.	Exhaust Fans	1 2 3 4 5
35.	A/C Systems	1 2 3 4 5
36.	Garbage Compactor Area	1 2 3 4 5
37.	Management Office	1 2 3 4 5
38.	Reserve Study	1 2 3 4 5
39.	Fire Safety System	1 2 3 4 5
40.	Security System	1 2 3 4 5
41.	Key Control	1 2 3 4 5
42.	Exterior Façade Report	1 2 3 4 5
43.	Energy Benchmarking	1 2 3 4 5
44.	Annual Corporate Report	1 2 3 4 5
45.	Other:	1 2 3 4 5
46.	Other:	1 2 3 4 5
47.	Other:	1 2 3 4 5
48.	Other:	1 2 3 4 5

