

INTERNAL PROPERTY ASSESSMENT CHECKLIST

INITIAL PROPERTY SCREENING

Property Information:

- Address: _____
- County/City: _____
- Acreage: _____
- Current List Price: \$ _____
- Days on Market: _____
- Current Zoning: _____
- MLS # (if applicable): _____
- Listing Agent: _____

Critical Disqualifiers (Any "Yes" requires additional review):

- HOA/POA restrictions? ☐ Yes ☐ No
- Deed restrictions prohibiting manufactured/modular? ☐ Yes ☐ No
- In floodplain? ☐ Yes ☐ No
- Limited/problematic access? ☐ Yes ☐ No
- Severe topography issues? ☐ Yes ☐ No

REGULATORY ASSESSMENT

Jurisdiction & Approval Process

- Governing jurisdiction: ☐ City ☐ County ☐ ETJ
- Manufactured homes permitted? ☐ Yes ☐ No ☐ With conditions: _____
- Modular homes permitted? ☐ Yes ☐ No ☐ With conditions: _____
- Typical permitting timeline: _____ weeks
- Special approval boards? ☐ Yes ☐ No
- Contact person at jurisdiction: _____

Permit Requirements

- Building permit fees: \$ _____
- Development permit fees: \$ _____
- Impact fees (if any): \$ _____
- Required surveys/studies:
 - Boundary survey needed? ☐ Yes ☐ No
 - Topographic survey needed? ☐ Yes ☐ No
 - Tree survey needed? ☐ Yes ☐ No

- Environmental assessment needed? ☐ Yes ☐ No
- Geotechnical study needed? ☐ Yes ☐ No
- Site plan required? ☐ Yes ☐ No
- Site plan requirements:
 - Setbacks: Front:_____ Rear:_____ Sides:_____
 - Minimum home size requirements: _____
 - Foundation requirements: _____
 - Driveway requirements: _____
 - Landscaping requirements: _____

Subdivision Requirements (if adding multiple homes)

- Minor plat process available? ☐ Yes ☐ No
- Maximum lots under minor plat: _____
- Minor plat fees: \$_____
- Administrative approval possible? ☐ Yes ☐ No
- Public hearing required? ☐ Yes ☐ No
- Typical timeline: _____ weeks

UTILITY ASSESSMENT

Water Service

- Municipal water available? ☐ Yes ☐ No
- Distance to nearest connection: _____ ft
- Tap fee: \$_____
- Water meter fee: \$_____
- Extension cost estimate: \$_____
- Previous taps on property? ☐ Yes ☐ No
- If well needed:
 - Well permit process: _____
 - Typical well cost in area: \$_____
 - Known water table/depth issues? _____

Sewer Service

- Municipal sewer available? ☐ Yes ☐ No
- Distance to nearest connection: _____ ft
- Tap fee: \$_____
- Extension cost estimate: \$_____
- Previous taps on property? ☐ Yes ☐ No
- If septic needed:
 - Septic permit process: _____

- Soil suitable for conventional system? ☐ Yes ☐ No
- Typical septic cost in area: \$ _____

Electrical Service

- Provider: _____
- Distance to service: _____ ft
- Connection fee: \$ _____
- Extension cost estimate: \$ _____
- Existing service on site? ☐ Yes ☐ No
- Temporary power requirements: _____

Other Utilities

- Natural gas available? ☐ Yes ☐ No
- Internet/broadband options: _____
- Special utility district fees? ☐ Yes ☐ No

SITE DEVELOPMENT ASSESSMENT

Physical Characteristics

- Approximate slope: ☐ Flat ☐ Moderate ☐ Steep
- Clearing required? ☐ Yes ☐ No ☐ Partial: _____
- Tree removal needed? ☐ Yes ☐ No ☐ Quantity: _____
- Rock/ledge likely? ☐ Yes ☐ No ☐ Unknown
- Drainage issues visible? ☐ Yes ☐ No
- Access to public road? ☐ Yes ☐ No ☐ Through easement
- Existing driveway? ☐ Yes ☐ No ☐ Condition: _____

Development Complexity Factors

- Estimated site preparation costs: \$ _____
- Driveway length/complexity: _____
- Retaining walls needed? ☐ Yes ☐ No
- Special drainage requirements? ☐ Yes ☐ No
- Demolition needed? ☐ Yes ☐ No
- Existing infrastructure to utilize:
 - Old house pad? ☐ Yes ☐ No
 - Existing driveway? ☐ Yes ☐ No
 - Existing well? ☐ Yes ☐ No
 - Existing septic? ☐ Yes ☐ No

Tree/Landscape Requirements

- Tree ordinance applies? ☐ Yes ☐ No
- Tree removal permits required? ☐ Yes ☐ No
- Tree mitigation/replacement required? ☐ Yes ☐ No
- Tree removal cost estimate: \$ _____
- Landscape plan required? ☐ Yes ☐ No
- Minimum landscape requirements: _____

FOUNDATION REQUIREMENTS

- Foundation type allowed: ☐ Permanent ☐ Engineered ☐ Pier & Beam ☐ Other
- Geotechnical report required? ☐ Yes ☐ No
- Typical foundation cost in area: \$ _____
- Special foundation requirements: _____
- Skirting requirements: _____
- Elevation requirements: _____