

CAPITAL NEEDS ASSESSMENT CONTRACT RIDER

Property Name, City, County: _____

Capital Needs Assessment Provider and Address: _____

Preparer Contact Name, Phone Number, Email Address: _____

Requirements		Page(s) of CNA Where Requirement is Fulfilled
1.	Is the capital needs assessment provider independent from the property, other than the preparation of the assessment?	_____
2.	Is the capital needs assessment addressed to and prepared for the Fund?	_____
3.	Does the capital needs assessment include a costing of the capital needs identified?	_____
4.	Does the capital needs assessment include a site visit and physical inspection of the interior and exterior of units and structures, as well as an interview with available on-site property management and maintenance personnel to inquire about past repairs/improvements, pending repairs, and existing or chronic physical deficiencies?	_____
5.	Does the capital needs assessment include an evaluation of the presence of environmental hazards, such as asbestos, lead paint, and mold, on the site?	_____
6.	Does the capital needs assessment include an opinion as to the proposed budget for recommended improvements and identification of critical building systems or components that have reached or exceeded their expected useful lives?	_____
7.	Does the capital needs assessment include a projection of recurring probable expenditures for significant systems and components impacting use and tenancy, which are not considered operation or maintenance expenses, to determine the appropriate replacement reserve deposits on a per unit per year basis?	_____
8.	Does the capital needs assessment include an examination and evaluation of the following:	
	a. Site, including topography, drainage, pavement, curbing, sidewalks, parking, landscaping, amenities, water, sewer, storm drainage, and gas and electric utilities and lines?	_____

Requirements	Page(s) of CNA Where Requirement is Fulfilled
b. Structural systems, both substructure and superstructure, including exterior walls and balconies, exterior doors and windows, roofing system, and drainage?	
c. Interiors, including unit and common area finishes (carpeting, tile, plaster walls, paint condition, etc.), unit kitchen finishes, cabinets and appliances, unit bathroom finishes and fixtures, and common area lobbies and corridors?	
d. Mechanical systems, including plumbing and domestic hot water, HVAC, electrical, lighting fixtures, and elevators?	
e. Potential improvements to energy efficiency, including higher-rated HVAC equipment, specification of energy efficient windows and doors, minimum insulation standards, appliance upgrades, lighting improvements, and enhanced ventilation?	
f. Strategies for conservation of resources during rehabilitation, including use of durable and low-maintenance building materials, water-conserving plumbing fixtures and appliances, and drought-tolerant and low-maintenance landscaping?	
g. Necessary improvements to physical accessibility for compliance with, as applicable, the Fair Housing Act, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act, etc.?	