UMDP
UNIFORM MORTGAGE DATA PROGRAM

Fannie Mae Freddie Mac

Uniform Property Data Report (UPDR) Specification

Issued by Fannie Mae and Freddie Mac

Report Style Guide

Document Version 1.2

October 2026

This document relates to the Uniform Mortgage Data Program®, an effort undertaken jointly by Freddie Mac and Fannie Mae at the direction of the Federal Housing Finance Agency.
©2026 Fannie Mae and Freddie Mac. All Rights Reserved. Trademarks of the respective owners.

Revision History

Date	Version	Revision Description
July 30, 2025	1.0	Initial Publication
December 2025	1.1	Formatting changes Revisions to content • Updated UPDR footer date to December 2025 • Added “Year Built Estimate” to the Project Description in the Summary section and “Exterior – [Building]” section • Site section: Inserted section for display of Non-Residential Use Images • Site Improvement (H1) section: Updated “Waterfront Improvement(s)” section to include a Waterfront Improvement(s) table • Property Access (H1) section: Added section for display of Property Access Images • Updates (Mechanical Systems) (H1) section: Added section for display of Updates (Mechanical System) Images • Added “Other” section
October 2026	1.2	• Added support for the Carlito and DejaVu Sans fonts

Introduction

The Report Style Guide describes the design and layout of the Uniform Property Data Report (UPDR). It includes specifications for the sizes and positioning of all elements that could appear in any of these reports, regardless of conditionality.

Part 1 describes in detail the basic page layout used throughout, along with the headers, footers, main headings, and subheadings. This is followed by a description of each text element that can appear in the reports and specifications for each table element.

Part 2 outlines each UPDR section in detail and notes any exceptions to the elements described in Part 1 of the Report Style Guide.

Table of Contents

Revision History **2**

Introduction **3**

Table of Contents **4**

Part 1. Design **7**

General Design **7**

Units Used in this Guide 7

Terminology Used in this Guide 8

Page Size 9

Layout Grid 9

Margins 9

Fonts 9

Header Text 10

Footer Text 10

Section Headings **12**

TITLE – Report Title 12

TITLE-ADD – Project Type, Subject Address, and URL for Report Title 12

SUM-HD – Summary Section Title 12

TAB – Section Title (Black Tab) 12

TAB-C– Section Title (Black Tab) continued to another page 13

H1 – Subsection Title (Gray Bar) 13

H2 – Subheading (Black Rule) 13

Main Report Text **14**

TXR-B – Text with Rule Bold 14

TXR –Text with Rule 14

TXR-I – Text with Rule Indented 14

TXC-B – Commentary Text, one column with Bold Intro 15

TXC-NP – Commentary Text Numbered Paragraph 15

Y/N – Yes/No (sets above checkbox [CK] elements) 15

CK – Checkbox 15

Y/N-1 – Yes/No (sets above checkbox [CK] elements) 16

CK1 – Checkbox (wider measure to accommodate question text) 16
CK1-X – Checkbox without Y/N above 16
Table Guidelines 17
Table Elements 17
TB - Table Text 17
TCH - Table Column Heading 17
TB_sub-H1 – Dark Gray Bar in table 18
Photos, Sketch, Graphs 18
CAP—Captions 18
Part 2. Specific Section Details 20
Overview 20
Summary 20
Structure table x full page width – 45 picas 21
Summary of Apparent Defects, Damages, Deficiencies (H1) 21
Subject Property 22
Condominium Building Information (H1) subsection 22
Site 22
Site Influence (H1) 22
Site View (H1) 23
Unit View (H1) 23
Site Improvements (H1) 23
Unit Features (H1) 24
Utilities (H1) 24
Property Access (H1) 25
Floor Plan 25
Exterior – [Building] 25
Exterior Features (H1) 26
Updates (Exterior) (H1) 26
Apparent Defects, Damages, Deficiencies (Exterior) (H1) 26
Unit Interior 27
Mechanical System Details (H1) 27

Updates (Mechanical Systems) (H1) 28
Apparent Defects, Damages, Deficiencies (Mechanical) (H1) 28
Level and Room Detail (H1) 28
Apparent Defects, Damages, Deficiencies (Unit Interior) (H1) 30
Vehicle Storage 30
Apparent Defects, Damages, Deficiencies (Vehicle Storage) (H1) 30
Other 31
Limiting Conditions 31
Property Data Collector Information (H1) 31

Part 1. Design

General Design

This chapter includes specifications for the overall design elements that apply to all pages of the UPDR. The overall measurements of the page in the report are defined in inches (see page 8). All other layout measurements in the Style Guide use typographic standards (see "Units Used in this Guide" below).

Units Used in this Guide

In this guide, the two units of measurement used in describing the widths of elements are points and picas.

A point is equal to 1/72 inch (72 points in an inch). 1 pica is equal 1/6 of an inch (or 12 points). 6 picas equal 1 inch; 3 picas equal ½ inch.

Picas are often used for fixed horizontal measurements (most often column width). Picas are often abbreviated as "p" (such as 16p). Picas are usually represented with points in this fashion: **(picas)p(points)**, for example: **3p9** or **2p6.** For example, the standard width for one column of text on this two-column grid document is 22 picas and 0 points (normally abbreviated as 22p0).

SOME PICAS TO INCHES CONVERSIONS

Picas	Points	Inches		Picas	Points	Inches
0p4.5	4.5 pt	1/16″		3p9	45 pt	5/8″
0p9	9.0 pt	1/8″		4p1.5	49.5 pt	11/16″
1p1.5	13.5 pt	3/16″		4p6	54 pt	3/4″
1p6	18.0 pt	1/4″		4p10.5	58.5 pt	13/16″
1p10.5	22.5 pt	5/16″		5p3	63 pt	7/8″
2p3	27.0 pt	3/8″		5p7.5	67.5 pt	15/16″
2p7.5	31.5 pt	7/16″		6p0	72 pt	1″
3p0	36.0 pt	1/2″		12p0	144 pt	2″
3p4.5	40.5 pt	9/16″		18p0	216 pt	3″

Terminology Used in this Guide

1. In this guide, **rule** refers to all lines in the report. For example, the "line" above these sentences is a 1-½ point rule. **Offset** refers to the space between the base of text and the rule below it. For example, the rule above these sentences is offset 4 points from the heading above it.

RULE AND OFFSET



2. Initial Caps refers to text set with each word capitalized, unless it is an article, conjunction, or preposition.

INITIAL CAPS EXAMPLES

Feature	Description
Interior Floors	
Interior Walls	

Property Data Collection Date

3. Codes refer to the design elements or styles described throughout this document. These define how each element is displayed. The following table is a summary of these codes:

Codes Used in Style Guide	
Code	**Description**
HDR (HDR-L, HDR-R)	Header (Left and Right)
FTR (FTR-L, FTR-R, FTR-C)	Footer (Left, Center, Right)
TITLE	Report Title
TITLE-ADD	Subject Address for Report Title
SUM-HD	Summary Section Title
TAB	Section Title (Black Tab)
TAB-C	Section Title (Black Tab) continued to another page
H1	Subsection Title (Gray Bar)
H2	Subheading (Black Rule)
TX-B	Subheading Bold
TXR-B	Text with Rule - Bold
TXR	Text with Rule
TXR-I	Text with Rule Indented
TXC	Commentary Text
TXC-B	Commentary Text with Bold Intro
TXC-NP	Commentary Text Numbered Paragraph
Y/N	Yes / No (sets above checkbox [CK] elements)
Y/N-1	Yes / No (sets above checkbox [CK-1] elements)
CK	Text and Checkbox that follows Y/N
CK-1	Text and Checkbox that follows Y/N-1

Codes Used in Style Guide	
Code	**Description**
TB	Table Text
TB-I	Table Text Indented
TB-B	Table Text Bold
TCH	Table Column Heading
TB_sub-H1	Dark Gray Bar in table (see DDDs)

Page Size

8.5" x 14" (Legal)

Layout Grid

2 column format

- 2 columns each with width of 22 picas (3.66"), with 1 pica gutter (.17”).

1 column format

- 1 column; column width of 45 picas (7.5").

Margins

Top, left, right, and bottom margins are .5"

Fonts

The preferred font for the UPD Report is Calibri. All of the specifications in this Style Guide use Calibri in their definitions, with the exception of the check/checkbox elements. Wingdings font is used for these elements.

If Calibri is unavailable, Carlito is allowed as a substitution. In addition, DejaVu Sans can be used for the check/checkbox elements. In the DejaVu font, the keystrokes for the checks/checkboxes items are as follows:

Box font	DejaVu Sans (regular)
Box codepoint	U+2610 BALLOT BOX
Check font	DejaVu Sans Extra Light
Check codepoint	U+2713 CHECK MARK
Composite check size	1.25em (relative to box)
Check translate	Translate (0.10em, -0.13em) (right + up overshoot)

Header Text

Displays on all report pages except Summary.

½ point 50% black rule x 45 picas, offset 6 points above to:

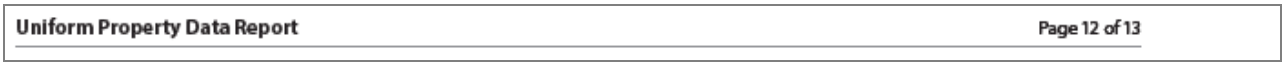
(HDR-L) Left side:

- 10 point Calibri Bold “Uniform Property Data Report”.

(HDR-R) Right side:

- “Page [X] of [XX]” (where [X] stands for page number, [XX] for total pages in document) sets at top margin in 9 point Calibri Regular, align right on 45 picas

HDR



Footer Text

Displays on all report pages.

2-point rule x 45 picas, 6 points space below to:

(FTR-L) Left side

- 8 point Calibri Bold property type, one line space below to street address.

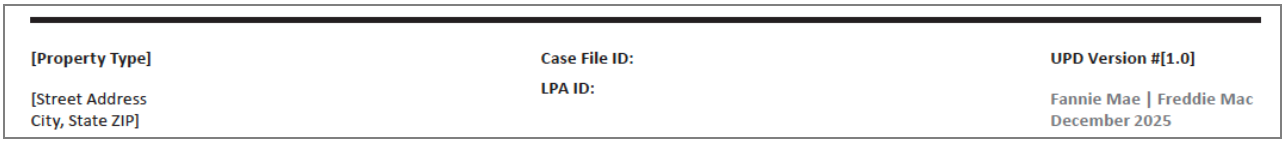
(FTR-C) Center

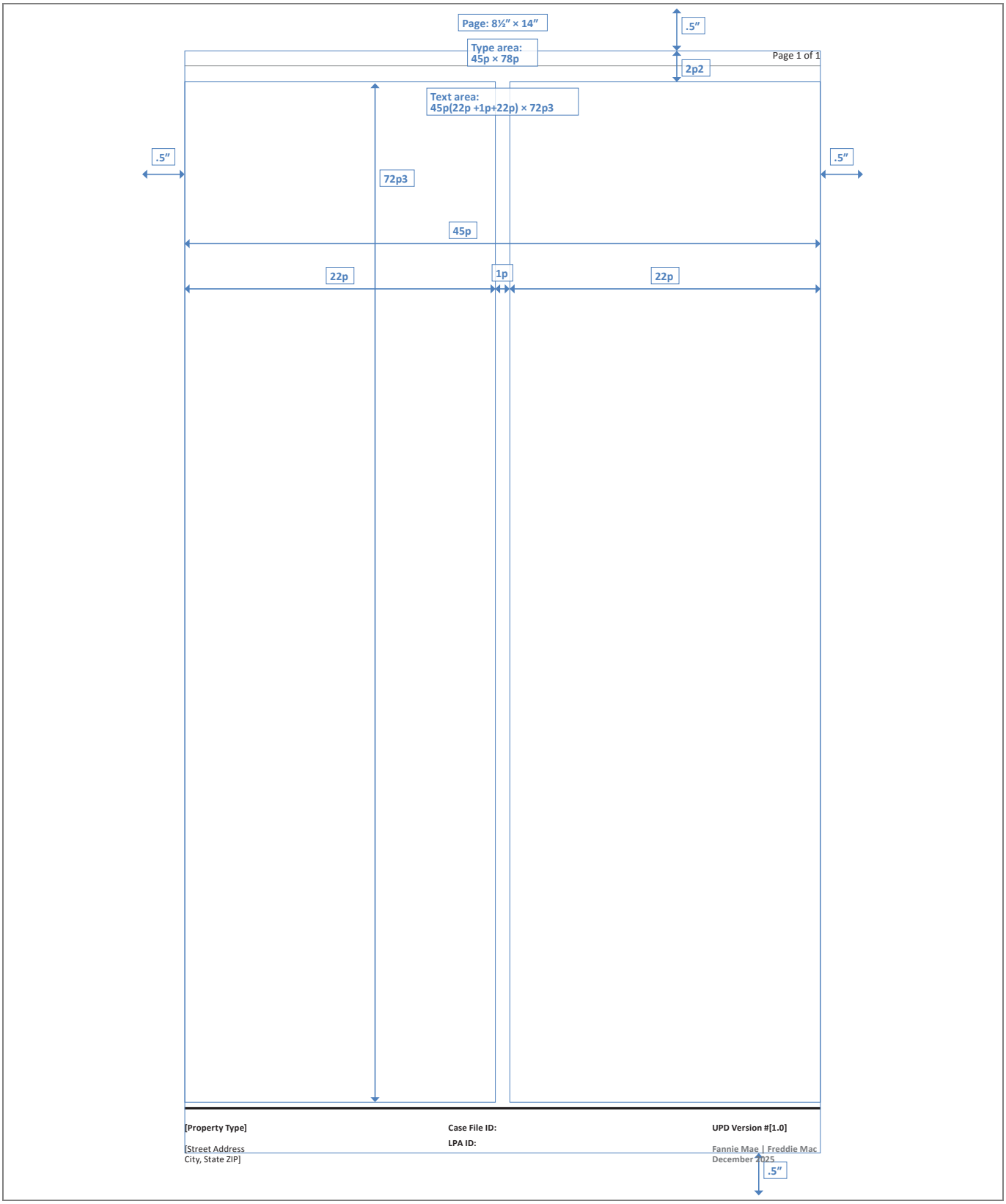
- 8 point Calibri bold with Calibri Regular ID number, indented 18 picas 9 points, one line space between “Case File ID:” and “LPA ID:” ID numbers set in 8 point regular

(FTR-R) Right side

- 8/9 point Calibri Bold “UPD Version #”, one line space below to 50% black “Fannie Mae | Freddie Mac,” “December 2025”

FTR




Page: 8½" × 14"
.5"
Type area:
45p × 78p
Page 1 of 1
2p2
Text area:
45p(22p +1p+22p) × 72p3
.5"
.5"
72p3
45p
22p
1p
22p
[Property Type]
[Street Address
City, State ZIP]
Case File ID:
LPA ID:
UPD Version #[1.0]
Fannie Mae | Freddie Mac
December 2025
.5"

Section Headings

Below are specifications for all section headings. Unless specified otherwise, design elements print 100% black.

TITLE – Report Title

TEXT 32 point Calibri Bold, align left

SPACE 2 picas 2 points to page margin above; 6 points space below to **TITLE-ADD**

TITLE

Uniform Property Data Report

TITLE-ADD – Project Type, Subject Address, and URL for Report Title

TEXT 12/13 Calibri Bold, all caps (URL may be lower case)

SPACE 3 picas space below to **SUM-HD**

TITLE-ADD

SINGLE FAMILY
123 MAIN ST, ANYWHERE, AB 99999
https://URL

SUM-HD – Summary Section Title

TEXT 14 point Calibri Bold, all caps

RULE 2 point rule x 45 picas wide. Offset: 0 picas 5 points

SUM-HD

SUMMARY

TAB – Section Title (Black Tab)

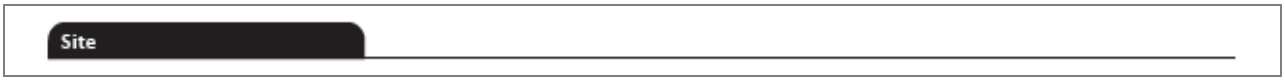
TEXT 9/13 Calibri Bold set white in black bar, align left and indent 0 picas 4 points

RULE ½ point rule x 45 picas wide. Offset: 0 picas 3 points

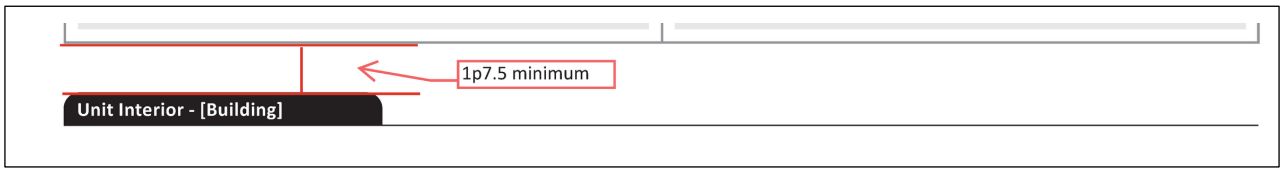
TAB 12 picas wide x 1p3 picas high. Top left and right corners rounded 1 pica 0 points; width can be adjusted as needed for longer titles

SPACE 1 pica 7.5 points to element above; at the top of a page, 1 pica space to header rule

TAB



Example of the space between the bottom of one section and the top of the black tab of the next section.



TAB-C– Section Title (Black Tab) continued to another page

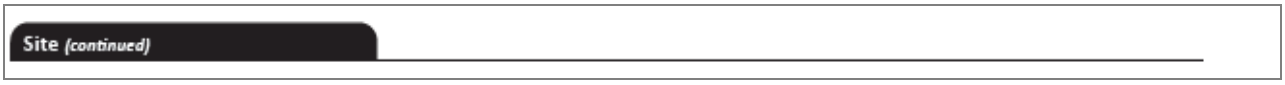
TEXT 9/13 Calibri Bold, followed by 7 point Calibri Bold Italic "(continued)" set white in black bar, align left and indent 0 picas 4 points

RULE ½ point rule x 45 picas wide. Offset 0 picas 3 points

TAB 12 picas wide x 1 pica 3 points picas high. Top left and right corners rounded 1 pica 0 points; width can be adjusted as needed for longer titles

SPACE Sets at the top of page, 1 pica space to header rule

TAB-C



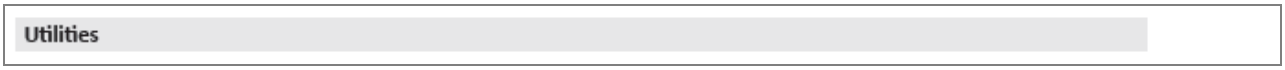
H1 – Subsection Title (Gray Bar)

TEXT 10/13 Calibri Bold. Align left and indent 0 picas 4 points

RULE Heading centers top and bottom in a 15 point rule x 45 picas wide in 10% Black.

SPACE Space above to header is 1 pica 3 points

H1





H2 – Subheading (Black Rule)

TEXT 9/13 point Calibri Bold

INDENT Align left and indent 0 picas 4 points

RULE 1 point rule x 45 picas wide. Offset 0 picas 4 points

SPACE Space above heading is 1 pica 3 points

H2

Interior Features

Main Report Text

TXR-B – Text with Rule Bold

TEXT **TXR-B –**9/13 Calibri Bold

INDENT Align left and text indent 4 points

TABS Set tab at 11 picas

RULE ½ point rule in 50% black x 22 picas. Offset 0 picas 2 points

TXR-B

TXR-B

Physical Address	123 Main St	**Latitude, Longitude**	38.889248, -77.050636
	Anywhere, AB 99999	**Attachment Type**	Detached
County	Anyway	**Accessory Dwelling Unit(s)**	1

TXR –Text with Rule

TEXT **TXR –** 9/13 Calibri Regular

INDENT Align left and text indent 4 points

TABS Set tab at 11 picas

RULE ½ point rule in 50% black x 22 picas. Offset 0 picas 2 points

TXR

TXR

Physical Address	123 Main St	**Latitude, Longitude**	38.889248, -77.050636
	Anywhere, AB 99999	**Attachment Type**	Detached
County	Anyway	**Accessory Dwelling Unit(s)**	1

NOTE **TXR** usually appears with another text element

TXR-I – Text with Rule Indented

TEXT 9/13 Calibri Regular, tabbed at 11 picas to:
TXR – 9/13 Calibri Regular. These two elements together set x 22 picas

INDENT Align left and text indent 0 picas 12 points

TABS Set tab 11 picas

RULE ½ point rule in 50% black. Offset: 0 picas 2 points

TXR-I

Finished Below Grade	0 Sq. Ft.
Finished Below Grade (Nonstandard)	0 Sq. Ft.

TXC-B – Commentary Text, one column with Bold Intro

TEXT 9/11 Calibri Regular with Bold intro phrase x 22 picas; 5.5 points additional space above (except at top of column)

INDENT Align left and text indent 4 points

TXC-B

Description There is an extreme slope at the back of the house.

NOTES Intro phrase sets bold initial cap; comments set Calibri Regular

TXC-NP – Commentary Text Numbered Paragraph

TEXT 9/11 Calibri Regular x 45 picas; 5.5 points additional space above (except at top of column); Number sets bold followed by a period and word space

TXC-NP

2. I am aware of and have complied with all applicable laws and regulations, including antidiscrimination laws, rules, and requirements that apply to me or to the assignment.

3. I have performed this assignment without bias with respect to the parties involved in the transaction, the property that is the subject of this report, or the demographics of the area where the property is located.

NOTES Sets sentence case

Y/N – Yes/No (sets above checkbox [CK] elements)

TEXT 8/9 Calibri Bold x 22 picas

INDENT Align left and indent 15 picas 6 points

Y/N

Yes No

CK – Checkbox

TEXT 9/11 Calibri Bold x 14 picas 6 points

INDENT Align left and text indent 4 points

CK

	Yes	No
Is the property occupied?	☐	☐
Are any adverse site conditions observed?	☐	☐

NOTES Checkboxes set 12 point Wingdings with 7 points space between; align left at 15 picas 6 points; sets initial cap

Y/N-1 – Yes/No (sets above checkbox [CK] elements)

TEXT 8/9 Calibri Bold x 22 picas

INDENT Align left and indent 19 picas 6 points

Y/N-1

Yes	No

CK1 – Checkbox (wider measure to accommodate question text)

TEXT 9/11 Calibri Bold x 14 picas 6 points

INDENT Align left and text indent 4 points

CK1

	Yes	No
Property Data Collector acknowledges compliance and adherence to the Certifications and Limiting Conditions	☐	☐

NOTES Checkboxes set 12 point Wingdings, with 7 points space between; align right at 22 picas; sets initial cap

CK1-X – Checkbox without Y/N above

TEXT 9/11 Calibri Bold x 14 picas 6 points

INDENT Align left and text indent 4 points

CK1-X

Public	☐
Private	☐

NOTES One checkbox sets 12 point Wingdings; align left at 15picas, 6 points (no Y/N above)

Table Guidelines

- Tables do not break from page to page UNLESS they are more than one full page long.
- Standard tables set in one page-column width (22 picas) or two page-column width (45 picas)
- Column widths are equal, unless noted in Part 2. Specific Section Details
- All rules in standard tables are ½ point and 50% black. Rules set top and bottom, and interior verticals only
- Outermost cells, left and right, do not take a vertical rule
- Table column heads (TCH) only take rule below (no vertical rules between or above)
- Table text (TB) indents left and right 4 points, 3 points top and bottom from edge of cell
- Table text (TB) sets flush left except if within a stack of numbers or unless otherwise noted in Part 2. Specific Section Details
- Table text (TB) sets initial cap

Table Elements

TB - Table Text

TEXT 8/9 Calibri Regular

INDENT Align left, unless otherwise noted in Part 2. Specific Section Details

INSET Top 0 picas 3 points; Bottom 3.2 points; Left and Right 4 points

RULE ½ point rule in 50% black

TB

Heating	Radiant Floor
Cooling	None

TCH - Table Column Heading

TEXT 9/10 Calibri Bold

INDENT Align left and indent 4 points, unless otherwise noted in Part 2. Specific Section Details

RULE ½ point rule in 50% black below. Offset 4 points

NOTE "DDD table" refers to the Apparent Defects, Damages, Deficiencies table in the relevant sections.

TCH

Structure	Total Square Footage	Total Bedrooms	Total Bathrooms - Full	Total Bathrooms - Half

TCH (DEFECTS, DAMAGES, DEFICIENCIES TABLE)

Feature	Deficiency	Detail and Description	Severe Deficiency?

TB_sub-H1 – Dark Gray Bar in table

Used in table subsections

TEXT 8/9 Calibri Bold sets drop out white in cell with gray fill, 40% black

INDENT Align left and indent 4 points

TB_sub-H1

Vehicle Storage

Photos, Sketch, Graphs

Photos Set up to 8 to each page (see next page for layout); can start on same page as section

Graphs Set 2–3 to a page; stacked; sized proportionately to fill 45 picas x 20 picas (allow 6 points space from edge of frame)

Sketch Size proportionately to fill 45 pica wide x 48 pica high frame (allow 6 points space from edge of frame)

CAP—Captions

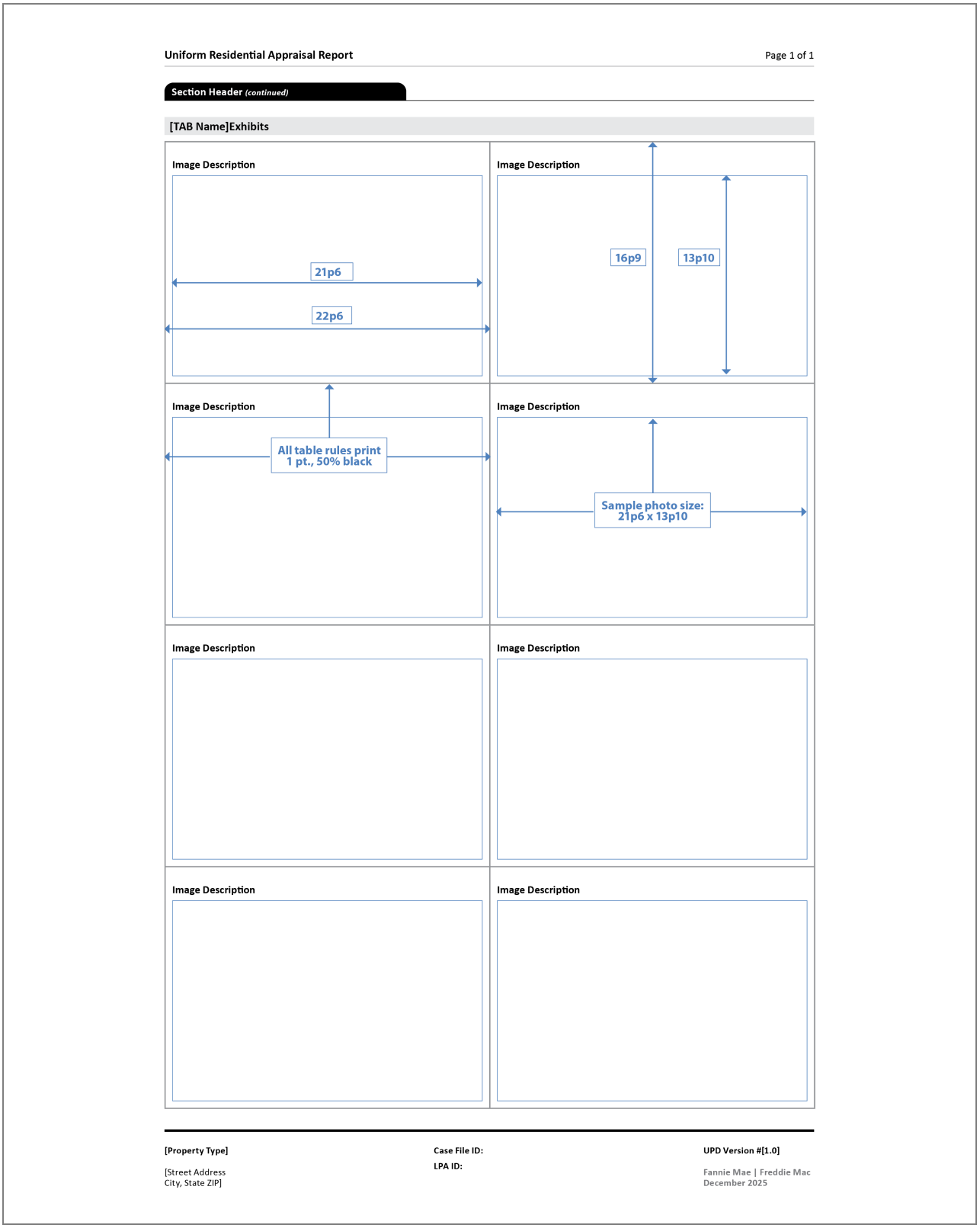
TEXT 9/10 Calibri Bold with Roman x 21 picas 6 points

INDENT Align left and indent 4 points

CAP

Site Influence - Lakefront

FULL PAGE PHOTO LAYOUT



Part 2. Specific Section Details

Overview

This chapter contains details for the formatting of each of the 8 sections possible in the UPDR.

Summary

"Uniform Property Data Report" [**TITLE**] sets 32 point Calibri, align left; 2 picas 2 points to page margin above; 6 points space below to

Address of property [**TITLE-ADD**] sets below, 12/13 Calibri Bold, all caps, if URL exists, it may set lower case; 3 picas space below to:

SUMMARY [**SUM-HD**] sets 14 point Calibri Bold (sets above Summary tab line), all caps, offset 5 points to 2 point rule below x 45 picas

"Property Data Collector Information" sets as **H1**

Left-hand side of page

- "Submitting Company," "Property Data Collector" set as standard TXR-B, TXR

Right-hand side of page

- "Property Data Collection Date" sets as standard TXR-B, TXR in right hand column

"Property Description" sets as H1

Left-hand side of page

- "Project Name," "Construction Type," "Construction Status," "Year Built," "Year Built Estimate," "Building Design," "Attachment Type," "Total Site Size," "Number of Units," "Unit Construction Status" set as standard TXR-B, TXR
- "Yes" "No" (Y/N) followed by "Is the property occupied?" "Are there any adverse site conditions?" sets sentence case as CK
- "Description" sets as TXB-C1, run into TXC x 22 picas

Right-hand side of page

- Photo of Subject Property sets on right, adjacent to Property Description, no caption (maximum size 22 picas x 13 picas 3 points)

Structure table x full page width – 45 picas

Structure," Total Square Footage," "Total Bedrooms," "Total Bathrooms – Full," "Total Bathrooms – Half" — set as TCH

- Columns 1, 2, 4–6: 6 picas 9 points wide (~27 characters per line)
- Column 3: 11 picas 3 points wide (~45 characters per line)
- Column 1 table text – "Primary Structure," "Accessory Dwelling Unit (ADU)," "Other Living Structure" set TB
- Column 1: 9 picas 4 points wide
- Columns 2-5: 8 picas 11 points wide
- Content sets as TB

Structure	Total Square Footage	Total Bedrooms	Total Bathrooms - Full	Total Bathrooms - Half
Primary Structure				
Accessory Dwelling Unit (ADU)				
Other Living Structure				

Summary of Apparent Defects, Damages, Deficiencies (H1)

Heading (as above) sets as H1

- "Feature," "Deficiency," "Detail and Description," "Severe Deficiency?" set as TCH in 4 column table x 45 picas
- "Exterior," "Interior," "Mechanical Systems," "Vehicle Storage" set as TB_s**ub-H1**
- Column 1, 2, 5: 6 picas 9 points wide
- Columns 3: 24 picas 9 points wide
- Content sets as TB

Summary of Apparent Defects, Damages, Deficiencies			
Feature	**Deficiency**	**Detail and Description**	**Severe Deficiency?**
Exterior			
Interior			
Mechanical Systems			
Vehicle Storage			

At end of **Summary** section set 2 point black rule x 45 picas, 1 pica space to table above, page break after

Subject Property

"Subject Property" sets as **TAB**

Left-hand side of page

- First subsection: "Physical Address," "County" set as standard TXR-B, TXR

Right-hand side of page

- "Latitude, Longitude," "Attachment Type," "Accessory Dwelling Unit(s)" set as TXR-B, TXR

Condominium Building Information (H1) subsection

Left-hand side of page

- "Project Name," "Building Design" set as TXR-B, TXR followed by "Description" set as TXR-I, TXR
- "Building Number" set as TXR-B, TXR

Right-hand side of page

- "Number of Stories," "Number of Elevators" set as standard TXR-B, TXR
- "Yes" "No" (Y/N) followed by "Off Street Parking Available" sets sentence case as CK

Site

"Site" sets as **TAB**

Left-hand side of page

- "Total Site Size" and "Non-Residential Use," sets as TXR-B, TXR in left hand column
- "Description" sets as TXC-B (bold lead in to Calibri Roman text)

Non-Residential Use images

- Rows of related Non-Residential Use images with Captions per style

Site Influence (H1)

Site influence table

- "Influence," "Detail," "Comment" — set as TCH in a 3 equal column table set full width (45 picas)
- Content sets as TB

SITE INFLUENCE TABLE

Influence	Detail	Comment

Site influence images

- Rows of related Site Influence images with Captions per style

Site View (H1)

- "View," "Range," "Comment" — set as TCH in a 3 equal column table set full width (45 picas)
- Content sets as TB

SITE VIEW TABLE

View	Range	Comment

Unit View (H1)

- "View," "Range," "Comment" — set as TCH in a 3 equal column table set full width (45 picas)
- Content sets as TB

UNIT VIEW TABLE

View	Range	Comment

Site View / Unit View Images

- Rows of related Site View or Unit View images with Captions per style

Site Improvements (H1)

- "Property Improvement(s)," "Comment" — set as TCH in a 2 column table set full width (45 picas)
- Column 1: sets x 11p3; content sets as TB
- Column 2: sets x 33p9; content sets as TB

SITE IMPROVEMENTS TABLE

Property Improvement(s)	Comment

Pool Concerns

- "Pool Concern(s)," "Comment" sets as TCH in a 2 column table x 45 picas
- Column 1: sets x 11p3
- Column 2: sets x 33p9
- Data points set in column 2, as TB

POOL CONCERNS TABLE

Pool Concern(s)	Comment

1 line space below to:

- “Waterfront Improvement(s)” sets as TXR-B, data points set TXR below

Unit Features (H1)

- “Improvement(s),” “Comment” — set as TCH in a 2 column table set full width (45 picas)
- Column 1: sets x 11p3; content sets as TB
- Column 2: sets x 33p9; content sets as TB

UNIT FEATURES TABLE

Improvements	Comment

Site Improvements / Unit Features Images

- Rows of related Site Improvements / Unit Features images with Captions per style

Adverse Condition Table

- “Adverse Condition,” “Comment” — set as TCH in a 2 column table set full width (45 picas)
- Column 1: sets x 11p3; content sets as TB
- Column 2: sets x 33p9; content sets as TB

ADVERSE CONDITION TABLE

Adverse Condition	Comment

Adverse Condition Images

- Rows of related Adverse Condition images with Captions per style

Utilities (H1)

- Column heads: “Utility,” “Public,” “Private,” “Detail” set as **TCH** in 4 equal width column table x 45 picas
- Column 1 “Electricity,” “Gas,” “Sewer,” “Water” set as TB
- Content columns 2, 3 set Wingdings checkmarks as indicated
- Column 4 content sets as TB

UTILITY TABLE

Utility	Public	Private	Detail
Electricity			
Gas			
Sewer			
Water			

On line below:

- "Heating Fuel Description" sets as **TXR-B**, followed by **TXR**

Property Access (H1)

Left side of page

- **"**Road Ownership" sets as **TXR-B** followed by **TXR** x 22 picas
- "Yes" "No" (**Y/N**) followed by "Road Maintained," "Accessible Year-Round" sets sentence case as **CK**

1 line space below to:

- **"**Alley Ownership" sets as **TXR-B** followed by **TXR** x 22 picas
- "Yes" "No" (**Y/N**) followed by "Public Road Access," "Private Road Access" sets sentence case as **CK**

Right side of page

- "Road Description" sets **TXR-B** followed by **TXR** x 22 picas
- "Alley Description" sets **TXR-B** followed by **TXR** x 22 picas

Property Access Images

- Rows of related Property Access images with Captions per style

Floor Plan

"Floor Plan" sets as **TAB**

- Image sized to fit within 45 picas x 70 picas box (1 point rules 50% black) with 6 points space on 4 sides

Exterior – [Building]

"Exterior – [Building]" sets as **TAB.** [Building] is placeholder for building name, if it exists

Left-hand side of page

- "Units in Structure," "Year Built Estimate," "Year Built," "Construction Type," "Construction Status" set as standard **TXR-B, TXR**

If "Year Built" is estimated, tilde character precedes year

- "Yes" "No" (**Y/N**) followed by "Garage Converted to Finished Area" sets sentence case as **CK**
- "Structure Type," "Structure Area," "Attachment Type," "Foundation Type" set as standard **TXR-B, TXR**

Right-hand side of page

- Photo of Exterior displays in right column, no caption

Exterior Features (H1)

- "Feature," "Description" set as **TCH** in 2 column table x 45 picas
- Column 1: sets x 11p3
- Column 2: sets x 33p9
- Column 1 sets TB: "Driveway," "Exterior Walls," "Foundation Walls," "Gutters and Downspouts," "Roof," "Windows," "Window Insulated Storm Sash," "Window Screens"
- Column 2 data points set TB

EXTERIOR FEATURES TABLE

Feature	Description
Driveway	
Exterior Walls	
Foundation Walls	

Exterior Features Images

- Rows of related Exterior Features images with Captions per style

Updates (Exterior) (H1)

- "Update," "Time Frame," "Description" set as **TCH** in 3 column table x 45 picas
- Column 1 and 2: set x 11p3
- Column 3: sets x 22p6
- Data points set **TB**

UPDATES (EXTERIOR) TABLE

Update	Time Frame	Description

Updates (Exterior) Images

- Rows of related Updates (Exterior) images with Captions per style

Apparent Defects, Damages, Deficiencies (Exterior) (H1)

Heading (as above) sets as **H1**

- “Feature,” “Deficiency,” “Detail and Description,” “Severe Deficiency?” set as **TCH** in 4 column table x 45 picas
- Column 1, 2, 5: 6 picas 9 points wide
- Columns 3: 24 picas 9 points wide
- Content sets as TB

EXTERIOR DEFECTS, DAMAGES, DEFICIENCIES TABLE

Feature	Deficiency	Detail and Description	Severe Deficiency?

Apparent Defects, Damages, And Deficiencies (Exterior) Images

- Rows of related Defects, Damages (Exterior) images with Captions per style

Unit Interior

“Unit Interior” set as **TAB –** if appropriate, followed by “- [Building Type]”

Left-hand side of page

- **“**Total Area,” “Area Breakdown” set as standard **TXR-B**
- “Finished Above Grade,” “Finished Above Grade (Nonstandard),” “Unfinished Above Grade,” set as **TXR-I, TXR**
- “Total Area Above Grade” **set as standard TXR-B**
- “Finished Below Grade,” “Finished Below Grade (Nonstandard),” “Unfinished Below Grade,” set as TXR-I, TXR
- “Total Area Below Grade” sets as standard **TXR-B, TXR**

Right-hand side of page

- “Levels in Unit,” “Floor Number,” “Unit Construction Status,” “Main Entrance Floor,” “Top Floor,” “Total Bedrooms,” “Total Bathrooms - Full,” “Total Bathrooms - Half” all set as standard **TXR-B**, followed by **TXR**
- “Yes” ”No” (**Y/N**) followed by ”Accessory Dwelling Unit (ADU)” sets initial cap/lower case as **CK**

Mechanical System Details (H1)

- Mechanical System Details sets as H1 x 22 picas, followed by 2 equal column table x 22 picas
- “System” sets as **TCH** in right column. Left column heading is blank. “Heating” and “Cooling” set in Column 1 as **TB**. Data points in column 2 set **TB**.

MECHANICAL SYSTEMS TABLE

	System
Heating	
Cooling	

Updates (Mechanical Systems) (H1)

"Updates (Mechanical Systems)" sets **H1**, followed by the 3 column Updates table.

- "Update," "Time Frame," Description" set as **TCH**, content below sets **TB**
- Columns 1 and 2: set x 11picas 3 points
- Column 3: Sets x 22 picas, 6 points

UPDATES MECHANICAL - TABLE

Update	Time Frame	Description

Updates (Mechanical Systems) Images

- Rows of related Updates (Mechanical Systems) images with Captions per style

Apparent Defects, Damages, Deficiencies (Mechanical) (H1)

Apparent Defects, Damages, and Deficiencies (Mechanical) Table

- "Feature," "Deficiency," "Detail and Description," "Severe Deficiency?" set as **TCH** in 4 column table x 45 picas
- Column 1, 2, 5: 6 picas 9 points wide
- Columns 3: 24 picas 9 points wide
- Content sets as **TB**

MECHANICAL SYSTEMS DEFECTS, DAMAGES, DEFICIENCIES TABLE

Feature	Deficiency	Detail and Description	Severe Deficiency?

MECHANICAL SYSTEMS DEFECTS, DAMAGES, DEFICIENCIES IMAGES

- Rows of related Defects, Damages (Mechanical) images with Captions per style

Level and Room Detail (H1)

- "Level and Room Detail" sets H1, followed by the 6 column Level and Room Detail table x 45 picas.

- “Level in Unit,” “Grade Level Detail,” “Area and Finish,” “Attic Access,” “Low Ceiling,” “Room Summary”” set as **TCH**, content below sets **TB**
- Columns 1-6: set x 7 picas 6 points

LEVEL AND ROOM DETAIL TABLE

Level in Unit	Grade Level Detail	Area and Finish	Attic Access	Low Ceiling	Room Summary

Left side of page

- “Yes” ”No” (**Y/N**) followed by ”Attic Floor” and “Attic Heated” set as **CK**

Interior Features (H2)

- “Interior Features” sets as **H2**, followed by the 6 column Interior Features table x 45 picas
- “Room,” “Feature,” “Fixture,” “Update,” “Update Description,” “Time Frame” set as **TCH**, content below sets as **TB**
- Columns 1-6: set x 7 picas 6 points

INTERIOR FEATURES TABLE

Room	Feature	Fixture	Update	Update Description	Time Frame

Left-hand side of page

- “Yes” ”No” (**Y/N**) followed by ”Range/Oven,” Refrigerator,” “Dishwasher,” “Garbage Disposal” set as **CK**

Right-hand side of page

- “Yes” ”No” (**Y/N**) followed by ”Microwave,” “Washer/Dryer,” “Other Appliances,” set as **CK,** followed by a rule x 22 picas

Full width of page

- Interior Floors, Walls, and Trim table, 2 columns x 45 picas
- “Feature” and “Description” set as **TCH**
- Column 1 text “Interior Floors,” “Interior Walls,” “Interior Trim,” “Bathroom Floor,” and “Bathroom Wainscot” set as **TB** content in column 2 sets as **TB**
- Column 1: 10 picas
- Column 2: 35 picas

TRIM, WALLS, AND FLOOR TABLE

Feature	Description
Interior Floors	
Interior Walls	
Interior Trim	
Bathroom Floor	
Bathroom Wainscot	

Level and Room Detail / Interior Features Images

- Rows of related Level and Room Detail and/or Interior Features images with Captions per style

Apparent Defects, Damages, Deficiencies (Unit Interior) (H1)

Heading (as above) sets as **H1**

Apparent Defects, Damages, and Deficiencies Table

- "Feature," "Deficiency," "Detail and Description," "Severe Deficiency?" set as **TCH** in 4 column table x 45 picas
- Column 1, 2, 5: 6 picas 9 points wide
- Columns 3: 24 picas 9 points wide
- Content sets as **TB**

UNIT INTERIOR DEFECTS, DAMAGES, DEFICIENCIES TABLE

Feature	Deficiency	Detail and Description	Severe Deficiency?

Apparent Defects, Damages, and Deficiencies (Exterior) Images

- Rows of related Defects, Damages (Exterior) images with Captions per style

Vehicle Storage

"Vehicle Storage" set as **TAB;** Vehicle Storage table follows

- "Storage," "Number of Parking Spaces," "Area" set as **TCH** in 3 column table x 45 picas
- Column 1, 2, 3: 15 picas
- Content sets as **TB**

VEHICLE STORAGE TABLE

Storage	Number of Parking Spaces	Area

Vehicle Storage Images

- Rows of related Vehicle Storage images with Captions per style

Apparent Defects, Damages, Deficiencies (Vehicle Storage) (H1)

Heading (as above) sets as **H1**

Apparent Defects, Damages, and Deficiencies Table

- "Feature," "Deficiency," "Detail and Description," "Severe Deficiency?" set as **TCH** in 4 column table x 45 picas

- Column 1, 2, 5: 6 picas 9 points wide
- Columns 3: 24 picas 9 points wide
- Content sets as **TB**

VEHICLE STORAGE DEFECTS, DAMAGES, DEFICIENCIES TABLE

Feature	Deficiency	Detail and Description	Severe Deficiency?

Apparent Defects, Damages, and Deficiencies (Exterior) Images

- Rows of related Defects, Damages (Exterior) images with Captions per style

Other

"Other" sets as **TAB**

Other Images

- Rows of related Other images with Captions per style

Limiting Conditions

- "Limiting Conditions" set as **TAB**; followed by text
- Numbered items set as **TXC-NP** Calibri x 45 picas, 5 points extra space between paragraphs
- Numbers set Calibri Bold, followed by a period to text

Property Data Collector Information (H1)

Property Data Collector Information sets as **H1**, followed by

Left-hand side of page

- "Property Data Collection Type," "Property Data Collection Company," "Property Data Collection Date" set as **TXR-B, TXR**
- "Yes" "No" **(Y/N-1)** followed by "Property Data Collector acknowledges compliance and adherence to the Certifications and Limiting Conditions" set as CK1

Right-hand side of page

- "Submitting Company," "Property Data Collector" set TXR-B, TXR; "Email'" "Phone" set **TXR-I**; "Property Data Collector Type" **TXR-B, TXR**