**RMS PROPERTY CONDITION REPORT FORM**

To be completed **in full** at the time of discovery by the broker/agent.

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| --- | --- |
| Today’s Date: | Property SKEY: |
| Property Address: {street, unit #, city, state, zip} | |
|  | |
| Agent Name: | |
| Email: | Phone: |
|  | |
| Is the property Secure? | Is the property marketable? |
|  | |
| Date of loss/discovery: |  |
| Property damage(s): {Select all that apply} | * Fire |
| * Flooding | * Freeze |
| * Wind | * Hail |
| * Theft | * Vandalism |
| * Missing HVAC | * Roof damage |
| * Other {Please explain} | |
|  | |
| Provide a brief description of the finding(s): {required} | |
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The Property Condition Report is required in cases when the property would be considered at the end of their economic life or uninhabitable due to one or more of the above damages. It is also utilized for properties located in FEMA disaster areas. Return this completed form your assigned asset manager via email and our insurance/claims department at RMSHazardInsurance@rmsnav.com and upload a copy into the attachment section of reo-central.com. Failure to notify RMS of damages could result in RMS’s inability to file a claim, and your plausible removal from our agent network.