

# DETROIT LAND BANK AUTHORITY PROPERTY WALKTHROUGH GUIDE

WHAT TO LOOK FOR WHEN YOU VISIT A LAND BANK PROPERTY

*This guide was set up to cover things to look for when visiting a DLBA property. Inspecting a property before you bid is an important first step to prepare for the financial investment and hard work these properties require.*

## PREPARE FOR YOUR VISIT CHECKLIST



Remember you're going to see a vacant property that may not be cleaned out. Consider bringing the following with you:



A TRUSTED INSPECTOR



A CAMERA AND NOTEPAD



PROTECTIVE FOOTWEAR



A FLASHLIGHT AND LADDER



FACE MASK AND GLOVES



A MEASURING TAPE AND LEVEL

## PERMITS

Permits and inspections are handled by the Buildings, Safety Engineering and Environmental Department (BSEED), and have varying costs.

DLBA requires certain BSEED permits and inspections, but BSEED is the regulatory agency that has final approval on the safety of a property.

## HOW TO USE THIS GUIDE

### CHECK THE ICONS



#### REQUIRED FOR COMPLIANCE

These repairs are required in your purchase agreement and must be completed for DLBA to release interest on your deed.



#### MAY BE A COMPLEX REPAIR

These repairs are often expensive and require a professional. Repair costs will always depend on condition and who is completing the work. Be sure to budget for these.



#### REQUIRES A PERMIT

Permits are required for most repairs that aren't cosmetic; even if you're doing the work yourself.

If the property has multiple units, you may be required to have a licensed professional pull permits and complete the repairs.

Refer to the "Do I Need a Permit" page for more information.

### KNOW THE TERMS

Use the glossary at the end of this guide to define underlined terms that are used in construction.

### BE SURE TO BUDGET

Refer to the repair cost estimate at the end of the guide to see average expected pricing for renovating a DLBA property.

# THE EXTERIOR

Begin outside with a visual inspection. Inspect all four sides of the structure. Start at the roof and work your way down to the grade. Pay close attention to the items listed below.



NOTE: UNLESS THEY'RE COSMETIC, MOST EXTERIOR REPAIRS ARE COMPLEX AND, DEPENDING ON YOUR EXPERIENCE, MAY REQUIRE A PROFESSIONAL TO PROPERLY REPAIR.

## CHIMNEYS

LOOK FOR: MISSING BRICKS, OPEN MORTAR JOINTS, OUT OF PLUMB, DETERIORATED CAP



Missing chimney cap



Open mortar joints

## ROOFS

LOOK FOR: RAISED SHINGLES, MISSING SHINGLES, HOLES, MISSING ROOF VENTS DAMAGED RAFTERS



Exposed roof deck



Deteriorated shingles

## BRICK EXTERIOR WALLS

LOOK FOR: MISSING AND SPALLED BRICKS, OPEN MORTAR JOINTS, RUSTED LINTELS



Missing brick above lintel



Failed exterior brick wall

## FRAME EXTERIOR WALLS

LOOK FOR: MISSING SIDING, ROTTED OR MISSING TRIM BOARDS AND WALL STUDS, PEELING PAINT



Rotted wall and trim board



Missing siding

## BRICK PORCHES

LOOK FOR: MISSING BRICKS, OPEN MORTAR JOINTS IN WALLS AND COLUMNS, MISSING AND BROKEN STEPS



Collapsing porch wing wall



Cracked porch deck

## FRAME PORCHES

LOOK FOR: MISSING AND ROTTED STEPS, STRINGERS, AND RAILS; ROTTED DECKS AND CEILINGS; PEELING PAINT



Porch rebuild needed



Missing steps

# EXTERIOR CONTINUED

Begin outside with a visual inspection. Inspect all four sides of the structure. Start at the roof and work your way down to the grade. Pay close attention to the items listed below.

## DOORS

LOOK FOR: MISSING, DAMAGED OR MISSING JAMBS, LOCKS, AND HANDLES



*Door replacement needed*



*Missing door, damaged frame*

## WINDOWS

LOOK FOR: MISSING SASHES AND INSECT SCREENS, BROKEN GLASS, ROTTED SILLS, MISSING HARDWARE



*Window needs new install*



*Damaged frame*

## GUTTERS & DOWNSPOUTS

LOOK FOR: MISSING, IMPROPERLY PITCHED, MISSING DOWNSPOUT EXTENSIONS



*Crooked with plant growth*



*Detached downspout*

## ELECTRICAL DROP

LOOK FOR: PROTECTIVE COVER MISSING, LESS THAN 10' ABOVE GROUND OR FINISHED SURFACE



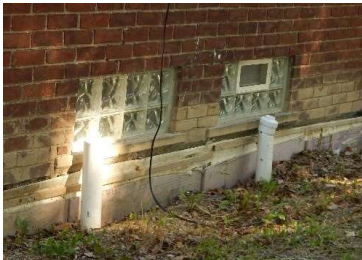
*Exposed conductor*



*Exposed wires*

## GRADE

DIRT SHOULD BE HIGH AGAINST THE FOUNDATION WALLS AND SLANT DOWN AWAY FROM THE WALLS



*Improper Grade*



*Pooling water near foundation*

## ADDITIONAL SCOPES

IF PRESENT, PAY ATTENTION TO THE CONDITION OF GARAGES, FENCES, DRIVEWAYS, AND WALKWAYS



*Garage requires demo*



*Damaged fence*

## EXTERIOR AND COMPLIANCE

TO MEET THE REQUIREMENTS OF YOUR PURCHASE AGREEMENT, YOU MUST SEND PHOTOS OF THE FOLLOWING TO THE COMPLIANCE TEAM:



**YARD MAINTAINED  
WITH NO DEBRIS**



**NO BOARDS ON  
ANY OPENINGS**



**ALL 4 SIDES OF THE  
ENTIRE PROPERTY,  
YARD-TO-ROOF IN  
GOOD CONDITION**

# INTERIOR

Start at the top floor and work your way to the basement.

## INSPECT THE FOLLOWING IN EACH ROOM:

- ☒ CEILINGS AND FLOORS
- ☒ COLD AIR RETURNS
- ☒ WINDOWS AND DOORS
- ☒ FLOORS
- ☒ WALLS
- ☒ RADIATORS AND VALVES
- ☒ HEAT REGISTERS
- ☒ SWITCHES AND OUTLETS

## AS YOU INSPECT, LOOK OUT FOR:

Missing or damaged plaster  
Peeling paint  
Mold and mildew



Water and/or fire damaged flooring and framing (this includes wall studs, ceiling and floor joists, and roof rafters)

Missing or damaged doors  
Missing or damaged hardware



Missing or damaged windows

## KITCHEN AND BATHROOM

Kitchens and bathrooms require especially close attention because, in addition to the usual structural and electrical repairs, they also require cabinets and plumbing. In these rooms look for:



### VENT PIPING

This is a large diameter pipe that extends up and through the roof



### SOIL AND WASTE STACK

A large diameter pipe that drains toilets, tubs and face bowls



### MISSING AND

### DAMAGED FIXTURES

Includes sinks, lavatories (face bowls), toilets, bathtubs and walls

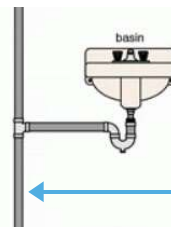


### SUPPLY PIPING

Hot and cold water pipes



Soil stack



Waste stack

All plumbing repairs require permits unless they are cosmetic. These repairs can be expensive but are critical to the health and safety of occupants. BSEED should inspect **before** wall coverings are replaced.

## FIREPLACE (IF PRESENT)

If there's a fireplace, test the damper to ensure that it opens and closes freely, there are no open mortar joints or missing brick, the ashpit clean-out cover is in place, and there are no obstructions in the chimney



Damaged firebrick

# INTERIOR - BASEMENT

Inspecting the basement with a critical eye is of the utmost importance. You have structural, electrical, plumbing, and mechanical (heating) systems to examine.

## PLUMBING

Start where the supply piping enters the dwelling near the meter. Follow the piping throughout the basement as it travels to the water heater and fixture and look at all of the waste piping (soil stack, waste stack, bathtub drain piping, clean-out plugs, and floor drain covers)

**NOTE IF THE FOLLOWING ARE MISSING OR DAMAGED:**

- Supply piping and water meter
- Water heater
- Soil and waste stacks and drain piping
- Laundry tub
- Gas piping



*Leaking clean out plug*

## HEATING SYSTEM

Start at the furnace or boiler. If the heating system is forced air, then observe the ductwork - both hot air supply ducts and cold air returns. If the heating system is radiant (steam or hot water), then observe the supply piping, radiators and valves, and hot water baseboard heaters

**NOTE IF THE FOLLOWING ARE MISSING OR DAMAGED:**

- Furnace or boiler
- Ductwork
- Steam or hot water pipes
- Hot and cold air returns (registers)
- Radiators and shut-off valves
- Hot water baseboard heaters and protective housing



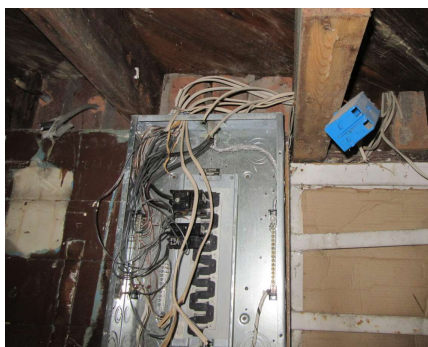
*Water damaged furnace and water heater*

## ELECTRICAL SYSTEM

Start at the load center, commonly known as the breaker box or fuse panel. Then observe the wiring (branch circuits)

**NOTE IF THE FOLLOWING ARE MISSING OR DAMAGED:**

- Load center (If there is no cover, then it must be replaced)
- Improperly connected / unapproved wiring
- Grounding electrode conductor



*Cut and missing wiring*

*Unapproved wiring refers to being out of compliance with BSEED and can be a safety hazard. You may not be able to tell if wiring is unapproved without knowledge of electrical systems.*

# INTERIOR - BASEMENT CONTINUED

Inspecting the basement with a critical eye is of the utmost importance. You have structural, electrical, plumbing, and mechanical (heating) systems to examine.

## STRUCTURAL

Start at the ceiling and work your way down. Note that repair and replacement of structural scopes of work require a building permit.

### JOISTS AND SUBFLOORING



LOOK FOR: ROTTING, CRACKED, OR MISSING SUBFLOORING, JOISTS, BEAMS, COLUMNS



*Cracked joist*



*Rotted subflooring and joist*



*Failed brick column*

## FOUNDATION WALLS



LOOK FOR: CRACKS, INWARD CURVES, OPEN MORTAR JOINTS, SIGNS OF WATER DAMAGE OR STAINS

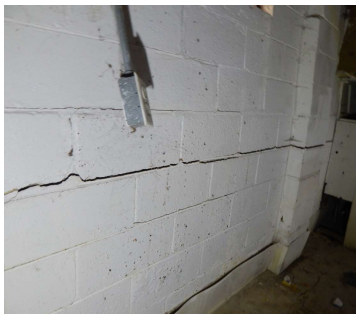
**FOUNDATION WALLS IN GOOD CONDITION WILL ALWAYS BE STRAIGHT UP AND DOWN (PLUMB)**



*Open brick foundation*



*Cracked poured foundation*



*Bowed block foundation*

NOTE: THERE ARE THREE COMMON TYPES OF FOUNDATIONS IN DETROIT

- BRICK
- CONCRETE BLOCKS
- CONCRETE POURED

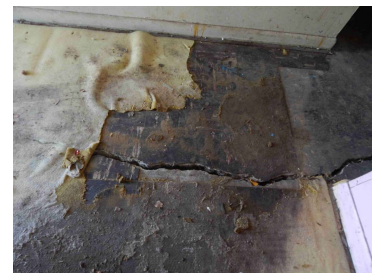
NOTE: FOUNDATION WALLS MAY BE COVERED WITH PANELS OR DRYWALL. YOU CAN STILL INSPECT FOR WATER INTRUSION. IF YOU HAVE A SLAB FOUNDATION, LOOK FOR CRACKS.



*Evidence of water intrusion*



*Evidence of previous flooding*



*Cracked slab foundation*

# PROPERTY WALKTHROUGH GUIDE

## GLOSSARY

**Buildings, Safety Engineering and Environmental Department (BSEED)**

City of Detroit department that enforces construction, property maintenance, environmental compliance and zoning codes. This department handles the permitting and inspections that will be needed to achieve compliance or receive a certificate of occupancy.

**Clean-out Plug**

A cap that covers the pipe that provides access to the sewer line.

**Electrical Drop**

The utility connection to the DTE pole.

**Grade**

The elevation or slope of the ground.

**Lintel**

A horizontal support of timber, stone, concrete, or steel across the top of a door or window.

**Mortar Joints**

The spaces between bricks or blocks. These spaces are filled with mortar, which is a paste that hardens when it dries.

**Pitch**

The steepness of a slope, angle, or slant.

**Plumb**

Straight up and down.

**Sash**

A fixed or movable framework, in which panes of glass are set.

**Soil Stack**

A vent pipe that connects to the sewer line to vent gasses.

**Stringers**

The support for stair treads. Treads are the horizontal part of the stair that you walk on.

**Subfloor**

Thick structural layer that rests on the joists and supports the finish (surface) flooring.

**Waste Pipe/Sewer Line**

The main pipe that moves waste from the property into the sewer system.

# COST PER REPAIR TYPE ESTIMATE

## TYPICAL REPAIRS FOR DLBA PROPERTIES

|                                                                                               |                 |
|-----------------------------------------------------------------------------------------------|-----------------|
| <b>Electrical Replacement</b> - Wiring & Fixtures (e.g. electrical box, ceiling lights, etc.) | \$3.00/sq. ft.  |
| <b>Plumbing Replacement</b> - Piping & Fixtures (e.g. toilet, sink, etc.)                     | \$7.00/sq. ft.  |
| <b>Mechanical/Heating Replacement</b> - Hot water tank, furnace, ducts                        | \$3.50/sq. ft.  |
| <b>Window/Door Replacement</b>                                                                | \$5.00/sq. ft.  |
| <b>Wall/Ceiling Replacement</b>                                                               | \$13.00/sq. ft. |
| <b>Floor Covering Replacement</b>                                                             | \$12.00/sq. ft. |

## MAJOR REPAIRS FOR DLBA PROPERTIES

|                                                                                                                                                                                                                                                                            |                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Roof Replacement</b><br>This estimate includes replacing decking and rafters. Factors that can impact the actual cost of replacing a roof include the <u>pitch</u> , area/size, and angles of the roof.                                                                 | \$8,000 - \$10,000                                                                                                                                                      |
| <b>Foundation Repairs</b>                                                                                                                                                                                                                                                  | \$360/linear foot<br>(Measure the length of the wall to be repaired)                                                                                                    |
| <b>Masonry (Brick) Repairs</b><br>To estimate the cost of repairs specific to the structure, measure the area of the masonry porch (length x width) and multiply that area by \$113                                                                                        | Small porch (4x7 ft.) – 28 sq. ft. x \$113 = \$3,164<br>Medium porch (6x12 ft.) – 72 sq.ft. x \$113 = \$8,136<br>Large porch (8x20 ft.) – 160 sq.ft. x \$113 = \$18,080 |
| <b>Cut Water Line Replacement</b><br>There are many variables that can impact the cost of replacing the water line. DWSD also requires you to use specific contractors to complete the work. Please check with DWSD before completing any work to make sure it's approved. | \$8,000 - \$12,000                                                                                                                                                      |
| <b>Support Beam Repairs</b>                                                                                                                                                                                                                                                | Beam replacement: \$80/linear foot                                                                                                                                      |
| <b>Support Column Repairs</b>                                                                                                                                                                                                                                              | Column replacement: \$250/column                                                                                                                                        |