

2024 OHFA PCNA TABLE OF CONTENTS

This PCNA Table of Contents (TOC) template must be used in all PCNAs submitted to OHFA. All items in the TOC must be included in the PCNA. If an item is not applicable, it must be stated as such.

Section	Page #
1. Executive Summary	
1.1. General description of property (use, size, age, location, construction type, design style, occupancy status)	
1.2. Name of consultant preparing the PCNA	
1.3. Name of user of the PCNA	
1.4. User's position with respect to the subject property	
1.5. Date of the site visit	
1.6. General physical condition	
1.6.a. Subject property's general physical condition	
1.6.b. Summary of the apparent level of preventive maintenance exercised	
1.6.c. Summary of any significant deferred maintenance	
1.6.d. Schedule of material physical deficiencies	
1.6.e. Any significant capital improvements that are pending, in-progress, or were recently implemented	
1.6.f. Any significant findings resulting from research (This should include material life-safety code and building code violations)	
1.7. Opinions of costs	
<i>Present the aggregate sum of opinions of costs segregated between immediate and short-term costs.</i>	
1.8. Deviations from ASTM E2018-15 or current standard	
1.9. Consultant/Field Observer relationship	
1.10. Recommendations/Discussions	
1.10.a. Briefly identify those assemblies and systems necessitating further study, research, testing, intrusive survey, or exploratory probing.	
1.10.b. This section also may be used to discuss any obvious major deviations from the subject property description provided by the user to the consultant, ongoing repairs or improvements, or other relevant issues.	
2. Purpose and Scope	
2.1. Provide a short paragraph specifically stating the purpose the PCNA should serve and the client's position with respect to the real estate transaction. If the client does not disclose the PCNA's purpose or its role to the consultant, the PCNA should so state.	
2.2. Identify the improvements that comprise the subject property.	
2.3. Provide an outline of the scope of work completed for the PCNA and methods utilized.	
2.4. If there were any constraints preventing the consultant from performing the PCNA in accordance with this outline, these constraints should be identified.	

Section	Page #
3. System Descriptions and Observations	
<p><i>For each major building system listed in the OHFA EUL Table, provide a brief description of each system and its assemblies and observed physical deficiencies, if any. Please notate with corresponding numbers listed in the EUL Table. Include all:</i></p> <ul style="list-style-type: none"> • <i>The item's Estimated Useful Life (based on the OHFA EUL table) and Remaining Useful Life;</i> • <i>The item's current physical condition, stated as "good", "fair", or "poor"; and</i> • <i>PCNA provider's recommendation for critical replacements/repair.</i> <p><i>This list should not be considered all-inclusive. Conversely, some items may not be applicable to the subject property and should be noted as such.</i></p>	
4. Document Reviews and Interviews	
<p><i>Identify any material information relating to physical deficiencies of the subject property resulting from the review of documents and interviews conducted.</i></p>	
5. Additional Considerations	
<p><i>Identify any material additional considerations or out of scope considerations that are included in the PCNA. This may include:</i></p> <ul style="list-style-type: none"> • <i>Capital improvements, enhancements, or upgrades to building components, systems, or finishes; and/or</i> • <i>Improvements, capital expenditures, repairs, maintenance and other activities that are or may be required at a future date, except as needed in the review of short term and long-term needs; and/or</i> • <i>Environmental considerations, such as mold, asbestos, or lead-based paint.</i> • <i>Observations for accessibility should be based on Section 504 (not a safe harbor such as UFAS or ADA).</i> 	
6. Opinions of Costs	
6.1. Identification of material physical deficiencies and suggested remedies, including opinions of costs.	
<p><i>For each material physical deficiency, the consultant should provide a suggested remedy, which may include recommending further research or testing, or both, if appropriate in the consultant's opinion.</i></p>	
<p><i>Opinions of costs should be provided for material physical deficiencies and not for repairs or improvements that could be classified as: (1) cosmetic or decorative; (2) part or parcel of a building renovation program (3) tenant improvements/finishes; (4) enhancements to reposition the subject property in the marketplace; (5) for warranty transfer purposes; or (6) routine or normal preventive maintenance, or a combination thereof.</i></p>	
<p><i>Identify all Immediate Repairs as occurring in year zero and project the expected reserve requirements necessary for at least the following 20 years of operations.</i></p>	
6.1.a. Immediate Costs (table)	
<p><i>Identify each material physical deficiency, suggested remedy, and opinion of cost.</i></p>	
6.1.b. Short-term Costs (table)	
<p><i>Identify each material physical deficiency, suggested remedy, and opinion of cost.</i></p>	
6.1.c. Replacement Reserves/Ongoing Physical Needs (table)	
<p><i>Provide opinion of cost for all long-term capital expenses. Long-term capital expenses are typically based on the expected useful life of the building systems and assemblies.</i></p>	
6.1.d. Costs for Additional Study	
<p><i>Provide the opinions of costs for additional study for any physical deficiencies that warrant further study/research or design, testing, exploratory probing, and exploration of various repair schemes, or a combination thereof, in order to determine the appropriate suggested remedy or scope.</i></p>	
7. Qualifications	
<p><i>Provide the qualifications for the professionals contributing to and completing the PCNA.</i></p>	

Section	Page #
8. Limiting Conditions	
<i>Provide all limiting conditions of the PCNA.</i>	
9. Exhibits	
9.1. Representative photographs *	
9.2. Pre-survey questionnaire	
9.3. User/owner submitted documents	
9.4. Photocopied plot plans, sketches, etc.	
9.5. Inspected units list (unit number, size, accessibility)	
9.6. Other exhibits considered appropriate by the consultant	

Representative photographs must typically include photographs of existing roof condition, exterior windows, sidings, doors, gutters downspouts, existing site feature conditions(ex: swimming pools, play areas, maintenance building, garages, dumpster etc.), interior unit conditions(includes all room), mechanical units, electrical panels (type), Accessible unit (includes all room), Common areas such community room, laundry room etc.), Asphalt paving condition, sidewalk condition, site signage, fence, parking etc.