

To: BEP Recipients (All Divisions)
From: Asset Preservation Department
Re: Photo Documentation for BEP Properties
Date: April 11, 2017

Per the instructions provided in the Blight Elimination Program (BEP) Waiver Form and BEP Application Packet, Recipients are required to submit photo documentation for each property as part of their property addition/surplus addition waiver requests.

Photos should clearly document damage and be able to substantiate the scores provided in the Site Evaluation Matrix (SEM). Photos provided by Google Street View or from the County Assessor's Records will not be sufficient to substantiate scoring. Photo documentation should clearly show damage as noted in the SEM.

IHCDA is unable to review properties with photos that are too dark, blurry, distorted, shadowy, or don't clearly document damage as noted in the SEM.

Recipients should submit photos from all four sides of the structure(s) in question. It is recommended Recipients also obtain photos of the interior of the structure(s) if the structure is **legally** accessible.

Recipients who are unable to provide photos of all sides of the structure and the interior should provide an explanation as to why they were unable to obtain photos in the waiver narrative.

Any property that is submitted without photo documentation will be declined.

