VACANT PROPERTY / 01

BUILD THE VACANCY AND ZONE BRIEF

Use neutral labels and general status words. Keep the address, access details and private records elsewhere.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Vacancy A / general property type / vacancy stage / no address

Transition A / occupancy, sale, renovation or other general destination

Zone A / exterior, interior or system-area label / no security detail

Known private source file / prior report or photo set / date only

Responsible party roles / owner, manager, provider or specialist labels

Open planning question / professional or authority to ask / owner

Preparation only. Confirm scope and terms with the professional.

VACANT PROPERTY / 02

MAP VISITS, EVIDENCE AND ESCALATION

Ask providers to define their own methods and evidence. Do not convert a visit note into a diagnosis or code finding.

Visit A / proposed purpose / included zones / provider-defined timing

Evidence A / date, completion note, photo label or report reference

Observation A / neutral wording / zone / no diagnosis

Normal report route / recipient role / expected written record

Urgent or specialist question route / provider explanation / contact role

Access custody handoff / role labels only / no keys, codes or procedures

VACANT PROPERTY / 03

CHECK THE VISIT PACKET

Tick what is organized. These checks do not approve conditions, security, repairs, intervals or compliance.

- [ ] Property, zones, visits, observations and transitions use neutral labels
- [ ] Address and identifying property details remain in private records
- [ ] Provider defines proposed visit methods, timing and evidence
- [ ] Observation labels are separate from diagnosis or code conclusions
- [ ] Access custody roles are recorded without secrets or procedures
- [ ] Normal, urgent and specialist questions have visible routing roles
- [ ] Open items carry into later reports and proposal versions
- [ ] No inspection, security, repair or emergency instruction is recorded

Zone or visit question still open / provider or specialist to ask

Observation or escalation route still open / responsible role

Transition change / affected visits, reports and handoff owner

Preparation only. Confirm scope and terms with the professional.

VACANT PROPERTY / 04

QUESTIONS FOR THE MAINTENANCE PROVIDER

Ask every provider the same zone, evidence, escalation and transition questions. Let qualified parties decide methods and actions.

Zones: which labeled areas and activities are included or excluded?

Visits: what timing assumptions and completion evidence do you propose?

Observations: how will neutral notes and unresolved questions be recorded?

Access: how are custody roles and private handoffs managed securely?

Escalation: how are urgent and specialist questions routed and documented?

Transition: what records and open items transfer when status changes?

Preparation only. Confirm scope and terms with the professional.

VACANT PROPERTY / 05

COMPARE THE SAME VACANCY BRIEF

Use Providers A and B with the same neutral labels. Clarify differences before comparing written proposals.

Provider A / B / proposal versions / discussion dates

Zones, visits, evidence and report delivery - A / B

Observation, access-custody and escalation roles - A / B

Transition handoff, open items and unresolved questions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Commercial Property Maintenance request. Share a non-sensitive vacancy, zone, visit-evidence and escalation brief so participating pros can compete with proposals. Compare written visit scope, reporting, responsibilities, timing and fit. A provider-led site review and qualified specialist input may be required before final scope.

One request. Every pro's best offer.

Start a request

Participation varies. A provider-led site review and qualified specialist input may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/commercial-property-maintenance/vacant-properties

U.S. Fire Administration: Reducing Arson at Vacant and Abandoned Buildings (official reference)

U.S. General Services Administration: Building Maintenance & Operations (official reference)

Preparation only. Confirm scope and terms with the professional.