

## INSPECTIONS PROCESS

### WHAT KINDS OF INSPECTIONS DOES THE HOUSING AUTHORITY CONDUCT?



- **INITIAL INSPECTION** – The entire unit is inspected prior to move-in to ensure compliance with HQS and rent reasonableness. Initial inspections are initiated by submitting the RFTA to the Housing Analyst with the appointment set verbally with the landlord and tenant.
- **ANNUAL INSPECTION** – The entire unit is inspected annually to ensure it continues to meet HQS. Annual inspections are initiated by the Housing Authority with a letter sent to the tenant and landlord regarding the date of inspection.
- **EMERGENCY INSPECTION** – The unit is inspected in response to emergency situations such as fire, flood, hurricane damage, etc. Emergency inspections are typically initiated by the tenant or landlord in response to an emergency/disaster situation. Due to the emergency nature of the situation, an appointment letter is not sent prior to the inspection; rather, the appointment is set verbally.
- **SPECIAL INSPECTION** – Special inspections are typically initiated by the tenant or landlord in response to specific HQS violations in the unit. The landlord and tenant should first communicate directly with one another as to what needs repair and when the repairs will be made. If the landlord or tenant (in case of tenant damage) fails to respond to the other’s request, then he/she should contact the Housing Authority and request a Special inspection. During a Special inspection, the Inspector inspects only those deficiencies that are reported; however, the Inspector records any additional HQS violations that are observed and requires the responsible party to make the necessary repairs. Special inspections are typically scheduled via phone or in-person in direct response to a landlord or tenant request.
- **VACANCY/UTILITY CHECK** – If the Housing Authority has reason to believe that the unit is no longer being occupied, is being sublet, or does not have utilities, a Vacancy/Utility Check will be scheduled. A letter is typically sent to the landlord and tenant regarding the date of inspection; however, in some circumstances, the appointment is set verbally.
- **QUALITY CONTROL INSPECTION** – HUD requires a Housing Authority supervisor or other qualified person to conduct quality control inspections of sample units to ensure that each Inspector is conducting accurate and complete inspections and that there is consistency in the application of the HQS. Quality Control inspections are initiated by the Housing Authority with a letter sent to the tenant and landlord regarding the date of the inspection.



**NOTE: The Housing Authority assigns the Housing Inspector for each inspection. We do not honor landlord requests for a specific inspector.**