



Home Inspections

- **Move In Inspections**

The office staff will provide a move-in inspection form at the time of admissions and upon signing the dwelling lease. Any deficiencies must be noted on the unit inspection form and returned to the administrative office within two weeks of admission.

- **Move Out Inspections**

An authorized property representative will inspect the unit at the time the resident vacates to assess the condition of the unit and to determine responsibility for any required repairs. This inspection becomes the basis for any damages that may be assessed against the security deposit. A statement of any charges will be provided within 30 days of the move out. This statement will be provided and forwarded to the address provided by the vacating resident. Proper notice is required pursuant to the dwelling lease. The resident's security deposit and pet deposit, if applicable, will be used to offset against any resident charges or damages to the unit.

- **Annual UPCS Inspections/HUD REAC Inspections**

Under the regulations of the U.S. Department of Housing and Urban Development (HUD) all public housing authorities are required to conduct annual Uniform Physical Condition Standard (UPCS) inspections on all public housing properties. Periodically, HUD also conducts its own annual inspections, in which units at public housing sites are scheduled for inspection at random. These are called HUD REAC inspections.

It is the resident's responsibility to make sure entry can be gained to the unit. You may be present during the inspection. A general inspection notice will be issued pursuant to the lease, however an exact time for the inspector visit cannot be given. Please be advised that site representatives/inspectors will enter a unit even if the resident is not home. Residents need to make sure that the inspectors have access to all rooms and that pets are contained or restrained during the inspection.



The inspector will check for the following:

- Cleanliness of the unit
- Damaged/missing smoke detectors
- Cleanliness of outside areas, both front and back
- Signs of pest infestation
- Maintenance deficiencies/damages which have not been reported.
- Tripping hazards
- Broken windows

Staff members will create all necessary work orders for the required repairs. Residents will be assessed damage charges and issued a written notice of damage charges. If clutter or dirty conditions are noted during these inspections, residents will be issued a notice to correct these conditions. A re-inspection will be conducted to ensure that the conditions have been corrected.

- **Housekeeping Inspections**

Housekeeping inspections are conducted annually pursuant to the dwelling lease and to ensure that the resident is maintaining the unit in a safe and sanitary condition.

- **Special Inspections**

A special inspection may be scheduled to enable HUD or others to inspect a sample of the housing stock maintained by the Housing Authority.

- **Preventative Maintenance Inspections**

These are performed on a quarterly basis. These inspections are designed to maintain items in the unit in good repair. They include pest control treatments/inspections for infestations, HVAC filter changes, seasonal heating/cooling equipment check-ups, leak checks, and weatherization.



- **Emergency Inspections**

If management has a reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The representative will leave a written notice for the resident that the unit has been entered if an emergency inspection is required.

- **Inspection Notices**

All inspection notices will be issued in compliance with the Housing Authority dwelling lease.