

Chapter 7 Unit Inspections

HUD Regulation – 24 CFR 5.701

(a) This subpart applies to housing assisted under the HUD programs listed in 24 CFR 200.853(a).

(b) This subpart applies to housing with mortgages insured or held by HUD, or housing that is receiving assistance from HUD, under the programs listed in 24 CFR 200.853(b).

(c) This subpart also applies to Public Housing (housing receiving assistance under the U.S. Housing Act of 1937, other than under section 8 of the Act).

(d) For purposes of this subpart, the term “HUD housing” means the types of housing listed in paragraphs (a), (b), and (c) of this section.

HUD Regulation – 24 CFR 5.703

Physical condition standards for HUD housing that is decent, safe, sanitary and in good repair (DSS/GR).

HUD housing must be decent, safe, sanitary and in good repair. Owners of housing described in §5.701(a), mortgagors of housing described in §5.701(b), and PHAs and other entities approved by HUD owning housing described in §5.701(c), must maintain such housing in a manner that meets the physical condition standards set forth in this section in order to be considered decent, safe, sanitary and in good repair. These standards address the major areas of the HUD housing: the site; the building exterior; the building systems; the dwelling units; the common areas; and health and safety considerations.

AHFC will conduct inspections to evaluate safety and maintenance requirements, tenant caused damages and poor housekeeping practices that may cause damage. AHFC will use the Uniform Physical Condition Standard (UPCS) and established Public Housing Division (PHD) Management standards to see that all units, common areas, buildings, furnace rooms, grounds, and maintenance rooms meet at least minimum requirements. The UPCS reports will also be used to plan long-term improvements and meet HUD regulations.

Refer to the Public Housing Division “Uniform Physical Condition Standards Handbook” to find the requirements and explicit directions to conduct inspections.

1. Inspection Notice

AHFC will provide a written notice to a tenant, except in an emergency, with an inspection's scheduled date and time.

- AHFC will give a notice at a minimum of 48 hours prior to the inspection.
- AHFC will complete the *Notice of Entry* form when the tenant is not present to notify the tenant that AHFC has entered the unit.
- Except in an emergency situation, AHFC will not enter the unit if only minor children are present in the unit.
- AHFC will give a copy of the inspection to the family upon their request.

2. Move-In Inspection

AHFC and an adult family member will inspect the unit prior to occupancy in order to determine the condition of the unit and equipment. The unit cannot be occupied until it meets UPCS and PHD Management Standards. If conditions are acceptable to the family and the family move in, any other repairs must be completed within 30 days of occupancy.

3. Annual Inspections

AHFC is required to perform a UPCS inspection in each unit, building, common area, grounds, and site on an annual basis.

- Families who repeatedly fail the inspections or cause excessive damage to the unit may be in violation of the lease.
- AHFC will give a copy of the move-in and the annual inspection to the family at their request. The original will be kept in the tenant file.

4. Move-Out Inspection

AHFC will perform a move-out inspection when the family vacates the unit. The purpose of this inspection is to determine whether there are damages that exceed normal wear and tear. Any claim for damages will be based upon the comparison between the move-in and the move-out inspections.

5. Housekeeping Inspections

The purpose of the inspection is to determine any needed repairs and that the unit remains decent, safe, sanitary, and in good repair. AHFC conducts a Housekeeping inspection within six (6) months of an Annual inspection. These inspections may be conducted more frequently if the conditions of a unit warrant it. AHFC will provide advance notice of these inspections in accordance with the Inspection Notice section above.

These inspections may be suspended by the Public Housing Director, Housing Operations Director, or designee.

6. Quality Control and Other Inspections

AHFC may conduct Quality Control (QC) inspections to determine the condition of the unit and to ensure AHFC staff are properly documenting the condition of a unit. Periodically, families may also be inspected by the U.S. Department of Housing and Urban Development, insurance agencies, state agencies, and other AHFC departments. AHFC will attempt to give as much notice as possible, however, units are typically selected at random on the day of the inspection.

Numbered Memo

22-14 Chapter 7 Unit Inspections and Exhibit 7-1 Inspection Process