

Exhibit 7-4

Initial (Move In) Inspections

AHFC conducts initial (move-in) inspections to approve a unit for participation in the voucher programs. The inspector must have a thorough knowledge of HQS criteria in order to conduct inspections.

1. Initial Inspections

The Request for Tenancy Approval (RFTA) initiates the initial inspection process.

2. Pass Rating

The initial inspection must result in a pass rating to initiate the HAP contract.

3. Effective Date of Housing Assistance Payment Contract

The unit must pass the HQS inspection on or before the effective date of the HAP Contract. Rental assistance will begin on the date the unit passes inspection AND the family takes possession. AHFC will prorate the housing assistance payment for the first month if assistance begins on any day other than the first day of the month. An initial inspection cannot be performed if the unit is occupied by persons other than the AHFC-assisted family.

Numbered Memo

22-32 Chapter 7 Housing Quality Standard Inspections and Exhibits