

Dear Tenant:

You have been scheduled for your annual inspection. Due to increased caseloads and lack of extra inspectors, you must be available for the scheduled time. HATC now has a zero-tolerance policy for “no shows” or for failing to allow access to your unit. If you are unable to meet the inspector, please arrange to have another adult there to allow the inspector access to your unit. Failure to do so may result in your termination from the program. If you are giving the apartment manager permission to allow access to your unit for the inspection, you must notify this office at least a week in advance of your scheduled appointment. If you have an emergency or verifiable problem with your scheduled appointment, please call and speak to your assigned caseworker or their assistant. Do not leave a voice mail message.

To stay in compliance with HUD guidelines HATC must inspect each unit within 365-days. Each year your annual inspection will be scheduled a few weeks earlier to meet this deadline. Your annual inspection date may be different than your annual recertification date. Recertification paperwork will be mailed 90-days in advance of your annual date.

### HOUSING INSPECTION QUESTIONS

Here are a few questions to help you prepare your unit prior to your inspection appointment. This form does not need to be filled out or turned in. Please note that the last two questions will not apply to everyone.

1. Do all of the smoke detectors have working batteries installed and are they properly mounted? If the smoke detectors are hard-wired, are they properly connected and mounted to the ceiling or wall with a working battery for back-up?
2. Are all interior and exterior light fixtures properly secured and all light sockets have working light bulbs in them?
3. Do the burners on the kitchen stove work and are the operational knobs present? Also, does the stove hood fan have a cover and working light?
4. Do the oven and broiler element work and are they properly secured to the inner oven?
5. Have the heaters (i.e. baseboard, cadet, etc.) been tested and are they working properly? Do the heaters have at least a 6-inch space between any furniture, curtains and other belongings? If the heaters are not used, please ask your landlord if they can be turned off at the breaker box to prevent a potential fire hazard.
6. Are the fire exits (i.e. doors, windows) accessible and can they be opened and closed without any restrictions?
7. Do all of the windows and doors lock securely with a permanently-attached lock?
8. Do the electrical outlets and light switches have cover plates properly installed over them? Cover plates cannot be broken or cracked.
9. Are all rooms accessible and is there are clear path to the heaters, windows, and electrical outlets?
10. Does the breaker box have missing knockouts? (If any knockouts are missing, a filler plate can be purchased at most hardware stores.)
11. Has the fireplace/wood stove and chimney been cleaned and inspected? (If applicable)
12. Is the hot water heater accessible and can it be viewed without excess clutter or belongings stored on or around it? (If applicable)

**Please notify the landlord in writing if anything needs to be repaired before the inspection. Please take care of any items that are your responsibility.**

Dear Landlord:

Your tenant has been scheduled for an annual inspection. Enclosed with this form you will find a copy of the inspection letter. For owners who have units with gas heating systems or appliances, fireplace or wood stoves, or smoke detectors that are hardwired or out of reach, please complete the enclosed certification form and return it to our office. Below you will see an inspection questionnaire similar to the one sent out to your tenant. This form only lists a few of the items we look for while inspecting your rental. We encourage you to visit your unit prior to the inspection to make necessary repairs. Good communication between you and the tenant plays an important part in this program.

1. Working smoke detectors on each level of the unit including the attic and basement (where applicable).
2. Light fixtures that are properly mounted and have working light bulbs in them.
3. All of the burners on the stove work, the operational knobs are present, and there is a fan cover properly mounted over the stove hood fan.
4. Both the oven and broiler element work and are properly secured to the inner oven.
5. The heaters (i.e. baseboard, cadet, etc.) have been tested and are in working order. The heaters must have at least a 6-inch space between any furniture, curtains and other belongings. If the heaters are not used, please consider shutting them off at the breaker box to prevent a potential fire hazard.
6. Fire exits (i.e. doors, windows) are accessible and can be opened and closed without any restrictions.
7. All of the windows and doors lock securely with a permanently-attached lock.
8. All electrical outlets and light switches have cover plates properly secured to them.
9. The breaker box has no missing knockouts. (If any knockouts are missing, a filler plate can be purchased at most hardware stores.)
10. The fireplace/wood stove must be cleaned and inspected each year. Certification will be required.
11. The hot water heater is accessible and can be viewed without excess clutter or belongings stored on or around it. If the water heater cannot be seen, please sign and return the certification form.

Thank you for your cooperation and your willingness to participate in this program.