

Procedures for Initial and Annual Inspection

Initial Inspection (units not currently under rental assistance program)

Initial inspections will be conducted in the following manner:

- ◆ Request for inspection received by Conway Housing Authority (CHA).
- ◆ Appointments are scheduled for an initial inspection. This is scheduled by phone with owner or the tenant if already living in the unit.
- ◆ If the inspection fails, the CHA office will give a list of repairs to be made and will reschedule the inspection to be within 30 days.
- ◆ If the unit does not pass the follow up inspection, OR if the owner is not willing to do the repairs, the tenant must select another unit.

New efforts are being made to ensure that each unit receives an accurate and timely inspection. The old inspection booklets have been revised to streamline the inspection process.

The owner will have written notice of all repairs that need to be made at the end of the each inspection, and this notice will indicate when the follow up inspection will be conducted.

Annual Inspection

During an annual inspection, the following occurs:

- ◆ Inspection notices are sent 5 days prior to an inspection.
- ◆ Tenant is required to be present during each inspection.
- ◆ If unit passes inspection, payment will continue as usual.
- ◆ If unit does not pass inspection, the owner and tenant will have 30 days to complete repairs (emergency repairs will have less time).

OWNER REQUIRED REPAIRS:

- ◆ If owner required repairs are not completed within the allotted 30 day time frame, the payment to the owner/ agent is abated (stopped).
- ◆ If the unit payments are abated, the tenant has the option of finding another rental unit.
- ◆ If the owner makes repairs during this abatement period, payment will resume the day the unit passes inspection.
- ◆ The owner may not require the tenant to pay the CHA portion of the rent that is abated.

- ◆ Owner must notify CHA when repairs are completed to schedule a follow up inspection.

TENANT REQUIRED REPAIRS:

- ◆ If tenant required repairs are not completed within the allotted 30 day time frame, CHA will send a termination notice to the tenant and no further rent will be paid on their behalf.



Any questions, contact:

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