



# DESCRIPTION OF THE TYPES OF INSPECTIONS COMPLETED BY THE TOWN OF UNION

## **INITIAL INSPECTION**

The initial inspection conducted by the Town of Union Housing Inspector is to make sure that the unit is in decent, safe and sanitary conditions before you move in. If there are any violations or repairs that need to be made, the Owner/Agent is required to repair them and have them reinspected prior to you moving in. If the repairs are not done on time, or the Owner/Agent refuses to make the repairs, you will be asked to locate another apartment within what is remaining of your 60 days on your voucher.

## **ANNUAL INSPECTION**

An inspection of each occupied unit under contract with this Agency will be conducted at least sixty days prior to the end of your one-year lease term. The purpose of this inspection will be to ensure that the Owner/Agent and the tenant are maintaining the unit in compliance with Housing Quality Standards. The annual inspection will be conducted prior to, or simultaneously with, the annual reexamination of your family eligibility.

Each family due for an inspection of its dwelling unit will be contacted in writing in order to schedule an appointment for the inspection. Reasonable notice of at least five days prior to the inspection will be given

**If a family refuses to make arrangement for an appointment or fails to keep a scheduled appointment (twice) the Town of Union will contact the family by letter and explain that their inspection is required in the Housing Voucher and other program regulations and termination of assistance will occur.**

**NOTE: Violations found at annual inspection, whether caused by either the Owner/Agent or tenant, MUST be repaired within fifteen (15) days.**

If the Owner/Agent related violations are not corrected in that time frame, the owner's HAP payment will be abated.

If tenant related violations are not corrected or scheduled appointments are not kept, the termination of assistance process will begin.

## **QUALITY CONTROL**

The U.S. Department of Housing and Urban Development requires that a specific number of all Section 8 Housing be inspected by Quality Control to ensure compliance with the regulations.

## **EMERGENCY REPAIR ITEMS**

The following Housing Standard violations are emergency violations and will require immediate attention:

- Lack of security for the unit
- Waterlogged ceiling in imminent danger of falling
- Major plumbing leaks or flooding
- Natural gas leaks or fumes
- Electrical problem that could result in shock or fire
- No heat and temperature inside unit is below 60
- Utilities not in service
- No running hot water
- Broken glass where someone could be injured
- Obstacle that prevents tenant entrance or exit
- Lack of functioning toilet

The Town of Union may give a short extension (not more than 24 additional hours) whenever the responsible party cannot be notified or it is impossible to affect the repair within the 24-hour period.

## **COMPLAINT INSPECTIONS**

All complaints regarding maintenance should be referred to the Owner/Agent for corrective action. If you have a maintenance complaint, you must first contact your Owner/Agent and give them the opportunity to fix it. Report the maintenance complaint, **in writing** to the Owner/Agent and give a copy to your Case Manager. If the Owner/Agent, has not taken corrective action within ten (10) days, inform your Case Manager who will refer you to the Housing Inspector who will then schedule a complaint inspection.

If the inspection reveals that repairs or corrective actions are needed and the dwelling unit contains Housing Quality Standards violations, the Town will notify the Owner/Agent by letter. Further Housing Assistance Payments to the Owner/Agent can, and may, be stopped until repairs are made (Owner/Agents are given fifteen days to make repairs). If this action is taken, the Town of Union will notify the Owner/Agent by letter. When the Owner/Agent reports the completion of the necessary repair, a re-inspection of the dwelling to ensure compliance will be scheduled.

**Please be advised that the Owner/Agent may also file a complaint on tenant actions.**

The Town of Union highly recommends that each tenant carry renters insurance.