



September 21, 2016

Dear Landlords and Agents:

RE: Housing Quality Standards Inspections

Effective immediately the Housing Authority of Racine County Board of Commissioners has adopted a new policy regarding housing quality standard inspections requiring units to be "inspection ready". Numerous requests have been made through the years regarding having units "inspection ready" at the time they are inspected. However, our tracking data shows that those requests have been disregarded by a substantial number of landlords and agents. Therefore, the Commission has now made it a policy that all units are "inspection ready" or the units may be deemed ineligible for participation in the Housing Choice Voucher Program.

Please read the enclosed policy carefully and be prepared for inspections before the HQS Inspector arrives. Your readiness will insure there is no interruption in housing assistance payments for current Housing Choice Voucher Program participants when units are inspected at time of the annual recertification. It will also prevent delays in payments for new program participants when they are coming onto the program.

Thank you for your cooperation.

Sincerely,

Ronald Molnar, Chairperson
Board of Commissioners of the Housing Authority of Racine County

12.1 TYPES OF INSPECTIONS

The Housing Authority of Racine County performs six types of inspections.

- A. Initial Inspection - An inspection must take place to ensure that a unit passes HQS and is eligible for assistance. No housing assistance payment can be made before a unit passes the initial inspection.

The unit must be under the control of the landlord before the initial inspection.

No initial inspection will be completed if the former tenant or any of his/her belongings remain in the unit.

New units must be "move-in ready" and "inspection ready" at the time of an initial inspection.

Utilities must be connected in order for an initial inspection to be performed.

If a unit that is scheduled for inspection has five (5) failed items, the inspection will be suspended and the landlord will receive a letter stating the unit is not "inspection ready". The landlord will be given 30 days in which to reschedule the inspection, at which time the unit must be "inspection ready". If the unit is not "inspection ready" at the second scheduled inspection, the unit will be deemed ineligible for participation in the Housing Choice Voucher Program.

The landlord of a unit that is "inspection ready" at the second attempt to perform the "initial inspection" but does not pass inspection, will be sent a letter listing the "failed" items and be given 30 days to complete the required repairs. The unit must pass at the time of the third attempt to perform the "initial inspection" or it will be deemed ineligible for participation in the Housing Choice Voucher Program. The program participant will be informed and tolling time restored on the Voucher.

- B. Annual Recertification HQS Inspections – An inspection to insure continued compliance with Housing Quality Standards and eligibility for housing assistance payments.

Landlords will be informed by mail of the annual recertification HQS inspection in order to prepare for the inspection.

The unit is to be "inspection ready" before the HQS Inspector arrives for the scheduled annual recertification HQS inspection.

If a unit that is scheduled for inspection has five (5) failed items, the inspection will be suspended and the landlord will receive a letter stating the unit is not "inspection ready". The landlord will be given 30 days in which to reschedule the inspection. If the unit is not "inspection ready" and scheduled for a second inspection, the housing assistance payment will be abated after 30 days.

If upon the second opportunity to perform the annual recertification HQS inspection, the unit is not "inspection ready", it will be deemed ineligible for participation in the Housing Choice Voucher Program and the program participant (tenant) will be issued a moving voucher.

If upon the second opportunity to perform the annual recertification HQS inspection, a unit is "inspection ready", but does not pass inspection, a letter listing the "failed" items will be sent and 30 days will be given to complete the required repairs. The unit must pass at the time of the third attempt to perform the "annual recertification HQS inspection" or the unit will be deemed ineligible for participation in the Housing Choice Voucher Program and the program participant (tenant) will be issued a moving voucher.

- C. Complaint Inspection - An inspection caused by the Housing Authority receiving a complaint on the unit receiving subsidy.
- D. Special Inspection - An inspection caused by a third party, i.e., HUD, needing to view the unit.
- E. Emergency - An inspection that takes place in the event of a perceived emergency. These will take precedence over all other inspections.
- F. Quality Control Inspection - Supervisory inspections based on at least the minimum number required by the Section 8 Management Assessment Program (SEMAP).