



# What is the inspection procedure

## **Before Move-in:**

Property owners contact the building department and after paying the \$100 fee, the new occupancy and HCVP inspections are performed. The HCVP inspection is free of charge. There is no time limit to correct infractions. When the unit passes the inspection, the Certificate of Occupancy is issued by the Building Department. The rent negotiation process can now begin.

**Please note:** The Building Department now requires a copy of your lease prior to scheduling the appointment. You may obtain a provisional lease from the Housing Authority for the purpose of scheduling your appointment.

## **Annual Re-certifications:**

1. Property Owners receive notification of inspection 30 days prior to due date.
2. It is the responsibility of the Owner to contact the Building Department to schedule inspection.
3. If the unit fails inspection, the Owner is given the opportunity correct the infractions and have the unit re-inspected.
4. If the unit does not pass by the month of recertification (30 days past the due date), the Housing Assistance Payment is held and any rental increases are not considered until the unit is in compliance.
5. **HUD does not allow for payments to Landlords while the unit is out of compliance. If check is held, payments will only resume from the date of compliance—we can not pay retroactively!**

