

SECTION 8 HOUSING QUALITY STANDARD INSPECTION PROGRAM

The unit to be inspected must comply with Federal Housing Quality Standards as well as the local housing safety inspection program. In order to ensure that your prospective housing meets a minimum standard of quality, an inspection will need to be conducted. Attached is a copy of the Minimum Standards for housing, as required by the Village of Park Forest.

To assist you with this process a list of questions and answers follows:

1. **How do I arrange for an inspection?**
The landlord must fill in all required information on the Request for Unit Inspection from the Building Department. The cost for a change of occupancy inspection is \$100.00. Be sure to advise the Building Department that you are considering a Section 8 tenant, so that they can do both inspections at the same time.
2. **How long does it take for an initial inspection to be scheduled?**
After the Inspector receives the Property Inspection Request, he will contact the owner or agent within three working days to schedule a date and time for your inspection. Inspections are scheduled on a first-come, first served basis and are normally conducted within one week.
3. **What will the inspector be looking for?**
Inspectors conducting Section 8 inspections will be looking for health and safety items along with Federal housing quality standards. See listing of MINIMUM STANDARDS.
4. **What happens if the unit fails the initial inspection?**
In order for the inspector to approve the unit, all discrepancies noted on the original report must be re-inspected and approved. Necessary improvements or repairs must be completed within thirty days of the initial inspection. Should the owner decide to cancel he must contact the Section 8 office and inform the Housing Program Assistant of his decision.

5. **Who should I contact if I have a question on an item cited for repair?**
Questions about the inspection requirements can be answered by calling the Building Department at 503-7703 (be sure to indicate this is a Section 8 inspection and give the address). If you wish to talk with the specific inspector who conducted your inspection, you may have to leave a message. They usually return phone calls between 9-10 a.m. or 4-5 p.m.
6. **Will I get the same inspector on follow-up inspections?**
In most cases, the same inspector will conduct the initial inspection and re-inspections.
7. **How do I know when the inspection has passed?**
Upon final inspection approval, the owner or agent meeting the inspector at the unit will be notified of the status and given a copy of the inspection report.
8. **How can I speed the process?**
The inspection process time can be shortened by being sure that the person(s) responsible for completing repairs contacts and meets the inspector for re-inspections promptly. Also, be sure all utilities are on for the inspection. A stove and refrigerator **MUST** be present and in working order at the time of inspection or the unit will not pass.