

## **REQUIREMENTS PRIOR TO SCHEDULING INSPECTIONS FOR HUD SECTION 8**

### **IMPORTANT NOTICE**

Section 8 Programs Rules state that you MUST allow the Housing Authority to inspect your unit at least once in a 365-day period.

Failure to have your unit inspected in a timely manner to complete your certification or recertification may result in termination of your assistance.

**The Metro West Housing Solutions (MWHS) will conduct Annual, Move-In, Special, and Quality Control inspections. You must meet the following requirements before the MWHS Housing Inspector can contact you to schedule the inspection:**

1. You must provide a working phone number or a message phone number.
2. A working smoke alarm must be installed on EVERY level inside the unit, including the basement.
3. The unit must have locks on ALL windows and doors. No hazardous electrical, physical, or other conditions can be present.

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4. All public utilities such as water, heat, and electricity must be in operation.
5. No Move-in inspection can be conducted until the unit is vacant and physically ready to inspect.
6. The Housing Inspector's work hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday. The Housing Inspector is in the field conducting inspections from 8:00 a.m. to 4:30 p.m. No inspections will be conducted after hours or on weekends. It is mandatory that you make yourself available during this timeframe.
7. The Inspector is not empowered to revise any paperwork or make any commitments. The Housing Specialist must make any changes.
8. All failed items must be corrected prior to contacting the Housing Inspector to request a reinspection.
9. If the Inspector cannot contact the tenant or the landlord within seven (7) working days after receiving the request or if three (3) telephone calls are unanswered, the paperwork will be returned to the Housing Specialist which may result in termination of assistance.
10. A minimum of a **24 hours** notice is required to cancel a scheduled inspection. You **must notify** both the Inspector and the Landlord. Cancelled inspections will be placed at the bottom of the list and rescheduled as the workload permits.
11. All urgent inspections will be scheduled as soon as possible; however, they are scheduled on an "as received" basis to be conducted as soon as an opening becomes available.
12. All **Recertification** inspections will be scheduled by mail, regardless of intent to move if they are occupied at the time of scheduling. The tenant or an adult over 18 with signed permission from the tenant must be present at the time of inspection. Landlords are not required to attend. A tenant **No-Show** will be considered a **failed** inspection.

