

Chapter 17

17.0 INSPECTIONS

IHFA staff will conduct unit inspections as described below to ensure that the units meet the standards set forth in the HUD regulations for decent, safe, sanitary and in good repair. Tenants will be required to allow the duly authorized agent, employee, or representative, or contractor of IHFA to enter the Tenant's dwelling unit during reasonable hours for the purpose of performing routine maintenance, making improvements or repairs, inspection the unit, or showing the unit for releasing.

17.1 MOVE-IN INSPECTIONS

IHFA staff and an adult member of the family, usually the head of household, must inspect the unit at the time of the lease signing. Both parties will inspect the unit for any defects or damages and will sign a written, completed inspection form certifying to the condition of the unit. A copy or duplicate of the signed inspection form will be given to the household, and the original will be placed in the tenant file. This inspection is crucial to IHFA in order to substantiate any possible charges when the tenant moves out. It is also beneficial to the tenant and protects them from charges from items that were present when they moved in.

17.2 ANNUAL INSPECTIONS

IHFA staff will inspect each public housing unit according to the schedule below.

Idaho Falls Scattered Sites: Units will be inspected twice each year; one inspection (UPCS) will coincide with the annual reexamination date of the tenant and the other inspection will be conducted as staff schedules allow.

Shoshone Apartments: Units will be inspected twice each year; the UPCS inspection is conducted on an annual basis, usually in January. A second inspection should be conducted by site staff as their schedule allows.

17.3 QUALITY CONTROL INSPECTIONS

Quality Control Inspections will be conducted at Shoshone Apartments on an annual basis. At Idaho Falls Scattered Sites, units will be inspected one to two times each year. Quality Control Inspections will be conducted by the LRPH Program Development Specialist and other IHFA staff as applicable. In addition to Boise staff, appropriate branch staff will accompany the Boise staff during these inspections.

17.4 SPECIAL INSPECTIONS

Special inspections may be scheduled to enable HUD or IHFA staff to inspect units or a sampling of units maintained by IHFA. In addition, REAC inspections fall under this

category and are typically conducted every two (2) to three (3) years by a REAC Inspector and accompanied by appropriate IHFA staff.

17.5 HOUSEKEEPING INSPECTIONS

Housekeeping inspections are usually completed during the other inspections listed above. However, IHFA reserves the right to schedule housekeeping inspections on a quarterly basis (or more often as IHFA representatives deem necessary) to ensure that the tenant's housekeeping practices do not lead to the deterioration of any portion of the dwelling unit's structures, fixtures, or premises. **Failure by the Tenant to maintain the unit in a clean, decent, safe, sanitary manner and in good repair will be grounds to terminate the lease agreement.**

17.6 EMERGENCY INSPECTIONS

If any employee and/or agent of IHFA have reason to believe that an emergency exists within the housing unit, that unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the tenant that indicates the date and brief reason why the unit was entered.

17.7 MOVE-OUT INSPECTIONS

IHFA will conduct the move-out inspection after the tenant vacates the unit and returns the keys. These inspections are required in order to assess the condition of the unit and determine responsibility for any needed repairs. When possible, the tenant will be notified of the inspection. IHFA strongly encourages tenants to be present during the move-out inspection process. This inspection becomes the basis for any claims that may be assessed against the security deposit.

17.8 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative, special inspections, quality control inspections and housekeeping inspections, IHFA will provide the tenant with at least a forty-eight (48) hour notice prior to the inspection. (CFR 966.4 (j) (1))

17.9 WORK ORDERS

A work order must be completed for all maintenance needs, either tenant requested or IHFA staff requested. Unless it is an emergency maintenance need such as broken water lines, no heat during winter, fire hazard, electrical hazard, or no operational toilet, all tenant maintenance requests must be completed in writing to the appropriate branch staff or site. Tenants should notify IHFA staff immediately for any emergency maintenance items. Tenants should not let needed maintenance go un-repaired as it usually results in higher repair costs. Tenants who do not report maintenance items in a prompt and timely manner can be charged for the cost of the repairs if the cost is higher due to failure to report it in a timely manner. Tenant requests for maintenance repairs on the dwelling unit will be made by IHFA at a time convenient to the Tenant, if possible. Tenant's failure to

comply with IHFA's request for an inspection or repairs for a period of 14 or more days will result in termination of the lease. If the Tenant is absent from the dwelling unit when IHFA comes to perform maintenance, Tenant's request for maintenance will constitute permission to enter the dwelling unit.