

2020 HOUSING PROVIDER SYMPOSIUM

# Mini Session 1: Inspections 101

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Maximizing Opportunities | Navigating New Landscapes





# Protocols

## HQS

Primary protocol used. Applies to all units assisted under the HCV program; 13 key aspects

# Types of Inspections

- Initial or “move in”
- Biennial (Routine)
- Special (Complaint)
- Quality Control



# Initial Inspections

## Process and Useful Tips

- RFTA Paperwork is completed and submitted back to agency for processing
- Inspector will contact provider directly to schedule inspection
- If unable to keep appointment, contact the inspector as soon as possible
- Requests to be contacted when inspector is in route are acceptable



# Initial Inspections

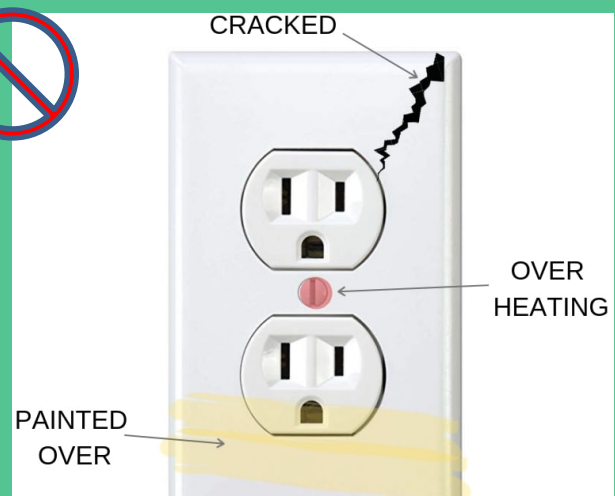
## Process and Useful Tips Continued

- Encourage visit by participant to view the unit
- Ensure unit is move in ready
- Utilities are turned on
- Smoke Detectors and CO detectors are operable
- Appliances in place and plugged in
- Check for any leaks under sinks

# Initial Inspections

## Process and Useful Tips Continued

- Use Inspection checklist
- Housing Provider or representative tours the unit prior to Inspector's arrival
- Raise all windows, Inspectors will close/lock
- Have maintenance or repair person attend move in inspection when possible
- Visit the property at least 1-2 times a year









# Biennial Inspections

## Process and Useful Tips

- Notifications for inspection date and time are provided to both parties
- Housing Providers are encouraged to attend, but generally not required to attend
- Once unit passes, next inspection may be close to 21-24 months later from the date the inspection pass

# Biennial Inspections

## Process and Useful Tips

- If the participant is not home, a final inspection attempt is scheduled
- At the second scheduled inspection attempt, owner or representative may consider being present
- Inspection checklists are available as a guideline

# Biennial Inspections

## Process and Useful Tips

- If unit should have failed items, correct prior to the due date.
- Timeframe for corrections are within 24 hours for life threatening items such as inoperable smoke detector
- Timeframe for correction for non-life threatening items are within 30 days of inspection, date will be provided by inspector





# Process Improvements

- **Certification of Occupancy is acceptable in lieu of an initial inspection**
- **HOTMA “10 or less” non-life threatening items criteria implemented for initial inspections that fail.**
- **Participants may begin occupancy if unit fails, but meets “HOTMA” criteria.**



# Process improvements Continued

**Annual Inspection are conducted biennially or every 21-24 months.**

**Self-certifications along with supporting documentation is accepted instead of a physical re-inspection for biennials.**

- **Supporting documentation may includes photos, invoices for service, completed work orders etc.**



# Self-Certification Process

## Completed and signed form

Certifies corrections have been completed, signature is included.

## Submit photos of corrected items

Submit clear photos of the deficiency/item in question. Label photo to reflect the item number on fail report.

## Submit invoices, receipts, work orders

Photos wouldn't show some items that may require a "service" such as pest control, or unclogging a toilet.

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#### HOUSING QUALITY STANDARDS (HQS) REPAIR SELF-CERTIFICATION

Please note: This form can only be used to certify that HQS deficiencies listed on the HQS Notice have been corrected. Both the Owner/Property Manager and the Participant/tenant must use this form to certify in writing that the repairs have been completed prior to the deadline date indicated on the HQS Notice.

Inspection Date	_____	Inspection #	_____
Print Name of Owner	_____	Print Name of Family	_____
Owner Address	_____	Unit Address	_____
Telephone	_____	Telephone	_____

The above referenced unit failed its HQS inspection and is not in compliance with the Inlivan/Housing Authority Housing Choice Voucher Program (HCVP) requirements. After the repairs have been completed in a satisfactory manner, the landlord and the tenant must sign this form to certify the satisfactory completion of repairs. This form must be received prior to the deadline date indicated on the attached HQS Notice to avoid further action. The form may be mailed, hand delivered, faxed, or scanned to the address above or emailed directly to the Inlivan HCVP Inspections Department at [fractilich@inlivan-nc.org](mailto:fractilich@inlivan-nc.org).

If repairs have not been completed by the deadline date and a signed HQS Repair Self-Certification is not returned to the Inspector, then the unit will be considered failed and the Housing Assistance Payments (HAP) will be abated on the day after the deadline date.

Please check the option below which applies to your inspection:

- ☐ The deficiencies assigned as both Owner/Property Manager and Participant/tenant responsibilities have been completed.  
☐ The deficiencies assigned as Owner/Property Manager responsibility are completed.  
☐ The deficiencies assigned as Participant/tenant responsibility are completed.

The signatures below certify that the required repair(s) have been completed and the unit is now in compliance with the Inlivan HQS. It is further understood that if at any time after the execution of the certification it is determined that the repairs were not completed in a satisfactory manner, all Housing Assistance Payments (HAP) made since the due date for repairs will be abated and payments already made to the landlord will be recouped by the Inlivan.

Landlords must have a history of HQS compliance through the Inlivan to qualify for use of this Repair Self-Certification. Inlivan may verify the completeness of all repairs by a "Special Inspection" within 30 days of the due date for the repairs.

Our signatures below certify that we have read, understood, and agree to the terms of this form, that all repairs have been made for the inspection number listed on the top of this form and that the unit listed above does comply with the HQS requirements of Inlivan.

We understand that making false statements, committing fraud, misrepresentation or providing false information of any kind may be grounds for termination of participation for both the Participant/tenant and Owner/Property Manager. We further understand that making false statements, committing fraud, misrepresentation or providing false information is punishable under state and federal law.

Signature of \_\_\_\_\_ Date: \_\_\_\_\_  
Owner/Prop

Signature of \_\_\_\_\_ Date: \_\_\_\_\_  
Participant/

# Self-Certification Process

## Self-Certification Form





# Questions & Answers