

ANNUAL INSPECTIONS:

- Scheduled by computer annually except for the 1st annual inspection which is scheduled after the first 8 months. The first annual inspection is scheduled 120 days prior to the tenant's re-certification/HAP anniversary date. Both the Tenant and Landlord share the responsibility to prepare for and be present at the unit for all annual HQS inspections.
- Scheduled by letter that is mailed to Tenant and emailed to the Landlord, with the date and time of inspection. This is considered the first **scheduled** inspection. The Landlord and Tenant are encouraged to read the schedule letter each year as information contained is subject to change.
- The Tenant must coordinate missed or cancelled inspection requests with the Landlord. Tenant calls to the Inspections Division to cancel an inspection will not be accepted. **Only the Landlord can cancel the inspection unless the cancellation occurs at the door of the unit by the Tenant or a representative of either party. A cancelled inspection counts as failed inspection and could create an abatement of the HAP contract rent.**
- If the 1st scheduled inspection is missed or cancelled it will be automatically rescheduled between the 31st and 35th business day after the previously scheduled inspection date. **Two missed inspections will cause the tenant to be in jeopardy of termination of their housing assistance.**
- The Tenant, Landlord or a representative 18 years of age or older for either party, must be present for the inspection. All representatives must have a valid form of ID to show proof of age. Inspectors will not enter a unit where ID is not provided and the age of the representative can not be verified. The inspection result will be "NOT AT HOME" and will count as a failed scheduled inspection against the Tenant and Landlord.
- If the 1st scheduled inspection does not pass for any reason, the Landlord will be notified by email and Tenant by regular mail of re-inspection date and time, as well as receive a failed items list. The next inspection will be between the 31st and 35th business day after the failed inspection. This letter will also contain an Abatement and HAP Date. The Abatement date is the date when the HAP payment will be stopped if the unit has not passed inspection. The HAP date is the date that the HAP contract terminates.

- If the 2nd scheduled inspection does not pass for any reason the Tenant will be contacted by the Client Specialist to attend a move briefing and the HAP payment for the coming month will be abated or stopped.
- Two “Not at Home” inspections results could jeopardize the tenant’s housing assistance.
- If the 2nd inspection is scheduled after the 25th of the month, the HAP payment for the following month will be abated (stopped) pending the passing of the inspection. If the 2nd scheduled inspection passes, the full HAP payment for the abated month will usually be released the following month.
- If the 2nd scheduled inspection does not pass the tenant will be processed to relocate.
- If the tenant remains in the unit after notification of the HAP contract end date, the Landlord’s written notice to vacate date or the tenant’s written notice to vacate date, the tenant is responsible for the entire rent payment to the Landlord for the time they remain in the unit, not RHA.
- RHA offers three Optional Resident Retentions Services for the Landlord. The Punch List Service, the Optional Third Inspection and the Optional Additional Inspection. Information on each of these services can be found on our website at www.rhaonline.com.
- Paying for any Optional Resident Retention Service provides no guarantee of the unit passing inspection, nor will it stop a pending or occurring HAP abatement or tenant relocation.
- Optional Resident Retention Service fees are considered the responsibility of the Landlord, not the tenant. The Landlord should check with RHA before paying for a third inspection IF the payment is not made within the 3 days window indicated on the emailed letter, as the payment is non-refundable.
- No back HAP payment will be released for the days in which the unit was not in compliance with the HAP contract nor is the **Tenant responsible to**

pay any portion of the HAP payment usually paid by the Raleigh Housing Authority per the HAP contract.

- All grievances from both the Tenant and Landlord must be **submitted in writing** to: Raleigh Housing Authority, ATTN: Inspections Division, 900 Haynes Street, Raleigh NC 27604. A response will be provided in writing or by telephone within 10 business days from receipt of the correspondence.

REMINDERS FOR CURRENT LANDLORDS

- All utilities (electric, gas, water) must be on in the unit at the time of the scheduled inspection. Tenants must maintain utilities on in their unit year round.
- All necessary repairs should be completed prior to the first scheduled inspection date. Inspectors are instructed not to wait for repairs to be completed on the day of the scheduled inspection, no matter how small the repair. For guidance on what will be inspected, visit our website and access the [HUD HQS Inspection Form](#) and the [Supplemental Checklist for Owners](#).
- Double keyed dead bolt locks on exterior doors are not allowed; the locking mechanism to the inside of the house must have a thumb bolt. (BOCA National Fire Prevention Code § Section F-608.0 - Egress Doors F-608-1, F-608.2)
- Senate Bill 1924 requires a minimum of one operable carbon monoxide detector per rental unit per level. The carbon monoxide detector must be listed by a nationally recognized testing laboratory that is OSHA-approved to test and certify to American National Standards Institute/Underwriters Laboratories Standards of ANSI/UL2034 or ANSI/UL2075. Installation of the carbon monoxide detector must be in accordance with the National Fire Protection Association or the minimum protection designated in the manufacturer's instructions. The Landlord must retain or provide proof of compliance. RHA recommends battery operated carbon monoxide detector in event of a power outage. Both the tenant and Landlord will be deemed responsible for inoperable carbon monoxide detectors due to dead or missing batteries.

- The Landlord may not utilize any portion of the property being rented for personal storage or storage of any kind.
- The inspector will not attempt additional telephone notification to the Landlord once at the unit.
- Swimming pools, Jacuzzi hot tubs and trampolines are prohibited.
- If the water heater is in the attic, crawl space or behind a locked door, the Landlord must complete a Water Heater Certification form. The form is located on our website at www.rhaonline.com, Housing Choice Voucher and must be received in the Inspections Division by 5:00pm on the same day as the scheduled inspection in order for the item to pass.
- The RHA Housing Inspector will physically test all easily accessible three-pronged outlets in the unit to determine if they are functioning properly. If the testing reveals that the outlets are functioning properly, according to the three-pronged tester, the owner **will not be required** to submit an Electrical Certification to RHA. However, if the testing of the three-pronged outlets show that the outlet is not working properly, an Electrical Certification will be required every time that the tester determines a malfunctioning outlet.
- The failure of one item in or on the property will fail the entire unit.
- All interior and exterior debris including but limited to tree branches, tall grass, trash and old appliances should be removed prior to the inspection.
- All pets must be confined during the inspection or the inspector may refuse to complete the inspection with penalty to the Tenant and Landlord.
- **Neither verbal nor nonverbal** threats will be tolerated whether communicated by the Tenant or Landlord and could result in the loss of opportunity to participate in the Section 8 program.