

- 1. ARRIVE ON TIME AND BE PREPARED.** Confirm date, time, and meeting location in advance. Remind property to notify residents. Download inspection prior to arrival. Notify POA if you are running late for the inspection. If more than 1 hour late, call TAC to obtain a reference #. Display the HUD ID badge at all times. Use the latest version of the inspection software and Compilation Bulletin.
- 2. REQUEST RESIDENT NOTIFICATION LETTER.** If residents have not been notified, call TAC for instructions and ref. #.
- 3. REQUEST RENT ROLL.** Request a rent roll including bdrm., vacancy, 504 unit, and bed bug info. Request site map if applicable.
- 4. RECORD PROPERTY INFORMATION.** The property address should be a physical address and not a P.O. Box.
- 5. RECORD PARTICIPANT INFORMATION.** Record a minimum of 3 participants. One individual recorded must actively participate in the inspection. MF properties must include "Owner" & "Management Agent". PH properties must include "Owner/PHA".
- 6. RECORD CERTIFICATES.** The construction year must be prior to 1978 for Lead Based Paint to be applicable. If built before 1978, record "YES" or "NO" for LBP Inspection Report and LBP Disclosure Forms regardless of the housing type (elderly, nursing, etc.).
- 7. REQUEST EMERGENCY GENERATOR RUN-UP RECORDS** (if applicable).
- 8. RECORD AREA MEASURES.** Enter POA provided calculations or prepare "guesstimate" during visual verification process.
- 9. DISCUSS ELEVATOR EQUIPMENT ROOM & OFF SITE MONITORED SYSTEMS** (if applicable).
- 10. ASK THE RIGHT QUESTIONS TO VERIFY THE CORRECT BUILDING / UNIT COUNT.**
  - Does the property have an active HUD insured loan / mortgage, have Section 8 units, or receive other HUD assistance?
  - Are there any non-revenue units, such as the site manager or maintenance personnel living in units that are not listed on rent roll?
  - Are there any temporary or permanent offline buildings or units?
  - Have any units been converted to an office, commercial space, a police sub-station, or other common areas – or 2 units into 1 unit?
  - Are there any other conditions or changes related to the property or inspection that I should be made aware of?
- 11. REVIEW THE RENT ROLL IN DETAIL.** Count all buildings and units contained in each building. Does the count match the inspection download on your DCD? If not, ask questions and / or physically investigate to obtain the correct number of buildings and units.
- 12. RECORD OCCUPANCY PERCENTAGE.** Not required for Public Housing properties. Place in first spaces of the Property Information Tab comments field as an integer with the "%" sign with no spaces between them (e.g. 87%).
- 13. RECORD BED BUG INFORMATION.** Refer to Inspector Notice No. 2010-01 for guidance.
- 14. REVIEW BLDG. ADDRESSES, BLDG. TYPE, CONSTRUCTION YEAR, AND # OF UNITS.** Each building must have a unique address. If addresses are the same, place a unique identifier (such as garage, shed, etc.) in address line #2.
- 15. VISUAL VERIFICATION OF PROPERTY.** Inspector must be accompanied by a POA. Verify the building/unit count, building type, addresses, and identify offline buildings and / or units. Inspector must get into a position to SEE all sides of every building.
- 16. MAKE CORRECTIONS TO THE PROFILE IN YOUR DCD **BEFORE** GENERATING THE SAMPLE.** If the building or unit count has changed from the inspection download, call TAC to record a profile change and to obtain a reference #.
- 17. GENERATE THE SAMPLE.** The inspector may suggest that the POA secures keys, light bulbs, etc., while entering sample units.
- 18. IDENTIFY SAMPLE BUILDINGS AND ENTER SAMPLE UNITS.** Identify alternate units.
- 19. PROVIDE A LIST OF SAMPLE UNITS ONLY IF PROPERTY DOES NOT HAVE A MASTER KEY.**
- 20. EXPLAIN TO ESCORTS HOW THE INSPECTION WILL BE CONDUCTED.** Statements may include:
  - A property representative is required to accompany me at all times while on the property.
  - I would like to request that property representatives enter buildings and units first.
  - Upon entering a room or unit, I will test the door then move in the same direction throughout the perimeter of the room or unit. If you would like to help speed up the process, I will request that drapes, blinds, and personal items are cleared from windows so that I may test their operation and doors are cleared of personal items, unlocked, open, and physically accessible to allow testing.
  - I am not allowed to open bathroom or bedroom doors in units. A property representative or resident is required to assist.
  - I will need to see behind all doors in units and common areas, there are no exceptions, so please be prepared with keys.
  - I will identify each deficiency verbally along with the level (L1, L2, L3, or H&S). Please feel free to ask questions regarding a deficiency or stop me if you would like to discuss the issue – if I am making an error, let me know and I will correct it.
  - A notepad (and camera) will be helpful for the property representatives to record deficiencies.
  - I must personally perform the physical inspection of items below 8 feet, and a property representative may be required to test items more than 8' above the floor (such as smoke detectors and emergency lights).
  - A property representative is required to turn the stove/oven on and off in my presence.
  - During the inspection, a property representative may install light bulbs to prove a fixture works, plug in bathroom exhaust fans, light gas stoves if the pilot light is out (still a L1 deficiency), and return stove knobs and burners if they have been temporarily removed.
  - I will request that property reps. refrain from fixing inspectable items before I've had the opportunity to make an assessment.
  - Are there any questions before we proceed with the inspection? (Discuss plan for inspection).
- 21. PROCEED WITH INSPECTION.**
- 22. COMPLETE EH&S FORM.** Complete the EH&S form upon conclusion of inspection, or at the end of each day for inspections lasting more than 1 day. Explain HUD requirements for mitigation of hazards. Request a signature from POA. Inspector must keep original form, POA should retain a copy. If POA refuses to sign, make a note on the form, leave a copy with POA, and keep original for 6 months.
- 23. UPLOAD COMPLETED INSPECTION.** Upload completed inspection to PASS within 24 hours.