

# REAC Inspection Checklist

January 2016

- 1. **CONFIRM THE INSPECTION WITH THE PROPERTY**
  - A. Not only during the initial phone call but again a few days before the inspection date (follow up both confirmations with written correspondence - emails)
  - B. Confirm time and place to meet escort
  - C. Confirm inspection is correctly recorded in REAC Scheduler
  - D. Remind property to notify residents prior to start of inspection
  - E. Download inspection prior to arrival
  - F. Use the latest version of the inspection software
- 2. **ARRIVE ON TIME AND BE PREPARED**
  - A. Notify POA if you are running late for the inspection
  - B. If you are late by 1 hour or more, call TAC to obtain a TAC reference #
  - C. Display HUD ID badge at all times
  - D. Have a copy (soft or hard) of the Compilation Bulletin with you at all times
  - E. Be prepared to see in dark places, measure essential inspectable items for compliance, and test ALL smoke detectors at 8' or lower
- 3. **CONFIRM THE RESIDENTS HAVE BEEN NOTIFIED**
  - A. Request to see a copy of the letter sent to residents
  - B. If residents have not been notified, immediately call TAC for directions on how to proceed and get a TAC reference #
- 4. **MULTIFAMILY Only**
  - A. Verify if property has an active HUD Loan, Section 8 units, or any other type of HUD assistance
    - i. Recommend calling TAC to verify this information
- 5. **REQUEST A RENT ROLL (or ALL-INCLUSIVE LIST)**
  - A. Rent roll can be a Site Map
  - B. Rent roll must contain the following:
    - i. All buildings with a unique address
    - ii. Within each building, the rent roll must contain all the units (including non-revenue units), usually the units will have a unique identifier for each unit
    - iii. Each unit must be clearly identified as being either OCCUPIED or VACANT
    - iv. Each unit must be clearly identified with number of bedrooms
  - C. Identify any 504 units (units modified for handicapped use)
  - D. If POA does not provide a rent roll and/or all-inclusive list, the inspector will have to create this document from information supplied by the POA prior to proceeding any further with the inspection
- 6. **REQUEST AREA MEASURES**
  - A. Later in the inspection, inspector will record calculations provided by POA, or prepare "guesstimate" (inspector calculations) of Area Measures during PHYSICAL VISUAL VERIFICATION OF BUILDING(S) (see 9 below)
- 7. **ASK THE RIGHT QUESTIONS**
  - A. Are there any non-revenue units, such as units for property employees (site manager, maintenance supervisor, etc.) living in a unit not shown on the Rent Roll?
  - B. Are there any Buildings and/or Units Temporarily or Permanently offline? (Reference Compilation Bulletin on how to handle these)
  - C. Have any units been converted to something else (Office, commercial space, daycare center, activity center, beauty shop, Police sub-station, 2 units converted into 1 unit, etc.)?
  - D. Are there any other conditions or changes related to the property or inspection that the inspector should be made aware of?
- 8. **REQUEST BED BUG INFORMATION**
  - A. Record properly on the inspection the existence or non-existence of bed bugs
    - i. If bed bugs exist, also record on the inspection all of the Building/Unit location(s) of bed bugs
  - B. If bed bugs exist, call TAC to report the bed bugs and obtain a TAC reference #
- 9. **PHYSICAL VISUAL VERIFICATION OF BUILDING(S)**
  - A. POA must accompany the inspector during the verification process at all times
  - B. Inspector must get into a position to SEE all sides of every building and the entire site
  - C. Inspector can walk or drive the property during verification process
  - D. Verify and mark the following on your Rent Roll (or All-Inclusive) list:
    - i. Existence of building
    - ii. Address of each building
    - iii. Type of each building
    - iv. Number of Units per building (Remember to ask POA about any altered units while visually verifying the building/unit counts)
  - E. Verify any Permanent and/or Temporary Offline building(s)
  - F. If POA does not provide "Area Measures", inspector needs to calculate the area sizes at this time

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## 10. PARTICIPANT INFORMATION - UPDATE/RECORD/ENTER

- A. Record a **minimum** of 3 participants
  - i. Must include role, name, address & phone number
  - ii. Provide FAX number & email address if available
  - iii. For small properties, one person may be recorded for all 3 participants
- B. One participant recorded must actively participate in the inspection
- C. At least one participant must be marked "Present During Inspection"
- D. Only one participant must be marked "Primary Contact"
- E. **Multifamily** properties must include "Owner" & "Management Agent"
- F. **Public Housing** properties must include "Owner/PHA"

## 11. CERTIFICATE INFORMATION - UPDATE/RECORD/ENTER

- A. Lead Base Paint:
  - i. If built before 1978, mark "Yes" or "No" for LBP Disclosure Forms and LBP Inspection Report regardless of housing type (elderly, nursing, etc.)
    - 1. For elderly, nursing, etc., if "No" is marked, provide a statement in the Property Comments field regarding resident population type
  - ii. Use original date of construction, and NOT rehab date
- B. LBP Disclosure Forms – all 5 files selected at random by the inspector must have the form signed by the resident for "Yes" to be selected
- C. LBP Inspection Report – if the property can show the inspector a copy of a report detailing the results for finding lead paint on the property, mark "Yes"

## 12. VERIFY BUILDING AND UNIT INFORMATION IN DCD

- A. Use the Rent Roll (or other All-Inclusive) list to verify the downloaded inspection information on your DCD
- B. Verify the following from your PHYSICAL VISUAL VERIFICATION OF BUILDING(S) and corrected/accurate information on your Rent Roll:
  - i. Each building address is correct and unique
  - ii. Building Type is correct for each building
  - iii. Construction Year is correct for each building
  - iv. Number of Floors is correct for each building
  - v. Number of units in each building is correct
  - vi. Total number of units is correct
  - vii. Utility turned off for a building and/or unit
- C. Include additional information in the comment field that is important to the inspection of any building and/or unit (offline, ongoing renovation, fire damage, etc.)

## 13. UPDATE/RECORD/ENTER PROPERTY INFORMATION

- A. Property Name correct
- B. Mark Scattered Site if appropriate
- C. Property address should be physical address and not PO Box number
- D. Enter property phone number, FAX number & email address as appropriate
- E. Enter "# of Occupied Units"
  - i. Obtain this information from the Rent Roll (or other All-Inclusive) list
  - ii. A verbal from POA is not acceptable for # of occupied units
- F. Include additional information in the comment field that is important to the inspection (snow, locations of bed bugs, changes in downloaded number of buildings and/or units, TAC #s, etc.)
- G. Record Area Measures in DCD

## 14. ALL CORRECTIONS MUST BE COMPLETED IN YOUR DCD BEFORE GENERATING THE SAMPLE

- A. Call TAC to obtain a reference # if the building and/or unit count is different from the download
- B. Call TAC to obtain a reference # if bed bugs are present
- C. Call TAC for any other issues that will affect the Acceptance/Rejection of the inspection

## 15. GENERATE SAMPLE

## 16. IDENTIFY SAMPLE BUILDING(S) AND ENTER SAMPLE UNITS

- A. Select sample units from your Rent Roll (or All-Inclusive) list
- B. Enter sample units in DCD while still in the office if possible
- C. If property is MASTER KEYED, inspector WILL NOT provide POA with a list of sample units
- D. If property is not Master Keyed, inspector will provide POA with a list of sample units
  - i. List call be a full list of units, or a partial list of units (with remaining units provided later in the inspection)

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- ii. If a list of units is provide, inspector will advise POA (and POA's staff) not to go in front of inspector to selected units to make any repairs unless it is an emergency

## 17. EXPLAIN TO ESCORTS HOW THE INSPECTION WILL BASICALLY BE CONDUCTED

- A. POA is required to keep inspector in sight at all times while on the property
- B. POA will need to open closed doors before entering a building, before entering a unit, and before entering any rooms within a unit (except for closets)
- C. Inspector will explain their routine
  - i. Start with which Inspectable Area (Site, Building Exterior, Unit, etc.)
  - ii. Right to left, left to right, or other
- D. Discuss elevator equipment room & off site monitored systems if applicable
- E. Inspector must inspect all inspectable items at 8' from floor or below, such as smoke detectors, doors, windows, sink faucets, tub/shower items, etc. (POA cannot assist with any inspectable items)
  - i. POA will need to clear area (move drapes, move blinds, move residents' personal items) so inspector can inspect all inspectable items
    - 1. Failure of POA to move items so inspector can inspect inspectable items will results in those items being recorded as defective
  - ii. Only exceptions to inspector inspecting all inspectable items:
    - 1. POA must turn on/off stove/oven while inspector is watching
    - 2. All inspectable items over 8 feet from floor must be inspected by POA while inspector is watching, or a defect must be recorded for those items
- F. Inspector will need to see behind all doors in a building and in a unit
  - i. POA will need to be prepared with necessary keys to access all areas
  - ii. If inspector cannot see behind any unit door, an alternate unit must be selected
  - iii. If inspector cannot see behind a Common Area door, a Level 3 defect will be recorded for that door
- G. All defects must be recorded when observed
- H. During the inspection, inspector will call out every defect (including inspectable area, inspectable item, inspectable defect & level of defect)
- I. Once the inspection begins, the POA is not allowed to correct any defects prior to the inspector inspecting that area.
  - i. There are ONLY 5 exceptions to correct defects in the presences of an inspector:
    - 1. Install light bulbs to prove a fixture works
    - 2. Plug in bathroom exhaust fan to show it works
    - 3. Gas Stove - light inoperable pilot light (no repairs allowed) to show burners work, a Level 1 defect will be recorded instead of Level 2 or 3
    - 4. Electric Stove – if burners have been removed for cleaning, POA will be allowed to plug burners back in to show all work properly (no repairs are allowed)
    - 5. Gas/Electric Stoves – if knobs are missing, POA will be allowed to find and install knobs to show all burners/oven work properly
      - a. Missing knob(s) will be a Level 1 defect if all burners/oven work properly
- J. Property is not allowed to go in front of inspector to correct defects
  - i. First observation of this will result in inspector requesting practice be terminated
  - ii. Second observation will result in inspector calling TAC and inspection being reported as "Unsuccessful"
- K. POA may want to take a note pad to record any defects
- L. Please feel free to ask any questions during the inspection
- M. Are there any questions before we start?

## 18. PROCEED WITH INSPECTION

## 19. COMPLETE EH&S FORM

- A. EH&S form provided at the conclusion of the inspection
  - i. Inspector can provide either handwritten form or Rapid 4.0 generated copy
- B. EH&S form will be provided at the end of each day for inspections lasting more than 1 day
- C. Explain HUD's requirements for mitigation of EH&S hazards
- D. Request signature from POA
  - i. Inspector will keep original
  - ii. POA will keep a copy of original
  - iii. If POA refuses to sign, inspector will leave an unsigned copy with the POA and inspector will keep original for 6 months

## 20. UPLOAD COMPLETED INSPECTION WITHIN 24 HOURS

- A. Obtain TAC reference # if unable to upload within 24 hours