

# **Delaware Tribe Housing Program Housing Inspection Policy**



**Approved by the Delaware Tribal Council**

**February 6, 2012**

## **Delaware Tribe Housing Program Housing Inspection Policy**

### **I. Policy Statement**

- A. The Delaware Tribe Housing Program, hereafter referred to as the DTHP, recognizes that one of the most important aspects of the DTHP's operations is the inspections of its owned and managed units. If units are not maintained and kept in good working condition, the long-term viability of the DTHP's will be compromised and the residents may lose a valuable resource. Therefore, it is the goal of the DTHP that all units meet, at a minimum, Housing Quality Standards as outlined by HUD (24 CFR Part 982).

### **II. Inspections**

- A. The Inspector, or appointed designee, shall conduct periodic inspections at regular intervals to determine if the dwelling units and equipment are in good working condition. The Inspector, or appointed designee, will also perform Move-In and Move-Out inspections, warranty inspections, special and emergency inspections. **The Inspector, or appointed designee, must take the DTHP camera on all inspections to take photos and/or video of any/all findings.**
- B. To the greatest extent feasible, inspections will be scheduled in such a manner as to allow the residents the opportunity to be present, or to have a representative of legal age present, during any inspection of the respective unit. If the resident cannot be present for the inspection and cannot arrange for a representative of legal age to be present, the resident must call the DTHP at least 24 hours prior to the appointment in the inspection notification letter to re-schedule. If the resident, or the resident's representative of legal age, is not present for any scheduled inspection, and no contact has been made with the DTHP to re-schedule at least 24 hours prior to appointment, the resident's account may be charged a \$25.00 trip charge, payable on the first day of the following month.
- C. All residents will be given notice prior to the DTHP entering the units for routinely scheduled inspections. Housing Management, in cooperation with the Inspector, will determine the form of notice, such as phone calls, posting notice at the residence, or notification via U.S. Postal Service and advance time of notification. In case of an emergency, the DTHP shall have the right to enter the unit without prior notice to the resident if the DTHP reasonably believes that an emergency or unsanitary condition exists. All other entries will be made with no less than a 24 hour notice given to the resident.
- D. The condition of the units and grounds will be noted on form HUD-52580. (See Item #1.) These forms must be signed by the DTHP employee(s) conducting the inspection along with the date of the inspection. Residents, or their representative of legal age, will be required to sign the HUD-52580 form.
- E. All residents shall be mailed a Pass or Fail notice within 30 days of the inspection.
- F. The DTHP shall take pictures and/or video of the units during Move-In and Move-Out inspections to document the condition of the unit and grounds. The Move-In and Move-Out inspections shall be recorded on Form-134. (See Item #2.)

- G.** Move-In inspections shall be performed before the unit is occupied with the future resident present. Any deficiencies shall be noted on the inspection form and should be repaired prior to occupancy.
- H.** A Final Move-Out inspection will be performed on the date actual vacating occurs. To the greatest extent feasible, these inspections will be scheduled so that the resident may be present, or have a representative of legal age to be present, during these inspections.
- I.** Regular periodic inspections shall be conducted at least once every 12 months for all units owned and/or managed by the DTHP. The DTHP reserves the right to conduct inspections on any unit owned and/or managed by the DTHP at any time deemed necessary by Housing Management.
- J.** Special and emergency inspections may be performed by the Inspector, or appointed designee, at any time deemed necessary by Housing Management whenever certain conditions (such as, but not limited to, abandonment) may warrant.
- K.** Warranty inspections shall be performed on new or renovated units at least once before warranties on the units and/or equipment have expired in accordance with the DTHP's contract with the contractor.

### **III. Deficiencies in Maintenance**

#### **A. Rental Program**

- 1.** All maintenance needs that are identified during the inspections shall be addressed to the maintenance staff in the form of a Work Order, and should be corrected within a reasonable amount of time, not to exceed 30 days. However, some items may be compiled into a Modernization List to be addressed as the budget and funding allow. If damages are the result of resident abuse or neglect, the resident's account may be charged for repairs according to Section 8(c) of the Dwelling Lease.

#### **B. Homeownership Program**

- 1.** Where deficiencies are noted during the inspection of homeownership units, the Inspector, or appointed designee, conducting the inspection shall confer with the home-buyer family and provide the necessary instruction and time to correct the deficiency and perform follow up inspections.
- A.** If the homebuyer agreement is terminated for any reason after commencement of occupancy, the DTHP shall inspect the unit and shall provide the homebuyer with a written statement of the estimated cost of any rehabilitation work required to put the home in satisfactory condition for the next occupant. The homebuyer will have the opportunity to complete the noted repairs to the satisfaction of the DTHP. These repairs must be completed before the end of the 30 day time frame outlined on the Termination Notice. If the homebuyer does not complete the necessary repairs to bring the unit up to

standard, the DTHP has the right to make said repairs and charge the homebuyer's MEPA for the cost.

### **Training**

1. The DTHP staff will be adequately educated and trained to perform the inspections described in these policies and procedures.
2. The Housing Director shall encourage the appropriate DTHP employees to attend relevant training courses to learn how to become more efficient and productive.