



Housing Authority of the City of Raleigh, North Carolina

Leased Housing

Priscilla B. Batts
Director of
Leased Housing

900 Haynes Street
Raleigh, NC 27604

Applications
(919) 831-6387

Section 8 HAPP
(919) 831-6620

7/21/2008

ATTENTION LANDLORD AND/OR PROPERTY MANAGER:

Attached is a sample of the new failed items list implemented by the Raleigh Housing Authority's Inspection Division. This format shows how failed items will be communicated to landlords and tenants. Official use of the new format began with the July 2008 annual inspections, though some landlords may continue to receive failed item listings in the old format until the phase out is complete. Below are instructions for how to read the new form.

Section #1 – Information about the tenant, inspector and type of inspection

Section #2 – Information about the date the inspection was requested and the date the inspection occurred

Section #3 – General information about the unit

Section #4 – Owner information on file with the Leased Housing Department

Section #5 – Inspection result

Section #6 – Failed items list

- a) Item # - needed for report purposes
- b) Item Category – list the room (s) inspected
- c) Floor – the level in the unit where the room is located
- d) Location of the room on the floor
- e) Failed item description
- f) Location of the failed item within the room (defined as standing in the doorway of the room)
(Far side = Back wall; Near side = Front wall)
- g) Date repairs passed inspection
- h) Passing inspector's initials

Section #7 – General appearance of the specified areas in the unit

Section #8 – Notes and Additional Failed Items not identified in Section #6 which still need to be corrected before the unit will pass inspection

Section #9 – Comments and recommendations for the landlord and tenant

Inspection Checklist
Housing Choice Voucher Program

U. S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 07/31/2007)

Public reporting burden for this collection of information is estimated to average 0.50 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number.

This collection of information is authorized under Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). The information is used to determine if a unit meets the housing quality standards of the section 8 rental assistance program.

#1	Name of Family	Voucher Number	Date of Request (MM/DD/YYYY)
	JANE A DOE	V069111111	7/8/2008
	Inspector	Census Tract	Date of Inspection
	William Braton	535.08	7/11/2008
	Inspection Type	Last Inspection Date	PHA
	Reinspection	7/11/2007	NC002 - RHA

A. General Information

#3	Inspected Unit	Construction Date	Housing Type
	123 MAIN STREET, RALEIGH, NC, 27604-7604	1980	Single Family
	Number of Children Under 6	0	
	Owner	3888	
#4	RALEIGH ENTERPRISES	Owner/Landlord Phone Number	
	1234 RALEIGH WAY, RALEIGH, NC, 27604-7604	(919) 123-4567	

B. Summary Decision On Unit

#5	Inspection Result: Fail	Number FMR Bedrooms	4	Number of Sleeping Rooms	4
	Inspection Checklist				

	a	b	c	d	e	f	g	h
Item #	Item Category	Floor	Room Location	Item Description	Item Location	Resolved Date	Inspector	
1.0	LR Present							
2.0	Kitchen Present							
3.0	Bathroom Present	2	Center Front					
3.0	Bathroom Present	1	Left Rear					
#6	3.3 Electrical Hazards; Failed Item			GCFI outlets do not reset, repair or replace	Near Stile			
	4.0 Bedroom Present	1	Left Front					
4.0	Bedroom Present	2	Right Rear					
4.0	Bedroom Present	1	Left Rear					
6.0	Building Exterior							
6.4	Condition of Exterior Surfaces; Failed Item			See Notes for Addtl Failed Items	Far Side			
7.0	Heating and Plumbing							
8.0	General Health and Safety							

#7 Paint good condition? Floor good condition? Carpet good condition? Housekeeping good condition?

Notes and Additional Failed Items

#8 Fail 6.4 Other Exterior Surfaces: Breaker Box; Rear Exterior Storage; Door Locked; Unhook To Check @ Reinspection.

Comments #9