

Inspections Division

Inspections Division of the Leased Housing Department of the Raleigh Housing Authority (RHA) currently consists of an Inspections Manager, one (1) Lead Housing Inspector, three (3) Housing Inspectors, an Administrative Assistant and a Front Desk Administrative Assistant. This Division provides Housing Choice Voucher (HCV)/Section 8 owners, their representatives, program participants/tenants, and the RHA staff with guidance in enforcing Housing Quality Standards (HQS) and accountability. The following inspection types are performed by this Division:

- **Initial / New Inspection** – An inspection conducted to determine that a unit meets all Housing Quality Standards (HQS) as required by HUD and Raleigh Housing Authority and assure that rent is reasonable. This inspection is conducted after the unit has been selected and approved for participation in the HCV program and the unit must pass inspection prior to the execution of the Housing Assistance Payment (HAP) Contract.
- **Annual / Renewal Inspection** – An inspection required by HUD to be conducted prior to 12 months from date of last inspection, consistent with annual anniversary of HAP contract on all units currently subsidized under HCV program.
- **Complaint / Special Inspection** – An inspection conducted where one or both parties are accused of failure to carry out his/her responsibilities. Requested in writing by the tenant, owner, their representative, HCV participant, agency, or third party.
- **Quality Control Inspection** – An inspection normally conducted by the Manager or a Lead Inspector to determine that the most recently performed HQS inspection adhered to all Housing Quality Standards. HUD requires this inspection be performed on a percentage of the Agency's portfolio encompassing a cross-section of ZIP codes where units have recently passed inspection.

Inspections Division hours of operation are Monday – Friday, 8:00 am – 5:00 pm.

Raleigh Housing Authority Housing Choice Voucher Inspection Policy

Statement of Policies and Objectives:

Housing Choice Voucher (HCV)/Section 8 Inspection policy shall be in compliance with the Department of Housing and Urban Development's (HUD) Housing Inspection Manual, HUD Handbook 7420.07, state and local building/electrical/fire codes, and the Raleigh Housing Authority's Administrative Plan. This policy provides the HCV owners, their representatives, HCV participants and Raleigh Housing Authority's (RHA) staff with guidance in enforcing Housing Quality Standards (HQS) and accountability.

The policy has been modified and streamlined in the best interest of the HCV program owners, their representatives, participants, and the RHA Leased Housing Inspections Division. It requires an understanding of the Housing Assistance Program contract specifications, knowledge of the individual party responsibilities and a willingness to abide by HUD and the RHA guidelines as set forth. The owner or the owner's representative is expected to have the unit specified for participation in the HCV program ready for the first scheduled inspection in accordance with the RHA's policy and HUD HQS requirements. A copy of the HUD HQS Inspection Report is located on this site under HUD HQS Inspection Form for use as a guide. Additional RHA inspection criteria are also available on this site under Supplemental Checklist for Owners.

The elements of a successful inspection process are: submission of correct information on unit to be inspected, a unit prepared for inspection, rapid response by Raleigh Housing Authority Inspections Division (after the calculation has been completed to determine that the tenant can afford the rent requested on the unit), the presence of the owner or their representative (for initial inspections) or HCV participant or their representative to allow access into the unit. Landlords and tenants are encouraged to **read** all documents emailed to them from the Inspections Division as they contain valuable information on the inspection process.

This policy is designed to provide information and incentives to owners and their representatives to have the units ready for inspection to avoid loss of HAP payment due to abatement of rent due to the unit not passing inspection. Any concerns or grievances regarding an inspection or results must be submitted in writing including a valid telephone number to: Raleigh Housing Authority, ATTN: Inspections Manager, 900 Haynes Street, Raleigh NC 27604 or you may email them to bwilson@rhaonline.com. Your concerns will be addressed by telephone or in writing within 10 to 15 **business** days after receipt of your correspondence, barring any unforeseen events.

PAYMENT SCHEDULES:

MONTHLY HAP PAYMENTS:

- Direct Deposit (DD) is released on the 2nd business day of the month.

INITIAL HAP PAYMENTS:

- When a unit passes inspection the documents are returned to the HAP Contract Processing Department for initiation of the HAP Contract. This process could take up to 6 to 8 weeks from the date of the signed HAP contract before the 1st HAP payment is released.

NOTE: If the day a payment is to be released falls on a Holiday, the payments will be released the next business day.