

Helpful tips for successful inspections

- Make sure smoke alarms are in place and working properly.
- Provide adequate bathroom ventilation (window or fan).
- Make sure electrical outlets have covers and are working properly.
- Make sure windows have working locks.
- Keep home free of bug and vermin infestation.
- Have solid handrails for step units of four or more steps.
- Have solid railings around porches or balconies that are more than 30-inches above the ground.
- Make sure paint (interior and exterior) isn't chipping or peeling.
- Ensure water heater discharge line is in place and of adequate length. Pop/relief valve must be in place.
- Ensure that utilities are connected.
- Make sure appliances such as stoves, and refrigerators are in place and that all parts are working, including knobs, burners, heating elements, etc.
- Repair potential tripping hazards such as damaged floors.
- Make sure electrical wiring is not exposed.
- All rooms designated as a bedroom must have a window. If a window is designed



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The Virginia Housing Development Authority (VHDA) does not discriminate on the basis of race, color, religion, sex, age, national origin, familial status or disability.

For more information:

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|---------------------------|--|
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VHDA helps Virginians with low- to moderate-incomes buy their own homes. We also help finance affordable, quality rental housing, and we help people with disabilities and the elderly make their homes more livable. We teach free homeownership classes, and partner with other lenders, developers and community service organizations to help put quality housing within the reach of every Virginian. And, we do it all without using a single taxpayer dollar.

VHDA. We'll make it affordable.
You'll make it a home.

A Guide For:

- Local Housing Agents
- Owners/Landlords
- Tenants



Protection for you and your tenants

As a participating landlord in the Housing Choice Voucher program, you're one of our most precious resources. Housing Quality Standards (HQS) have been developed so we can help protect your property values, as well as protect the quality of life for your tenants.

The process is simple

You local housing agency inspects all units annually. Using a standard set of guidelines as a checklist, a housing agent will conduct a walkthrough which you are welcome to attend. This is done before the initial lease, and again each year to recertify that your property meets the guidelines.

We all have a role

- Local Housing Agent: Ensures inspections take place and are properly documented; provides clear and timely notification to landlords, and reasonable dates for repairs to be completed; conducts follow-up inspections and documentation.
- Owners and Landlords: Maintain the home at all times within HQS guidelines; make repairs within the allowed timeframe.
- Tenants: Responsible for keeping the home in good condition; notifies landlord when repairs are needed. If a tenant caused the damage that makes the unit substandard, the tenant is responsible for making necessary repairs.

When units do not meet guidelines

Unfortunately, there are times when a unit fails inspection. When this happens, the landlord must repair the items identified and the unit will be inspected again.

Life-threatening issues:

If the problem identified is considered "life threatening," the local housing agent must notify the landlord immediately. Because of the severity of the safety issue, landlords are required to make necessary repairs within 24 hours of the inspection.

Non-life threatening issues:

For non-life threatening issues, the local housing agent must notify the landlord and require that necessary repairs be made within 30 days of the inspection.

What if repairs are not completed on time?

In non-life threatening situations, federal guidelines allow the local housing agent to grant an extension to landlords who cannot make the necessary repairs within 30 days. Written notification that an extension is needed is required prior to the end of the initial 30-day timeframe.

To ensure safe living conditions, Housing Quality Standards must be enforced. Therefore, if life-threatening issues are not resolved within 24 hours of the inspection, and non-life threatening issues are not completely resolved within 30 days, the local housing agency must:

- Stop housing payments no later than the first of the month following the specified correction period, or
- Terminate the Housing Assistance Payments contract, or
- Enforce the family's obligations to repair tenant-caused damages.

