

MTW HOUSING CHOICE VOUCHER INSPECTION PROTOCOLS

Date Adopted by Board: 11/1/2010

Board Resolution Available:

Unit Type	Initial Inspection	Frequency	On Request
Project Based	CHA or Board of Health/ City Inspectional Services*	<p>Biennial at least once in a 24-month period</p> <p>If more than 5 failures the following penalties may be imposed:</p> <ul style="list-style-type: none"> Reduction of Rent Adjustment Factor (1 yr) for all units in same property No Rent Increase for all units in same property as failed unit (1 year) Switch to Probationary Status, all initial units must be inspected by CHA No HAP paid for any unit in failed status for thirty (30) or more days 	CHA
Tenant-Based	CHA and/or Board of Health/ City Inspectional Services*	<p>Biennial at least once in a 24-month period</p> <p>Any Units Fails</p> <ul style="list-style-type: none"> No HAP paid for any unit in failed status for thirty (30) or more days 	CHA

*City Inspectional Services can be used when:

1. The Cambridge unit has a rent that is regulated by an outside agency and is affordable.
2. The owner of the Cambridge unit has requested a rent that is 10% or more below the current HUD-issued FMR.
3. The Cambridge unit is on a property that already has more than five (5) CHA issued units and is not on probationary status.
4. In the opinion of the Director of Leasing and Occupancy or her/his designee, a single inspection is logistically necessary to prevent the Cambridge unit from falling through.

Please note:

- All requested rents are subject to Rent Reasonableness.
- If inspection cannot be conducted by the City Inspectional Services Department or Board of Health for a unit outside of Cambridge, CHA must conduct an HQS Inspection prior to lease-up
- All units Cambridge must be inspected by City Inspectional Services