

## **Send Letter to REAC Requesting Database Adjustment**

Here's a Model Letter you can adapt and use when requesting a database adjustment to raise your inspection score. Your letter, like ours, should be sent to REAC at the address below and should give site and inspection information in the subject line. Be sure to show the letter to your attorney before sending it to REAC.

March 1, 2016

U.S. Housing and Urban Development/PIH/REAC  
Attn: Technical Assistance Center/TR/DBA  
550 12th St. SW, Ste. 100  
Washington, DC 20410

RE: **PROJECT NAME & PROJECT #** \_\_\_\_\_

**PROJECT ADDRESS** \_\_\_\_\_

**REAC INSPECTION REPORT #** \_\_\_\_\_

Dear Sir or Madam:

The purpose of this letter is to request a database adjustment to raise our score in the above-referenced inspection report, a copy of which is attached. We believe that adjustment is warranted for two defects found during the inspection, which resulted in deduction of 8.0 points.

<b>1ST DEFECT CITED</b>	Blocked window egress
<b>POINTS DEDUCTED</b>	5.0
<b>REASON FOR ADJUSTMENT</b>	Local ordinance requires window guards on all windows in public hallways of apartment buildings—including ground-floor windows—if any household in the building has children (see attached letter from the local Fire Marshal stating that bars in the window are allowed under the local fire code).
<b>2ND DEFECT CITED</b>	Damaged exterior fence
<b>POINTS DEDUCTED</b>	3.0
<b>REASON FOR ADJUSTMENT</b>	Fence not owned by site; rather, it is owned by adjoining property (see attached building permit/plan reflecting current ownership)

Making these adjustments would significantly increase our inspection score from 57 to 65. This would bring our site's inspection score to 60 points or over, eliminating the requirement that we prepare a written correction plan. Note that adjusting the score for even one of these findings would bring our score to the 60-points-or-over threshold.

If you have any questions or need additional information, please do not hesitate to contact me at (123) 456-7890. Thank you in advance for your consideration of this matter.

Sincerely,  
Jim Manager

Attachments: Inspection report, Fire Marshal letter, Property Records