

Notify Residents of REAC Inspection, Safety Protocols

If your site is scheduled to be inspected, you may want to change your Notice of Unit Inspection provided to residents to explain the safety measures adopted for inspections scheduled during the pandemic. The following notice informs residents of the safety protocols that inspectors must adopt.

Nov. 2, 2020

Dear Resident:

MODEL LETTER

HUD WILL INSPECT SOME UNITS FROM NOV. 16–23, 2020

This notice advises you that an inspector from the U.S. Department of Housing and Urban Development MAY inspect your home on Monday, Nov. 16, 2020, or within one week after that date.

The inspection will be conducted through HUD's Real Estate Assessment Center (REAC). This department handles on-site physical inspection of all HUD-affiliated sites. The inspection covers the total site and a random sampling of the buildings and apartment units. The purpose of this inspection is to maintain the necessary standards for a safe and healthy environment throughout the entire site.

We will not know which units will be inspected until the inspector arrives. HUD's inspector must enter the units that are chosen. It is not necessary for you to be present during this inspection. A staff member will accompany the inspector during the entire inspection and be prepared to open all units selected for inspection when the resident is not present and when the unit is vacant.

In addition, HUD may choose to do a re-inspection of the units selected for this inspection within five business days of the original inspection. Therefore, if your unit is selected during the original inspection, you may be subject to re-inspection afterwards. In these cases, we will provide you with as much advance notice as possible prior to any re-inspection. However, please keep in mind that we are limited by the advance notice provided by HUD.

COVID-19 Safety Precautions

Here is some basic information regarding the safety protocols the inspector and staff will undertake:

- REAC will collaborate with HUD program and field offices to prioritize properties and evaluate trends to forecast COVID-19 hotspots and safe zones.

- REAC inspectors will contact the owner/agent 14 days before the inspection and two days before the inspection to inquire about any active COVID-19 cases.
- All certified inspectors must be tested for COVID-19 prior to their first inspection and every 30 days thereafter until otherwise directed by HUD. REAC inspectors may not inspect a property if they have tested positive for COVID-19 in the last 30 days.

If your unit is chosen for inspection, we will contact you to make arrangements in case you would like to leave the unit during the inspection. We want to assure you of the following:

- Upon entering each unit, the inspector will either sanitize or put on new gloves and wipe down their equipment.
- Personal Protective Equipment (PPE) (e.g., at minimum, mask and gloves) are required to be worn throughout all phases of the inspection process. If you do not have a mask or gloves, please contact the management staff and we will be happy to provide these items.
- The inspector and site staff will maintain social distancing throughout the entire inspection. No people, other than the inspector and one site staff representative will enter your unit during the inspection.
- Inspectors and site staff will not dispose of PPE in your unit or in any common area.

Your understanding and patience during this necessary requirement is appreciated. If you have any questions about the upcoming HUD inspection, please contact the Management Office.

Thank you for your cooperation,
Joe Manager