

HOME VISIT REPORT

APPLICANT'S NAME _____ TEL # _____

CURRENT ADDRESS _____

EMPLOYEE VISITING HOME _____ HOME VISIT DATE: _____

INSTRUCTIONS TO EMPLOYEE: A home visit helps us decide if applicants are qualified to live at our site. We want to verify that applicants are eligible for the federal housing assistance they've requested, and we want to know which responsibilities we should emphasize when we give new residents their move-in orientation. So we need to know if the information applicants have already given us is complete and correct. And we need to know if applicants understand what it means to live in safe and sanitary conditions.

When you evaluate an applicant's housekeeping, don't compare it to your own. Instead, ask yourself if an assisted housing expert would say that the unit's condition complies with HUD's standards. For some questions, rather than just observing conditions, you'll need to ask the resident for an answer or an explanation. But don't put applicants on the defensive. You'll get more information for us if you take a friendly approach.

A. OCCUPANCY

1. Names, relationships, and ages of members of applicant's proposed household at our site: _____

2. Is there evidence that people other than proposed household members live in the current unit? Yes No

If yes, give applicant's explanation: _____

3. Has the applicant requested our permission for a pet to live in the proposed household at our site? Yes No

If yes, what type of pet? _____

4. Is there evidence that pets other than the requested pet live in the current unit? Yes No

If yes, give applicant's explanation: _____

B. RESPONSIBILITY

Ask applicants the following questions, and note their response:

1. How long have you lived in this unit? _____

2. Why do you want to move? _____

3. What do you consider to be a resident's responsibility in leasing an apartment? _____

C. CRIMINAL ACTIVITY

Is there evidence of drug-related or other criminal activity in the current unit? Yes No

If yes, describe: _____

D. HOUSEKEEPING

1. Describe any unacceptable conditions (damaged walls, cigarette holes in carpet, broken windows, food on floors or furniture, accumulation of dishes covered with food, etc.) and give applicant's explanation:

Living room: _____

Kitchen: _____

Bathroom: _____

Bedroom(s): _____

Other areas: _____

2. List any appliances in the unit. Describe any unacceptable conditions, and give applicant's explanation: _____

3. Are there signs of abuse or damage to the unit? Yes No

Describe: _____

What is your estimate of the cost of repairs? (Please itemize):

Applicant's explanation: _____

Does the damage appear to have been caused by the applicant or result from substandard conditions at the site? _____

4. Are there signs of vermin infestation? Yes No

Does the vermin infestation appear to result from poor housekeeping or from substandard conditions at the site? Yes No

5. Does the applicant have cleaning supplies? Yes No

6. Are there any other housekeeping problems? Yes No

Describe: _____

7. Conclusion: Is the current unit in substandard condition? Yes No

If yes, do you think the applicant is responsible for the substandard condition? Yes No

Explain: _____

E. EVALUATION OF HOME VISIT

1. Are there any inconsistencies with occupancy information previously submitted by the applicant that should be noted by our certification specialist and given special attention by our staff when the family moves to our site? Yes No

2. Does the family have any housekeeping problems that should be given special attention by our staff when the family moves to our site? Yes No

If yes, specify reasons: _____

3. Should the applicant be rejected on the basis of this report? Yes No

If yes, specify reasons: _____
