

**MODEL FORM**

## Documenting Exigent Health and Safety Hazards Repairs

Here's an example of a report you can use to document that you've repaired any exigent health and safety hazards found by the REAC inspector. It's a good idea to list the hazards in the same order the REAC inspector listed them on the Notification of Exigent and Fire Safety Hazards. You'll need to include a copy of this report with the certification you send or fax to your local HUD office or contract administrator. Talk to your attorney about adapting this report for use at your site.

### EXIGENT HEALTH AND SAFETY HAZARD REPAIR REPORT

**PROPERTY ID#:** XXX-XXXX  
**PROPERTY NAME:** ABC Apartments  
**ADDRESS:** 123 Main St., Anytown, USA 12345  
**MANAGING AGENT & TEL. #:** John Manager, (555) 555-5555  
**INSPECTION ID#:** XXXXX  
**DATE OF INSPECTION:** 10/1/12  
**INSPECTOR'S NAME:** Jane Inspector

ITEM #	LOCATION OF HAZARD	TYPE OF HAZARD	HOW REPAIRED	DATE & TIME OF REPAIR
1	Bldg. 1, basement	Open slots in electrical panels	Inserted blank plastic inserts	10/1/12, 1:15 p.m.
2	Bldg. 2, rear fire exit door	Door blocked by maintenance tool shelf	Removed tool shelf	10/1/12, 2:30 p.m.
3	Bldg. 1, Unit 3E	Inoperable smoke detector	Replaced battery in smoke detector	10/1/12, 3 p.m.