

HQS Procedure Manual

REV. 10/2017

INTRODUCTION

Housing Quality Standards (HQS) are the HUD minimum quality standards for tenant-based programs. HQS standards are required both at initial occupancy and during the term of the lease. HQS standards apply to the building and premises, as well as to the unit. Newly leased units must pass the HQS inspection before the beginning date of the assisted lease and HAP contract.

The PHA will inspect each unit under contract at least biennially. The PHA will also have a company that specializes in HQS or a supervisor perform quality control inspections on the number of files required for file sampling by SEMAP annually to maintain the PHA's required standards and to assure consistency in the PHA's program.

This manual describes the PHA's procedures for performing HQS and other types of inspections, and standards for the timeliness of repairs. It also describes the consequences of failed Housing Quality Standards and processing an increase in contract rent.

LMHA's inspections are scheduled by the Administrative Assistant – Inspection Schedulers. They schedule for all inspections regardless of type. They are also responsible for updating the Rent Reasonableness records. At the time of the inspection, someone 18 or over must be present during the inspection. Also, the inspector is not permitted to access the unit via a lock box or spare key. (10/2017)

A. MAKING DAILY SCHEDULES

For the complete procedure on how to make the daily schedule, please refer to **_APPENDIX 1_**.

Once the inspectors return with completed inspections, there is a process of uploading inspections so that landlords and tenants are notified of the findings.

For the complete procedure on processing daily inspection books, please refer to **APPENDIX _2 _**.

B. INITIAL HQS INSPECTION

LMHA is required to inspect the unit to determine if the unit satisfies the HQS and notify the family and owner of the determination within 15 days after the family and the owner have submitted a request for tenancy approval. The same 15 day clock will be suspended during any period when the unit is not available for inspection.

For the complete procedure on how to schedule the initial inspections, please refer to **_APPENDIX 3_**.

Once the unit has passed inspection, we are required to perform rent reasonableness to determine if the contract rent requested by the owner is reasonable. The LMHA inspectors perform this process after the unit has passed inspection. Once the rent has been determined reasonable and the HCVP supervisor signs off, the information is updated on the Rent Reasonable (RR) card.

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**United States. Office of the Federal
Register**



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The New Orleans Public Housing Authority and the Role of the Department of Housing and Urban Development United States. Congress. House. Committee on Banking and Financial Services. Subcommittee on Housing and Community Opportunity,1996 **Public Housing Management Assesment [sic] Program (PHMAP) Handbook** United States. Department of Housing and Urban Development. Office of Public and Indian Housing,1992 **Department of Transportation Headquarters** ,2001 **Housing Inspection Manual** Abt Associates,1985 **Directory of Engineering Document Sources** ,1989 **Privacy Act Issuances ... Compilation** ,1991 **Privacy Act Issuances ... Compilation** United States. Office of the Federal Register,1991 Contains systems of records maintained on individuals by Federal agencies which were published in the Federal Register and rules of each agency concerning the procedures the agency will use in helping individuals who request information about their records **Privacy act issuances, 1984 compilation** United States. Office of the Federal register, *Privacy Act Issuances* United States. Office of the Federal Register,1985 **The Journal of Housing and Community Development** ,2006 **Federal Register** ,1998-03 Privacy Act Issuances ... Compilation United States. Office of the Federal Register,1981 Government Reports Annual Index ,1988 Reports of Cases Argued and Determined in the Supreme Court of the State of Vermont Vermont. Supreme Court,1996 **How to Write an Operations Manual** Institute of Real Estate Management,1978 *State Agencies and Their Role in Federal Civil Rights Enforcement* Columbus School of Law. Center for National Policy Review,Bruce E. Parmley,1977 **State of Wisconsin ... Single Audit** Wisconsin,2013 Privacy Act Issuances ... Compilation ,1981 Government Reports Announcements & Index ,1980 Housing Affairs Letter ,1979

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