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

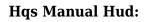
LMHA is required to inspect the unit to determine if the unit satisfies the HQS and notify the family and owner of the determination within 15 days after the family and the owner have submitted a request for tenancy approval. The same 15 day clock will be suspended during any period when the unit is 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.

Hqs Manual Hud

RD Boyd



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Table of Contents Hqs Manual Hud

- 1. Understanding the eBook Hqs Manual Hud
 - o The Rise of Digital Reading Hqs Manual Hud
 - Advantages of eBooks Over Traditional Books
- 2. Identifying Hqs Manual Hud
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
- 3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - o Features to Look for in an Hqs Manual Hud
 - User-Friendly Interface
- 4. Exploring eBook Recommendations from Hqs Manual Hud
 - Personalized Recommendations
 - Hgs Manual Hud User Reviews and Ratings
 - Hgs Manual Hud and Bestseller Lists
- 5. Accessing Hqs Manual Hud Free and Paid eBooks
 - Hgs Manual Hud Public Domain eBooks
 - Hqs Manual Hud eBook Subscription Services
 - Hgs Manual Hud Budget-Friendly Options

- 6. Navigating Hqs Manual Hud eBook Formats
 - o ePub, PDF, MOBI, and More
 - Hqs Manual Hud Compatibility with Devices
 - Hqs Manual Hud Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Hqs Manual Hud
 - Highlighting and Note-Taking Hqs Manual Hud
 - o Interactive Elements Hqs Manual Hud
- 8. Staying Engaged with Hqs Manual Hud
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Hgs Manual Hud
- 9. Balancing eBooks and Physical Books Hqs Manual Hud
 - Benefits of a Digital Library
 - o Creating a Diverse Reading Collection Hqs Manual Hud
- 10. Overcoming Reading Challenges
 - o Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Hgs Manual Hud
 - Setting Reading Goals Hqs Manual Hud
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Hqs Manual Hud
 - Fact-Checking eBook Content of Hqs Manual Hud
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements

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