

# **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

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