

Changes to Housing Quality Standards (HQS) Inspection Procedures

The HQS Inspection procedures and policy will change significantly beginning with inspections conducted on July 14th, 2008. Changes include:

 **A new *Certification of Completed Repairs* form can now be used to certify corrections of all non-emergency HQS failures that are the landlord's responsibility to fix.**

- After a failure item is identified by an HPD HQS inspector, the landlord will receive notification along with a copy of the inspection report and a *Certification of Completed Repairs* form.
- Once repairs have been completed, both the landlord and tenant must sign and date the *Certification of Completed Repairs* form.
- The landlord must return the *Certification of Completed Repairs* form to HPD via certified mail, fax or e-mail before the correction deadline in order to avoid an interruption or abatement of HAP Payments.
- HPD will send a letter to the tenant to confirm that the HQS failure has been repaired.
- Failures in vacant units, Emergency failures, or failures identified as the tenant's responsibility to fix must be re-inspected by HPD HQS inspections staff.
- HPD will conduct quality assurance inspections on a random portion of self-certified repairs, with notice to the landlord and tenant.

 **HPD will no longer automatically schedule re-inspections to verify completion of repairs when HQS failures are the landlord's responsibility to fix.**

- The landlord must obtain tenant signature and submit the *Certification of Completed Repairs* form to HPD by the correction deadline indicated to avoid interruption or abatement of HAP Payments.
- If the landlord cannot obtain tenant signature on the *Certification of Completed Repairs* form, the landlord must immediately request an inspection by contacting the HQS Unit. Inspection must occur prior to correction deadline to avoid interruption or abatement of HAP Payments.
- Automatic re-inspections will continue to be scheduled for all Emergency failures and failures that are the responsibility of the tenant to fix.



 **Emergency Failure Items- Failure items that are considered “Emergency” and require a 24 hour correction period now include the following items:**

- No hot water at any time or heat from October 1st-May 31st - “Heat Season”
- Broken, non-insulated, or frayed wiring
- Serious defects to ceilings or walls where there is a potential for imminent collapse
- Missing or defective window guards where there are children living in the residence 10 years old and under (*new*)

The new HQS policies will be detailed further in the first edition of our Section 8 landlord newsletter due out this summer! For any immediate questions regarding this policy, please e-mail S8landlords@hpd.nyc.gov or (917) 286-4300.

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