



HOUSING AUTHORITY OF THE COUNTY OF COOK

HACC NEW FOLLOW UP INSPECTION PROCEDURE

For all ANNUAL inspections that occur on or after February 16, 2012, the HACC will be implementing a new procedure for follow up inspections.

THE NEW PROCEDURE IS AS FOLLOWS:

- If there are no life threatening repair items and there are ten (10) or less required repairs, the landlord and tenant will receive a deficiency letter which requests the landlord and tenant to self-certify that the repairs are complete. A follow up inspection will not be performed.
- Once the repairs are complete, the landlord and tenant must submit a copy of the signed self certification to the contractor via fax, or email, by the date outlined in the repair letter. Specifics on how and where to submit the self-certification will be included with the deficiency letter.
- If the contractor receives the self-certification forms from the landlord and tenant by the deadline date, the unit will pass inspection.
- If the contractor does not receive the self-certification by the deadline date, the unit will go into abatement; a follow up inspection is not automatically generated if the self certification paperwork is not received.
- If a unit goes into abatement, the unit will need a follow up inspection in order to pass inspection. It is the landlord's responsibility to notify the contractor for this follow up inspection.
- All life threatening repair items will require a follow up inspection.
- Any inspections that contain over ten (10) repair items will require a follow up inspection.
- All new move inspections will require a follow up inspection.
- Random quality control inspections will be performed to verify that the repair items are complete for units that passed due to a self certification.
- The HACC will monitor the number of self certifications submitted by landlords; quality control inspections will be done for landlords with a high percentage of self-certifications.
- False self certifications may lead to the landlord being banned from participation in the program and the client's assistance being terminated.