

THE CITY OF MEMPHIS
DIVISION OF HOUSING & COMMUNITY DEVELOPMENT/MEMPHIS HOUSING AUTHORITY



A C WHARTON, JR.
MAYOR
CITY OF MEMPHIS

GEORGE LITTLE
CAO

ROBERT LIPSCOMB
DIRECTOR/HCD
EXECUTIVE DIRECTOR/MHA

DIVISION OF HOUSING



AND COMMUNITY DEVELOPMENT
701 North Main Street
Memphis, Tennessee 38107
(901) 576-7300

HCD COUNCIL
COMMITTEE

Joe Brown
Chair

Janis Fullilove
Vice Chair

William C. Boyd
Edmund Ford, Jr.
Reid Hedgepeth



700 Adams Avenue
Memphis, Tennessee 38105
(901) 544-1100

MHA BOARD OF
COMMISSIONERS

Ricky E. Wilkins, Esq.
Chair

Dr. Elma H. Mardis
Vice Chair

Mark Jones
Deidre D. Malone
Vetricia A. McKinney
Ian L. Randolph
William E. Stemmler

www.cityofmemphis.org

HOUSING CHOICE VOUCHER PROGRAM (HCVP)

Types of Inspections

- ✓ **Pre-Contract** – The initial inspection conducted to approve units for the HCVP prior to the tenant moving in.
- ✓ **Annual** – Inspection within 12 months of the previous passed inspection. Units must be in compliance with Housing Quality Standards throughout an assisted tenancy. Inspections are conducted annually for all units on the program. Typically, annual inspections are conducted 30-60 days prior to the previous passed annual inspection.
- ✓ **Complaint** – Inspections are initiated by tenants regarding repairs needed in the unit that have not been addressed by the owner/agent. These inspection dates are confirmed and scheduled with the tenant. The owner is notified of the tenant's complaint and the date of the inspection.
- ✓ **Quality Control** – Inspection conducted by the Inspection Supervisor and to ensure quality inspections are performed by inspectors.
- ✓ **Emergency HQS Inspections** – Inspections scheduled when it is believed life-threatening conditions exist. In cases of owner or tenant failure to repair these conditions within the required 24-hours, HAP contracts will terminate. It will terminate at the end of the month following a 30-day notice. Some examples of life-threatening conditions are listed below, but not limited to, the following:
 - No heat between November 1 and March 1
 - No electricity in the entire unit
 - No running water
 - No natural gas or gas leak/fumes from any fuel burning equipment
 - Major plumbing leaks or flooding (such as sewer back up or stoppage)
 - Any electrical outlet, switch, stationary light fixture, fuse box or circuit breaker that smokes, sparks or short circuits creating a fire hazard
 - Uninhabitable units due to fire, tornado, destroyed or vandalized property that prevents a tenant from using the bathroom, kitchen or from entering the dwelling
 - Any life threatening condition as determined by the Inspector and approved by the Inspection Supervisor
- ✓ **Reasons for Not Ready Inspections**
 - Utilities not turned on or only partial utilities on
 - Previous tenant or owner not completely moved out
 - Remodeling or preparations not completed

- Owner or owner's agent fails to meet inspector at unit
 - Extensive chipping or peeling paint on inside or outside of unit
 - Unable to contact owner or owner's agent
- ✓ Fail Items Not on Top Reasons List
- Refrigerator not turned on prior to inspection
 - Hot water tank not turned on or pilot not lit at least one hour before inspection
 - Hot water discharge line missing or improper installation
 - Furnace not working
 - Open ground 3 prong outlets, gaps in receptacle or loose mountings
 - Wrong stove or refrigerator designation on RTA
 - Standing water in dishwashers or dirty inside dishwasher
 - Out buildings, sheds or storage closets in disrepair and/or chipping and peeling paint issues
 - Fences in disrepair (broken boards, exposed nails, ripped chain link, jagged metal)
 - Garbage or debris on site including fallen tree limbs, hanging wires, old pipes, old foundation studs, or any other safety hazard
 - Evidence of rat, mice, or roach infestation – this includes dead insects or droppings
 - Missing or incorrect address numbers on unit