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Inspections

CHA conducts inspections on subsidized units to ensure they are meeting health and safety standards as established by the U.S. Department of Housing and Urban Development (HUD).

Both Housing Choice Voucher (HCV) and Project Based Vouchers (PBV) units must pass an **Initial Inspection** before the participant family can move in. Units must also pass periodic inspections for CHA to continue subsidizing rent: **Regular Inspections** are conducted every year or two; **Complaint Inspections** are conducted by request from the participant or property owner/manager; and **Quality Control Inspections** are scheduled randomly to ensure units were properly inspected. Regardless of the inspection type, CHA will send appointment notices and reminders by phone, email and U.S. mail.

The major difference between HCV and PBV Program inspection procedures is in Regular Inspections:

- HCV units are typically scheduled for Regular Inspections every two years (biennially). However, if the household has children under 6 years old (including expectant mothers), or the unit's property owner is on the Do Not Lease list, Regular Inspections will be scheduled annually.
- PBV properties always have Regular Inspections annually, however only a sample number of units on the property are inspected each year. If more than half of the sample units fail, all PBV units on the property must then be inspected.

During a typical inspection, the Inspector starts outside and inspects the building and/or unit entrance before proceeding through each room or area. The Inspector will look at any unit heating/mechanical systems, as well as any common areas that the participant can access. Each room and/or area has specific criteria that must be met, and each inspected item will be marked as either pass, inconclusive, fail or life-threatening deficiency. Furthermore, the Inspector will note if any inconclusive or fail items are either the participant's or property owner/manager's responsibility to repair or resolve.

The inspection only passes if every item meets CHA standards. Inconclusive inspections typically occur when a utility is disconnected, or when the Inspector isn't granted access to the unit or specific areas. While some "minor" fail items are eligible for self-certification, many will require CHA to return for a Re-Inspection to verify that repairs have been made. Emergency Re-Inspections are conducted as quickly as the following business day, to ensure participants are not exposed to life-threatening hazards.

HCV and PBV Program participants can look up inspection appointments and high-level results by logging in to their [RENTCafé](#) account.

For more information on CHA inspections, see the latest edition of [CHA's HQS Inspection Guidebook](#). To contact the Inspections Department directly, email hcvp inspections@thecha.org.