

PRE-OCCUPANCY INSPECTION POLICY

I. Policy Overview

The Anderson Housing Authority strives to meet the United States Department of Housing and Urban Development's goal of maintaining public housing properties in decent, safe, sanitary and in good repair.

II. Procedure

To that end, the Anderson Housing Authority has adopted this policy ("Policy") to set forth the procedure for pre-occupancy inspections to be performed of its properties at or within three (3) days of a tenant's move-in date. During such pre-occupancy inspections, each tenant and the Anderson Housing Authority will collectively determine the condition of the applicable public housing property at the time of the inspection and whether such condition appears to meet HUD's goal of providing properties in decent, safe, sanitary and in good repair. A Pre-Occupancy Inspection Form, to be completed by each tenant and the Anderson Housing Authority Low Income Property Manager/Assistant Manager, will be used for such purpose. A copy of the Pre-Occupancy Inspection Form, is attached to this Policy.

The Anderson Housing Authority will make any necessary repairs identified in each completed Pre-Occupancy Inspection Form before the tenant's move-in date if reasonably practicable given Anderson Housing Authority's other maintenance, safety, operational, funding and compliance requirements and limitations and if the Anderson Housing Authority has adequate funding to pay for such repairs.

III. Disagreements Concerning Condition of Properties

In the event a tenant and the Anderson Housing Authority are unable to agree on the condition of a property at the time of the pre-occupancy inspection, the tenant may file a complaint with the Ombudsman.

In order to initiate the complaint process with the Ombudsman, the tenant must complete an intake form, provided by the Ombudsman, and submit the completed intake form to the Ombudsman. The intake forms are located at the Ombudsman's office, located at:

City of Anderson
Human Relations Department
City Hall - 3rd Floor
120 East 8th Street
Anderson, IN 46016

In the event the tenant is unable to submit the intake form to the Ombudsman and/or complete the form without assistance, the tenant should contact the Ombudsman by telephone at: (765) 648-6136, and the Ombudsman will arrange for assistance for the tenant in completing and submitting the intake form.

IV. Reporting Future Maintenance Issues

In the event a tenant needs to report a maintenance issue(s) to the Housing Authority after the pre-occupancy inspection has been performed, and at any time during the duration of the tenant's residency, the tenant should contact the Housing Authority's maintenance department by calling the telephone number designated for such calls: (765) 641-2626. If a tenant has a need for maintenance services related to his/her disability, the tenant is encouraged to convey that request directly to the Low Income Public Housing Manager of the Housing Authority. However, such maintenance request(s) may also be made to the maintenance department or any other employee of the Housing Authority. The tenant is encouraged to make such a request in writing as to ensure the needs are properly communicated.