

HOUSING CHOICE VOUCHER (HCV) PROGRAM
Remote Video Inspections (RVI) Partial HQS
Pre-Inspection Check List

	If downspouts or gutters are damaged and/or missing, causing interior damage to the unit, they must be replaced or repaired. Any damage to the interior of the unit due to the missing or damaged downspouts or gutters must be repaired.
	All ceilings, walls and floors must be strong, sturdy and in their permanent positions.
	A working smoke detector with a live battery must be installed on every level of the unit, including the basement and outside of sleeping rooms. If any members of the family are hearing impaired, a detector for the hearing impaired must be installed.
	If the unit has a third floor sleeping room (s), and the family is eligible to use this room for sleeping, the owner must provide a safe method of escape in the case of fire (i.e. chain ladder).
	The entire unit, both inside and out, including window frames, must be free of cracking, scaling, peeling, chipping and loose paint. This prevents exposure to possible lead-based paint hazards.
	Where there are four or more consecutive steps, handrails must be securely attached. This applies to both the interior and exterior of the unit.
	The unit must be free of bedbugs, roaches, rodents, or any other infestations.
	The unit must be free from any accumulation of garbage or debris, both inside and out.
	The entire unit, interior and exterior, must be free from electrical hazards. There may be no loose, hanging, or exposed wires. All three prong outlets must be wired correctly. A three-prong circuit tester will be used at the time of the inspection to assure safety.
	Every room used for living must have either two working outlets or one working outlet and a permanently installed light fixture. Each bathroom must have a permanently installed light fixture.
	All light switches and outlets must have secured plate covers installed.
	All 3-prong outlets must be grounded; all GCFI outlets must be working as designed.
	All windows and doors must be secure when closed, and must be weather tight.
	All windows and doors that are accessible from the outside must have sturdy, working locks.
	All openable windows must have a mechanism to secure them in place when opened.
	Every bedroom must have at least one openable window for ventilation; if windows are designed to open.
	If there is a bathroom with a toilet that is not hooked up to water and sewer lines, it must be repaired. If it is removed, the drain must be sealed to prevent rodents and/or gases from escaping into the unit.
	The bathroom must have either an openable window or an exhaust fan for ventilation.
	The hot water tank's pressure relief valve must have a discharge line extending to within two to six inches of the floor.
	The flue pipe leading from the furnace and hot water tank must be sealed at the chimney. Flue pipes connecting to the furnace and hot water tank must be correctly installed.
	Every room used for living must have an adequate heat source. If the source is gas, it must be vented to the outside. If the source is electric, it must be permanently installed and controlled by a separate thermostat.
	Multi-family owners must provide "refuse disposals"; facilities include trashcans with covers, garbage chutes or dumpsters with lids.



<date>

<Owner Name>
<Owner Address>
<City, State Zip Code>

RE: HQS INITIAL INSPECTION
<Unit Address>
<City, State Zip Code>

Dear Property Owner/Manager;

Thank you for agreeing to conduct the mandatory Housing Quality Standards (HQS) inspection for the unit listed above using **Remote Video Inspections (RVI) for the Housing Choice Voucher Program (HCV)**. The purpose of the program is to allow CMHA's Inspector the opportunity to perform an HQS inspection from a remote location using video streaming technology via a person at the inspection site who will serve as a proxy. The proxy follows the direction of the HQS inspector throughout the entire inspection process allowing access to the unit via live streaming.

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CMHA must inspect a unit leased to a family under the HCV program prior to the initial term of the lease, at least biennially during the assisted occupancy, and at other times as needed, to determine if the unit meets the HQS. The RVI process allows for all parties to maintain safe distancing guidelines. It provides convenience and efficiency for owners by not waiting for an inspector to arrive at a unit to conduct the inspection. To complete the inspection using this method the Owner/proxy will need to complete the following:

1. Download the Zoom application onto your streaming device.
2. Ensure that you have Wi-Fi services available on the device.
3. Have available electric outlet testers. 2 and 3 prong
4. Have the ability to test all smoke detectors and/or carbon monoxide detectors for units utilizing gas utilities or having an attached garage.
5. Have a flashlight to show areas behind appliances and any other poorly lit areas.

Upon arriving at the unit you should log into the Zoom appointment utilizing the information below. The inspector will confirm the address of the property and guide you through the inspection process.

Should you need to cancel or reschedule this appointment, please contact our office at least 48 hours in advance of this appointment at 513-977-5800 or via hcvhelp@cintimha.com.

Thanks again for your interest in partnering with CMHA to provide affordable housing opportunities to the Hamilton County Community.

Join Zoom Meeting

<https://cintimha.zoom.us/j/84440776262?pwd=WVN0VFhEWi8wckN6RkZJZOE5xYmRZdz09>

Meeting ID: 844 4077 6262

Passcode: 608704

Dial by location to

877 853 5257 US Toll-free

888 475 4499 US Toll-free

HOUSING CHOICE VOUCHER INSPECTIONS, 1635 WESTERN AVE., CINCINNATI, OHIO 45214

Phone: (513) 977-5800 **Fax:** (513) 665-2980 **TDD:** (800) 750-0750 **Website:** www.cintimha.com