

Changes to Housing Quality Standards (HQS) Inspection Procedures

The HQS Inspection procedures and policy have changed significantly with inspections conducted on July 14th 2008. Changes include:



A new *Certification of Completed Repairs* form can now be used to certify corrections of all non-emergency HQS failures that are the landlord's responsibility to fix.

- After a failure item is identified by an HPD HQS inspector, the landlord will receive notification along with a *Certification of Completed Repairs* form.
- Once repairs have been completed, both the landlord and tenant must sign and date the *Certification of Completed Repairs* form.
- The landlord must return the *Certification of Completed Repairs* form to HPD via certified mail, fax or e-mail before the correction deadline in order to avoid an interruption or abatement of HAP Payments.
- HPD will send a letter to the tenant to confirm that the HQS failure has been repaired.
- Failures in vacant units, Emergency failures, or failures identified as the tenant's responsibility to fix must be re-inspected by HPD HQS inspections staff.
- HPD will conduct quality assurance inspections on a random portion of self-certified repairs, with notice to the landlord and tenant.



 **HPD will no longer automatically schedule re-inspections to verify completion of repairs when HQS failures are the landlord's responsibility to fix.**

- The landlord must obtain tenant signature and submit the *Certification of Completed Repairs* form to HPD by the correction deadline indicated to avoid interruption or abatement of HAP Payments.
- If the landlord cannot obtain tenant signature on the *Certification of Completed Repairs* form, the landlord must immediately request an inspection by contacting the HQS Unit. Inspection must be requested prior to correction deadline to avoid interruption or abatement of HAP Payments.
- Automatic re-inspections will continue to be scheduled for all Emergency failures and failures that are the responsibility of the tenant to fix.

 **Emergency Failure Items- Failure items that are considered “Emergency” and require a 24 hour correction period now include the following items:**

- No heat or hot water from October 1st-May 31st - “Heat Season”
- Broken, non-insulated, or frayed wiring
- Serious defects to ceilings or walls where there is a potential for imminent collapse
- Missing or defective window guards where there are children living in the residence 10 years old and under

The new HQS policies will be detailed further in the first edition of our Section 8 landlord newsletter due out this winter! For any immediate questions regarding this policy, please e-mail S8landlords@hpd.nyc.gov or (917) 286-4300.

