

LAGRANGE HOUSING AUTHORITY (LHA)
COMMUNICATION TO HEAD OF HOUSEHOLD

Date

Annual Inspection

Date _____

This letter is notice of the HUD (Housing and Urban Development) required annual UPCS (Uniform Physical Condition Standards) inspection of all apartments.

Benjamin Harvey Hill will be inspected

Lucy Morgan will be inspected

An inspector from OHID (Ozark Housing Development, Inc.), contracted by the housing authority will inspect apartments, buildings, and grounds according to UPCS rule and procedures.

A member of the housing authority staff will be with the inspector at all times while on site. The inspector and housing staff will have identification that will be visible. Please notify other household members about this inspection.

Please remove all items from windows sills and doors, because they must be inspected for proper operation. We will not be responsible for items broken during the course of the inspection. We will not re-hang curtains, blinds or shades that fall due to improper installation during the time of inspection. All furniture located in front of maintenance closet will need to be removed for inspection.

The inspection will begin as early as 8:00 a.m.—and end at 5:00 p.m. each day.

Thank you in advance for your cooperation. If you have any questions concerning this inspection, Benjamin Harvey Hill residents may call 706-882-6416 and Lucy Morgan residents may call 706-884-9856.

THIS INSPECTION IS MANADATORY

*****Reminder*****

LEAVE SCREEN DOORS UNLOCKED; IF LOCKED YOU WILL BE FINED

The LaGrange Housing Authority shall not discriminate due to race, color, sex, creed, or national origin. Neither shall LaGrange Housing Authority discriminate because of religion, age, physical handicap, pregnancy, parenthood, marital status, veteran status or recipients of public assistance and shall comply with all nondiscrimination requirements of federal, state and local law.



ARE YOU READY FOR UPCS ANNUAL INSPECTION?

To Do List

Benjamin Hill Apartments 26-1

Date

We are making preparations to prepare for our Annual Inspections; you are required to pass your annual inspection. If your apartment fails in housekeeping, repairs and damages repeatedly, you could be in violation of your lease.

Project / Task	Complete
No blocked windows and hot water closet door	<input type="checkbox"/>
No cracked/missing socket plates, light switch covers, and GFI's socket plate "Test button, located in kitchen & bathrooms	<input type="checkbox"/>
No cracked window glass/broken mirrors inside unit this includes glass in picture frames.	<input type="checkbox"/>
No broken window locks	<input type="checkbox"/>
No damaged refrigerator gasket	<input type="checkbox"/>
No roach infestation	<input type="checkbox"/>
No missing stoppers for lavatory and tub/strainers for kitchen sink (2)	<input type="checkbox"/>
No inoperable smoke alarms (2) up & down stairs (Covered, disconnected, or missing)	<input type="checkbox"/>
No missing/inoperable locks on front and back entrance doors / thumb latches for bolt locks	<input type="checkbox"/>
No cable/telephone cords running up stairs or on floors <u>(No cable cords are allowed; they must be installed properly.)</u> Please contact your cable provider for proper installation.	<input type="checkbox"/>
No missing light globes	<input type="checkbox"/>
No missing bulb must be in each socket of light fixture	<input type="checkbox"/>
No unclean refrigerator – freezer (inside and outside)	<input type="checkbox"/>
No unclean stove – stove top, oven, exterior sides & front	<input type="checkbox"/>
No missing or used fire extinguishers	<input type="checkbox"/>
No missing slots in breaker box; no missing dryer plate and dryer cover	<input type="checkbox"/>
No unworkable pilot lite on all 4 stove eyes; no clogged filter vent @ stove hood	<input type="checkbox"/>
No floors unsweep and un-mopped	<input type="checkbox"/>
No leaks at kitchen sink, bathroom sink or tub	<input type="checkbox"/>
No clogged commode, lavatory, tub, or kitchen sink	<input type="checkbox"/>
No inoperable locks on bedroom/bathroom doors	<input type="checkbox"/>
No holes in walls	<input type="checkbox"/>
No damaged to corner beams at walls	<input type="checkbox"/>
No broken mirrors/missing fan covers/gas containers/flammable items in unit	<input type="checkbox"/>
No trash on grounds (front or back) this include cigarette butts	<input type="checkbox"/>
No indoor furniture/other items on porch (back and Front porch/yard)	<input type="checkbox"/>
Good Housekeeping (each room) Closet should be nice and neat	<input type="checkbox"/>
All these items could cause you to receive a violation. (Refer to Maintenance charge list for applicable fee that could be assessed.)	<input type="checkbox"/>

Anything that does not pass annual inspection, please call these items in prior to inspection.

(You have two weeks to make preparation to pass your Annual inspection)