

ANNUAL UNIT INSPECTIONS

Who this applies to: This information applies to residents of **MHA-owned housing units**. It does **not** apply to Housing Choice Voucher (Section 8) participants, who will be contacted separately by MHA staff about their required inspections.

To keep our homes safe, clean, and well maintained, every MHA-owned unit is inspected **at least once each year**—typically in the spring by an independent inspector accompanied by MHA staff. You'll receive advance notice of your inspection date. Inspections are required under your lease and HUD regulations.

DURING THE INSPECTION

The inspector will:

- Make sure your home meets HUD housing and safety standards.
- Check that the unit is safe, sanitary, and in good housekeeping condition.
- Identify any maintenance or repair needs.
- Test smoke and carbon monoxide detectors and other safety features.

HOW TO PREPARE

- **You do not have to be home** during the inspection.
- If you have **pets**, secure them in a kennel or other enclosure.
- Make sure all rooms, closets, utility areas, windows, and electrical panels are **accessible**.
- Before the inspection, please **clean and organize your home** so it is safe, sanitary, and in good housekeeping condition.

REPORT MAINTENANCE PROBLEMS RIGHT AWAY

Please don't wait until your annual inspection to report maintenance issues. If something in your home needs repair, contact MHA as soon as possible so we can address it promptly—reporting problems early lets us make repairs before they become larger problems.

IF YOUR UNIT DOES NOT PASS INSPECTION

MHA For issues that are **MHA's responsibility**, we will create a work order and schedule the necessary repairs.

YOU For **resident-responsible** issues, you'll receive notice of what must be corrected and a deadline. MHA will then schedule a reinspection to confirm the corrections.

Important: Failure to correct resident-responsible deficiencies may result in lease enforcement action, including possible eviction.

QUESTIONS? CONTACT THE MADISON HOUSING AUTHORITY

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