

**SAMPLE LETTER TO MF PROPERTY OWNER FROM INSPECTOR  
USE YOUR OWN LETTER HEAD**

*Today's DATE*

*Name of Property Owner/Agent  
Name of Property Organization  
Street Address  
City, State, Zip Code*

SUBJECT: *Property ID  
Property Name  
Property Street Address  
Property City, State, Zip Code*

Dear *name of Property Owner/Agent*:

The purpose of this letter is to confirm that the REAC inspection for the subject property is scheduled for *date (day,month,year) at time (AM or PM)*. If there is any delay, our inspector will immediately contact you by telephone.

Please provide the required written notice to your residents. We suggest that the period of time in the notice encompass the date of the scheduled inspection plus an additional three to five day period to avoid having to provide additional notices should there be an unexpected delay. It is not necessary for the resident to be present during this inspection. However, your representative must accompany the inspector at all times while on site. Your representative should be prepared to open all units (including all doors within each unit and all associated garage spaces) identified in the inspection sample even where the resident is not present or when the unit is vacant. HUD's inspection software will determine which units will be inspected based on the property's profile. The inspector will, on the day of the inspection, inform your property management agent which units he/she will inspect.

The inspector will verify property profile data. Please have available the following information for verification:

1. Total number of units (this is the number vacant and occupied units).
2. Total number of buildings and number of units within each building.
3. The unique building identifier (i.e., the address or some other identifier that will enable the identification of each building for future inspections).
4. All applicable certifications, including inspections of elevators, sprinkler systems, fire alarms and boilers. For Housing built prior to 1978, Lead-based paint (LBP) inspection reports or LBP disclosure certification are required. Exceptions to the LBP requirement are housing for the elderly or persons with disabilities (unless children under the age of 6 years reside in such housing). If a particular certification does not apply to your development, please tell this to the inspector.
5. Current rent-roll or other all-inclusive clearly showing all units in the development

whether occupied on the date of inspection or not.

6. A copy of the written notice of the inspection that was provided to your residents.
7. Site-map or plat showing property layout and buildings locations, if available.
8. Separate Total Area Measures for: 1) Parking Lots/Driveways/Roads, and 2) Walkways/Steps. HUD's inspection protocol requires the property owner/agent (POA) to provide the total square footage of each of these areas. If you are unable to provide these measurements at the time of the inspection, the inspector will estimate these square footages.

The inspection covers the total property: property grounds, common areas, office, maintenance work areas, laundry rooms, community room, etc., and a statistically valid random sample of the buildings and residential units. As the inspector observes deficiencies covered by the inspection protocol, he inspector is required to tell the property representative what those are and where they are located. HUD appreciates that views may differ regarding observed deficiencies; however, the inspector must classify deficiencies in accordance with the inspection protocol.

The inspector is required to record all health and safety hazards identified during the inspection. There are certain health and safety deficiencies that require immediate repair or remediation. Before leaving the property, the inspector will provide your property management agent a written notice that lists specific instances where these items were observed and ask the property management agent to sign the form to acknowledge receipt. **The Office of Housing and Public Housing require all Exigent Health and Safety hazards be mitigated immediately.**

A HUD representative will contact you to assure that such items have been addressed in a timely manner.

If you have any questions, please contact *add your name and phone number(s)*.

Sincerely yours,

*Your Name*  
*Your Title*  
*Name of Company*