

# REAC Inspector Pre-Inspection Checklist

## Property Profile Verification

### ***Incorrect unit count = incorrect sample size = Inspection rejection***

During the initial contact and scheduling of the inspection, the inspector shall verify the property profile with the appropriate property representative who has the authority to schedule a REAC inspection and who is familiar with the property's physical characteristics. After reaching agreement on a mutually convenient date and time for the inspection it is time to confirm the building and unit count.

## ASKING THE RIGHT QUESTIONS

### ***Does the property have an FHA Insured loan?*** Y/N

Yes = **Servicing Mortgagee** or **Master Scheduler** ordering inspection

- 100% of building and units are included in property profile
- Is the property on scattered sites, are there multiple locations? Y/N
  - Response permits appropriate time allocation for inspection

No = **RAP Inspection** with contractor ordering inspection

Because inspection downloads now include the total unit count in the Multi-family database rather than the counts from a previous inspection, it is imperative to verify the correct number of buildings and units when scheduling the inspection. The following table may be helpful in determining the appropriate unit count by asking (plug in the word from the description column): Is there a \_\_\_\_\_ in place?

<b>Description</b>	<b>Response</b>	<b>Basis for Sampling</b>
HUD-Held loan	Y	Total number of units, 100%
Interest Reduction Plan(IRP)	Y	Total number of units, 100%
202 Direct Loan or Capital Advance Elderly housing	Y	Total number of units, 100%
811 Direct Loan or Capital Advance Disability Housing	Y	Total number of units 100%
Section 8, Non-Insured Properties	Y	Only subsidized or contract units

**Note:** if there is an active Loan or IRP, the profile and sample size should be based on 100% of the units; however, if there is no "active" loan or IRP the profile and sample should be based on the number of contract units only. If the property representative is not aware, not sure or otherwise does not know if there is an active loan on the property you should contact the Technical Assistance Center (TAC) to verify the loan status and determine the correct property profile.

- Are any non-revenue units (site manager or maintenance personnel living in units) not listed/included on the rent roll? Include non-revenue units whenever basis for sampling is 100%

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- Are there any temporary or permanent off-line buildings or units? If so, the property must have a document from HUD specifying which buildings and/or units are off-line. If temporary, include in the profile and if they come up in sample, select an alternate.
- Have any units been converted to an office, commercial space, a police sub-station, or other common area; or, 2 units into 1 unit?
- Are there any other conditions or changes related to the property or inspection that I should be made aware of?

### **Client Room versus unit count**

Group homes, nursing homes, board and care facilities, skilled nursing facilities and other Section 232 properties count beds or people as units. For REAC inspection purposes, the count is based on client rooms which may contain more than one bed. For example, a board and care facility may have 20 beds in 10 client rooms. The on-site administrator will say they have 20 units whereas REAC only recognizes the 10 client rooms. For these property types, the question is:

- How many client rooms are there?

### **Pre-Inspection confirmation**

It is strongly recommended that a courtesy call be made to the property about 10-15 days prior to the scheduled inspection to ensure residents have been notified, an escort will be available and all parties are aware of the date and time.

Remember, it is the inspector's responsibility to visually verify the unit count once on site, and if different from the verified profile, TAC must be contacted at that time.