



## District of Columbia Housing Authority

### Housing Choice Voucher Program Inspections Fact Sheet

Effective April 3, 2023, DCHA has returned to completed initial inspections in-person. The Agency is also phasing in annual/biennial and complaint inspections with the goal of conducting 100% of inspections in-person by August 31, 2023.

#### Frequently Asked Questions

##### Initial Inspections

##### **Can I opt to continue to have my units inspected virtually?**

- No, initial inspections must be completed in-person.

##### **What is the process for scheduling an inspection?**

- After the unit is ready for inspection, the landlord/owner should submit a Request for Tenancy Approval (RFTA). After the Housing Programs Team reviews the RFTA for completeness (approximately seven days), the inspection will be scheduled.
- DCHA will contact the landlord/owner by phone, email and/or via the Owner's Portal to inform them of the time of inspection.
- The owner or representative must be present for initial inspections. Participants are required for annual/biennial inspections.

##### **How long does it take DCHA to schedule an initial inspection?**

- Once the RFTA is determined to be complete, inspections are scheduled within three days. Scheduled means the landlord is contacted to set an inspection date.

##### **What communication will I receive on the day of the initial inspection?**

- The inspector assigned to the unit will contact the landlord/tenant or designee in the morning to let them know that they are scheduled for that day between 9am and 4pm.

##### **If the inspector does not arrive during the assigned window, who should I contact?**

- Please email the agency at [inspect@dchousing.org](mailto:inspect@dchousing.org). You may also contact a supervisor:

Ty Gary  
[tgary@dchousing.org](mailto:tgary@dchousing.org)

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[nrussell@dchousing.org](mailto:nrussell@dchousing.org)



## District of Columbia Housing Authority

### **Annual/Biennial Inspections**

#### **Are annual/biennial inspections in-person too?**

At this time, annual/biennial inspections will continue to be conducted virtually. The Agency is phasing in annual/biennial and complaint inspections with the goal of conducting 100% of inspections in-person by August 31, 2023.

#### **How will the owner be notified?**

Participants are notified via USPS and landlords are notified via the Landlord Portal.

#### **What is the window for inspections?**

The window for inspections is from 9am and 4pm.

#### **Who needs to be present?**

Tenants are responsible for allowing an inspector into their unit for the annual/biennial inspection. Landlords are also notified of the inspection, so they may coordinate with their tenant and ensure an adult is present for the inspection.

#### **How and when will I receive the inspection results?**

Tenants are notified by mail within two business days of the inspection and landlords/owners may access the results in the Landlord Portal.

#### **Will DCHA accept self-certification of repairs?**

No, DCHA does not permit self-certification of repairs.

#### **If my unit fails, how long do I have to make the needed repairs?**

Units that fail inspection are automatically scheduled for re-inspection 28 days from the date of the first inspection. If the unit is occupied and there are violations that constitute an emergency, an emergency re-inspection is scheduled within 24 to 48 hours.

#### **What are the main items that cause units to fail?**

All units must meet the Housing Quality Standards (HQS). Included in the Request for Tenancy Approval is a checklist to prepare landlords for the inspections. Peeling paint, non-working smoke detectors, defective interior or exterior steps, plumbing leaks and infestations are common reasons why units do not pass inspection.

#### **Who do I contact if I need an extension?**

To request an extension, please email [inspect@dchousing.org](mailto:inspect@dchousing.org).

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