



# PENDING INSPECTION FORM

## Inspection Information

First Inspection

Second Inspection

Third Inspection

## Property Information

Unit Address

Date Inspection Requested

*\*Submit Proof of Inspection Request*

## Provider Information

Provider Agency

Email

Staff Name

Phone

## Client Information

Client Name

NTP#

CID#

### ***Check all that apply to inspection pending:***

Inspection company delay in inspecting the unit

Landlord has not made the repairs / refused to make the requested repairs *(Please provide documentation that the landlord is aware of the needed repairs, i.e., failed inspection letter and/or email communication)*

Inspection request submitted less than 60 days

Inspection rescheduled

Other (please describe)

**Team Responsibility for Inspections:** The HSP teams are responsible for tracking pending inspections and following up on them as necessary.

**Submission of Passed Inspections:** It is expected that a passed inspection will be submitted promptly once it has been completed.

**Failed Inspections & Timeline:** If an inspection fails, the HSP team must ensure that a plan of action is created within 45 days from the signing of the lease. This involves collaborating with the RFO (Regional Field Office) to develop a transition plan for the participant, ensuring that they can transition into stable housing in accordance with program guidelines.