



DCA INSPECTIONS

GHVP PROGRAM

TYPES OF INSPECTIONS



INITIAL



ANNUAL



SPECIAL

INITIAL INSPECTION

INITIAL INSPECTIONS:

1. DCA receives inspection form to conduct an inspection.
2. The form is sent out to the inspector that covers the area the unit is located.
3. The inspector will make contact with the landlord within 24hrs to schedule an inspection.
4. The inspector will conduct the inspection using HUD's Housing Quality Standards (HQS).
5. If the unit passes an inspection (a form can be given to the landlord or an email can be sent stating the unit has passed inspection).
6. If the unit fails an inspection – the landlord will be mailed a copy of the repair letter. (We can also email a copy of the repair letter if requested).
7. The landlord will be given 15 days to complete the repairs. If the repairs are completed sooner, the landlord can contact DCA and the inspector will make contact to schedule an inspection at an earlier date if possible. If the repairs will not be finished by the second inspection, the landlord is asked to notify DCA in advance to be given another inspection date.

ANNUAL INSPECTION

Once the list of units are received, the inspector will schedule the inspections. The letters will be mailed out 2 weeks before the inspection.

The inspector will conduct an HQS Inspection on the scheduled date.

If the unit passes the inspection, we can email the landlord a pass notification, or mail out the notification.

If the unit fails – a repair letter will be mailed to the landlord.
(A repair letter can be emailed upon request.)

The landlord will have 28 days to complete the repairs unless a repair is life threatening. Life Threatening repairs are 24hr repairs. If the repairs are not completed by the timeframe given, the unit will be placed in abatement based on GHVP program rules.

If the unit goes into abatement, it is the landlord's responsibility to notify DCA that the repairs are completed at the email provided. The abatement will be lifted once the unit has passed inspection.

SPECIAL INSPECTIONS

- A special inspection is an inspection that can be requested by the landlord, tenant or case worker.
- The inspector will contact the provider to schedule an inspection of the unit.
- If the unit fails, the repair letter will be mailed. (A copy can be emailed if a request has been made.)
- The landlord will have 28 days to complete the repairs, or 24hrs if they are life threatening.
- ❖ FYI – Prior contact should be made to the landlord for any repairs that are needed in the unit. DCA inspectors will contact the landlord to see if they have been contacted about the repairs.

CONTACTS

- Email : ghvp.inspections@dca.ga.gov
- Phone: 404-772-7737

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- GHVP DCA Contact : Lori Hayes

THANK YOU

