

## ATTACHMENT 3

### Required Email Text for Inspection Confirmation

Subject Line: Physical Inspection of [*insert property name and property ID and Inspection ID*]

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Name of Property Owner

Property Name

Property Address

City, State

Inspection #, Property ID

Dear [*name of property owner*]:

This confirms our phone conversation with [*property representative's name*] on [*date of scheduling call*] that the referenced property is scheduled for inspection beginning at [*time*] on [*date*], through [*time*] on [*date*]. The inspection will not include weekends or [*insert any Federal holiday falling during the inspection period*]. If there is any delay, I will immediately contact you by telephone and we will set new dates, if necessary.

Please provide the required written notice of the inspection to your residents. It is not necessary for the tenants of units selected for inspection to be present during this inspection.

Your representative must accompany the inspector at all times. Your representative should be prepared to provide access to all units identified in the inspection (when the tenant is not present or if the unit is vacant) and all other areas of the property (e.g., maintenance facilities, offices, etc.). On the day of the inspection, the inspector will inform your representative of the units that have been selected for inspection, which are the result of a sample drawn on-site.

The inspector will only enter and inspect rooms that house elevator equipment **if the room contains other inspectable items** not associated with elevators (for example, water circulation pumps, compressors, or electrical panels for various building electrical systems) **OR if the room provides the only access to another area** that must be inspected (for example, the roof or another common area).

In order for the inspector to gain access to these rooms, HUD requires you to:

- Have the elevator equipment located on a elevated area to exclude unqualified persons or located at a certain elevation; or

- Have the elevator equipment separated and protected so only qualified/authorized persons have access to the space; or
- Have a person on site at the time of the inspection who is qualified/authorized to access the room and grant access to me; or
- Provide me with a signed written waiver or variance from the governing authority that permits access to the enclosed room without a qualified/authorized person

The inspection will include the entire property: project grounds, common areas, office, maintenance work areas, laundry rooms, community room, etc., and a sample of buildings and units selected at random. On the day of the inspection the inspector will verify data provided in the property profile, as per our previous discussion. Please have available the following information to assist with the verification:

- Total number of buildings and number of units within each building;
- The unique building identifier (i.e., the address or some other identifier that will enable the identification of each building for future inspections);
- All applicable certifications, including inspections of elevators, sprinkler systems, fire alarms, and boilers; lead-based paint testing certification and HUD's disclosure form (Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards) for housing built prior to 1978 (including elderly properties) are also required;
- Current rent-roll (used for reference only, rent amounts are not necessary);
- Site-map or plot plan showing property layout and building locations, if available;
- Total square footage of the Parking Lots/Driveways/Roads and Walkways/Steps. If you do not provide these area measurements at the time of the inspection, the inspector will provide an estimate of the square footages to HUD;
- Current occupancy percentage rate; and
- Copy of written notification to the residents of the inspection.

Please be advised that the terms of my contract with HUD do not permit me or the inspector to discuss with you or your representative, or provide advice on, any deficiencies observed and recorded during the inspection. Your representative may have different views regarding the deficiency definitions, but the inspector must classify deficiencies in accordance with HUD's established inspection protocol. Differences of opinion regarding the facts of the inspection may be discussed with HUD staff at a later date.

HUD's Offices of Housing and Public Housing require that all exigent health and safety hazards be mitigated immediately. An exigent hazard is one that poses an immediate threat to life, health or property. During the inspection, the inspector will record all health and safety hazards. Before leaving the property, the inspector will provide your representative with a written list of all such health and safety hazards and ask your representative to sign the form to acknowledge receipt. This signature only

acknowledges receipt of the form and does not indicate the representative's or your concurrence with its contents. A HUD representative will contact you later to assure that such items have been addressed in a timely manner.

Be advised that HUD may conduct a Quality Assurance (QA) inspection to verify the results of this inspection. That QA inspection may occur during, or shortly after this inspection.

Please reply to this email message to confirm receipt. If you have additional questions, please contact me by email or at [*insert phone number*].

I wish to thank you and your staff in advance for your help with this inspection.

Sincerely,  
Contractor Name

cc: **[REACReverseAuctionProgram@HUD.GOV](mailto:REACReverseAuctionProgram@HUD.GOV)**