





Passing the Annual Inspection to Avoid Abatement

All Section 8 subsidized units are inspected annually. Most units pass inspection the first time around, but there are times when some units fail. In most cases when a unit fails inspection, owners are given 25 days to repair the major deficiencies listed on the inspection report. If the unit does not pass at the time of re-inspection, the Housing Assistance Payment (HAP) is abated (temporarily suspended.) Payment will resume after the deficiencies have been corrected and the unit passes inspection during the second re-inspection. The tenant must continue to pay rent according to the terms of the lease despite the abated HAP and **is not allowed to pay the amount that the Housing Authority normally pays.**

You can avoid abatement by carefully reviewing your inspection report and taking steps to correct the deficiencies noted on the report. If you have questions regarding the inspection report, please call the number provided on the report. *Preparation is key to avoiding abatement.* Use the checklist provided below to help prepare for your next annual inspection.

<p>MECHANICAL ITEMS</p> 	<p>Electricity</p> <p>Heating, Ventilation & Air Conditioning</p>	<ul style="list-style-type: none"> Do all fixtures and outlets work (at least 2 outlets/room or one outlet and one light fixture/room)? Is there lighting in the common hallways and porches? Is there adequate heat in all living spaces?
<p>PLUMBING</p> 	<p>Bathroom</p> <p>Kitchen</p>	<ul style="list-style-type: none"> Sink: is there hot and cold running water, proper draining and no leaks? Bathtub/shower: is there hot and cold running water, proper draining and no leaks? Are the bathroom sink, tub and shower free of mildew? Is bathroom vented with either an exterior window or exhaust fan? Sink: is there hot and cold running water, proper drainage and no leaks?
<p>INTERIOR OF UNIT</p> 	<p>Floor Condition, Cabinetry & Interior Doors</p> <p>Security</p> <p>Health & Safety</p> <p>Appliances</p>	<ul style="list-style-type: none"> Are floors free of tripping hazards from loose flooring or covering? Are cabinets securely fastened to the wall? Is there space for food preparation and storage? Is there free and clear access to all exits? Are there deadbolt locks on entry doors to the unit? Do they open with a key from the outside and a knob/latch from the inside? Do first floor windows and those opening to a stairway, fire escape or landing have locks? Is there a working smoke detector on each level of the unit? Is unit free of any evidence of insect or rodent infestation? Is unit free of any evidence of mold or mildew? Does the refrigerator/freezer cool properly? Is refrigerator/freezer large enough for the family occupying the unit?
<p>EXTERIOR OF UNIT</p>	<p>Windows</p>	<ul style="list-style-type: none"> Do windows open, close and lock properly? Is unit free of any cracked, broken or leaky windows?
<p>GENERAL</p> 		<ul style="list-style-type: none"> Is unit free of debris inside and outside of unit? Are there covered receptacles for disposal of waste? Is unit clean?

Reminder to Owners:

- Utilities must be on at the time of inspection.
- All appliances provided by the owner must be in the unit and in working condition for the inspection.

Owner Orientation Seminar

Each month the Section 8 Department offers three complimentary Owner Orientation seminars. These sessions are designed to explain how the Section 8 Program works from the property owner's perspective. All sessions include an overview of the leasing, contracting and inspection processes.

The dates are posted on our website at www.hacla.org. You must reserve a seat to attend one of the January 2009 sessions by calling (213) 252-1253. **NOTE: This line is set up to take messages only.** You will not receive a return call. **Please leave a contact number since the schedule is subject to change without advance notice.**

Persons with a hearing impairment who require a translator should call the TDD line at (213) 252-1639.



Direct Deposit is Available for all Owners!

- Receive your Housing Assistance Payment (HAP) at 12:01 A.M. on the first of each month.
- The application process is easy. Call (213) 252-6189 to request an application.
- The application can now be downloaded from our web site at www.hacla.org



List Your Vacancies with us!

- Listing service available with Section 8 at no charge
- Hundreds of renters check the listings every month
- Clients checking listings have current vouchers
- Listings maintained on the HACLA website at www.hacla.org
- We offer three convenient ways to list your property vacancies with Section 8

Mail:

HACLA
2600 Wilshire Blvd.
Owner Services, 1st Floor
Los Angeles, CA 90057

• **Need a Listing form?**
• **Go to www.hacla.org**
• **to download a form.**

Fax:

(213) 252-4231

Telephone:

(213) 252-4227

Persons with hearing impairment call: (213) 252-1639

Helpful Hints for Listings:

If you fax your listing, please print legibly to minimize computer date entry errors.

When calling in a listing, avoid background noises and other "non-conversational sounds" that can interfere with the conveyance of information.

The Fair Housing act prohibits housing discrimination on the basis of race, color, religion, sex, disability, familial status and national origin. When completing the listing form, please do not specify a preference for a particular type of tenant. For more on fair housing go to www.hud.gov. Use keyword "fair housing".

The Housing Authority will be closed in January for the following holidays:

- Thursday 1/1/09 - New Year's Day**
- Monday 1/19/09 - Martin Luther King Jr. Day**

Congratulations to President-elect Barack Obama on his inauguration January 20, 2009!