

Housing Authority of the County of Cook

HACC NEW FOLLOW UP INSPECTION PROCEDURE

For all ANNUAL inspections that occur on or after April 1, 2014, the HACC will be implementing a new procedure for follow-up inspections.

THE NEW PROCEDURE IS AS FOLLOWS:

- If the following conditions are met, the owner and tenant will receive a deficiency letter which will allow the owner and tenant to self-certify that the repairs are complete.
 - there are **no** life threatening repair items
 - the inspector is able to access and inspect all areas of the unit
 - there are no areas of the unit that require any form of lead-based paint assessment or clearance test
 - Certificate of Occupancy Permits are current and have been received by QIS or HACC
 - there are **10 (ten) or less eligible required repairs**
 - the unit is not a Project Based Voucher unit
- If the inspection is eligible, the self-certification form will be included with the deficiency letter, as well as be available on the www.results.mccright.com website. A follow-up inspection will not be scheduled.
- If the contractor does not receive the self-certification form by the deadline date, and an extension has not been approved, the unit will go into abatement. A follow-up inspection is not automatically generated if the self-certification paperwork is not received.
- If the unit goes into abatement, the unit will require a physical re-inspection in order to pass inspection. It is the owner's responsibility to notify the contractor for this re-inspection.
- If the owner and resident choose to self-certify completed repairs, the unit will pass inspection as of the date the completed form is received.
- Self-certification may be accomplished in either of the following manners:
 - The owner may submit a copy of the signed self-certification form to Quality Inspection Services via fax or email **within 21 (twenty-one) days** of the original failed inspection. **Both** the owner and tenant must sign and date the form for it to be valid. Completed self-certification forms should be emailed to cookcountyselfcert@ginspect.com or faxed to 312-895-2409.
 - Self-certification may be completed online via the www.results.mccright.com website. You must know the Event ID of the inspection as well as your HACC assigned Vendor or Participant ID. Owners may certify both owner and resident responsible repairs. Residents may certify resident responsible repairs only.
- All life threatening 24 hour repair items require a follow up inspection.
- Units requiring a lead-based paint assessment or clearance test are not eligible for self-certification.
- Units in which inspectable areas are inaccessible to the inspector require a follow-up inspection.
- Any inspection that contains over 10 (ten) eligible repair items requires a follow up inspection.
- Project Based Voucher Units are not eligible for self-certification.
- All initial and move lease-up inspections require a follow up inspection.
- Random quality control inspections will be performed to verify that the repair items were actually completed for units approved through self-certification.
- The HACC will monitor the number of self-certifications submitted by owners and conduct a separate quality control sample for owners with a high percentage of self-certifications.
- False self-certifications may lead to the owner being banned from participation in the program and client's assistance being terminated.