

**ANNUAL UNIT INSPECTION
NOTICE TO SECTION 8
PARTICIPANTS AND OWNERS**

Armstrong County Housing Authority
350 South Jefferson Street
Kittanning, PA 16201
(724) 543-7016
1-800-428-5365

INSPECTION DATE:

To the Participant: The Inspector will be at your unit on the above date and during the time period indicated. If you have a prior commitment on this date that you cannot postpone, immediately call to reschedule.

REMINDERS TO OWNERS AND PARTICIPANTS

RANGES	All burners, drip pans, ovens, broilers, interior and exterior surfaces should be clean of grease and food. All burners and the oven must work properly regardless of who owns the stove. Replace missing knobs.
REFRIGERATORS	Must be in working order. Missing handles and bottom grills must be replaced.
GFI RECEPTACLES	Required within 6 feet of wet areas (for example, in bathrooms and kitchens)
BATHROOM	Must have ventilation, either an openable window or working exhaust system.
FLOORS	No tripping hazards.
WINDOWS	Must operate as designed; remain open without assistance; be free of broken or missing panes, dangerously loose or cracked panes, and broken or missing sash cords. Windows that are accessible from the outside must be lockable.
UTILITIES	All utilities must be in service.
HEATING AND PLUMBING	Entry to the basement is required in order to inspect the furnace and hot water tank. No flammable materials are permitted on, near, or around the furnace or hot water tank. Hot water tank must have a temperature-pressure relief valve and a discharge line that extends to within 4 inches of the floor. No unvented, fuel-burning space heaters.
ELECTRICITY	No broken or frayed electrical wires; no exposed or bare metal or copper wires; no exposed fuse box connector or connections. Cover plates must be present on circuit-breaker or fuse panels. No cracked or missing switch or outlet cover plates.
BEDROOMS	Must have an openable window and a door.
FIRE EXITS	Unit must provide an alternate means of exit from the building in case of fire. Exits cannot be blocked by debris or used for storage.
SMOKE DETECTORS	There must be a smoke detector on every level, including the basement and attics used for storage. Smoke detectors will be tested. Please replace all batteries.
STAIRS, PORCHES, AND STEPS	Steps must not be broken, rotten, or missing. If there are 4 or more consecutive steps, there must be a handrail. If a porch is 30 inches or more above the ground, there must be a secure railing.
LIGHT BULBS	Replace all burned out and missing light bulbs throughout the unit, especially the basement. The Inspector will not enter unlighted areas.
PETS	All pets should be confined during the inspection: dogs on leashes; reptiles (snakes, iguanas, lizards, etc.) must be kept in covered aquariums.
DAMAGES	Damages found during this inspection will be reported to the owner.

The Housing Authority cannot continue rental assistance if your unit does not pass the annual Housing Quality Standards (HQS) Inspection required by HUD.