

THIS IS A VERY IMPORTANT MESSAGE TO ALL CURRENT RESIDENTS.

As you are aware, for the past few years, HUD has been sending outside inspectors to inspect all our units. As the units to be inspected are randomly picked by the computer, you may not be inspected. **WE NEED YOUR HELP IN THIS!** This year they will be here on August 14, 15, 2018.

The items inspected are as follows:

- Electrical outlets (all outlets HAVE to have a cover on them)**
- Door and Window Hardware (all windows and door have to latch properly)**
- Range Vents for proper operation (for venting and for lighting)**
- Plumbing leaks (any faucets in kitchen, bath lavatory or tub/shower)**
- Holes in the walls (any at all need to be repaired)**
- Marred or scratched surfaces on doors or walls (same as above)**
- Smoke Detectors (HAVE to be working)**
- Tripping Hazards (cords, bricks, etc.)**
- Broken windows or missing screens (self explanatory)**
- All faucets and plumbing (any leaks at all)**
- Trash on the outside of the unit (NO trash on outside or excessive storage)**
- Missing shingles on the roof (any evidence of leaking roofs)**
- Rebar showing in the foundation (chipped, or broken concrete on foundation exposing rebar)**
- Missing or broken floor tile (anywhere that need replacing)**
- All burners and oven working properly on the stove (self explanatory)**
- Refrigerator door seal (self explanatory)**
- Exterior outlet covers (all exterior outlets HAVE to be covered)**
- Breaker Boxes (no missing breakers or spaces)**
- NO boxes, clothes, etc. (around Breaker Boxes, Air Conditioners, and Hot Water Heaters).**
- Windows are considered to be emergency exits (They can not be blocked.)**

The reason we tell you about these items are that we need you to **CALL** the office 221-7575 and tell us if you have any of these problems. We need time to repair them. You know best if you have these problems. **PLEASE** inspect your own unit using the above and if any of the items need correcting, **LET US KNOW**. Don't stop the maintenance men and tell them, they are working and have no way to remember it or to write it down, you **NEED** to make a call to the office.

**WE APPRECIATE YOUR COOPERATION IN THIS.
HANNIBAL HOUSING AUTHORITY MANAGEMENT**