



Housing Authority of the City of Raleigh, North Carolina

Leased Housing

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Leased Housing

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Applications
(919) 831-6387

Section 8 HAPP
(919) 831-6620

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ATTENTION LANDLORD AND/OR PROPERTY MANAGER:

Attached is a sample of the new failed items list implemented by the Raleigh Housing Authority's Inspection Division. This format shows how failed items will be communicated to landlords and tenants. Official use of the new format began with the July 2008 annual inspections, though some landlords may continue to receive failed item listings in the old format until the phase out is complete. Below are instructions for how to read the new form.

Section #1 – Information about the tenant, inspector and type of inspection

Section #2 – Information about the date the inspection was requested and the date the inspection occurred

Section #3 – General information about the unit

Section #4 – Owner information on file with the Leased Housing Department

Section #5 – Inspection result

Section #6 – Failed items list

- a) Item# - needed for report purposes
- b) Item Category – list the room (s) inspected
- c) Floor – the level in the unit where the room is located
- d) Location of the room on the floor
- e) Failed item description
- f) Location of the failed item within the room (defined as standing in the doorway of the room)
(Far side = Back wall; Near side = Front wall)
- g) Date repairs pass inspection
- h) Passing inspector's initials

Section #7 – General appearance of the specified areas in the unit

Section #8 – Notes and Additional Failed Items not identified in Section #6 which still need to be corrected before the unit will pass inspection

Section #9 – Comments and recommendations for the landlord and tenant