

**GASTONIA HOUSING AUTHORITY**

340 W. Long Avenue  
PO Box 2398  
Gastonia, NC 28053  
ghanc.org

Date

Tenant Name  
Tenant Address  
Tenant City, Tenant State, Tenant Zip

**Subject: Annual Inspection**

**An annual inspection of your property will be conducted on (schedule date) between the hours of (schedule time start) and (schedule time end).**

**Comment:** Annual inspection scheduled as before

The purpose of this inspection is to verify that the property is in compliance with HUD’s Housing Quality Standards (HQS) and GHA’s Acceptability Criteria Variations (ACV.) The inspection is not designed to list items that your landlord has certified as completed when accepting the delivery of the HAP.

**Comment:** Property should be inspected and in compliance with HQS and ACV BEFORE the annual inspection. Failure to maintain property in compliance can result in HAP abatement and the property removed from the program.

If the property passes this annual inspection it will be deemed to be in compliance with HQS and ACV and no further action will be necessary.

If, however, the property fails the inspection (or the landlord fails to appear for the inspection) it will be deemed to be in non-compliance with HQS and/or ACV and the landlord will have a maximum of thirty (30) days to make needed repairs.

**Comment:** Landlord will no longer submit correspondence that repairs have been made. Note that this is a significant departure from past procedure.

GHA will perform one re-inspection in thirty (30) calendar days following this scheduled inspection. If the date following thirty (30) days falls on a Saturday or Sunday, the property will be inspected on the following Monday. There will be no further correspondence regarding either the annual inspection or, if necessary, the reinspection.

**Comment:** GHA will automatically reinspect the property in 30 days from the date of the annual inspection. THERE WILL BE NO FURTHER CORRESPONDENCE TO TENANT OR LANDLORD REGARDING A REINSPECTION. Note that this is a significant departure from past procedure.

**The date of this last and final reinspection will be (date of inspection) between the hours of (schedule start time) and (scheduled end time).**

If the property fails the re-inspection (or the landlord fails to appear), the HAP to the landlord will be abated and you will be issued a voucher to relocate to other suitable housing.

**Comment:** GHA schedules reinspection date and notifies tenant and landlord via this letter only.

NOTE: Your landlord is required to attend both inspections. You, as head of household, are also required to attend both inspections unless you have signed and given to the landlord a Consent to Inspect and Indemnification Agreement (CIIA) form prior to the annual inspection date. If you cannot attend the inspection and have not signed a CIIA, your representative over the age of 18 must be present.

**Comment:** There will only be ONE reinspection. After the annual and one reinspection HAP will be abated and tenant will be given a voucher to find other suitable housing.

You are also required to cooperate with the GHA inspector during both inspections and at other times as required by the Gastonia Housing Authority.

**Comment:** The landlord is required to attend the inspections. A no-show results in a failure of either inspection.

Your cooperation with the inspection process is always appreciated. If you require further assistance, please contact the GHA Inspections Department by directing your call to Christopher Alewine at 704-349-5126, or ([c.g.alewine@ghanc.org](mailto:c.g.alewine@ghanc.org)), or George Rudar at 704-349-5125, or ([g.n.rudar@ghanc.org](mailto:g.n.rudar@ghanc.org)).

**Comment:** Note telephone number changes.