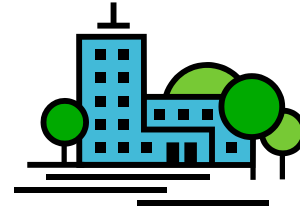


Housing Authority



of the City of Clay Center

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Apartment Deficiency Correction Procedure

This procedure was approved by the Board of Commissioners of the Housing Authority of the City of Clay Center, Kansas (CCHA) by Resolutions 9-2007 and 4-2007-T, adopted on the April 9, 2007, and is to be effective April 10, 2007. The purpose of this procedure is to assist the management and staff in controlling conditions that lead to damage to apartments and threaten the health and peaceful living of our tenants.

Pest Control Spraying Monthly, a building superintendent shall enter each apartment with the pest control representative and observe the condition of the apartment using all of their senses (to identify odors, insects, rodents, dirt, filth, property damage, drug paraphernalia, etc.).

Report Upon completion of the inspection with the pest control representative, the building superintendent will make a list of the apartments where conditions were observed that could lead to property damage or threaten the health and peaceful living of our tenants. This list should be presented to the Executive Director.

Inspection Once the list of apartments is given to the Executive Director, the Executive Director will have staff deliver an inspection notice to each apartment. This notice must be delivered at least 48 hours prior to the time of the inspection.

On the day of the inspection, the Executive Director, accompanied by a staff member, will inspect the apartment and complete an Apartment Deficiencies Correction Requirements Form. This form will be delivered to the tenant.

Follow-up Inspection Two weeks after the completion and delivery of the Apartment Deficiencies Correction Requirements Form, the Executive Director, accompanied by a staff member, shall inspect each apartment again to confirm that the deficiencies have been corrected.

Tenant Interview If, during the follow-up inspection, there are deficiencies that have not been corrected, the Executive Director will interview the tenant in the office to assist the tenant in finding a way to correct the remaining deficiencies. At the Executive

Director's discretion, the tenant will be given up to 30 days to correct the remaining deficiencies. A date will be set for a final inspection.

Final Inspection On the date previously determined at the tenant interview, the Executive Director, accompanied by a staff member, will inspect the apartment to confirm that the deficiencies have been corrected. Upon confirmation of corrections, the corrections will be noted and filed in the tenant's folder.

Eviction Action If the deficiencies have not been corrected during the final inspection then the Executive Director will begin eviction procedures as directed in the Admissions, Occupancy, Payments, Collections, and Evictions Policy.