



# REAC BINDER CONTENTS

\*Listed in order of importance to the REAC inspector\*

**Notice to the Residents of the REAC inspection date – most important document – cannot start inspection without it!**

## Annual Certificates

Elevator

Boiler (HVAC – over 200,000 BTU's usually required to be certified by the State but there are local exemptions)

Fire Alarm

Fire Sprinkler

## Paperwork

Lead Based Paint Inspection report (if built prior to 1978)

Files will be randomly selected by the inspector to look for LBP Disclosure forms – make sure boxes on the forms are checked and it is signed by the resident

Seniors are “exempt” from LBP requirements – the inspector will record “No” under both LBP categories and enter a comment in his/her software, “Elderly – no residents under the age of 6”

Form 92458 – Low Rent Schedule (for Project Based Section 8 only)

Call-For-Aid inspection conducted by off-site company (not internally – has to be another agency) within 1 year of the REAC

1 year of Generator Run Up records – for PERMANENT generators (not portable) – inspectors look for:

1 entry per month - date

Run time (usually 20 min – will accept digital readings)

Signature



Area measurements (2 separate measurement square footages)

1 measurement for the Parking Lots/Driveways/Roads (anything that is driven on)

1 measurement for Walkways/Steps

Site Map

Rent Roll or the Excel Spreadsheet filled out – certain rent rolls exclude vacant/non-revenue units from the list which skew the inspector's sample numbers

### **Lists of the following:**

Vacancies

504 (Handicap accessible – full not “reasonable accommodations”

Units that are in Legal status (getting evicted)

Bed bug units – HUD looks for 3 visits before they do not consider a unit to be Bed Bug infested

The initial visit to verify bugs

The treatment

The follow up to make sure they are dead/gone – unit is signed off as infestation-free

Offline units/buildings – this means UNINHABITABLE for some reason – fire, flood, etc. Typically, these units/buildings are boarded up.

Any units combined to make 1 unit or converted into a common area

For example – Units 302 and 304 were combined so that they are a 2 bedroom unit - no longer 2, separate, 1-bedroom units