

## Technical Review

### Overview

A property can request a technical review of the inspection results and score. The technical review process allows PHAs and POAs to have points restored for verifiable reasons, including HUD or inspector error, adverse conditions beyond their control, modernization work in progress, and conflicts with state or local code. A request for a technical review of inspection results must be submitted electronically in the NSPIRE system. REAC must receive it no later than the 45th calendar day following the day HUD provides the inspection report to the POA or PHA.

### Eligibility

A request for a technical review of inspection results must be accompanied by evidence that supports the claim. PHAs or POAs should only seek a technical review which, if corrected, will result in a significant improvement in the overall score of the property. Per [24 CFR 5.711\(d\)\(5\)](#), significant improvement refers to an increase in a score for the property such that the new score crosses an administratively significant threshold, which may include an increase in the property score to 60 or above or change the inspection frequency as described in [24 CFR 5.705\(c\)](#).

Upon receipt of the technical request from the POA or PHA, REAC will review the inspection and the evidence. [Read the full notice.](#)

Note: Submitting technical review requests does not in any way inform or suspend defect mitigation.

## Basis for Technical Review ([See Final Rule here](#))



### Building Data Error

Example: A component of the property (like a building, common area, or sidewalk) does not belong to the housing authority

Acceptable evidence includes:

- Letter from a public authority (e.g. Fire Marshall, code enforcement officer, licensed contractor)
- Surveys (performed by licensed professional or issued by government entity)
- Proof of ownership



### Adjustments for factors not reflected or inappropriately reflected in physical condition score

Example: Local code contradicts NSPIRE standards

Acceptable evidence includes:

- Letter from public authority (e.g., Fire Marshall, Code enforcement officer, Licensed professional)
- Copy of official publication for the property location and applicable housing code



### Unit Count Error

Example: An error in unit count affected the inspection sample size

Acceptable evidence includes:

- Data count from the source system, PIC/iREMs



### Adjustments for adverse conditions beyond the control of the owner or PHA

Example: A natural disaster or circumstance beyond the control of the property owner caused the defect

Acceptable evidence includes:

- Statement of nearby work and proof of damage caused to property (e.g. insurance claim, statement from government source)



### A Non-Existent Deficiency Error

Example: The deficiency cited by the inspector does not apply to the observed condition, or the inspector cited the wrong defect

Acceptable evidence includes:

- Evaluation from a public authority (e.g. Fire Marshall, code enforcement officer, licensed contractor)
- Letter from licensed professional



### Adjustments for modernization work in progress

Example: The defect cited is a result of a HUD-approved modernization or rehabilitation project that is underway

Acceptable evidence includes:

- Letter from HUD approving the work
- Work orders from a licensed professional
- Contracts (e.g. legal documentation with signature by vendor responsible for work)
- Statement of start and completion dates

## Best Practices and Recommendations Submitting Technical Reviews

### Do:

- Reference NSPIRE Standards ([Standards Notice](#)) for full details on standards and scoring methodology
- Clearly describe the basis for appeal, ensure supporting documentation is legible

### Don't:

- Submit documents unrelated to the specific deficiency that is appealed

## How to Submit an Appeal in the System

- Step 1:** Log in to the NSPIRE system.
- Step 2:** Select the **Inspections** tab.
- Step 3:** Select an **Inspection Name** to open the inspection record (e.g., INSP-XXXXX).
- Step 4:** Select **View all** under ExAM Deficiencies. *Helpful hint: Select column headers to sort the data*
- Step 5:** Select the **Deficiency name** (e.g., QR-XXXXXXX).
- Step 6:** Select **Add/remove from Appeal**.
- Step 7:** Select the most appropriate **Appeal Reason** from the dropdown menu.
- Step 8:** Clearly describe the error that was made, in accordance with the Appeal Reason and describe supporting documentation in the **Property Appeal Comments** field.
- Step 9:** Attach objective, verifiable, and current evidence to support the request and select **Save**. *Helpful hint: Go back to step 4, view the "Appeal?" column, and confirm check marks are present for each deficiency that a request has been saved. This indicates that the deficiency has been added to the appeal.*

**1** U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
**NSPIRE**  
 NATIONAL STANDARDS FOR THE PHYSICAL INSPECTION OF REAL ESTATE

Username  
 Password  
 Log in

Forgot your password?

**4** ExAM Deficiencies (6+)

Deficiency N...	Appeal?	Deficiency Lo...	Room/Location
QR-1917398	<input type="checkbox"/>	2	Bathroom 1
QR-1917477	<input type="checkbox"/>	4	Bathroom 1
QR-1914984	<input type="checkbox"/>	College Trace Apartments	Building Site W
QR-1914995	<input type="checkbox"/>	College Trace Apartments	Building Site S
QR-1915096	<input type="checkbox"/>	College Trace Apartments	Building Site E
QR-1917489	<input type="checkbox"/>	4	Kitchen

View All

**7-9** Add/Remove from Appeal

\* Appeal Reason  
 Modernization/rehab work in progress

\* Property Appeal Comments  
 We ordered a few new extinguishers for tenants. Please see order invoice attached.

Attachment  
 Upload Files Or drop files

Save

NSPIRE

Inspections Deficiencies

Inspection INSP-00981

+ Follow Submit Appeal

**10a**

**Note:** At this point the appeal has not been submitted to HUD. Repeat steps 3-9 to add additional deficiencies to the appeal. Be sure to add all deficiencies regardless of the score deduction. Proceed to step 10 to make certain the appeal is transmitted to HUD for review.

**Step 10:** Select the inspection name (e.g., INSP-XXXXX) in the top left corner of the screen. The inspection record screen will surface. Submit the appeal by selecting **Submit Appeal** (10a). A tabular view of deficiencies set to appeal will surface. If all the Appeals are present select **Submit** (10b). To add/remove any appeal before submitting, deselect the pop-up screen, and go back to Step 4.

**10b** Submit Appeal

Below are the deficiencies set to Appeal. If you are ready to finalize the Appeal and submit to HUD, please click 'Submit'. If you would like to add or remove deficiencies from this list, close this window and go to the individual deficiencies.

Deficiency...	Building Address	Room/Location	Deficiency
QR-38930		Garage/Carport	Fire extinguishers illegible, or
QR-39842	10 -	Living Room	A permanent inoperable.
QR-39801	9 -	Bathroom 1	Grab bar is
QR-39804	9 -	Bathroom 2	Sink or sink missing and adequate.

Submit

**Lastly, select "Submit to HUD" to make certain the appeal is transmitted to HUD for review (10c).**

**An appeal cannot be added or modified after submission. The system will automatically provide an alert if an attempt is made to add or modify an appeal after the last day to submit the appeal, or after the appeal has already been submitted. Only one (1) appeal per inspection may be submitted to HUD. If the "Submit to HUD" button is not selected the appeal will not be reviewed by HUD. The appeal will be rejected if the evidence provided is insufficient.**

**10c** Submit Appeal

Are you sure you want to submit the Appeal to HUD? After clicking 'Submit to HUD', you will not be able to make any additional changes to your Appeal. Close the window to cancel.

Submit to HUD

**HUD REAC will process all appeals (also known as Technical Review Requests) based on guidance from the Final Rule and property representatives will receive notification of approval or rejection. Approved appeals automatically prompt the generation of an updated inspection report inclusive of the adjusted Final Inspection Score.**