



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

Site Map

Rent Roll or the Excel Spreadsheet filled out - certain rent rolls exclude vacant/non-revenue units from the list which can 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