

**What is necessary for the Housing Authority to approve a rental unit??**

Upon receipt of the Request for Tenancy Approval, the Housing Authority will review the rent and tenant's income to ensure the tenant's rent portion is within the 40% tenant rent portion limitation required by HUD regulations. If the rent calculation is verified as O.K. to process, an appointment will be made with the landlord to inspect the unit. Housing Authority staff usually try to schedule the inspection within 5-10 working days.

When the appointment for the inspection is scheduled, the unit is assumed to be ready for occupancy. The Housing Authority inspector is required to verify that the unit meets [Housing Quality Standards \(HQS\)](#) . The HQS are HUD established standards designed to insure that units on which rent subsidies are paid are decent, safe and sanitary. To view the HQS requirements, visit our [HQS](#) page. In addition to inspecting for HQS compliance, the inspector inspects to the 2003 international Property Maintenance Code. The inspector may also note items needing repair that are not required but recommended for preventative maintenance.

If there is an HQS violation, the Housing Authority is prohibited from executing a Housing Assistance Payments Contract until the required repair is completed and the unit has been re-inspected. No payment can be made for any days preceding the confirmation of repair completion.