

## Section XI

### REVIEWS AND INSPECTIONS

#### Overview

From time to time, inspections will take place at our apartment communities. These inspections are performed for various reasons by many different organizations or agencies. These can be required procedures of federal or state agencies; insurance companies, mortgagees, or others with a financial or regulatory interest in the property.

In most instances the Home Office will receive sufficient prior notification that allows for site employees as well as Home Office personnel to "prepare" for the inspection, **but not always**. Our apartment communities should always be ready for an inspection by any individual or agency. Our daily job responsibilities should be carried out with the intent of satisfying any inspection that is announced or unannounced.

If the apartment community is being maintained as required by this manual, preparation for inspection and reviews should be routine.

#### A. Types of Reviews and Inspections

Site Managers, depending on the type property they manage, should expect one or more of the following type inspections to be performed at their sites annually or more frequently. Anyone visiting the apartment community unannounced requesting to inspect should provide identification. Site Managers should call the Home Office to receive clearance.

Such inspection may include:

- HUD Management Reviews
- Rural Development Supervisory and Compliance Visits
- State Housing Finance Agency (HFA) Reviews
- Mortgagee/Investor Inspections and Reviews
- Insurance Companies
- Inspections by Owners (or representatives)
- Executive-level Management Inspections
- Property Manager Site Visits
- Compliance Coordinator's Audits