

**Amherst Housing Authority**  
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**Section 8, MRVP, AHVP Programs**  
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**AMHERST HOUSING AUTHORITY**  
**SECTION 8 INSPECTION POLICY**

The Section 8 Housing Choice Voucher Program requires that every unit funded under the Section 8 Program be inspected on an annual basis to determine compliance with HUD's Housing Quality Standards. In order to comply with this requirement, the Amherst Housing Authority (AHA) has adopted the following policy for Section 8 inspections.

1. The AHA Housing inspectors will schedule and notify Section 8 tenants in writing of the annual inspection at least 10 days prior to the inspection date. If the inspection date is not convenient for the tenant, the tenant must call the inspector immediately and reschedule.
2. Section 8 tenants or their designee must be present at the annual inspection. Their designee can be a family member over the age of 18, a friend, or maintenance/management personnel responsible for the housing unit.
3. If the inspector cannot gain access to the unit on the first scheduled visit, the inspector will send a second notice to the tenant informing them that they have missed their initial inspection and notifying them of the second inspection date.
4. If the Inspector cannot gain access to the unit for the second time, the inspector will notify the appropriate AHA staff that the tenant has missed two inspections and is not in compliance with Section 8 program requirements. Two missed inspections will be considered a failed inspection.
5. After two missed inspections, the AHA Section 8 staff will send the tenant a Conference Request Letter to discuss the two missed inspections, go over the Section 8 Inspection Policy and explain that failure to allow the AHA to conduct its annual inspection can lead to termination from the Section 8 program. Unless there are unforeseen circumstances, the AHA staff will arrange an appropriate time with the tenant to have the inspector conduct the inspection.
6. If the tenant fails to show for the Conference on the date and time specified in the Conference Request Letter, or fails to reschedule, or fails to be present at the rescheduled inspection, the tenant will be sent a Termination Notice notifying them that they are out of compliance with the Section 8 regulations regarding annual inspections.