

*Office of Housing*

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## **Annual HQS Inspection Self-Certification of Repairs**

Effective with the 2014 update to its HCV Program Administrative Plan, Pensacola Housing now allows landlords the option to self-certify corrections to minor HQS failures in certain situations. This document explains the policy and procedures for when self-certification may be used.

The following items are considered minor HQS fail items that may qualify for self-certification for repair:

1. Small holes in walls or ceiling
2. Re-glaze and re-caulk bath tub and/or sink
3. Missing or broken door knobs
4. Re-hanging closet, cabinet or vanity doors
5. Handrails
6. Dryer vents
7. Faucet handles
8. Water heater pressure relief valve (overflow pipe)
9. Water heater wiring connection
10. Furnace filter
11. Cracked window
12. Cracked or missing outlet plate covers
13. Anti-tip device on stove
14. Non-functioning stove coil
15. Missing drip pan(s) on stove
16. Weather-stripping
17. Bolt caps missing on toilet pedestal
18. Sealing off crawl space
19. Pest control/exterminator
20. **Non-primary** smoke detectors
21. Vacuum and steam clean carpet(s)
22. Cords or wires crossing hallway or entry way

### **The process is as follows:**

Step 1: If the unit fails an annual inspection with 5 or fewer minor fail items, all of which are found on the list above, then the landlord and tenant will receive an “Annual Failed Inspection – Eligible for Self-Certification of Repairs” notification, detailing the fail items and confirming that the landlord has 30 days to complete and self-certify the repairs.

Step 2: The landlord will complete the repairs and provide documentation to the Pensacola Housing Office. Documentation may consist of receipts for certain services, of photographs showing the repair, or both, depending on what type of fail items appear on the initial fail report.

Step 3: A Pensacola Housing Inspector will review the self-certification documentation provided by the landlord. If the HQS corrections are approved, the inspection will be marked as a pass and the inspection record will be closed. If the corrections are not approved, the inspector will contact the landlord within 2 business days to discuss the disapproved items and what further action is required to return the unit to HQS compliance.

Step 4: If the landlord does not return self-certification documentation with 30 days of the initial failed inspection, the unit will enter an HQS abatement status. Housing Assistance Payments will be abated until the unit returns to HQS compliance. It will be the landlord’s responsibility to contact Pensacola Housing to schedule a reinspection. Failure to do so will result in termination of the HAP contract.

Step 5: Units with self-certified repairs will be included in Pensacola Housing’s Quality Control process. A sampling of these units will be selected for quality control inspections, with proper written notice provided to the landlord and tenant prior to the visit. On occasion, Pensacola Housing may also contact the tenant for independent verification of corrections.

**Please note that the self-certification option is only available for annual inspections during which five or fewer minor fail items are discovered. It is not available for initial (new unit) inspections, or complaint (whether tenant request, owner request, or special request) inspections.**