

Self-Inspection Instructions for Landlords

Temporary policy and process due to COVID-19. This process applies to landlords who have a new move-in only. The Self-Inspection Packet will include the Rider to Rental Subsidy Agreement (the “Rider”) the Inspection Checklist and the Sworn Affidavit of Certification

1. Landlords must inform their liaison/coordinator that they would like to conduct a **self-inspection**.
2. If eligible, landlord will receive a **draft Rider**.
3. Landlord will then receive a self-inspection packet. Landlord must sign the Rider’s signature page **ONLY** and return the Rider with **SIGNATURE** back to staff.
4. Once Landlord has received the Rider with **LANDLORD SIGNATURE** and CLIHTF director signature back from liaison/coordinator, then the inspection may be performed **(but not before)**. **Landlords cannot perform an inspection until the Rider is COMPLETELY signed and returned**).
5. The landlord must **THEN**:
 1. conduct the self-inspection
 2. **complete and return the “Inspection Checklist” and “Sworn Affidavit of Certification” Document along with photographs**, to the coordinator/liaison.