

## **PBV INSPECTIONS PROCEDURES**



**Requirement 1** The property representative must provide a copy of the PBV Unit Checklist Form for each building that will contain PBV units to FWHS Inspections Supervisor (Ruben Renteria) [rrenteria@fwhs.org](mailto:rrenteria@fwhs.org).

**Requirement 2** The property representative must also provide a copy of the PBV Work Completion Certification Form for an AHAP if one has been applied for prior to the beginning of a project's construction and Certificate of Occupancy or Temporary Certificate of Occupancy for buildings containing PBV units and club house/leasing building.

**A.** If FWHS has interest in the property and the two above requirements have been submitted, the FWHS Contractor will contact the property to schedule a time/date to do the PBV Pre Contract Initial Inspections.

**B.** If the property is not affiliated with FWHS and has submitted the above two requirements, the FWHS Inspection Supervisor will make contact to schedule a time/date to perform PBV Pre Contract Initial Inspections.

**C.** Once the PBV Pre Contract Initial Inspections have passed, the above form in Requirement 1 will be returned to you via email for your records. It will show the PBV Pre Contract Initial Inspection Pass dates for each unit. These dates will be valid for a total of, 120 days if property is new construction and 60 days for any rehab or existing properties.

**D.** After the PBV HAP Contract is finalized, the submitted applicant(s) that meet your criteria and FWHS' criteria will be allowed to move in, only after the 3 things below have occurred.

1. The PBV Pre Contract Initial Inspections have passed.
2. The PBV HAP Contract has been executed.
3. The pass date for the unit has not exceeded the approved time frame referred to in section **C**.

**E.** If the inspection pass date has exceeded its allowed time frame referred to in section C, the unit must be inspected again before occupancy, by submitting a request for reinspection of unit(s) via a PBV Unit Checklist Form to the Inspections Supervisor. Once it passes again the unit(s) are good for occupancy for another 60 days from the passed inspection date, which will be provided via email. A move in approval will be sent via email from the FWHS' Inspection Department for the approved applicant.

