



Inspections

Step 1

Submit the Request for Tenancy Approval Packet to SDHC

- The Request for Tenancy Approval (RTFA) packet from SDHC has the information and forms required to start the move process.
- You or the tenant can return the completed and signed RTFA and forms along with a copy of an unexecuted lease agreement to SDHC, unless you choose to use an SDHC-approved lease agreement.
- After the form is reviewed and the unit is determined ready for inspection, a request for the initial move-in inspection is forwarded to the SDHC Inspections Department.

Step 2

Schedule the Inspection

- Upon receiving the RTFA, the SDHC Inspections Department will contact you to schedule the initial move-in inspection.
- Make sure the phone number on the RTFA form is the best number to reach you.
- If SDHC is unable to reach you, inspectors will leave a phone message asking you to call back to schedule the inspection.

Step 3

Review the SDHC Housing Inspection Checklist

- The SDHC Housing Inspection Checklist provides a list of items inside and outside of the unit that will be checked during the inspection.

Step 4

Attend the Inspection

- Inspections cannot be completed if no one is present at the unit to let the inspector in to the apartment, or if the appointment is canceled.
- If this happens, you will need to reschedule the appointment.

Step 5

Confirm the Contract Rent

- Following the inspection, if the proposed contract rent is disapproved based on the average fair market rent in the neighborhood, an SDHC staff member will inform you of the maximum approvable contract rent.
- You will need to confirm if the maximum approvable contract rent is acceptable to you.

Step 6

Schedule a Re-Inspection, if Necessary

- If the unit fails the initial inspection, you will need to contact the SDHC Inspections Department to schedule a re-inspection when the unit is ready.

