



Housing Authority of Murray

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June 12, 2023

TO: ALL RESIDENTS
FROM: Faye Dodd, Executive Director

A representative from US Inspection Group will be on-site **July 5 – 7th** to inspect all units. Maintenance staff will be with the inspector each day.

We do not know what day each street will be inspected so please be ready for inspection all 3 days.

USIG will inspect every unit and will grade us based on the results of the inspection.

The grade we receive will directly reflect our maintenance performance and our lease enforcement of unit conditions such as: housekeeping, resident caused damages, tripping hazards, etc.

In order to achieve the highest score possible each household must address the following items:

1. Units must be clean and free from excessive clutter.
2. Yards and porches must be clean and orderly.
3. Do not place furniture in front of windows or exit doors that would impede you from using that window or door to escape your unit during an emergency.
4. No wires or cords are to be strung across the floor creating a tripping hazard.
5. Do not store gasoline, propane, gas mowers, or engines in your unit. Remove all such flammable items from your unit before the inspection and do not return them to the unit.
6. Check for water leaks (faucets and toilets), broken electrical outlets and broken switch plate covers.
7. Check all stove eyes and heating elements in the oven.
8. The electrical panel (breaker box) must be accessible.

CALL IN A WORK ORDER IMMEDIATELY IF ANYTHING NEEDS TO BE FIXED IN YOUR UNIT

9. Check all windows and screens and report the damage to the office if any are torn or broken.
10. Please do your part to keep the area around your home clean and free from broken glass, trash, cigarette butts, and debris.

You do not have to be present for this inspection. A master key will be used to enter your apartment if you are not home. Inspections will not be rescheduled for any reason.

This inspection does not replace the normal housekeeping inspection. This inspection will be much more in depth, so your cooperation is appreciated.

Any housekeeping/ excessive clutter deficiencies with your apartment noted during the inspection will be addressed to each resident in writing and a follow-up will be conducted by our office staff. These issues are deemed a fire hazard and cannot be allowed by our policies. This is reflected in the lease agreement with all residents.

Maintenance will return to your unit within 24 hours if any health and safety violations are noted during the inspection. This will be your only notice of our intent to enter.

If the water has been shut off to your unit you will receive a 48-hour notice to restore services. If you do not have service restored in that time frame you will be issued a 30-day notice to vacate.

If you have any questions please contact the main office.

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