

PUBLIC HOUSING AGENCY

SAINT PAUL

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Dear PHA Residents:

HUD has scheduled inspections in March and April.

- HUD contracts with an inspector who will inspect a random sample of apartments at each PHA hi-rise and family development, and many scattered site homes.
- HUD uses these inspections to “grade” each PHA on how well it maintains its properties. If the PHA scores high, it may receive more funding from HUD. A low score may result in more inspections and more paperwork.
- The PHA **MUST** allow HUD’s inspector to see the apartments that are picked. You do not have to be present. **IF YOU ARE NOT HOME, A PASS KEY WILL BE USED TO ENTER YOUR APARTMENT.** This inspection cannot be rescheduled.

Every resident can help the PHA get ready for these important inspections by checking your own apartment:

Call in a work order **right away** if anything needs to be fixed in your home or apartment.

The work order number is **298-4413**.

- **Fire safety: Don’t store gasoline, charcoal lighter fluid, propane, gas mowers or engines in your unit. Remove all such flammable items from your unit before the inspection.**
Keep the area around furnaces and water heaters clear (family units).
Make sure all exit doors and windows open freely and are not blocked.
- Check for water leaks (faucets, toilets), broken electrical outlet or switch plate covers, stove burners that don’t light, missing knobs on stove, missing sink stoppers, windows that don’t lock properly.
- If you have torn screens or broken windows, take them to the Maintenance Shop (family residents only, not hi-rises).
- Clear out junk and clutter from your apartment, home and basement. Please dispose of trash properly – don’t just set it on the curb.
- Make sure the inspector can get to the electrical panel (breaker box) and open it.
- Please do your part to keep the area around your home or apartment clean and free from broken glass, trash and debris.

Thank you for helping PHA staff get ready for the upcoming HUD inspection. If you have any questions about it, please call your Management Office.

PHA Management