

OHCS Management Review Ratings – Physical Inspection

PROPERTY MAINTENANCE OPERATIONS	
CATEGORY:	MEETS OHCS Standards
Property Maintenance	<ul style="list-style-type: none"> The physical inspection indicates management has preventative maintenance practices in use that demonstrate NO apparent pattern of deferred maintenance.
	<ul style="list-style-type: none"> Unit turn-over practices are in place to ensure units are prepared for occupancy within 15-30 days.
	<ul style="list-style-type: none"> Units are consistently made ready for occupancy within 30 days or less.
	<ul style="list-style-type: none"> No units required unplanned substantial rehab at turn-over.
	<ul style="list-style-type: none"> No units were taken off-line due to deferred maintenance.
	DOES NOT MEET OHCS Standards
	<ul style="list-style-type: none"> The physical inspection indicates management does not have any preventative maintenance practices in use and/or a pattern of deferred maintenance is apparent.
	<ul style="list-style-type: none"> Unit turn-over practices are NOT in place to ensure units are prepared for occupancy within 30 days or less.
	<ul style="list-style-type: none"> Units consistently take longer than 30 days to make ready for occupancy.
	<ul style="list-style-type: none"> Units required unplanned substantial rehab at turn-over.
<ul style="list-style-type: none"> Units were taken off-line due to deferred maintenance. 	
CATEGORY:	MEETS OHCS Standards
Physical Inspection- Preparation & Materials	<ul style="list-style-type: none"> All documentation requested by OHCS in preparation for the review was received by OHCS by the required due date.
	<ul style="list-style-type: none"> All requested documentation was provided and the documentation was complete and accurate.
	<ul style="list-style-type: none"> All Tenants were provided proper notice of the inspection and the inspection was NOT delayed due to management's failure to issue the proper notice as required.
	DOES NOT MEET OHCS Standards
	<ul style="list-style-type: none"> Documentation requested by OHCS in preparation for the review was NOT received by OHCS by the required due date.
	<ul style="list-style-type: none"> OHCS had to make requests and/or send reminders to obtain the requested documentation.
	<ul style="list-style-type: none"> Documentation submitted/received was incomplete and/or inaccurate.
<ul style="list-style-type: none"> All tenants were NOT provided proper notice of the inspection and/or the inspection was delayed due to management's failure to issue the proper notice as required. 	
CATEGORY:	MEETS OHCS Standards
Physical Inspection	<ul style="list-style-type: none"> The condition of the property meets industry standards and findings do not demonstrate a pattern of systemic issues/problems or lack of management oversight.
	<ul style="list-style-type: none"> No repeat findings.

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	<ul style="list-style-type: none"> • All observed EH & S findings/problems have been resolved within the required 24-hour due date. • <50% of inspected areas which includes site, building exteriors, common areas, building systems, and units have findings that have been corrected by required due date. • Responds to all REAC, OHCS, or UPCS inspections in a timely manner and corrects all findings per the inspection report(s). • Property appearance is attractive and inviting to the public with minimal detractive items observed (i.e. inspector notes a few pieces of garbage around the property during the inspection). • Maintenance practices appear to be more pro-active than re-active and all repairs made meet industry standards. • All common areas inviting, available for use by the general public and used for the intended purposes. • AFHMP and Administrative Notebook are both properly posted/maintained at the property as required. • All previous and current 8823s have been resolved.
	DOES NOT MEET OHCS Standards
	<ul style="list-style-type: none"> • The condition of the property does NOT meet industry standards and/or EH& S findings/problems demonstrates a pattern of systemic issues/problems or lack of management oversight. • Findings/deficiencies demonstrate deferred maintenance issues; possible lack of management oversight and/or lack of response to maintenance requests. • Pattern of repeat findings. • >50% of the units inspected have two or more findings • >50% of inspected areas which include site, building exteriors, common areas, building systems, and units have two or more findings. • Not responding to REAC, OHCS, or UPCS inspections and/or not correcting all findings per the inspection(s) report. • Apparent or previously reported EH& S findings/problems exist and have not been addressed. • Property appearance is NOT attractive and inviting to the public. Overall impressions indicate property is NOT well taken care of on a regular basis or has been neglected. • Maintenance practices appear to be lacking and repairs made do NOT meet industry standards. • Common areas are NOT being used, are taken off-line and/or NOT used for the intended purposes. • AFHMP and Administrative Notebook are NOT property posted/maintained at the property as required. • Previously issued and/or current 8823s are unresolved.
CATEGORY:	MEETS OHCS Standards
Inspection Response	<ul style="list-style-type: none"> • The inspection response was received by OHCS by the required due date. • An extension was requested at least ten (10) days prior to the required due date and was then received complete by OHCS by the extended due date as required. • All findings that require a delayed completion date due to type/size of work including large budgetary item/s for repair have been pre-approved by OHCS and a completion has been submitted to OHCS.

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	<ul style="list-style-type: none"> As requested by OHCS, all valid supporting documentation that shows findings have been corrected was submitted to OHCS.
	<ul style="list-style-type: none"> OHCS Exigent Health & Safety Notification report was completed and submitted back to OHCS by the due date as required.
	DOES NOT MEET OHCS Standards
	<ul style="list-style-type: none"> The review response was not received by the required due date. An extension was requested less than ten (10) prior to the required due date or no extension was requested. Documentation submitted was incomplete and/or inaccurate.
	<ul style="list-style-type: none"> All findings that require a delayed completion date due to type/size of work including large budgetary item/s for repair have NOT been pre-approved by OHCS and a completion plan has NOT been submitted to OHCS.
	<ul style="list-style-type: none"> As requested by OHCS, all valid supporting documentation that shows findings have been corrected was NOT submitted to OHCS.
	<ul style="list-style-type: none"> OHCS had to make requests/reminders to obtain the required documentation. OHCS had to make requests/reminders to obtain complete and/or accurate documentation. OHCS Exigent Health & Safety Notification report was not completed and/or not submitted back to OHCS as required.
CATEGORY:	MEETS OHCS Standards
Communication	<ul style="list-style-type: none"> The Owner/Agent responds to all requests for information/documentation from OHCS by the required due date. All requested information/documentation is accurate, complete and received by OHCS by the required due date. Extension was requested prior to the required due date; information/documentation was then received by OHCS by the extended due date.
	DOES NOT MEET OHCS Standards
	<ul style="list-style-type: none"> The Owner/Agent does NOT respond or responds late to all requests for information/documentation from OHCS. The requested information/documentation is inaccurate and/or incomplete and/or not received by OHCS by the required due date. The response to the inspection was not received by OHCS by the required due date and an extension was NOT requested
CATEGORY:	MEETS OHCS Standards
Fair Housing & Equal Opportunity (FHEO)	Owner/Agent has demonstrated knowledge and practices that meet industry standards.
	DOES NOT MEETS OHCS Standards
	Owner/Agent has not demonstrated knowledge and practices that meet industry standards