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Michigan City Housing Authority (MCHA) Annual Inspection Process

The Housing Assistance Payments Contract (HAP Part B Section 3 (pg. 4):requires that the owner must maintain the contract unit and premises in accordance with the housing quality standards (HQS). When an owner fails to maintain the contract unit in accordance with the HQS the PHA (Public Housing Authority) remedies include....suspension or termination (abatement) of the housing assistance payments and termination of the HAP contract.

1 – Required Annual Inspection notice is sent to you and your tenant. Please schedule a time to inspect your unit – with the family – prior to our inspection date. This will allow you time to correct any deficiencies you may find. Commonly failed inspection items can be found in the Landlord Packet or at the PHA.

- Please verify with the family that they or someone over the age of 18 will be available for the inspection. As the property owner you can represent the family or simply be in attendance.

2 – If the unit fails the inspection – you will receive a “NOTICE OF FAILED ANNUAL INSPECTION” letter with a copy of the inspection report identifying the failed items. The letter also includes the date/time of the re-inspection and e-mail/fax information for submittal of verification of repairs. For questions regarding the failed items please contact the housing manager listed on the letter.

- When a life threatening condition is found – the corrective actions must be taken within 24 hours of MCHA’s notice. This notice includes the termination date of the HAP Contract.

3 – By the date of the re-inspection; all items should be corrected. If all items are not corrected; you will receive a ‘NOTICE OF ABATEMENT’ letter. This letter provides the date we will place the unit into abatement and it also provides the termination date of the HAP Contract. This notice is sent to both the family and the owner of the property to provide a reasonable notice of the termination of the contract.

4 – Once the abatement period has ended and the “TERMINATION OF HOUSING ASSISTANCE PAYMENT CONTRACT” letter is sent to both the property owner and participant, providing a minimum 30 day notice, MCHA will brief and issue the family a voucher to locate a new unit. If the owner has provided documentation of the correction of the deficiencies, prior to the termination date, and the family wishes to remain in the unit, MCHA will re-instate the HAP payments (minus any abated days).



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ABATEMENTS AND TERMINATIONS –

In order to comply with the HAP contract, when a unit fails an inspection you are provided a minimum of 30 days to make any needed repairs. If the unit is not brought into compliance at the re-inspection, MCHA will move forward with an abatement of payments for the contract unit.

What this means to you – as an owner –

You will NOT receive any payments from the date the unit goes into abatement until the date we have been notified that repair(s) are completed and verified by a Section 8 Housing Inspector.

No HAP payment will be made for the time your unit is in abatement. If you have already received a Housing Assistance Payment, Michigan City Housing Authority has the right under the Housing Assistance Payment contract, to recover all monies paid to you during the abatement period.

Tenant caused damages are a lease and a program rule violation. Owners should, at all times, enforce tenant obligations under the lease. If the unit fails to pass the HQS inspection, due to tenant caused damages, MCHA will not abate the HAP payments. However, failure to correct the deficiency can result in termination of the HAP contract.

If the owner carries out a repair for which the family is responsible the owner may bill the family for the cost of repair.

If you are contesting any abatement or termination decision – please submit a written statement to the assigned housing manager for review.

Please see the Section 8 Administrative Policy, located at the housing authority for additional information on HQS Regulations and Policies.