

Suggestions for Submitting Sufficient Response for UPCS Inspections

Each Deficiency on the “*List of Deficiencies Found*” must have sufficient documentation of correction submitted in order for the Department to consider the item corrected and to ultimately close your inspection. **All** deficiencies **must** be corrected.

Ideally, a separate work order is created by Building or Unit for deficiencies found in each area. For example, the work order for a single Unit may indicate all identified deficiencies listed (in that unit) if each correction is individually described. However, most developments generate a separate work order for each deficiency to ensure the response is adequately complete and the description of each corrective action is clearly detailed. **Five pieces of information are needed** on **work orders** or invoices **accompanied by the scope of work** to verify that a deficiency has been corrected:

1. **The location** of the deficiency, i.e. Bldg. 5 Unit 502 or Site- near outside gate, etc.
2. **The deficiency**, i.e. Damaged Doors, Hardware, locks – Bedroom door won’t latch properly. Site-Hazards Other- Broken Glass.
3. **How the deficiency is corrected**. Just a few quick words are sufficient, i.e. “replaced bedroom door latch” or “adjusted bedroom door latch”. “Removed broken glass.” “Sheetrock repair, taped, floated, and painted”. Conversely, words such as “fixed” “done”, “complete” are inadequate and are **NOT** acceptable.
4. **The date the deficiency was corrected** –the department requires a correction date in order to accept the documentation. Additionally, the IRS requires a correction date for Tax Credit properties on form 8823. ***If there is no date of correction listed, the deficiency is NOT considered corrected.***
5. **The signature** of the person who either performed the repair or acknowledges that the repair was performed satisfactorily. This is very important. Someone must certify that the correction was acceptably completed.

Please: Turn in all of the work orders that you have **IN THE SAME ORDER THAT THEY APPEAR ON THE “*LIST OF DEFICIENCIES FOUND*”**. This facilitates faster processing and increases the chances that all violations will be fully addressed.

For repairs such as concrete repairs, roofing etc. and vendors are utilized instead of onsite maintenance staff, please **include the scope of work** with the **DATED invoice of the contractor** that performed the work.

For pest control, the Structural Pest Control Act (Chapter 1951 of the Occupations Code) requires licensing of businesses and individuals that perform structural pest control for hire. Additionally, persons performing pest control at an apartment building must be licensed. As a result, **you must submit a pest control invoice by a licensed contractor** that includes a date, contractor signature, units treated and the type of pest treated.

Finally, you may submit photographs in support of the above if you wish. However, they are only necessary if the TDHCA asks for them as specific support for a deficiency still in question. If you do submit photographs, please make sure that they are labeled and support work orders and or invoices are attached. Photographs, by themselves, are not acceptable documentation of correction.