# Physical Inspection Request

For Rental Properties with Assisted HOME and/or HTF Units

1. **Project Information**

|  |  |
| --- | --- |
| Project Name | Click or tap here to enter text. |
| Project ID # | Click or tap here to enter text. |
| Property Address | Click or tap here to enter text. |
| City, State, Zip | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Property Owner | Click or tap here to enter text. |
| Contact Name | Click or tap here to enter text. |
| Contact Phone Number | Click or tap here to enter text. |
| Contact Email Address | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Management Company (if applicable) | Click or tap here to enter text. |
| Management Contact Name | Click or tap here to enter text. |
| Management Contact Phone Number | Click or tap here to enter text. |
| Management Contact Email Address | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Type of Inspection Requested | Choose an item. |

1. **Occupancy Information**

|  |  |
| --- | --- |
| Number of HOME-Assisted Units in Project (if HOME only) | Click or tap here to enter text. |
| # Occupied | Click or tap here to enter text. |
| # Vacant | Click or tap here to enter text. |
| Number of HOME/HTF-Assisted Units in Project | Click or tap here to enter text. |
| # Occupied | Click or tap here to enter text. |
| # Vacant | Click or tap here to enter text. |
| Number of Other Units in Project | Click or tap here to enter text. |
| # Occupied | Click or tap here to enter text. |
| # Vacant | Click or tap here to enter text. |
| **Total Number of Units in Project** | Click or tap here to enter text. |
| **Total Number of Buildings in Project** | Click or tap here to enter text. |

1. **Request Details**

|  |  |
| --- | --- |
| Does the Project include Housing Tax Credit (HTC) Units? | Click or tap here to enter text. |
| Has an HTC inspection occurred? | Click or tap here to enter text. |
| If yes, date: | Click or tap to enter a date. |
| Are any violations outstanding? | Click or tap here to enter text. |
| Provide detailed directions to the project site, starting from the nearest major intersection. |
| Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
|  |  | Click or tap to enter a date. |
| Owner/Representative Signature |  | Date |
| Click or tap here to enter text. |  | Click or tap here to enter text. |
| Print Name |  | Print Title |