

QUINCY HOUSING AUTHORITY

80 Clay Street
Quincy, MA 02170-2799

TDD-No-1-800-545-1833 Ext 115
Telephone: (617)847-4350
Fax: (617) 770-2876

Please be advised that, effective July 1, 2010 the Quincy Housing Authority will impose a fee of \$25 on each participant who does not make arrangements to have someone home to allow for an inspection, or does not call 24 hours in advance of the inspection to reschedule.

Please be assured that the inspector will always inform you of the date and time of the inspection in writing at least one week before the date of the inspection. . If you will not be available for the inspection, you may make arrangements with an adult (18 years or older) to be present in the unit so that the inspector has access to the unit. If such arrangements cannot be made, you must call the inspector at least 24 hours in advance of the inspection to reschedule.

Participants who fail to have an adult present for the scheduled inspection or fail to reschedule will be billed \$25 for each missed inspection or may be terminated from the program.

As part of the scheduling process the inspector will mail a letter to each participant at least 1 week prior to the scheduled inspection. In this letter you will be provided the date of the inspection and a two (2) hour window of time when the inspection will occur.

Also, two (2) business days prior to the inspection you will receive a call reminding you of the scheduled appointment. Please ensure that the Housing Authority has your current telephone number so you will receive the reminder call.

Thank you for your help in completing these inspections. If all of us work together, we can make this inspection process operate smoothly and efficiently.

Sincerely,

Barbara Niles
Director, Leased Housing