

Inspection Workflows

Option A: HQS before move-in (default)

Action Step	Responsible Agency
Locate unit and check with landlord to see if they want to participate in Back@Home	Rehousing Agency
Submit form for debarment check, FMR/Rent Reasonableness, and unit inspection	Rehousing Agency
Complete debarment check and FMR/Rent Reasonableness	NCHFA and Socialserve
Schedule inspection with landlord and inspector	NCHFA
HQS Inspection completed and notifies NCHFA	Inspector
If indicated as reserved unit on form, notify referring Rehousing Agency	NCHFA
If indicated as post to Back@Home database, notify Socialserve to list unit	NCHFA

Option B: Habitability before move-in, HQS after move-in

Action Step	Responsible Agency
Locate unit and check with landlord to see if they want to participate in Back@Home	Rehousing Agency
Landlord indicates that they will need occupant in unit for utilities to be on.	Landlord
Submit form for debarment check and FMR/Rent Reasonableness	Rehousing Agency
Complete debarment check and FMR/Rent Reasonableness	NCHFA and Socialserve
Notify Rehousing Agency that unit meets or does not meet debarment check and FMR/Rent Reasonableness	NCHFA
Habitability and safety standards check	Rehousing Agency
Assist household with applying and leasing unit	Rehousing Agency
After tenant occupies and utilities are on, submit form to request tenant occupied inspection	Rehousing Agency
Schedule inspection with tenant and inspector	NCHFA
Notify Rehousing Agency of the inspection results	NCHFA