

CLIHTF – Annual Inspections Process
Update Notice
2/26/2024

Subject: Notice Regarding CLIHTF Scheduled Housing Quality Inspection Dates

Dear CLIHTF Participating Landlords/Owners,

I hope this notice finds you well. I am writing to inform you of an important update regarding the scheduled Housing Quality Inspection dates for the CLIHTF RSP (Chicago Low-Income Housing Trust Fund Rental Housing Support Program) pursuant to Section 7(r) of your 2024 Rental Subsidy Agreement (2024 RSA).

Effective March 1, 2024, we would like to bring to your attention that any **CLIHTF scheduled Housing Quality Inspection dates are final and cannot be changed. Failure to grant entry to the Bravura inspector on the scheduled date will result in a fee of \$35.00/per unit (see Sect.7(r), RSA). The fee will be deducted from your next quarter payment request.** This decision has been made to ensure the smooth and efficient execution of the program and to maintain compliance with the relevant regulations.

As a landlord participating in the CLIHTF program, it is crucial that you adhere to the scheduled inspection dates to avoid any potential penalties or non-compliance issues. These inspections are crucial for maintaining the quality and safety of the housing units provided to tenants.

Attached you will find a **“Tenant Notice of Chicago Low-Income Housing Trust Fund 2024 Inspection”**. We ask that you please complete this form for each tenant in your building notifying them (*at least 14 days in advance*) of the CLIHTF inspection date. The notice will ensure that the household has been notified and prepared on the inspection day. Please be sure to keep a copy of this notice in your file.

We kindly request your understanding and cooperation in this matter. If you have any concerns or questions regarding the scheduled inspection dates, please do not hesitate to contact our office at 312-741-1912 or email Melvin Harris (Rental Housing Support Program Manager, Inspections Division) at Melvin.harris@clihtf.org.

Thank you for your attention to this matter. We appreciate your continued partnership and providing safe, decent, and sanitary housing to the CLIHTF RSP program.

Sincerely,

Annissa Lambirth-Garrett

Annissa Lambirth-Garrett, MPA, CPM
Executive Director

Chicago Low-Income Housing Trust Fund