

**Tenant Notice  
of  
Chicago Low-Income Housing Trust Fund  
2024 Inspection**

Date:

To Name of HH

*and all other residents named on the lease and in possession of the premises  
shown below*

Unit #

Address:

City, State, Zip:

Dear:

As you know, the Chicago Low-Income Housing Trust Fund (CLIHTF) or CLIHTF's representatives conduct annual inspection of the property to ensure that the owner/agent is complying with CLIHTF and Housing Quality Standards (HQS) requirements. This inspection is to ensure that individual units, exterior and common areas are maintained in such a way as to ensure your health & safety and enjoyment of your home.

Representatives from the CLIHTF have scheduled an inspection of the property called the Housing Quality Standards via our vendor Bravura Facility Management, LLC. This inspection will be conducted on \_\_\_\_\_.

We felt that you may have questions about the Inspection, so we thought we would provide some basic information for you.

- BRAVURA will collaborate with CLIHTF program to internally prioritize properties.
- BRAVURA Inspectors will contact the owner/agent 14 days before the inspection.

On the day of the inspection, the BRAVURA Inspector will request access to your unit. Your property owner/agent has been notified of which units will be inspected.

If your unit is chosen for inspection, your landlord will contact you to make arrangements in case you are not home during the inspection. We wanted to assure you of the following:

- The inspector will be let into the unit and accompanied by the property agent.
- If you are not home someone 18 years of age or older must be present to allow entry.

We seek your assistance in preparing for the BRAVURA Inspection. If you notice problems around the property, or if there are issues within your unit, exterior, common areas or on your patio/balcony please let the inspector know. Some common BRAVURA findings to look for are:

- ❖ Blocked egress from the unit (furniture blocking a door or window)
- ❖ Double deadbolt locks
- ❖ Entry door that does not close or lock properly
- ❖ Interior lights not working or Missing light fixtures covers
- ❖ Parasitic infestations (roaches, ants, bed bugs, fleas)
- ❖ Inoperable or damaged kitchen sink, stove, refrigerator, vent hood
- ❖ Inoperable or damaged bathroom sink, bathtub, showerhead or toilet or exhaust fan
- ❖ Trip hazards (floor unlevel, floor damage, telephone, cable cords, etc.)
- ❖ Inoperable or missing smoke and carbon monoxide detectors
- ❖ Broken/cracked/missing/loose electrical outlet or switch plates

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- ❖ Missing window screens
- ❖ Cracked windows
- ❖ Cracked/broken floor tile
- ❖ Holes/cracks in sheetrock
- ❖ Unfinished sheetrock repair work

We appreciate your assistance in this effort.

The owner/agent is dedicated to providing decent, safe, and affordable housing to our residents. If you have any questions about this notice, please contact your management office.

If you are disabled and wish to request a reasonable accommodation or if you have difficulty understanding English, please request assistance.

As always, we look forward to working with you.

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Property Manager  
Cc: Resident File