



385 Center Street, Chardon, OH 44024

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To: **HCV LANDLORDS, AND TENANTS**

From: Tina Renfroe, HCV Manager & Tom Francisco, HCV Inspector

Re: **RESUME HQS INSPECTIONS**

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This letter is to inform you that the **Housing Quality Standards inspections will be resuming effective immediately.** Per the C.D.C. guidelines we will be taking all of the necessary safety measures and are asking for your cooperation to keep everyone safe – this includes you, your family, and the inspection staff.

Once you are notified, and a few days before the inspection, if you or anyone in your household is ill, has recently been ill, or has been diagnosed with COVID-19, please call our office at 286-7413, extension 105. Please talk with Tina, and we may need to reschedule the inspection.

Before entering your unit, the inspector will ask, if anyone is ill, has been recently ill, or has been diagnosed with COVID-19. The inspectors are required to wear face masks, and will put on a clean pair of disposable gloves before entering the unit. While in your unit, the inspector will be mindful to not touch any items, unless necessary, and will disinfect the tablet between inspections as well.

In accordance with C.D.C. recommendations, please remember to practice social distancing by keeping at least 6 feet away from the inspector. You could also go to another part of the unit while the inspection is being conducted. Although not mandatory, if you can wear a face covering, or step outside while the inspection is being conducted, it would be appreciated.

The same guidelines pertain to Landlords if they will be present during the inspection.

If you have any questions or concerns, you can contact Tina at 286-7413, extension 105, or Tom at 286-7413, extension 112.

Thank you all for your patience and cooperation during these difficult times.

