



Boston Housing Authority

Coronavirus Related Owner Instructions For Initial Inspections

The following list of instructions, intended as owner specific guidelines, is being issued to help ensure the health and safety of both BHA inspectors and landlords while conducting all Initial move-in inspections. The goal is as little physical contact with all of your dwelling/unit surfaces and to maintain safe social distancing guidelines while still completing the process to lease. We thank you in advance for your cooperation and understanding during this challenging time for us all.

- Please have all doors open prior to inspection (common area doors, unit interior doors [bedrooms, closets, etc])
- Please have all windows open prior to inspection (minimum of 12 inches)
- Please turn on all lights, ceiling fans, etc. Ensure all electrical appliances are working
- Please have heat on when inspector arrives
- Please have all common areas cleared and free of debris
- Please have basement doors unlocked and open with basement lights already on
- Please have clear pathways in basement to all heat & hot water utilities, & to electrical service panels
- Please have all electrical service panel doors open
- It is preferable the inspector move through the unit unaccompanied if that is not possible please maintain a **10 foot minimum social distancing** from inspector at all times
- Please ensure no **more than 1 person in unit** with inspector at all times
- Please have any/all required documentation ready (Lead Compliance Letter, Water/Sewer SubMeter Certificate, etc)
- Please address any concerns via phone or email before or after the inspection is completed