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# LIVING IN COMMUNITIES (LINC) UPDATED INSPECTION PROCESS

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In an effort to streamline and expedite the process to allow more qualified families and individuals to transition into permanent housing, the NYC Department of Homeless Services (DHS) and the NYC Department of Housing Preservation and Development (HPD) have implemented a coordinated inspection approach. Since the LINC program's inception in September 2014, HPD has performed all inspections. All apartments utilized under the LINC programs must pass inspection using Section 8 Housing Quality Standards (HQS). For specifics on what HPD checks before (clearance review) and during inspection, see the [LINC HPD INSPECTION CHECKLIST](#) on the LINC Rental Subsidies page at [www.nyc.gov/dhs](http://www.nyc.gov/dhs).

The inspection of all apartments commences immediately after each apartment has been identified. The inspection process is concurrent with the viewing of an apartment by the client and preparation of the lease documentation. The process is as follows:

- As soon as an apartment is identified as a potential LINC apartment, the broker/landlord must register through DHS' Capacity Planning and Development (CPD) [ONLINE LINC FORM FOR OWNERS/BROKERS](#) on our Web site.
- Registered apartments are viewed concurrently by CPD and HPD. HPD immediately starts the apartment clearance.
- For apartments that do not pass the initial clearance, HPD informs the broker/landlord who would have to re-register upon proof of clearance.
- For all apartments that pass clearance, HPD schedules an initial inspection directly with the broker/landlord.
- Upon completion of the initial inspection, HPD notifies the broker/landlord on site and notifies DHS and the NYC Human Resources Administration (HRA) through a daily report.
- If the initial inspection fails, DHS works directly with the broker/landlord with subsequent inspections until the apartment passes.
- During the re-inspection of each apartment, CPD will offer materials that can be installed on site during the inspection. This will be offered only if these materials will cause the apartment to pass. The landlord will be asked in advance to have maintenance staff on site that can perform quick installations to ensure a speedy approval process.
- Once the apartment passes inspection, CPD will inform all involved agencies and parties.