



MANAGEMENT BULLETIN #632

DATE: 7/2/2026

TO: Owners and Agents of IHDA Assisted and Financed Rental Properties

CC: IHDA Asset Management Staff

FROM: IHDA Asset Management Department

RE: Updated Scheduling Procedures and Scoring for On-Site Physical Inspections

SUMMARY:

As part of IHDA's ongoing work to align physical inspection practices across NSPIRE, LIHTC, and HOME program requirements, Asset Management will provide advance notice of inspections no more than 15 days prior to the inspection date, effective as of this notice, consistent with LIHTC's [notice requirement](#) and in alignment with NSPIRE's [notification timeframe](#).

On-site physical inspections are a condition of participation in IHDA's affordable housing programs, and your cooperation with scheduled inspections is required under the applicable regulatory agreements. We recognize that the shortened notice window represents a change from prior practice and appreciate your patience as we work together to meet our shared compliance obligations.

Written inspection notices will be sent to the owner and managing agent of record and will include the scheduled inspection date, the name of the IHDA inspector or authorized contractor, and any documentation that should be made available prior to the inspection date. Please ensure that the appropriate property staff are aware of these changes and are prepared to facilitate site access upon receipt of the written notice.

Rescheduling will not be permitted except in exceptional circumstances. Requests must be submitted to the Manager, Physical Inspections for approval using the [Physical Inspection Date Change Waiver Request](#) accompanied by supporting documentation.

In further alignment with NSPIRE, IHDA is transitioning from a "Pass/Fail" system to the [NSPIRE scoring methodology](#) that will score the property's condition out of a possible 100 points. All deficiency types and point values will be included in the Health & Safety and Final Inspection reports and will determine the frequency of physical inspections at the property. **Please note - work order documentation is still required to demonstrate correction for ALL deficiencies, whether scored or unscored.** If documentation is not received by the stated deadlines, the property will be considered in non-compliant status and may be subject to additional action by the Authority.

For questions, please contact your Physical Inspector.



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