

# VIRTUAL Inspections Procedures

## Conducting Virtual inspections:

- BCHA will conduct a rent reasonableness review.
- BCHA will contact Owner/Authorized Agent to schedule a virtual inspection.
- BCHA will utilize **Microsoft TEAMS** for virtual inspections.  
**NOTE:** Microsoft Team is a method of connecting with invitees, is a free app, and is easy to use.  
**Wi-Fi is required.**
- Owner/Authorized Agent will need to either download the Microsoft TEAMS application one (1) time **-OR-** has the option to log in through the browser.
- BCHA will invite the Owner/Authorized Agent via email to join the Microsoft Team meeting to conduct a virtual inspection.
- Virtual inspection is conducted and completed.
- A waiver will be emailed to Owner/Authorized Agent for completion.  
**NOTE:** Owner/Authorized Agent is **required to self-certify** that there are no life-threatening conditions in the unit.
- BCHA will conduct re-inspection(s) for all virtual inspections after such time deemed safe and no later than 10/31/2020.

## Owner benefits of VIRTUAL Inspections

- Time to schedule inspection is flexible to fit the owners schedule.
- Will decrease vacancy days and allow participant to move in without delays.
- Payment can be processed quicker.
- Microsoft TEAMS is simple to navigate.