

# DEAR OWNER / LANDLORD:

The Attached Form, HUD 52517, "Request for Tenancy Approval", will initiate the unit inspection process. Please complete both sides of the form, in its entirety. Make sure to include your phone number where you can be reached so that the inspector may call to schedule the initial move-in inspection. If you have not received a call within 48 hours of returning the form please call the inspectors at 584-7637 or 584-7651.

The initial inspection will be done to ensure that the unit is in **decent, safe and sanitary condition**. This in accordance with Housing Quality Standards as set forth by the US Department of Housing and Urban Development (HUD).

To make the inspection process go as smoothly as possible the following must be complete before the scheduled inspection:

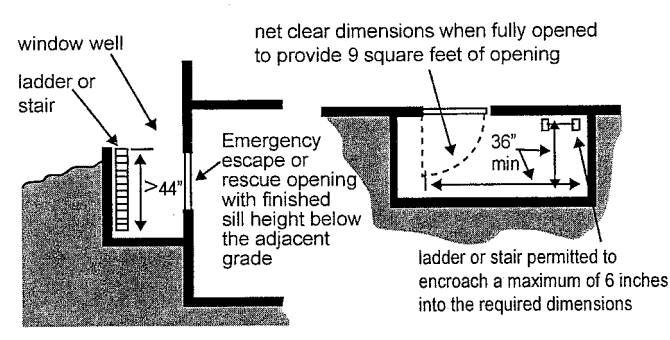
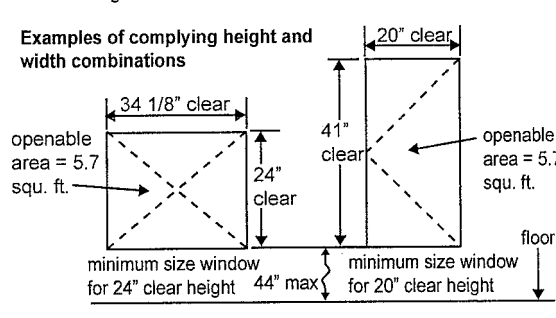
- \* The unit **must be vacant**.
- \* The unit **must be clean - to include all walls, ceilings, floors and carpets**.
- \* The unit **must be free of chipping, peeling or cracking paint, interior and exterior**.
- \* The appliances **must be clean and all parts in good working order**.
- \* The **plumbing, furnace and water heater must be in good safe working order**.
- \* The unit **must have its own separate heating system and thermostat control**.
- \* All basement bedrooms **must have a minimum ceiling height of 7'6"** Ref. To U.S.C.; Section 1207, and all walls and ceiling **must be in a finished condition**.
- \* One (1) basement bedroom window **must have a minimum net clear openable area of 5.7 square feet and window shall have a finished sill height not more then 44" inches above the floor**. Ref. To U.S.C. Section 1204 (see below)

The Housing Authority does not check for landlord references nor for the family's suitability for tenancy.

Figure No. 12.1 from the 1988 edition of the handbook to the U.S.C. Best illustrates the minimum requirement of openable area.

**No New units will be approved that do not meet the Egress / Emergency Escape Requirements of the City & County of Pueblo at the Initial Inspection.**

**All bedrooms / sleeping rooms must have an egress window or exterior door. Emergency escape windows with a sill height below grade must be provided with an egress window well.**

<h3>Egress Window Well</h3> <p>Egress window wells must provide a minimum area of 9 square feet with a minimum dimension of 36 inches and shall enable the window to open fully. If the depth of the window well exceeds 44 inches, a permanently affixed ladder must be provided. The ladder must not interfere with the operation of the window.</p>  <p>Labels in diagram: window well, ladder or stair, net clear dimensions when fully opened to provide 9 square feet of opening, Emergency escape or rescue opening with finished sill height below the adjacent grade, ladder or stair permitted to encroach a maximum of 6 inches into the required dimensions.</p>	<h3>Emergency Escape and Rescue Window</h3> <p>Emergency escape and rescue windows must meet the following criteria:</p> <ul style="list-style-type: none"><li>• a minimum total clear openable area of not less than 5.7 square feet</li><li>• a minimum clear openable height of not less than 24 inches</li><li>• a minimum clear openable width of not less than 20 inches</li><li>• a finished sill height of not more than 44 inches above the floor and should be openable from the inside without the use of separate tools, knowledge or effort</li></ul> <p>Examples of complying height and width combinations</p>  <p>Labels in diagram: openable area = 5.7 squ. ft., 20" clear, 34 1/8" clear, 24" clear, 41" clear, minimum size window for 24" clear height, 44" max, minimum size window for 20" clear height, floor.</p>
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## EMERGENCY ESCAPE AND RESCUE WINDOW

The simple interpretation of this code is, any basement bedroom must have at least one egress window. For each bedroom added to the basement, an additional egress window must be added. At all times an egress window must be in every basement bedroom. Please sign this informative letter and return with the attached HUD form 52517.

Owner/Landlord: \_\_\_\_\_ Date: \_\_\_\_\_