

HOUSING AUTHORITY SUPPLEMENT APPLICATION

Date: _____

Member Name: _____

All Housing Authorities require a pre-inspection of premises. The inspection report should specifically describe the safety program in place now and how it is enforced. Reference should be made to the tenure of employees and the hiring practices and procedures utilized by the facility. Please complete this supplement application and attach a copy of the loss control report before submitting for underwriting consideration.

1. Does Facility have a security force? _____ Please explain in detail why the security staff was hired? Please advise the number of staff and hours worked, if armed and what training has been provided.

2. What special precautions have been taken in the following areas to ensure safe and secure premises for employees? Please explain.

Workshop, tools and equipment _____
Garage _____
Elevator Penthouse _____
Basement Areas _____

3. Are any planned activities offered for children? ____ If so, please advise the age range of children, the number of employees supervising the children, hours and days offered and provide a brief outline of the type of activities.

4. Has there been any police intervention at the facility in the last two years? _____ If so, please provide a approximate month/year and details of the situation(s) requiring police assistance.

5. Can the facility deny housing to any applicant if a vacancy exists? ____ Under what conditions can this be done? Please explain.

6. Under what conditions can a tenant be evicted? Please explain. _____

Signature of Person Completing Application _____

Name of Firm and Title: _____

Date Signed: _____