



The finding is only the beginning.

HOUSING CHOICE VOUCHER ASSIGNMENT | HISTORICAL HQS RECORDS | MARCH-APRIL 2025

A record your housing team can act on.

This assignment connects observed conditions with specific locations, owner repair responsibilities and a documented return inspection. The photographs are from Landmark's field records; identifying property and resident information has been omitted.



Actual field photograph from the March 17, 2025 assignment.

EXTERIOR SURFACES

Document the condition.

The March 17 inspection record identified water-damaged wood siding at the exterior.

The photograph shows cracked and missing exterior finish, with exposed material beside the downspout and door.

REPAIR RESPONSIBILITY

Owner

WHY THE RECORD MATTERS

The description identifies the issue. The location and photograph give the reviewing team a shared reference for the required follow-up.

The next step was part of the record.

The annual inspection recorded an overall fail result. Owner and resident notices listed the repair items and scheduled a return inspection for April 10. The full notice also included a bathroom faucet repair.

This is a selected example rewritten for readability, not a reproduction of the complete inspection notice.



A documented return inspection.

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Keep the location and the next step connected.

The same inspection also recorded staining at an interior wall and baseboard. The room designation kept that finding tied to a specific place within the unit.



Actual bedroom wall and baseboard photograph from the March 17 assignment.

BEDROOM 3

Wall and baseboard

Water staining was recorded on the wall and baseboard. The notice identified the owner as responsible for the repair.

MARCH 17, 2025

Annual inspection: fail.

Findings, locations and owner responsibilities were recorded.

FOLLOWING THE INSPECTION

Repair notices prepared.

The notices listed the repair items and scheduled an April 10 reinspection.

APRIL 10, 2025

Reinspection: pass.

The notices for the same property recorded a pass under the HQS requirements used for that assignment.

Clear findings. Accountable follow-through.

Landmark helps keep the observation, location, responsibility and follow-up result organized so the housing authority can see where the work stands. Reporting formats, system access and quality review are agreed for each assignment.

Source basis: annual inspection and owner/resident notices dated March 2025, matching field photographs, and owner/resident reinspection notices dated April 2025. The pass is the historical April 10 result, not a statement of the property's current condition. Current assignments follow their applicable program requirements and agreed scope.