



Eastern Gardens Co-op

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www.easterngardenscoop.org

October 18, 2013

To: All Members of Eastern Gardens Cooperative, Inc.

Subject: PHYSICAL INSPECTION OF PROPERTY

Dear Members:

This is to advise you that there will be a property inspection conducted on **Thursday, November 14, 2013, starting at 9:00 AM lasting up to (5) days if needed for completion.** The inspector who will be conducting the inspections is contracted by the mortgage company that services the loan for this property, and is a mandatory requirement which Eastern Gardens and the membership must comply with.

The inspection is handled through HUD's department, "REAC" (Real Estate Assessment Center) that handles on-site physical inspections of all HUD-affiliated properties, which includes: properties with mortgage insurance and section "8" subsidy; properties with **only** mortgage insurance; properties with **only** section "8" subsidy; and public housing properties.

The inspection covers the total property: project grounds, common areas, office, maintenance work areas, laundry rooms, community rooms, etc., and a random sampling of the buildings and apartment units.

It's not necessary for the resident to be present during this inspection. However, your representative, i.e., Community Director, under the direction of the inspector, will be prepared to open all units selected for inspection when the tenant is not present and when the unit is vacant. Please consider this your 48 hour notice to enter your apartment unit.

The purpose for this inspection is to maintain the necessary standards for a safe and healthy environment throughout the entire project.

Daily business practices will not be affected by this inspection. As a requirement, I will be accompanying the inspector at all times on the property. For building emergencies, please contact me at, (916) 271-8649; for non-building emergencies or placing routine trouble calls, you may contact the office and leave a message, which I'll review when we have completed the inspections. For all other emergencies, i.e., fire, theft, police, etc., please dial **911**.

Your understanding and patience during this necessary requirement is appreciated.

EASTERN GARDENS COOPERATIVE, INC.

Sincerely,

Theresa Williams

FPI Community Manager/ Director