



THE
NAVAJO
NATION

Division of General Services

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Employee Housing Program

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BEN SHELLY
PRESIDENT

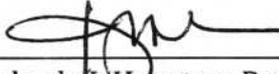


REX LEE JIM
VICE-PRESIDENT

MEMORANDUM

EHP12-004

TO: All Navajo Nation Tenants
Employee Housing Program/DGS

FROM: 

Kimberly J. Houston, Program Supervisor
Employee Housing Program/DGS

DATE: October 24, 2011

SUBJECT: Winter Housing Inspection on December 12, 2011 - January 27, 2012

This memorandum is notification to all Navajo Nation Employee housing tenants the next Housing Inspection will begin the Week of December 12, 2011 for all 150 housing units. All inspections will be completed by January 27, 2012. The passkey will be used to enter homes.

This is the winter housing inspection for FY'2012 and the next inspection will be conducted in the spring months of March 2012 thru April 2012.

All reports will be submitted on each housing unit with the following:

1. All damages
2. Normal wear and tear
3. Remove all non-operational vehicles away from the home
4. Clean up the interior of the all homes and make sure appliances are clean
5. Clean up all yard debris in the front and back yard.
6. All canine animals are to be tied up or put in a dog kennel during inspections period
7. Any significant report or recommendation will be handled on a case by case basis

Note: start preparing to clean the homes and get rid of personal items you no longer use within the interior and exterior of the home.

The inspections will provide the program with the necessary issues or concerns on the housing units. Be advised, that all EHP rules and regulations are to be adhere to for the safety and well being of the tenants and to be in compliant with all audit procedures.

Your communication, coordination and cooperation is appreciated. Any questions regarding the inspections, you may contact this office. Thank you.

XC: Virgil Brown Jr., Division Director/DGS
Employee Housing Committee
EHP Personnel
Chrono File