



THE
NAVAJO
NATION

Division of General Services

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Employee Housing Program

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BEN SHELLY
PRESIDENT

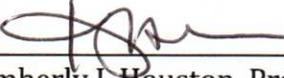


REX LEE JIM
VICE-PRESIDENT

MEMORANDUM

EHP12-102

TO: All Navajo Nation Tenants

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

DATE: March 20, 2012

SUBJECT: Housing Inspection on April 2, 2012 - April 30, 2012

This memorandum is notification to all Navajo Nation Employee housing tenants the next Housing Inspection will begin the Week of April 2, 2012 for all 152 housing units. All inspections will be completed by April 30, 2012. The passkey will be used to enter homes.

This is the spring housing inspection for FY'2012 and the second one will be conducted in the winter months of the December 2012 and/or January FY'2013.

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

1. All major damages
2. Wear and tear
3. Remove all non-operational vehicles and/or any RVs 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 during this time of inspections
7. The tenants shall provide updated annual vaccinations for their pets and pet fee
8. Any sufficient report or recommendation will be handled on a case by case basis

Reminder: 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 what type of issues regarding the housing units that need to be address and to be compliant with all rules and regulations for the safety of the tenants and all audit procedures. The rules and regulations may be downloaded from the EHP website.

Your communication, coordination and cooperation is appreciated. Any questions, please contact this office. Thank you.

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