

HOUSING AUTHORITY OF THE CITY OF SEATTLE
MANUAL OF OPERATIONS

SUBJECT: Entry of Occupied Units by SHA Employees

SCOPE: This policy shall apply to all public housing programs administered by the Seattle Housing Authority. Where there are partnership agreements, regulatory agreements and/or financial agreements that have been incorporated into a management plan, these documents shall take priority.

POLICY:

The Seattle Housing Authority is committed to complying with all federal, state and local laws and with the rules and regulations governing landlord-tenant relations.

IMPLEMENTING POLICY:

As required by state law, staff shall provide at least a two day notice to the resident prior to entering a resident's unit. State law permits SHA, as landlord, to enter a resident's unit, without notice and without the resident's consent, only if there is an emergency or if the resident has abandoned the property. An emergency is any perceived imminent threat to the health or safety of a resident or residents or any perceived imminent threat of damage to the building. An imminent threat to health and safety shall include those circumstances in which a resident, because of a condition, is unable to seek urgently needed medical care. In deciding whether there is an emergency that necessitates entering a residents unit without the resident's consent SHA staff should consider:

1. If entry is required to protect the health or safety of the residents of the unit or the building or to prevent damage to the unit or its contents or damage to the building.

If there is a possible health emergency that may require staff to enter a unit staff should consider whether the resident:

- a) Is known to have a condition that could result in the resident being unable to provide consent to enter;
- b) Has expressed a desire for staff to enter the unit or not;
- c) Has missed regularly scheduled appointments, activities or events;
- d) Any other convincing and reliable information that provides reason to believe there is a health emergency.

To the extent possible, information received shall be verified by persons listed as the residents emergency contact, family members, medical professionals or other care providers.

SHA employees may enter a resident's unit, without notice, to perform a resident-requested maintenance work order(s) only when permission for entry is given. If no permission for entry is given, SHA staff shall not enter the unit unless the resident is present or notice of entry is provided

In all instances in which a SHA employee finds it necessary to enter a unit when the resident is not at home, an SHA Notice of Unit Entry form will be left in an obvious location on the premises indicating the date, time, reason for the entry, and the name of the employee(s) who entered.

Under no circumstances shall an SHA employee allow any person other than an SHA employee entry into an occupied unit without the resident's written consent.

All SHA employees must provide his or her Housing Authority picture identification upon request.