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**Important Notice**  
**2016 UPCS Inspector Protocol-Bed Bug Infestation**

On January 21, 2016, the Real Estate Assessment Center (REAC) Inspector Administration issued a notice amending the inspection protocol requirements to be followed by all UPCS inspectors who conduct physical inspections of HUD assisted and insured properties. This notice replaces Inspector Notice 2010-01 issued September 1, 2010. These amended inspection requirements are applicable to all properties, subject to UPCS physical inspections, reported to have or suspected of having bed bugs.

**Background**

In 2010, due to the reemergence of bedbugs, REAC issued Inspector Notice 2010-01 establishing inspection protocol requirements when an inspector is informed of bed bugs at a property that is being inspected. Those requirements addressed reporting of bed bugs and the conduct of inspections at these properties. This notice amends, in part, those inspection protocol requirements and now requires inspectors to enter all units in which bed bugs are reported.

**Process**

- A. Effective February 1, 2016, inspectors are required to report the presence or existence of bedbugs at any property being inspected and enter any unit reported to have bed bugs that is part of the sample generated.
- B. Before beginning the inspection, when the inspector meets with the property representative, the inspector shall:
  1. Inquire of the property representative or management agent if there have been any reports of bed bugs in any units.
  2. Enter results of the inquiry in the "Comments" field under the "Property Information" tab as "no bed bugs reported" or "yes bed bugs reported":
- C. Inspectors shall enter all units, reported to have bed bugs that show up in the sample and conduct the normal REAC inspection.



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D. If the presence of bedbugs is discovered after the start of the inspection, the inspector must:

1. Call the TAC immediately;
2. Report the presence of bed bugs and the location (building/unit);
3. Obtain a TAC number and record the TAC number in the “Comments” field at under the “Property Information” tab;
4. Inspect the unit if it shows up in the sample.

E. If property representative refuses entry to units reported to have bed bugs, the inspector must do all of the following:

1. Call the TAC immediately; 1-888-245-4860
2. Obtain a TAC number and record the TAC number in the “Comments” field at under the “Property Information” tab;
3. Mark the inspection as unsuccessful.

**Administration:**

The presence and the treatment of bed bugs on a property will not be scored in the UPCS inspection.

Should you have any questions about this notice, please contact the REAC TAC at 1-888-245-4860 or [at reac\\_tac@hud.gov](mailto:reac_tac@hud.gov)



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