

Landlord tool: Schedule a re-inspection

If you are a registered THA landlord, you will see a menu item in your THA Portal Dashboard for purchasing a re-inspection of your property. The fee is \$30.

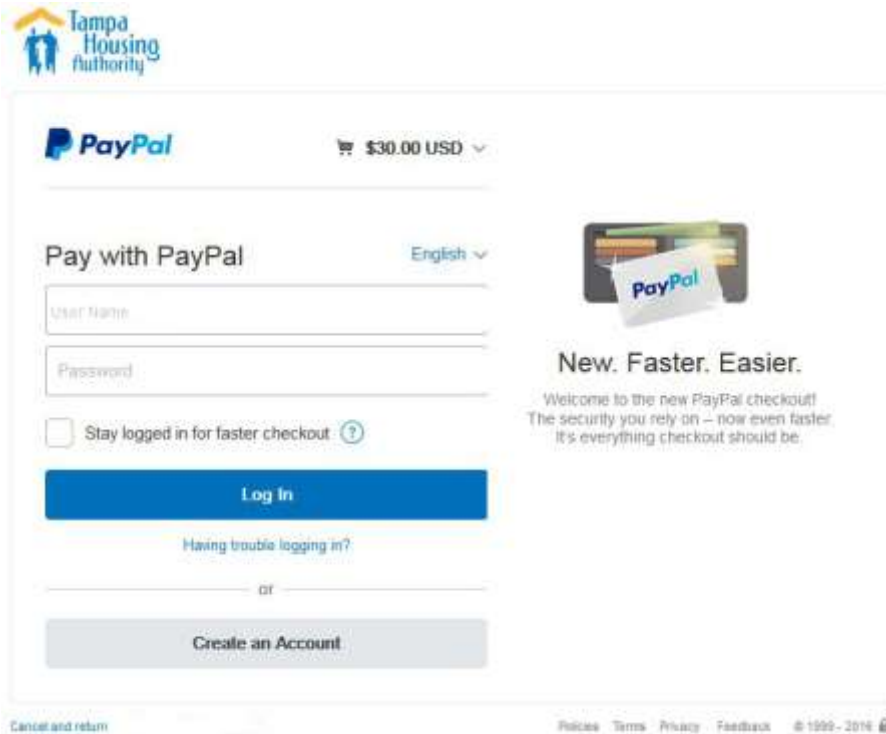
The tool appears in your Dashboard menu:



When you select the menu item, your properties will be listed. You will have to select which one you wish the re-inspection to apply to:

The screenshot shows a web form titled "Re-Inspections" with a sub-header "Schedule a Re-Inspection of a Housing Unit". The form contains the following text: "Use this form to schedule a re-inspection of your property after it has failed two previous inspections. The fee is \$30.00." Below this is a section for account information: "Account: Sample Management, Inc. v0000000 PartID: 0000 00000". The main section is titled "Please Select the Unit For Inspection" and lists three units with radio buttons: "1 Apple Ave, Tampa, FL", "2120 Peach Place, Tampa, FL", and "3351 Watermelon Way, Tampa, FL". At the bottom, there is a blue button labeled "Schedule Inspection" with the text "(\$30.00 charge)" next to it.

After selecting a property and clicking 'Schedule Inspection', you are brought to PayPal to make your payment. We currently only accept payments online through PayPal. It is safe, and offers several ways to pay:



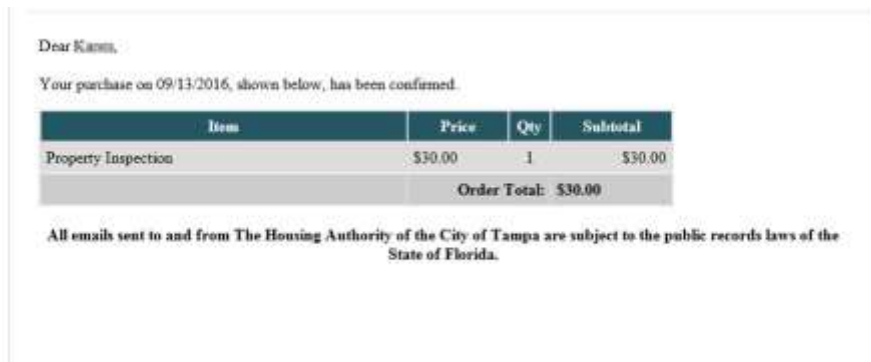
After logging into PayPal, and choosing your payment method, you will confirm your payment:



After clicking 'Confirm Payment', you will see the confirmation message.



You will also receive a confirmation email.



An email also gets sent out to s8inspections@thafI.com to alert our department that your re-inspection has been purchased, and needs to be scheduled. They will then process it in a timely manner.