INSPECTION CHECKLIST

It is necessary for the unit where you plan to receive rental assistance to pass a Housing Quality Standards (HQS) inspection before payments will be made. The unit will also need to pass inspection at least every other year for rental assistance payments to continue. A failed inspection will delay the start of payments or endanger the continuation of payments.

The Housing Office will inspect the following ten (10) areas for Housing Quality Standards’ (HQS) compliance:

☐ Living Room  ☐ Building Exterior
☐ Kitchen  ☐ Heating and Plumbing
☐ Bathroom(s)  ☐ General Health and Safety
☐ Other Rooms Used for Living  ☐ Garage
☐ Secondary Rooms  ☐ Outbuilding

CHECK THESE CONDITIONS TO MAKE SURE YOUR UNIT WILL BE READY TO PASS INSPECTION

☐ All major utilities (electricity, gas, and water) must be turned on.
☐ The cooking stove and oven must be clean and in working condition. An anti-tip device must be installed. All burner control knobs must be present.*
☐ Address numbers must be visible from the street.
☐ The refrigerator must be clean and in working condition.
☐ The heating unit must be properly installed and vented and otherwise in good working order. Heater must be operational.
☐ You must have hot and cold running water in the kitchen and bathroom(s).
☐ There must be a shower or bathtub that is in good working condition.
☐ There must be a flush toilet that works and does not leak.
☐ The bathroom must have a window or working ventilation fan.
☐ There must be no plumbing leaks or plugged drains.*
☐ All accessible outside doors and windows must have working locks.
☐ Exit doors must not have double-keyed deadbolt locks.
☐ Security bars in the bedrooms must have a quick release device.

☐ All electrical outlets must have cover plates that are not cracked or broken.
☐ There must be no missing, broken or badly cracked windows/window panes. All windows must be accessible.
☐ The roof must not leak.
☐ The hot water tank for your unit must have a pressure relief valve and downward discharge pipe.
☐ The carpet or linoleum must not have holes, tears, or loose seams.
☐ Stairs and railings, inside and out, must be secure. A stairway of four or more stairs requires a railing.
☐ There can be no mice, rats, or insect infestation.
☐ There MUST be a properly operating smoke detector on every level of the unit.
☐ No cracking, chipping, scaling, or loose paint anywhere inside or outside of the unit.
☐ All toilets must have bolt protective caps installed.
☐ No excessive debris in or around the unit, such as an accumulation of boxes, paper, trash, wood, tires, machine or auto parts, batteries, paint cans or old appliances.
☐ No rotting branches or overgrowth that might harbor pests or vermin.

*ALL ITEMS MUST BE REMOVED FROM THE OVEN AND UNDER KITCHEN AND BATHROOM SINKS SO PIPES CAN BE THOROUGHLY INSPECTED.

For descriptions on the general aspects of a unit, ask your housing specialist for the booklet “A Good Place to Live.”