

The following items are needed to successfully pass your inspection:

- Is this a gated community? If so, what is the name of the community and building?
- Is there a code needed to enter the gate?
- Is there a pool on the property? If so, it must be clean and properly working and secured by either a screen enclosure or a fence. The minimum fence height must be 54" (4 Y, feet), if there is a person under six years of age living in the unit.

Exterior

- The grass must be cut and maintained
- If there is a fence, it must be in good condition
- No trash or debris around or in the unit
- Soffit screens must be installed properly; no torn screens
- No rotten fascia boards
- Fresh paint if necessary
- No peeling paint
- All windows that open including sliding glass doors must have screens
- The A/C Units should not be in the window (The Unit must be in the wall.)

Interior

- Unit must have power
- Breaker box must have a cover and spacers for empty spaces
- Unit must be empty/vacant and clean
- Landlord's personal items must be out of the unit
- There should be no key locks on any interior doors
- All windows and sliding doors must be functioning properly and have properly fitting screens with properly functioning locks
- No broken or cracked glass on windows and sliding doors
- No peeling paint
- At least one properly working smoke detector per floor level
- All appliances must be inside unit, clean and properly working including dishwasher and garbage disposal
- Electrical outlets must be grounded and have outlet plate, plate must not be cracked or broken
- All light switches and fixtures must work properly
- No visible exposed wires
- All GFI outlets must be in working condition
- No leaks from any plumbing fixtures and shut off valve is required
- No stains on the ceiling, carpet or floor tiles
- Unit must have a water and electrical meter
- Water heater must have a properly connected relief valve and must go outside of the unit
- No holes in the walls
- In the bathroom, the toilet must be safely secured to the floor and in proper working condition
- There must be a properly working exhaust fan or a window in bathroom
- No signs of infestation
- Bathtub, shower and washbasin must be in proper working condition

Additional Notes:

- Please ensure the date the unit is available for inspection is accurate. If the unit will not be ready until the middle or end of the month, please do not write "ASAP" or "NOW".
- Please provide the inspector with the name of the community if it is gated. If the inspector is allowed to go in with a lock box number, then the code to the community needs to also be provided.
- If the landlord is not meeting with the inspector at the property, then the contact information for the representative must be given, as the inspector may need to contact the representative if he/she is running late or is encountering problems getting to the unit.
- If the management or leasing office opens after 8:30am, a mobile number must be provided as the Inspection Department starts working at 7:30am and may need to contact the landlord at that time.
- All bedrooms must have a window (opens and closes), a closet and outlet.
- After the inspection passes, please do not issue the keys to the unit prior to the tenant receiving the clearance letter from the Occupancy Specialist. The passed inspection will be given to the Occupancy Specialist the next business day.
- Once a unit fails the first initial inspection, the landlord has five business days to complete all of the repairs. An initial inspection can only be performed twice.



What You Should Know About Your Inspection

It is necessary for the unit where you plan to receive rental assistance pass a Housing Quality Standards (HQS) inspection before payments will be made. The unit will also need to pass inspection each year for housing assistance payments (HAP) to continue. A failed inspection could delay the start of payments or endanger the continuation of payments. You must notify your housing specialist if your landlord fails to make repairs within a reasonable period of time to conditions that affect your assisted unit.

The Housing Authority will inspect the following areas for Housing Quality Standards (HQS) compliance:

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|--|--|
| <input type="checkbox"/> Living Room | <input type="checkbox"/> Building Exterior |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Heating and Plumbing |
| <input type="checkbox"/> Bathroom(s) | <input type="checkbox"/> General Health and Safety |
| <input type="checkbox"/> Other Rooms Used for Living | <input type="checkbox"/> Garage |
| <input type="checkbox"/> Secondary Rooms | <input type="checkbox"/> Outbuildings |

The following is a listing of the conditions that must be verified by the Housing Inspector:

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|--|--|
| <input type="checkbox"/> All major utilities (electricity, gas, water) must be turned on. | <input type="checkbox"/> The roof must not leak. |
| <input type="checkbox"/> The cooking stove and oven must be clean and in working condition. There must be burner control knobs. | <input type="checkbox"/> The hot water tank for the unit must have a pressure relief valve and a downward discharge pipe. |
| <input type="checkbox"/> The refrigerator must be clean and in working condition. | <input type="checkbox"/> There can be no tears, holes, or loose seams in carpeting or linoleum. |
| <input type="checkbox"/> The heating unit must be properly installed and vented and otherwise in good working order. Heater must be operational. | <input type="checkbox"/> Stairs and railings, inside and out, must be secure. A stairway of four or more steps requires a railing. |
| <input type="checkbox"/> There must be hot and cold running water in the kitchen and bathroom(s). | <input type="checkbox"/> There can be no mice, rats, insects or evidence of infestation. |
| <input type="checkbox"/> There must be a shower or bathtub that is in good working condition. | <input type="checkbox"/> There MUST be a properly operating smoke detector on every level of the unit. |
| <input type="checkbox"/> There must be a flush toilet that works and does not leak. | <input type="checkbox"/> No cracking, chipping, scaling, or loose paint anywhere, inside or outside the unit if a child under the age of six resides or is expected to reside in the unit. |
| <input type="checkbox"/> The bathroom must have a window or working ventilation fan. | <input type="checkbox"/> 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. Derelict vehicles must be removed from the premises. |
| <input type="checkbox"/> There must be no plumbing leaks or plugged drains. | <input type="checkbox"/> No key locks on any interior doors |
| <input type="checkbox"/> All accessible outside doors and windows must have working locks. | <input type="checkbox"/> No A/C Units in the window (Unit must be in the wall.) |
| <input type="checkbox"/> At least one exit door must be without a double keyed deadbolt lock. | |
| <input type="checkbox"/> All electrical outlets must have cover plates in good condition with no cracks. | |
| <input type="checkbox"/> There must be no missing, broken or badly cracked windows/window panes. | |

For more detailed inspection standard information, read the HUD publication, "A Good Place to Live,"