

# Housing Quality Standards Inspection Checklist

## Commonly Missed Items

This form is a courtesy to owners and residents for use in preparing for initial or yearly inspections. Please note that all utilities (water, gas & electric) must be operating at the time of the inspection.

**The following list will help identify the most common issues that arise during inspections. Please correct any deficiencies prior to the inspection date. There may be additional considerations at the time of inspection.**

1. The unit must be clean
2. Exterior yards must be groomed and free of trash and obstacles
3. If residents occupy the unit, good housekeeping is required
4. No holes in walls, ceilings, or doors
5. No cracked or broken windows
6. No peeling paint on exterior or interior of unit
7. Must have working stove and refrigerator (all burners on stove must work properly, have drip pans/rings, knobs, & handles)
8. All switches and outlets must have cover plates
9. Hot water heater must have pop-off valve and discharge line (must be 6 inches from the floor)
10. Must have OPERATING smoke alarm on each level (chirping noise means weak battery)
11. Locks on all windows (no sticks or poles)
12. No chipped porcelain (exposed black spots)
13. No torn carpet or linoleum that can be hazardous
14. No electrical, extension, phone or cable cords running across pathways
15. Windows should be able to open without being propped open
16. All plumbing must work properly, no dripping faucets
17. Must have a rail for 4 or more steps or for porches 30 inches or higher
18. Must have working fan in enclosed bathroom (exhaust fan must be plugged in)
19. Screens, if installed, must be in good condition (no holes or sharp edges)
20. All hardware must be in place & working (doorknobs, closet, rods, toilet dispenser rods, fixture covers, cabinet drawer handles)
21. Owner CANNOT store personal items in residents' garage or storage place
22. In garage, no loose or exposed wiring (must be covered by conduit covering)
23. All cooling systems (if applicable) & furnaces must be maintained & in working condition
24. Garage doors must open and close properly
25. Doorframes must have strike plates

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The following are items that will cause a unit to fail the HQS inspection:

1. Blocked exits (fire & safety hazard)
2. Windows without permanently attached locks, windows that do not open properly
3. Broken or damaged windows (safety hazard)
4. Any appliance in the unit that is not clean and/or does not work properly
5. Lack of a working refrigerator, appropriate for the size of the family
6. Any electrical unit with exposed or spliced wiring
7. Light fixtures without covers or blubs
8. Cracked or broken outlet or switch plate covers
9. Lack of hot or cold water/very low water pressure
10. Chipping or peeling paint anywhere on the interior or exterior of the unit
11. Clogged toilets or toilets with no suction
12. Toilet tank covers that are missing, broken, chipped, or cracked
13. Ripped, torn, frayed, or unsanitary carpet
14. Rotting floors, sub-floors, walls, cabinets, etc.
15. Faucets, showerheads, etc. that do not work properly
16. Lack of proper ventilation in the bathroom (either a fan or opening window)
17. Cracked or broken glass or mirrors
18. Loose or broken railing inside or outside the unit
19. Dirty litter boxes, strong urine smell in unit
20. Holes, large cracks, bulges, or loose surface materials on walls or ceilings
21. Smoke detectors not testing or missing
22. Lack of smoke detector on each floor/level
23. Floors & units that are unclean or unsanitary
24. Extremely dirty or greasy walls, cabinets, appliances
25. Leaks in pipes, ceilings, water heaters
26. Water heaters missing discharge lines
27. Any evidence of water leakage
28. Evidence of infestation of rodents or vermin
29. Excessive clutter inside or outside of the unit
30. Any utility not on in the unit (water, gas, electricity)
31. Loose, bouncy, or broken flooring, stairs or steps inside or outside of the unit
32. Lifting flooring (boards, tiles, linoleum, carpet, etc.)
33. Cracked or broken counter or wall tiles that are sharp or otherwise hazardous
34. Broken doors, door jambs, cabinets, window sills, etc.

Please note: Any of these items found in a common area will also cause the unit to fail the inspection.

## Attention!

The HAP contract will be made effective the day of the inspection or move-in the date (whichever is later) *if the unit passes*. If the unit fails the inspection, **the HAP CONTRACT WILL NOT BE BACKDATED**. The effective date will be the day the unit passes a re-inspection. The resident is responsible for the full contract rent until the unit passes inspection.

Residents who are new to the program: The HAP contract will be made effective the day of the inspection or move-in date (whichever is later) if the unit passes. If it fails, the effective date will be the day that the unit passes a re-inspection. The resident is responsible for the full contract rent until the unit passes inspection.