

IMPORTANT NOTICE - PLEASE READ

INSPECTION CHECKLIST

The rental unit that you receive assistance in (including those who lease or continue to lease where they currently live), must be inspected by the HA to ensure that the unit meets Housing Quality Standards (HQS) and local City codes. **Follow the checklist and use it as a guideline to make sure your unit will pass inspection on the first appointment.** If the unit initially does not pass inspection, the owner/agent will be given reasonable time to make necessary repairs. The unit will be inspected a maximum of three times. If the unit continues to fail after three inspections, the unit will be denied for assistance.

The following are items the Housing Inspector will check to ensure that your home will be a safe, sanitary, and decent place to live. **If any of these items need to be repaired, PLEASE HAVE THEM REPAIRED PRIOR TO THE HOUSING INSPECTION DATE.**

- √ All major utilities must be on (electricity, gas, water).
- √ Refrigerator and stove/oven must be present and in good working condition.
- √ No evidence of Mold or Mildew around the windows, on the walls, or on the ceilings.
- √ Electrical fixtures and wiring must be safe; no exposed wires or faulty circuit breakers. Outlet and switch plate covers must be in place; not cracked or broken.
- √ Plumbing in good working order; no leaking faucets/pipes or slow/plugged drains.
- √ Windows in good condition; no broken or cracked glass or windowpanes.
- √ Screens must be in good condition and installed on all openable windows (at the minimum, one screen per room).
- √ Security: Windows and entry doors must have working locks. Window locks must be permanently affixed.
- √ Heater must be safe, properly vented and adequate for unit size.
- √ Bathroom must have an openable window or working ventilation fan.
- √ Interior and exterior walls: no peeling, cracking or chipping paint. Lead-based paint must be professionally treated.
- √ Walls and ceilings, and roof must be free from defects. The roof must not leak.
- √ No evidence of mice, rat, and/or roach infestation.
- √ There must be a working smoke detector on each level of the unit.
- √ Flooring: Carpet and vinyl must be in good condition; no loose seams, tears, holes, rippling or any condition that may cause a tripping hazard.
- √ No excessive trash or debris in or around the unit; i.e. boxes, wood, tires, auto parts, old appliances or inoperable automobiles.