Housing Choice Voucher Program

Inspections Checklist

Please use the following checklist as a guide to preparing for the

Housing Quality Standards Inspection.

**Each unit must pass inspection before going under contract**

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| Living Room, Bedroom, Dining Room, & Other Living Space Requirements | **√** |
| DOOR | |
| Door is weather tight. |  |
| Locking mechanism is present & properly installed. |  |
| Door is not broken & closes properly. |  |
| Door, frame, & jamb do not have holes or defective paint. |  |
| ELECTRICAL |  |
| All three-prong outlets are properly grounded. |  |
| All outlets are present & in proper working condition. |  |
| GFCI is functioning properly. |  |
| Outlet/Switch cover plates are present. |  |
| Must have either two outlets, or one outlet & a permanently installed light fixture. |  |
| Outlet/Switch cover plates are not cracked or broken. |  |
| A permanently installed light fixture is not damaged & has no missing components. |  |
| CEILING, WALLS, & FLOORS |  |
| Ceiling does not have any missing or damaged tiles. |  |
| Ceiling does not have any water damage, holes, large cracks or defective paint. |  |
| Ceiling is properly supported. |  |
| Walls do not have any water damage, holes, large cracks, or defective paint. |  |
| Floor does not have any tripping hazards or holes. |  |
| Floor is not damaged & is properly supported. |  |
| Floor does not have defective paint. |  |
| Wood Trim is present, properly installed & not damaged. |  |
| Baseboard is present, properly installed & not damaged. |  |
| WINDOWS |  |
| Windows are weather tight & properly installed. |  |
| Windows do not have broken or missing glass, controls, or locking mechanisms. |  |
| Windows open properly & remain up. |  |
| Window wells, sashes, trim, sills & ledges are free of defective paint. |  |
| OTHER |  |
| There is a heating source in the room. (If no duct work present, source must be permanently hard-wired baseboard.  (Cannot be space heater) |  |
| Vent covers are present. |  |
| Entire room is clear of defective paint and/or defective varnish. |  |

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| KITCHEN REQUIREMENTS | **√** |
| APPLIANCES | |
| Owner supplied appliances are present at the time of inspection. |  |
| Oven, stove, & range are in proper working condition. |  |
| Oven, stove, & range have no missing components. |  |
| Refrigerator is in proper working condition. |  |
| Refrigerator has no missing components. |  |
| PLUMBING | |
| Sink is present & properly installed. |  |
| Sink has no leaks or clogs. |  |
| Faucet is present & properly installed. |  |
| Hot & cold water both work properly. |  |
| CABINETS & COUNTEROPS | |
| Cabinets are properly installed. |  |
| Cabinets do not have broken, missing, or damaged components. |  |
| Countertop is present & properly installed. |  |
| Countertop does not have broken, missing, or damaged components. |  |
| DOOR | |
| Door is weather tight. |  |
| Locking mechanism is present & properly installed. |  |
| Door is not broken & closes properly. |  |
| Door, frame, & jamb do not have holes or defective paint. |  |
| ELECTRICAL | |
| All three-prong outlets are properly grounded. |  |
| All outlets are present & in proper working condition. |  |
| GFCI is functioning properly. |  |
| Outlet/Switch cover plates are present & are not cracked or broken. |  |
| Must have either two outlets, or one outlet & a permanently installed light fixture. |  |
| A permanently installed light fixture is not damaged & has no missing components. |  |
| CEILING, WALLS, & FLOORS | |
| Ceiling does not have any missing or damaged tiles. |  |
| Ceiling does not have any water damage, holes, large cracks or defective paint. |  |
| Ceiling is properly supported. |  |
| Walls do not have any water damage, holes, large cracks, or defective paint. |  |
| Floor does not have any tripping hazards or holes. |  |
| Floor is not damaged & is properly supported. |  |
| Floor does not have defective paint. |  |
| Wood Trim is present, properly installed & not damaged. |  |
| Baseboard is present, properly installed & not damaged. |  |
| WINDOWS | |
| Windows are weather tight & properly installed. |  |
| Windows do not have broken or missing glass, controls, or locking mechanisms. |  |
| Windows open properly & remain up. |  |
| Window wells, sashes, trim, sills & ledges are free of defective paint. |  |
| OTHER | |
| There is a heating source in the room. (If no duct work present, source must be permanently hard-wired baseboard.  (Cannot be space heater) |  |
| Vent covers are present. |  |
| Entire room is clear of defective paint and/or defective varnish. |  |

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| BATHROOM REQUIREMENTS | **√** |
| PLUMBING | |
| Tub is present, properly installed, maintained, caulked & glazed. |  |
| Tub has no leaks or clogs. |  |
| Sink is present & properly installed. |  |
| Faucets are present & properly installed. |  |
| Faucets do not have any leaks. |  |
| Toilet is present, properly installed & secure. |  |
| Toilet has no leaks or clogs. |  |
| Hot & cold water both work properly. |  |
| CABINETS & COUNTEROPS | |
| Cabinets are properly installed. |  |
| Cabinets do not have broken, missing, or damaged components. |  |
| Countertop is present & properly installed. |  |
| Countertop does not have broken, missing, or damaged components. |  |
| ELECTRICAL | |
| All three-prong outlets are properly grounded. |  |
| All outlets are present & in proper working condition. |  |
| GFCI is functioning properly. |  |
| Outlet/Switch cover plates are present & are not cracked or broken. |  |
| A permanently installed light fixture is present & working properly. is not damaged & has no missing components. |  |
| A permanently installed light fixture is present, is not damaged & has no missing components. |  |
| CEILING, WALLS, & FLOORS | |
| Ceiling does not have any missing or damaged tiles. |  |
| Ceiling does not have any water damage, holes, large cracks or defective paint. |  |
| Ceiling is properly supported. |  |
| Walls do not have any water damage, holes, large cracks, or defective paint. |  |
| Floor does not have any tripping hazards or holes. |  |
| Floor is not damaged & is properly supported. |  |
| Floor does not have defective paint. |  |
| Wood Trim is present, properly installed & not damaged. |  |
| Baseboard is present, properly installed & not damaged. |  |
| VENTILATION & WINDOWS | |
| Room has a window that opens or a working ventilation fan. |  |
| Windows are weather tight & properly installed. |  |
| Windows do not have broken or missing glass, controls, or locking mechanisms. |  |
| Windows open properly & remain up. |  |
| Window wells, sashes, trim, sills & ledges are free of defective paint. |  |
| OTHER | |
| There is a heating source in the room. |  |
| Vent covers are present. |  |
| Entire room is clear of defective paint. |  |

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| COMMON AREAS & STAIRWAY REQUIREMENTS | **√** |
| HANDRAILS & STAIRS | |
| Handrails are present for 4 or more consecutive steps, including landing. |  |
| Handrails are properly installed & are not loose. |  |
| Stairs are not damaged, missing, or loose. |  |
| DOOR | |
| Door is weather tight. |  |
| Locking mechanism is present & properly installed. |  |
| Door is not broken & closes properly. |  |
| Door, frame, & jamb do not have holes or defective paint. |  |
| CABINETS & COUNTEROPS | |
| Cabinets are properly installed. |  |
| Cabinets do not have broken, missing, or damaged components. |  |
| Countertop is present & properly installed. |  |
| Countertop does not have broken, missing, or damaged components. |  |
| ELECTRICAL | |
| All three-prong outlets are properly grounded. |  |
| All outlets are present & in proper working condition. |  |
| GFCI is functioning properly. |  |
| Outlet/Switch cover plates are present & are not cracked or broken. |  |
| A permanently installed light fixture is present, is not damaged & has no missing components. |  |
| CEILING, WALLS, & FLOORS | |
| Ceiling does not have any missing or damaged tiles. |  |
| Ceiling does not have any water damage, holes, large cracks or defective paint. |  |
| Ceiling is properly supported. |  |
| Walls do not have any water damage, holes, large cracks, or defective paint. |  |
| Floor does not have any tripping hazards or holes. |  |
| Floor is not damaged & is properly supported. |  |
| Floor does not have defective paint. |  |
| Wood Trim is present, properly installed & not damaged. |  |
| Baseboard is present, properly installed & not damaged. |  |
| WINDOWS | |
| Windows are weather tight & properly installed. |  |
| Windows do not have broken or missing glass, controls, or locking mechanisms. |  |
| Windows open properly & remain up. |  |
| Window wells, sashes, trim, sills & ledges are free of defective paint. |  |
| OTHER | |
| Entire room is clear of defective paint and/or defective varnish. |  |
| BASEMENT REQUIREMENTS | **√** |
| HANDRAILS & STAIRS | |
| Handrails are present for 4 or more consecutive steps, including landing. |  |
| Handrails are properly installed & are not loose. |  |
| Stairs are not damaged, missing, or loose. |  |
| ELECTRICAL | |
| All three-prong outlets are properly grounded. |  |
| All outlets are present & in proper working condition. |  |
| GFCI is functioning properly. |  |
| Outlet/Switch cover plates are present & are not cracked or broken. |  |
| A permanently installed light fixture is present, working properly & has no damaged or missing components. |  |
| BASEMENT REQUIREMENTS (continued) | **√** |
| CEILING, WALLS, & FLOORS | |
| Ceiling does not have any missing or damaged tiles. |  |
| Ceiling does not have any water damage, holes, large cracks or defective paint. |  |
| Ceiling is properly supported. |  |
| Walls do not have any water damage, holes, large cracks, or defective paint. |  |
| Floor does not have any tripping hazards or holes. |  |
| Floor is not damaged & is properly supported. |  |
| Floor does not have defective paint. |  |
| WINDOWS | |
| Windows are weather tight & properly installed. |  |
| Windows do not have broken or missing glass, controls, or locking mechanisms. |  |
| Windows open properly & remain up. |  |
| Window wells, sashes, trim, sills & ledges are free of defective paint. |  |
| HOT WATER TANK | |
| Hot water tank is present & properly installed. |  |
| Hot water tank is not damaged & has no leaks. |  |
| Hot water tank vent stack is angled upward & properly sealed. |  |
| Hot water tank drip leg is 2”– 6” from floor. |  |
| Hot water tank pressure release valve is present & not damaged. |  |
| FURNACE | |
| Furnace is present & properly installed. |  |
| Furnace flue pipe is angled upward & sealed properly. |  |
| Furnace is not damaged & has no missing components. |  |
| OTHER | |
| Entire room is clear of defective paint. |  |
| GENERAL HEALTH & SAFETY | **√** |
| FIRE SAFETY | |
| There is at least one smoke detector on each floor of the unit. |  |
| All smoke detectors have batteries & function properly. |  |
| 3rd floor sleeping areas must have an alternate means of fire escape (e.g. fire ladder). |  |
| New construction units must have smoke detectors in each bedroom. |  |
| If the unit has a clothes dryer, then the dryer must be properly vented. |  |
| GENERAL | |
| Unit is free of rodent or roach infestation |  |
| There is no mold present in the unit. |  |
| There are no city or county violations on the property. |  |
| All windows designed to open, must open. |  |
| Unit has a valid Certificate of Occupancy, if applicable. |  |
| The unit is vacant at time of inspection. |  |
| A representative over 18 years old is present to provide unit entry. |  |
| Entire unit, both interior & exterior, is clear of defective paint. |  |

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| EXTERIOR | **√** |
| HANDRAILS, STAIRS & PORCH | |
| Handrails are present for 4 or more consecutive steps, including landing. |  |
| Handrails are properly installed & are not loose. |  |
| Stairs are not damaged, missing, or loose. |  |
| Porch does not have damaged, missing, or loose floor boards. |  |
| Porch ceilings & floors are properly supported. |  |
| Porch rails are secure, undamaged & not missing components. |  |
| GUTTERS, DOWNSPOUTS & ROOF | |
| Gutters & downspouts are present & properly installed. |  |
| Gutters & downspouts are not loose or damaged. |  |
| Roof is not leaking, damaged or missing shingles. |  |
| DOOR | |
| Door is weather tight. |  |
| Locking mechanism is present & properly installed. |  |
| Locking mechanism for exterior doors is a turn-style deadbolt. |  |
| Door is not broken & closes properly. |  |
| Door, frame, & jamb do not have holes or defective paint. |  |
| ELECTRICAL | |
| All three-prong outlets are properly grounded. |  |
| All outlets are present & in proper working condition. |  |
| GFCI is functioning properly. |  |
| Outlet/Switch cover plates are present & are not cracked or broken. |  |
| A permanently installed light fixture is present, working properly. |  |
| A permanently installed light fixture has no damaged or missing components. |  |
| GENERAL | |
| Walls do not have any water damage, holes, large cracks, or defective paint. |  |
| There is no missing or damaged siding. |  |
| WINDOWS & DOORS | |
| Windows are weather tight & properly installed. |  |
| Storm windows or double paned windows are present & properly installed. |  |
| Storm doors are present & properly installed. |  |
| OTHER | |
| Driveway & apron do not have large cracks or holes |  |
| Yard is clear of overgrowth & debris. |  |
| Address is present, complete & visible. |  |
| Mailbox is present & undamaged. |  |
| Entire exterior is free of defective paint. |  |
| Multi-family unit owners must provide proper refuse disposal. |  |

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| GARAGE REQUIREMENTS | **√** |
| DOOR | |
| Door is weather tight. |  |
| Locking mechanism is present & properly installed. |  |
| Locking mechanism for exterior doors is a turn-style deadbolt. |  |
| Door is not broken & closes properly. |  |
| Door, frame, & jamb do not have holes or defective paint. |  |
| ELECTRICAL | |
| All three-prong outlets are properly grounded. |  |
| All outlets are present & in proper working condition. |  |
| GFCI is functioning properly. |  |
| Outlet/Switch cover plates are present & are not cracked or broken. |  |
| A permanently installed light fixture is present, working properly. |  |
| A permanently installed light fixture has no damaged or missing components. |  |
| CEILING, WALLS, & FLOORS | |
| Ceiling does not have any missing or damaged tiles. |  |
| Ceiling does not have any water damage, holes, large cracks or defective paint. |  |
| Ceiling is properly supported. |  |
| Walls do not have any water damage, holes, large cracks, or defective paint. |  |
| Floor does not have any tripping hazards or holes. |  |
| Floor is not damaged & is properly supported. |  |
| Floor does not have defective paint. |  |
| Wood Trim is present, properly installed & not damaged. |  |
| Baseboard is present, properly installed & not damaged. |  |
| WINDOWS | |
| Windows are weather tight & properly installed. |  |
| Windows do not have broken or missing glass, controls, or locking mechanisms. |  |
| Windows open properly & remain up. |  |
| Window wells, sashes, trim, sills & ledges are free of defective paint. |  |

**Defective Paint Citations**

If your property is cited for defective paint, you will be required to provide the following:

* Proof work was comkpleted by a Licensed Lead Abatement Contractor.
* A passed Lead Clearance Test from a Licensed Lead Risk Assessor.

Always double check the entire unit, both inside and out, to ensure there is no visible peeling, chipping, cracking, scaling, or otherwise deteriorated painted surfaces prior to your HQA Inspection.