



INSPECTION CHECKLIST

READ CAREFULLY

Rental subsidy can only begin once the dwelling unit passes Housing Quality Standards Inspection.

THESE ARE THE ITEMS THAT FAIL MOST OFTEN

You need to read through these items, sign, and date acknowledging that you have done so.

1. **CEILINGS, WALLS, OR FLOORS** that have large cracks or holes, severe bulging or leaning or have loose or falling material. Bubbled or warped floor due to moisture. Carpet coming up or separating at seams. Exposed carpet tacks. Peeling linoleum.
2. **WINDOWS** that are badly cracked, broken, or missing panes. All windows easily accessible from the outside (i.e., basement, first floor, fire escape, or deck) must have locks that work. Sleeping room windows must be operable if they were designed to be opened.
3. **DOORS** that are broken, missing doorknobs or lock parts, or have large holes.
4. **WATER HEATERS** with no discharge pipe on the temperature/pressure release valve or with missing burner cover doors. Discharge pipes must extend to within 12 inches of the floor.
5. **STAIRS** with loose, broken, or missing parts or handrails. A handrail is required where there are four or more consecutive steps and on any porches, balconies or decks which are 30 inches or more above ground. Handrails must be at least 34 inches high.
6. **SMOKE DETECTORS** that are not working or that are improperly installed. Each unit must have at least one smoke detector on each level including basements but excluding crawl spaces and unfinished attics.
7. **PAINT** that is peeling or chipping either inside or outside.
8. **STOVES** with any burners that don't work or that are missing knobs or oven handles. Stove-top burner pans must be present. Stove and oven must be clean.
9. **PLUMBING** that leaks.
10. **HOUSEKEEPING:** Carpets, kitchens (sink, stove/oven, refrigerator, counters, and cabinets), bathrooms, and the rest of your house **must be clean**. Yards cannot have "heavy accumulation" of trash, discarded furniture, or vehicles. Grass and weeds over 6 inches tall must be cut.
11. **ELECTRICAL HAZARDS:** Missing or cracked switch and/or outlet cover plate(s). Improper connections, insulation, or grounding of any component of the electrical system. GFCI outlets that aren't working properly. A light fixture hanging from it's wiring with no other firm support. If a light fixture is designed to have a cover it must have one.
12. **BATHROOM VENTILATION:** Exhaust fans must work properly. If there is no fan an openable window or a non-mechanical ventilation shaft vented to the outside, attic, or crawlspace is acceptable.

UTILITIES MUST BE TURNED ON BEFORE INSPECTION

STOVE AND REFRIGERATOR MUST BE IN THE UNIT BEFORE INSPECTION

Separate entrances, separate thermostats, and separate utility meters are required on all dwelling units. If utility meters are not separate the utilities must be included in the rent paid by the owner.

Owner/Manager Signature

Client/Tenant Signature



Our mission is to provide and develop quality affordable housing opportunities for individuals and families

Equal while promoting self-sufficiency, empowerment, and neighborhood revitalization.



Housing

Opportunity