



HQS INSPECTION CHECKLIST- LANDLORD

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

CEILINGS, WALLS, OR FLOORS- 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.

WINDOWS- Badly cracked, broken, or missing panes. All windows easily accessible from the outside (i.e., basement, first floor, fire escape, or deck) and must have locks that work. Sleeping room windows must be operable if they were designed to be opened.

DOORS- Broken, missing doorknobs or lock parts, or have large holes.

WATER HEATERS- 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.

STAIRS- 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.

SMOKE DETECTORS- 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.

PAINT- Peeling or chipping either inside or outside.

APPLIANCES- Stove and refrigerator must be in the unit. 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.

PLUMBING- Any type of leaks.

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.

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 its wiring with no other firm support. If a light fixture is designed to have a cover it must have one.

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- All utilities must be turned on. 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.

I acknowledge I have read and understand the items required to pass HQS Inspection.

Owner Name

Owner Signature

Date