



# HOUSING CHOICE VOUCHER PROGRAM

## GUIDELINES FOR INSPECTION OF HOUSING QUALITY STANDARDS:

Housing units under the Housing Choice Voucher Program must be in safe, decent and sanitary condition. Each unit must pass our field representative's inspection before we approve the unit for Housing Choice Voucher assistance. You should review the requirements indicated below before you send a request for lease approval and the related papers. Make sure the unit conforms to these standards, or that the landlord can and will make the necessary repair or alterations. All plumbing, electrical and other mechanical systems must be in proper operating condition. All utilities must be on.

| 1) ALL ROOMS                                                                                                                                         | OK | Need Repairs |
|------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------|
| a) Are there at least two working outlets? (Kitchen and bathroom must have permanent light fixture.)                                                 |    |              |
| b) Is there any exposed wiring?                                                                                                                      |    |              |
| c) Does each outlet and light switch have a cover plate and work properly?                                                                           |    |              |
| d) Do all windows open and close properly?                                                                                                           |    |              |
| e) Do any windows need putty? Are doors leading to exterior properly weather stripped?                                                               |    |              |
| f) Do all windows have secure locks?                                                                                                                 |    |              |
| g) Is the ceiling structurally sound?                                                                                                                |    |              |
| h) Is there any evidence of leaks in ceiling, walls or windows?                                                                                      |    |              |
| i) Are there holes in ceiling or walls?                                                                                                              |    |              |
| j) Is there crumbling plaster or peeling paint on window and door frames, walls or ceilings?                                                         |    |              |
| k) Is there peeling paint between interior and exterior windows?                                                                                     |    |              |
| l) Are the floors structurally sound?                                                                                                                |    |              |
| m) Do the floors have any tripping hazards, such as torn linoleum or carpeting, any phone lines, cables or cords, etc?                               |    |              |
| n) Are all closet doors hung properly so that they do not fall including all hardware?                                                               |    |              |
| o) When repairing walls all final paint must blend with same color with quality workmanship.                                                         |    |              |
| p) New move-in units must be completely painted for new tenant with quality workmanship.                                                             |    |              |
| q) Annual inspections - on any wall, ceiling, window repairs; paint must blend with color and match as closely as possible with quality workmanship. |    |              |
| r) All doors must be fitted to openings for privacy.                                                                                                 |    |              |
| s) All outlets within six feet of a water source must be GFCI protected.                                                                             |    |              |

| 2) KITCHEN                                                                                                                                                   | OK | Need Repairs |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------|
| a) Does the stove have all knobs intact and do all burners and the oven operate properly?                                                                    |    |              |
| b) Is the refrigerator large enough for the family size?                                                                                                     |    |              |
| c) Does the refrigerator and freezer cool properly and have proper seal with no tears?                                                                       |    |              |
| d) Is there adequate space to store and prepare food?                                                                                                        |    |              |
| e) Does the sink provide hot and cold running water? Are there any leaks? Does the water drain properly?                                                     |    |              |
| f) There must be a GFCI protected outlet - within six feet of water source <b>(except for refrigerator, it must be on a separate circuit from the GFCI).</b> |    |              |



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| 3) BATHROOM                                                                                                                                                              | OK | Need Repairs |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------|
| a) Does the toilet operate properly? Are there any leaks?                                                                                                                |    |              |
| b) Does the sink provide hot and cold running water? Is there enough water pressure? Are there any leaks? Does the water drain properly?                                 |    |              |
| c) Does the tub or shower provide hot and cold running water? Are there leaks?                                                                                           |    |              |
| d) Any bath area that includes a toilet must have a fan vented to the outside or an open able window with screen.                                                        |    |              |
| e) Properly sealed around all plumbing pipes to close any visible gaps with sealant or bib?                                                                              |    |              |
| f) All mechanical plumbing parts including pop-up stoppers, diverters and strainers must be functional. Tub must have stopper and strainer.                              |    |              |
| g) All plumbing fixtures must be secured to the wall.                                                                                                                    |    |              |
| h) Initial inspections - must have a new toilet seat; Annual inspections - toilet seats must be free from damage to hardware and finish.                                 |    |              |
| i) Toilet tank lids that are cracked must be replaced with a properly fitting lid.                                                                                       |    |              |
| j) If there is a toilet in the basement it must be vented to the outside. It must be enclosed with a privacy door or it can be removed and cap off all drains and lines. |    |              |

| 4) BEDROOM                                                                           | OK | Need Repairs |
|--------------------------------------------------------------------------------------|----|--------------|
| a) Does it have a window located on an exterior wall?                                |    |              |
| b) Bedroom must have two properly wired working outlets.                             |    |              |
| c) Bedroom must have closet with door(s) or a closet in the vicinity of the bedroom. |    |              |

| 5) HEATING EQUIPMENT/AIR CONDITIONING                                                                                                                                             | OK | Need Repairs |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------|
| a) Is the heating equipment capable of providing adequate heat to all rooms used for living?                                                                                      |    |              |
| b) Is the unit free from unvented fuel-burning space heaters or any other unsafe heating conditions?                                                                              |    |              |
| c) If the furnace is in a closet, are the doors vented? Also any gas hot water heater or furnace cannot be located in a bedroom closet.                                           |    |              |
| d) Window/wall air conditioning units must be installed to prevent air infiltration and with proper slant to the outside walls.                                                   |    |              |
| e) All vents and ductwork must be in good condition, any wrapping must be in good condition, secure to the ductwork. Any tape used must be appropriate for that type of ductwork. |    |              |

| 6) HOT WATER HEATER                                                                                                  | OK | Need Repairs |
|----------------------------------------------------------------------------------------------------------------------|----|--------------|
| a) Does the hot water heater or pipes have leaks? Also the pipes must be free from corrosion.                        |    |              |
| b) The pressure relief valve must be free from leaks and the discharge pipe must extend to approximately six inches. |    |              |
| c) Flame shields (cover plates) must be in place and properly installed.                                             |    |              |
| d) Vent hood must be in proper position for room ventilation.                                                        |    |              |
| e) All electrical wiring must be encased in conduit.                                                                 |    |              |
| f) Hot water heater cannot have shut off valve on hot side.                                                          |    |              |



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| 7) LAUNDRY ROOM                                                     | OK | Need Repairs |
|---------------------------------------------------------------------|----|--------------|
| a) Must have single plug or GFCI outlet for washer.                 |    |              |
| b) Dryer needs to be vented to the outside with aluminum flex hose. |    |              |
| c) Must be free of lint or debris.                                  |    |              |

| 8) ADDITIONAL REQUIREMENTS<br>(Other rooms, windows, exterior doors, electrical cover plates, plumbing, smoke detectors, interior air quality, entrance way, steps, food preparation and refuse disposal, utilities)                                                                                        | OK | Need Repairs |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------|
| a) Are all entrance and exit doors to unit made of solid material with dead bolt locks that are not doubled keyed? (Interior side of dead bolt lock must have thumb-turn latch). Do the entrance and exit doorknob have latching knob? Doors must have all working hardware (strike plates, plungers, etc.) |    |              |
| b) Is there a working smoke detector on each level of the dwelling?                                                                                                                                                                                                                                         |    |              |
| c) Is the unit free of pests, insects, rodents and vermin? If evidence is present, professional extermination paperwork may be requested.                                                                                                                                                                   |    |              |
| d) Is the unit free from heavy accumulation of garbage and debris inside and outside?                                                                                                                                                                                                                       |    |              |
| e) Are there adequate covered facilities for the disposal of garbage? (Dumpsters/trash cans)                                                                                                                                                                                                                |    |              |
| f) Where there are four or more risers on the exterior and interior of the unit is there a handrail? Are all stairwells (interior and exterior) free from loose, broken or missing steps?                                                                                                                   |    |              |
| g) Is the unit free from air pollutants? (Mold, sewer, gas, etc)                                                                                                                                                                                                                                            |    |              |
| h) Is the neighborhood free from hazards, which would seriously endanger the health and safety of residents? (Abandoned and exposed buildings nearby, etc)                                                                                                                                                  |    |              |
| i) Remove any inoperable appliances.                                                                                                                                                                                                                                                                        |    |              |
| j) Have elevators been inspected on a regular basis? (current certification)                                                                                                                                                                                                                                |    |              |

| 9) PORCHES                                                                     | OK | Need Repairs |
|--------------------------------------------------------------------------------|----|--------------|
| a) Are enclosed porches free from exposed wiring?                              |    |              |
| b) On enclosed porches, do the windows lock and are permanent screens present? |    |              |
| c) All light fixtures must have a cover if they were made to have one.         |    |              |
| d) Outside outlets must be GFCI with a weatherproof covering.                  |    |              |

| 10) EXTERIOR OF UNIT                                                                                                                                                                                                                               | OK | Need Repairs |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|--------------|
| a) Is there any peeling paint on the outside of the unit?                                                                                                                                                                                          |    |              |
| b) Is the foundation sound and free of hazard? (deterioration, peeling paint, cracking, etc.)                                                                                                                                                      |    |              |
| c) Are there any holes in the exterior?                                                                                                                                                                                                            |    |              |
| d) Are the sidewalks, walkways and driveways free from ripping hazards? Make sure no sidewalks are uneven?                                                                                                                                         |    |              |
| e) All carpeting must be clean with no stains, odors, tears, etc. If unable to clean, must be replaced.                                                                                                                                            |    |              |
| f) No unregistered and/or uninspected motor vehicles shall be parked on the property and the tires must be inflated. No vehicle shall at any time be in a state of major disassembly, disrepair or in the process of being stripped or dismantled. |    |              |
| g) If the unit has a sprinkler system or fire extinguishers you must show current certification.                                                                                                                                                   |    |              |



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|----|----------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| h) | If present, exit signs and emergency flood lights in common area must be in working order.                                                         |  |  |
| i) | Electric service cable to the house must be free from deterioration or else it must be replaced.                                                   |  |  |
| j) | All utility lines must be free from tree branches.                                                                                                 |  |  |
| k) | Any outside electrical wiring to outlets or fixtures must be enclosed in conduit and GFCI protected.                                               |  |  |
| l) | Any exterior vents must have operable vent hood free from debris or damage.                                                                        |  |  |
| m) | All gutters & downspouts must be free of debris or damage. They must have a splash block, flex drain tile or go into the ground drain tile.        |  |  |
| n) | All trees & shrubs must be trimmed back from fence lines, roofs, and foundations of any structure on the property.                                 |  |  |
| o) | All structures on the property (garages, sheds etc) will also be inspected even if the tenant does not have access to them or is not renting them. |  |  |
| p) | Any outlets in garages should be GFCI protected ( <b>except for overhead outlet for garage door opener</b> ).                                      |  |  |

**NOTE: This list is not all inclusive**

