



## INSPECTION CHECKLIST FOR TENANTS AND LANDLORDS

In order for your unit to pass inspection, it must meet certain requirements of the U. S. Department of Housing and Urban Development (HUD). The list below covers those items which most commonly cause a unit to fail an inspection. Please inspect your unit BEFORE you request an inspection from the Housing Authority to avoid any delays in the beginning date of the lease and contract. The entire brochure A Good Place to Live is available from this office and on our website. If you would like a copy please contact a member of the Section 8 Housing staff or download it from our website.

REMEMBER, YOUR UNIT MUST PASS INSPECTION ANNUALLY WITHIN THE ALLOTTED TIME FRAME OR PAYMENTS WILL STOP.

- ❖ There cannot be any chipping or peeling paint anywhere inside the unit or outside of the unit. (If the family that lives in the unit or is proposing to move into the unit has children under six and the unit was built prior to January 1, 1978.)
- ❖ The refrigerator and cooking stove (supplied by either the tenant or owner) must be clean and in working order.
- ❖ There must be an installed heating system that works and adequately heats the unit.
- ❖ There must be hot and cold running water in the kitchen and bathroom(s).
- ❖ There must be a flush toilet that works and does not leak
- ❖ The bathroom must have either a window to the outside, OR an exhaust fan.
- ❖ There must not be any plumbing leaks or plugged drains (check for slow drains.)
- ❖ All ground floor windows must have attached locks and exterior doors must have locks, including working deadbolts.
- ❖ All security bars and window bars must have a quick release mechanism.
- ❖ Window screens are not required. However, any window screens that are present must be in good condition. Screens with holes, tears, rips, bad frames or other damage should be either repaired, replaced or removed.
- ❖ There must not be any missing, broken or cracked windows.
- ❖ All electrical outlets must have cover plates and be in good condition (not cracked, broken or loose).
- ❖ The roof must not leak (check for stains).
- ❖ If stairs and railings are present, then they must be secure.
- ❖ Modifications or adaptations to a unit must meet applicable HQS and building codes.
- ❖ Floor coverings cannot be torn or have holes that can cause someone to trip.
- ❖ Smoke detectors are required in every unit and on every level and must be operating properly.
- ❖ The contract rent must be reasonable based on the rent of comparable units in the neighborhood.