

## Passing the Unit Inspection: Most Commonly Failed Items

These are the most common reasons why properties fail an initial inspection. This list is to help you prepare for the inspection so the inspection can go quickly and smoothly.

Look for these items and **correct them before the inspection** to have the best chance of passing the first time.

- No GFCI receptacles in kitchen and bathroom.
- Open ground receptacles.
- Utilities not turned on. (All utilities must be on, and all appliances and equipment must be operable.)
- Missing or burnt-out light bulbs and missing globes.
- Cracked or missing electrical switch plates and receptacle covers. Broken pieces in outlets preventing testing.
- Windows, outlets, and electrical panel painted over.
- CO detectors are missing, dying, or don't have batteries or not on every level.
- Smoke detectors must be either Hardwired or a 10-year Sealed battery, inside every bedroom and on every level.
- Construction debris/equipment left in the unit.
- Exterior doors must be weathertight with workable locks and no double cylinder deadbolts. Light cannot show around door when closed.
- Water Heater: Must have drainpipe to T & P relief valve, no leaks.
- Broken/cracked windowpanes and windows without secure workable locks.
- Bathroom must have at least one window that can be opened, or a mechanical ventilation system.
- Bathroom and Kitchen: Slow draining sink or tub. Dripping sink or shower head.
- All doors in the unit must latch and stay closed.
- Stove: All burners, drip pans and oven must be present and operable. All knobs must be present and marked. Must be plugged in and on.
- Refrigerator: All components must be present and workable. Must be plugged in and on.
- Light switches that do nothing. (All light switches must have a purpose.)
- All dwelling units must display house numbers clearly.



# HOUSING OPPORTUNITIES

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## HQS Move-in Ready Inspection Checklist

Each unit rented to a Voucher holder must pass a Housing Quality Standards (HQS) inspection. The checklist below is a tool for owners to prepare their unit for an HQS inspection. This checklist highlights some of the common violations found during unit inspections. The items on this checklist must be working or completed **prior** to the HQS inspection.

- The unit must be empty/vacant from previous tenant.
- Utilities (water, gas, electric) must be turned on at the time of the inspection. All bulbs and globes must be installed and working properly.
- No chipping or peeling paint inside or outside the unit.
- Stove must be clean and in working order and secured. All burners and drip pans must be installed and working. There must be a working hood vent or window, and light must function.
- Refrigerator must be clean and be in working order with a good door seal.
- There must be a permanently installed working heating system.
- Hot and cold running water in the kitchen and bathroom(s).
- There must be a shower or bathtub that works with no leaks.
- There must be a flush toilet that works, is securely mounted, and does not leak.
- The bathroom must have either an outside window or an exhaust fan vented to the outside.
- There must not be any plumbing leaks.
- There must not be any clogged drains (check for slow drains).
- All plumbing fixtures must have P-traps to prevent sewer gas from leaking into the unit.
- All windows, and exterior doors shall open and close as designed and must have working locks. Doubled keyed dead bolts are not permitted. All doors must latch when closed. Exterior doors must be properly sealed with no light around when closed.
- Each living space must have two means of fire egress (i.e. door & window)
- All electrical outlets/switches must have cover plates and be in good working condition. If the unit is not grounded, they must be 2 prong outlets, or protected by GFCI.
- All ground fault circuit interrupters (GFCIs) must work properly. Any outlet near a water source must be GFCI protected.
- There must not be any missing, broken, or cracked windows.
- Bedrooms must have a working window or door for egress. The window must stay open on its own.
- The roof must not leak. Indications of a leak are discolorations or stains on the ceiling.

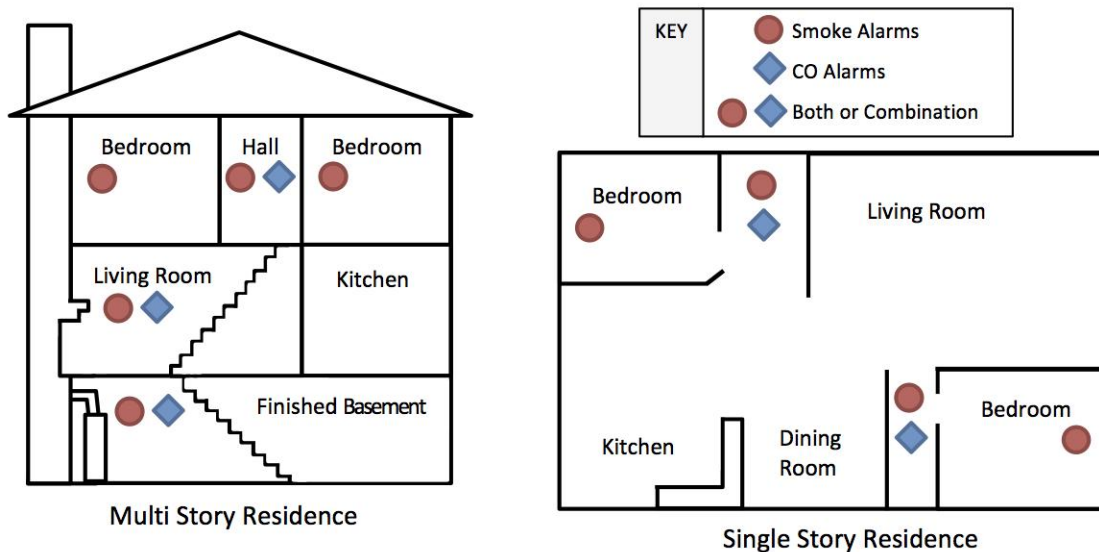




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- The hot water heater tank must have a temperature pressure relief valve with downward discharge pipe made of galvanized steel or copper tubing that is between six inches to eight inches from the floor or directed outside the unit (no PVC). CPVC is acceptable.
- The floor covering cannot be torn or have holes that can cause someone to trip.
- If there are stairs and railings, they must be secure.
- Four or more exterior stairs must have handrails 34 inches to 38 inches from the ground.
- Walk offs or porches 30 inches above grade must have guard rails 36 inches from the ground.
- There must be working smoke detectors properly mounted on each level of the unit including the basement, walk-up attics and inside every bedroom. Smoke detectors must be hard wired, or tamper proof/with a sealed battery.
- All units must have a Carbon Monoxide Detector on each level.
- All security bars and windows must have a quick release mechanism.
- All sliding glass doors must have a lock or security bar on the door that works.
- All construction/rehabilitation (painting, carpet replacement, etc.) must be completed.
- The unit must be free from roaches or rodents.
- There must be stepping-stones or walkway to the unit without trip hazards

**Whenever something is designed to do something,  
it must do that something to pass.**



This checklist is not intended as a complete listing. Contact our office if you have questions.

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