

LANDLORD HQS INSPECTION CHECKLIST

Each unit rented to a Section 8 Voucher holder must pass a Housing Quality Standards (HQS) inspection at Initial Lease Up and each other year at the Biennial Inspection. The checklist below is a tool for owners to prepare their units 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 for the completion of the inspection.
- No chipping or peeling paint inside or outside the unit.
- Stove must be clean and in working order and secured.
- Refrigerator must be clean and in working order with a good door seal.
- The landlord must provide a heating source to warm the home.
- Hot and cold running water in the kitchen and bathrooms.
- There must be a shower or bathtub that works.
- 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 plugged drains (check for slow drains).
- All plumbing fixtures must have P traps to prevent sewer gas from leaking into the unit.
- All ground floor windows and exterior doors shall open and close as designed and must have a keyless deadbolt or c chain and a peep hole. Double sided keyed deadbolts are not permitted.
- 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.
- All ground fault circuit interrupters (GFCIs) must work properly.
- There must not be any missing or broken, or cracked windows.
- The roof must not leak. Indications of a leak, are discolorations or stains on the ceiling.
- 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.
- 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 ground must have guard rails 36 inches from the ground.



- There must be a smoke alarm properly mounted in every hallway and each bedroom including the attic and basement if it is a living space.
- All security bars on windows must have a quick release mechanism.
- All sliding glass doors must have a pin lock and any secondary way of locking the door.
- All construction/rehabilitation (painting, carpet replacement, etc.) must be completed.
- The unit must be free of roaches or rodents.
- There must be stepping stones or walkway to the unit.
- There must be a fire extinguisher in the kitchen area.
- All windows must stay up when opened and lock and must have screens.
- All bathroom sinks must have either a functioning popup or rubber stopper present.
- All faucets must have aerators.
- All hot water heaters must be enclosed if inside the house or apartment.

This brief listing is for the purpose of information only is not intended as a complete listing. Check HUD and local codes for other requirements.

If you have any additional questions or concerns regarding HSQ inspections please contact the inspections department at 361.889-3362.