

TO: TENANT AND LANDLORD

SUBJECT: CHECKLIST OF COMMON FAIL ITEMS AT HOUSING
QUALITY STANDARDS (HQS) INSPECTIONS

This list is being provided for you to check on commonly failed items. Please repair items beforehand to avoid a re-inspection or a delay in starting a new lease.

Should any of the below items apply to the rental unit, we ask your cooperation in addressing these items before the scheduled housing inspection.

1. Test and install all **Smoke Alarms**. Replace the batteries or device if needed. Smoke Alarms will need to be present and working in ALL: Bedrooms, Hallways, Kitchens, Stairwells, Common areas (includes living rooms and dining rooms).
2. Test and install **Carbon Monoxide (CO) Alarm - If you have a:** Gas Stove, Attached Enclosed Garage, Gas Water Heater in the home, Fire Place, Other Gas or Wood burning appliances in your Section 8 Rental Unit. At minimum you will need to install a Carbon Monoxide (CO) Detector/Alarm in the hallway(s) near the bedrooms.
3. Check that all four stove burners are working. Repair or replace inoperable burners. All burners must have drip pans. Drip pans that are rusting must be replaced. Knobs must have indicators on them.
4. Remove or replace an inoperable food disposal.
5. Check under the sinks for leaks.
6. Treat the unit for any roach and flea infestation.
7. All electrical outlets must have a cover plate.
8. Check all light fixtures – All sockets must have a light bulb and a lens cover.
9. Check locks on all windows and doors – repair as needed. Louvers need to be in place and louver handles need to be working properly.
10. Check closet door floor guides – repair/replace as needed.
11. Water catchment tanks must be at least half full at the inspection.
12. Cut back overgrown grass, trees and shrubs six (6) feet from building and six (6) from the water catchment tank.
13. Remove excess rubbish from property.
14. Remove inoperable cars from property.
15. Check vent holes under eaves. Install covers as needed.
16. Only for Homes built before 1978 AND if there are children under 6 in the home and/ or pregnant women. Properly fix any cracking peeling paint safely. See HUD handout "Protect Your Family From Lead in Your Home". Follow precautions for proper removal from a licensed professional.