

KHA HQS Pre-Inspection Checklist

Each unit rented to a Housing Choice Voucher holder must pass a Housing Quality Standards 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 unit must be empty/vacant from previous tenant.
- € All utilities (water, gas, electricity) must be in service.
- € Working smoke detectors are required in every unit and on every level.
- € Cooking stove, oven, and refrigerator must be clean and in working order.
- € There must be a heating system that works.
- € There must be hot and cold running water in the kitchen and bathroom(s).
- € There must be a shower or bathtub that works and does not leak.
- € There must be a secure flush toilet that works and does not leak.
- € The bathroom must have either a window to the outside with a screen, **OR** an exhaust fan.
- € There must not be any plugged drains (check for slow drains).
- € All windows and exterior doors must have locks that work. Double-keyed deadbolts are not permitted.
- € All bedrooms must have at least one window or exterior door.
- € All electrical outlets must have cover plates and be in good condition. All outlets must be properly installed, three prong outlets must also be grounded.
- € There must not be any missing, broken or cracked windows.
- € There must not be any water damage (or excessive water damage) caused by leaks.
- € The hot water heater tank **MUST** have a temperature pressure relief valve with a downward discharge pipe made of galvanized steel or copper tubing that is 3 feet long. Two earthquake straps (one in the top third and one in the bottom third) are required for all hot water heaters.
- € There cannot be any chipping, peeling paint anywhere on the inside of the unit. There cannot be any chipping peeling paint on the exterior of 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. Stairs with 4 or more steps require secure hand railings.
- € The roof must not leak. (Check the ceiling for stains.)
- € All security bars on windows must have a quick release mechanism.
- € All overhead lights or ceiling fans must be installed properly.
- € Remove any inoperable or unregistered vehicles.
- € Modifications or adaptations to a unit must meet applicable HQS and building codes.
- € Certified Carbon Monoxide Detectors must be installed in all single-family dwellings having a fossil fuel burning heater or appliance (such as gas stove, or oven), fireplace, or attached garage.
- € The unit must be free from roaches or rodents.
- € Skirtings around unit must not have gaps or holes to allow entry for rodents.
- € If there is an item designed to perform a certain function in the home, the item needs to work properly (E.G.- A garbage disposal, if installed, must work properly). If an item does not work as designed, it must be repaired, removed, or replaced.