



HQS MOVE-IN INSPECTION CHECKLIST FOR LANDLORDS

Each unit rented to a Housing Choice 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.**

- Unit must be empty/vacant from previous tenant.
- Unit must have working smoke detectors properly mounted. One per level including the basement, walk-up attics, and stairwells.
- All units with gas appliances and or attached garages require working carbon monoxide detectors.
- Utilities (water, gas, electric) must be turned on for the completion of the inspection.
- Electrical fixtures cannot have open sockets or loose wires.
- All electrical outlets /switches must have cover plates and be in good working condition.
- Properly working GFCI outlets are required if an outlet is near a water source, including in the kitchen where outlets serve countertops and in bathrooms if the outlet is within six feet of the outside edge of the sink. All GFCIs must work properly.
- 3-prong outlets must be grounded/wired properly.
- The stove must be clean, secured and in working order.
- The refrigerator must be clean with a good door seal and in working order.
- The unit must have a permanently installed working heating system.
- Hot and cold running water in the kitchen and bathroom(s).
- Unit must have a shower or bathtub that works.
- Units must have a toilet that is securely mounted, does not leak and works.
- The bathroom must have either an outside window (that opens) 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.
- The water heater tank must have a temperature pressure relief valve with a downward discharge pipe made of galvanized steel or copper tubing that to be within six inches from the floor or directed outside the unit (no PVC). CPVC is acceptable.
- Floor covering cannot be torn or have holes that can cause someone to trip.
- All first-floor windows and exterior doors shall open and close as designed and must have working locks. Double keyed dead bolts are **not** permitted.
- The roof must not leak. Indications of a leak are discolorations or stains on the ceiling.
- Exterior doors must be adequately weatherproofed.
- There must not be any missing, broken, or cracked windows.
- Window screens are not required, but if present, must be free of damage.
- Three or more exterior stairs must have handrails.
- If there are stairs and railings, they must be secure.
- Walk offs or porches 30 inches above grade must have guard rails.
- All construction/rehabilitation (painting, carpet replacement, etc.) must be completed prior to inspection.
- No chipping or peeling paint inside or outside the unit.
- The unit must be free from roaches or rodents.

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